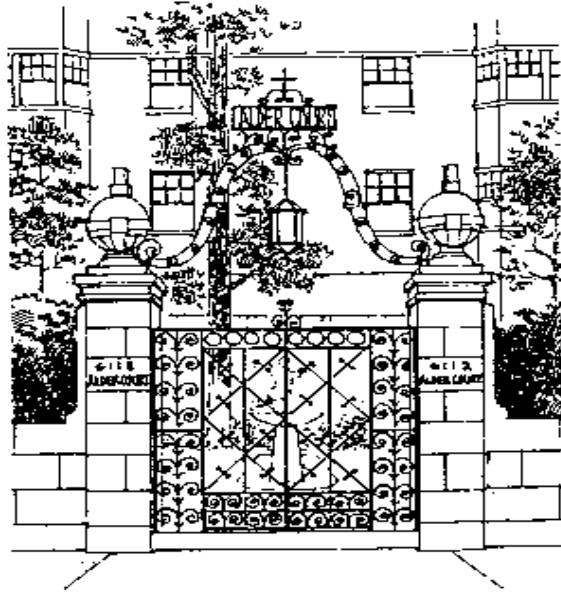


HOUSE RULES



ALDER COURT APARTMENTS, INC.
6112 ALDER STREET
PITTSBURGH, PA 15206

Adopted - March 8, 1979
Revised - December, 1997
Amended - March 1998
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Revised - February 20, 2002
Revised - January 25, 2005
Revised - June 19, 2023

These HOUSE RULES are intended to furnish guidelines to promote peaceful and pleasant living among the residents, with all of us observing a concern for our neighbors and an awareness of the need for an even-handed settling of any problems that may arise.

Alder Court Apartments, Inc. consists of 24 apartment units, of varying sizes, as well as laundries, office, storage, and service units. In addition, it has a courtyard, a side yard and a back yard, and 7 single garages and one double garage. These facilities are intended to support and provide for the comfortable occupancy of the premises by the owner/tenants.

Every effort is made to keep the building in good condition. The well-planned structure is comfortable and has a character of its own, keeping the integrity of the architecture since 1913. For many people the age of the structure and its period amenities have great charm. As a designated Pittsburgh History & Landmarks building, exterior appearances cannot be changed, although within apartments most owners have modernized facilities to suit their needs and tastes. Prospective buyers should understand, however, that in purchasing a unit in Alder Court they are buying it "as is" with occasional faults attributable to the age of the building. In particular, prospective buyers should be aware that sun porches were originally open porches, not enclosed rooms, and as such are at a higher level of risk from water damage during adverse weather events.

Another factor that must be emphasized is the mutual responsibility of each owner to the general well being of the Alder Court complex. The sharing of decisions, participation in a limited number of activities (such as service on the Board of Directors, on committees, on special events) makes this truly a COOPERATIVE.

SECURITY:

Conditions in the city make it necessary to provide access to the structure and its apartments by controlled means.

Smoking is prohibited in any of the interior common areas. These areas include, but are not limited to, the entrance vestibules, stairwells, basement, and laundry areas.

All entrances to the apartment structure must be kept locked at all times.

All entrances are keyed alike. Each shareholder is provided with a key and the necessary codes to gain access to his or her tier and to the common areas.

The electrically controlled locks at the front doors have been installed for convenience. Unless the shareholder is positive of the identity of the caller by voice, s/he should be identified by sight before granting admission by activating the lock. The superintendent is expected to be accessible to service people during business hours. If you are having work done that requires the assistance of the superintendent, such as electrical or plumbing work, please notify the superintendent in advance.

The building superintendent is on duty Monday through Friday. He is not on duty on Saturday or Sunday except in an emergency. The hours covered are 8:00 AM to 4:00 PM with appropriate time for lunch which may vary according to the work schedule. Shareholders can contact the superintendent by phone or email as needed.

The work schedule for the building superintendent is planned for and directed by the Board in conjunction with Bill Patton of RJ Community Mgmt., Inc. Routine or small-scale service requests should be directed to the Board or the building superintendent. Major service requests or complaints should be directed to the Board or to Mr. Patton's office, 412-550-0003, and not to the staff superintendent. That office is covered Monday through Friday from 8:30 AM to 5:00 PM, with the exception of the noon to 1:00 PM lunch hour. In an emergency at other times, call RJ Community Mgmt., Inc. at 412-550-0003, and their answering service will contact the proper party. Any direct request to our service staff will be directed by them through RJ Community Mgmt. prior to scheduling.

A representative of RJ Community Mgmt., Inc. or the Board of Directors has the right at a time of emergency from fire, theft, water leaks, and the like to enter any apartment. For this purpose, a duplicate set of keys currently in use should be lodged in the key locker. If the representative is unable to gain access in such an instance because of the unavailability of such keys, management has been given the authority to gain access by other appropriate means. In addition, the shareholder may be held liable for damage done to other units of the building.

No object should be left in any common area, such as the entry or passageways, on stairways or in halls, or on walkways outside the building. This request is to avoid accidents to occupants or others. Alder Court Apartments will not be liable for any damage to objects left in common areas or injuries caused by objects in common areas.

The general design and construction of Alder Court Apartments offer reasonable protection against spreading fire. However, every occupant must consciously take every precaution to avoid starting a fire: never throw hot ashes or cigarette or cigar ends in waste baskets; repair frayed wires promptly; do not overload your electric circuits; unplug televisions and clock radios in your absence from the apartment. Note the location of fire extinguishers with respect to your apartment. Read directions for use. Plan possible escape routes from every room in your apartment. Give children their instructions. Do not open a door into a hall if there is a suspicion of heat or smoke on the other side. If you see a fire, call the Fire Department immediately. The emergency number is 911. Stay on the line long enough to direct the Fire Department to the proper address. There are frequently delays in the Fire Department's arrival at a fire because a panicky caller did not give sufficient information.

Changes in temperature and humidity affect the length of elevator cables and sensitivity of floor selectors so that at times the car floor may not register exactly with the building floor. Therefore, care should be taken upon entering or leaving the elevators to avoid accidents.

Children should not be permitted by their parents to operate or play in the elevators or on the fire escapes.

USAGE:

No business inviting or encouraging public access to the premises may be conducted thereon. No sign, advertisement or notice may be inscribed, painted, or affixed on any part of the building.

Any addition to the agreed upon occupancy of any apartment unit must be discussed with and approved in writing by the Board of Directors.

The patio on the west side of the building is for the use of shareholders. On occasion, it may be reserved for entertaining by notifying the president of the Corporation and by posting announcement on the chalkboard in the basement.

INSTALLATIONS, REPAIRS, REPLACEMENTS, REFURNISHING:

All work for the account of a shareholder must be done by qualified registered electricians and licensed plumbers. Minor electrical, plumbing, and other work can be performed by the superintendent if his schedule has capacity. Time spent on these minor projects will be billed to the shareholder.

Work affecting bearing walls or supporting structures may not be undertaken without written permission of the Board of Directors.

All new electrical wiring and repairs of existing wiring must comply with City regulations and ordinances applicable thereto.

All gas connections must be made and tested by a registered plumber or other qualified person.

Contractors are not permitted to work in members' apartments before 8:00 A.M. and must finish by 6:00 P.M.

Air conditioners - permission of the Board of Directors must be obtained before installing an air conditioner. The size of the unit and load on the electric line will be checked. There is a per unit per year charge to cover the cost of the energy used by the unit. The amount of the charge will be determined at a meeting of the Board of Directors based upon then current rates, and the shareholders will be advised of the charge.

Any air conditioner that is not in working condition must be removed from the window to avoid being charged the yearly energy cost. Air conditioners are installed in the Spring and are taken out and stored in the shareholder's locker in the Fall by the superintendent.

Antennas and satellite dishes are not permitted on the roof. Installation of antennas or satellite dishes in other areas must be approved by the Board of Directors.

Care should be exercised to avoid stoppage in drain lines and resultant flooding. The cost of repairing sinks, toilets, and other water appliances will be for the account of the occupant. Nothing can be flushed down toilets except human waste and toilet tissue. Sanitary wipes, diapers, and feminine hygiene products cannot be flushed. All sink and bath drains should be fitted with mesh covers to prevent materials from going down drains.

Damage to another apartment by water will be repaired at the cost of the offending shareholder.

All expenditures for repairs within the space enclosed by the walls, ceilings, or floors of any apartment authorized by the shareholder are to be for the account of the shareholder unless specifically excepted by these rules or by action of the Board of Directors.

JANITORIAL SERVICES:

Vanguard provides janitorial services to the common areas of the building. They collect garbage from the basement trash cans twice a week, on Tuesdays and Fridays. Shareholders are asked to be mindful of placing odorous refuse in the basement trash cans, as the cans are only emptied twice a week.

Vanguard performs a deep cleaning of the tier landings on the last Friday of the month. Prior to that day, shareholders are requested to remove any personal items, including doormats, from the landings.

Any comments or complaints on Vanguard services should be reported to a Board member, and that Board member will log the feedback to share with Vanguard.

Recycling is supported and encouraged. As regulations on what may be recycled change frequently, an updated list of materials that can be recycled is posted in the Recycling Room and on the Bulletin Board in the basement.

LAUNDRIES:

The seven laundries are community property and space for laundry equipment is allocated to each shareholder.

Hookups are available in the basement laundry rooms for one washer and dryer per unit. No shareholder may have space for more than one washer and dryer. Any equipment either not in repair or not currently used must be stored in the shareholder's locker rather than in the laundry room. No electric dryers are permitted - only gas dryers may be used.

Laundry #4 is equipped with coin operated washers and dryers for the convenience of the shareholders.

NOISE:

TV, radio, and musical instruments should not be played after 11:00 P.M. unless the sound is muted and kept within one's own apartment. In this regard, consideration for one's neighbors would dictate moderation in tone and use. This is especially important in summer when windows are open.

GARAGES:

Nine garages are available for shareholder rental, and eligibility for rental is based on a seniority list of current residents' years of unit occupancy.

Active shareholder residency is required to rent a garage.

Shareholders are required to carry homeowner's insurance to cover contents.

All shareholders renting a garage must sign a lease provided by the Corporation that outlines the terms and requirements of garage rental.

BUYERS:

Active shareholder residency is required to own a unit.

No more than two apartments may be owned by the same family/shareholder.

Prior to sale, prospective buyers are required to attend a meeting with at least 3 board members, as an opportunity to ask questions and get information on living in a co-op.

Buyers will be presented with House Rules and Bylaws prior to purchase and are required to read these documents. Questions can be posed to any Board Member. Buyers will be required to sign and acknowledgement in the presence of at least two Board Members that these documents were provided and reviewed.

Prior to sale, prospective buyers are required to attend a meeting with at least 3 board members, as an opportunity to ask questions and get information on living in a co-op.

In particular, buyers will be asked to acknowledge

1. Understanding of unit air conditioning standards
2. Understanding residency requirements
3. Understanding pet policy – number and size of pets
4. Receipt and understanding of house rules, bylaws, and proprietary lease.

GENERAL:

Windows facing the courtyard should be dressed preferably in white or off-white curtains, blinds, or with a neutral color compatible with the building's exterior. Awnings may not be installed in windows facing the courtyard.

Air-conditioners may not be installed in the windows facing the courtyard.

Electrical ranges and clothes dryers may not be installed.

In order to prevent smoke and cooking odors from invading an adjacent apartment, no cooking on fire escape landings or porches is permitted.

Door screens may be replaced at owner's expense. Window screens are provided. Contact the superintendent for assistance with installation or removal of window screens.

Carpeting and mats are not permitted on fire escapes or porches as they trap moisture and rust the metal flooring. Heavy furniture that damages the floor paint is also not permissible.

In order to conform with City Ordinances, all fire escapes, fire escape landings, and porches must be kept uncluttered. An exception would be a modest display of plants such as many residents have provided which enhance the appearance of the building and give pleasure to many. In this connection, it is suggested that since all porches are shared, consultation with one's neighbor regarding such adornments is appropriate.

Articles of furniture and appliances may not be moved without first installing padding within the elevator cages. Contact the superintendent for assistance.

No rugs can be placed on the floors of basement storage lockers.

No major electrical appliances can be installed in basement storage lockers.

No member or occupant is permitted to hold a public sale of household goods on the premises of Alder Court Apartments.

No solicitation by any person or persons whatsoever is to be permitted in the building.

RESPONSIBILITY:

Alder Court Apartments, Inc. disclaims any and all responsibility for loss of property on the premises resulting from causes over which it has no control.

Property left by or for members with the manager, superintendent or other employees of the Corporation will be received by them as agents of said members and not of the Corporation and the Corporation shall not be responsible for any loss or damage to such property.

Under no circumstances will permission be given to a non-resident of Alder Court Apartments to enter a locked apartment of an owner-tenant shareholder in his absence, even if the request is made by a member of the owner-tenant shareholder 's family, without prior written permission being given in writing to either RJ Community Mgmt., Inc. or to the president of the Corporation.

Expenditures made for building repairs or improvements by shareholder without prior approval of RJ Community Mgmt., Inc. will not be reimbursed.

The Corporation carries insurance to protect its property. It has no responsibility for damage done to shareholder 's property and assumes and requires that shareholders carry a Homeowner's policy.

When a shareholder plans to leave an apartment unoccupied for an extended period of time, information should be lodged with the Board of Directors as to the duration and whom it should contact in case on an emergency. In the event of long absences, arrangements should be made to have utility services checked periodically.

The Corporation or its Agents shall not be responsible to the members for any non-observance of rules or regulations on the part of other members.

Adopted by the Board of Directors this 8th day of March, 1979 in accordance with Article II, Section 7, of the by-laws and Paragraph 13 of the Proprietary Lease. Modified 12/97. Amended 3/24/98. Modified 1/01. Modified 2/20/02. Modified 2/05. Modified 6/19/23.