

# **Hampton Hall Condominium Residents' Manual**

Updated August 2024

## **EMERGENCY TELEPHONE NUMBERS**

Fire, police, or paramedics	911
Hampton Hall Maintenance Office	412-687-5500
Rj Community Management	412-550-0003 (24/7 emergency answering service)

### **SAFETY EMERGENCIES**

Your smoke alarm will alert you of smoke in your unit, but it does not trigger the building alarm system. If you have a genuine fire emergency, you should immediately **PULL THE LEVER ON THE FIRE ALARM IN THE HALLWAY**. The hallway device sets off the alarm for evacuation of the building, plus it automatically calls the fire department.

Always activate fire alarm or **call 911 first**, and then call maintenance during working hours or Rj Community Management after working hours.

The person sending the alarm must designate someone like a family member or neighbor to meet the emergency personnel at the front door when they arrive.

### **WATER EMERGENCIES**

In the event of a water leak, risk of imminent property damage, or other emergency, call maintenance immediately. After hours, please call Rj Community Management at 412-550-0003 who will coordinate appropriate response parties. If your emergency requires fire, police, or paramedics, your first call should be 911.

### **LOCKOUTS**

The association and Rj Community Management are not responsible if you forget or lose your key. During the maintenance staff's normal working hours, you may ask them to unlock your door. The association does not provide after-hours lock-out services. Residents are encouraged to leave a key with a trusted neighbor.

## **FIRE EVACUATION PROCEDURES**

1. When the fire alarm sounds, you must evacuate the building. Take the nearest stairs to the ground floor and exit the building. Congregate at a safe distance away from the building and remain there until the fire department says it is safe to reenter. Do not use the elevators during a fire evacuation. Do not go to the roof unless it is your only means of escape.
2. If you are trapped in your apartment, place wet towels at the bottom of your doors to help block smoke from entering your apartment. If there is smoke in your apartment, lie on the floor; the air there will be the most breathable. Beware of opening windows, as that can draw the fire toward you.
3. Do not call the maintenance office or management company to ask if it is a false alarm; this ties up the phone lines and could interfere with evacuation and rescue.

Our central fire alarm system is directly tied into the city fire department's reporting system. When the alarm goes off, the fire department responds and takes charge. The alarm must not be silenced, and residents must not reenter until the fire department completes its inspection and gives the all clear.

### **Don't Cause a False Alarm**

Don't vent cooking smoke into the hallway; it will set off the fire alarm. If you burn the toast, **open a window, not a door**, for ventilation.

# Hampton Hall Rules and Regulations

*Amended and republished July 2024*

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## Introduction

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Hampton Hall is a landmark building and a wonderful place to call home. It was built in 1928 as a luxury apartment building and is now a condominium. The building is admired for its lovely brass entrance doors, its richly textured stucco, its gracefully arched doorways, its handsome lobby tile, and many other amenities. In 1985, the Pittsburgh History and Landmarks Foundation awarded the designation of historic landmark to Hampton Hall for its architectural distinction. Hampton Hall is entirely residential.

The Hampton Hall Condominium Association consists of the owners of the 55 apartments. The association's affairs are governed by an elected executive board. The association's governing documents consist of the declaration of condominium, the bylaws, and the house rules and regulations. All owners are bound by these governing documents and any duly adopted additions or amendments.

The executive board employs a professional management company to assist it with the management of the building and of the association's financial affairs. The day-to-day operation and maintenance of the building are handled by staff headed by the facilities manager. The management company maintains a portal with information about the building and a way to ask questions and express concerns:

[https://portal.rjcmgt.com/home\\_v2/login](https://portal.rjcmgt.com/home_v2/login).

**If you have questions or problems, please contact the facilities manager or the management company. You should not call or text members of the executive board with your questions and problems except in an emergency — they are volunteers who are not compensated for their service. The board's email address is [hhboard15213@gmail.com](mailto:hhboard15213@gmail.com).**

## **Duties of Owners**

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### **Specific Responsibilities**

Each owner and resident is responsible for knowing and complying with the governing documents of Hampton Hall, which consists of the Declaration of Condominium, bylaws, and these rules and regulations. Violations may result in fines at a minimum of \$250 or other penalties.

### **General Duty**

Besides complying with the requirements set forth in the governing documents, each owner and occupant must exercise reasonable care so as not to infringe on the rights of the association or of anyone at Hampton Hall. This care includes conducting yourself so as not to cause harm or undue risk of harm to persons or property, and to annoy or inconvenience others. Owners and other residents are responsible for the conduct of people they invite into the building — friends, contractors, or others.

## House Rules and Other Information

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### **Air Conditioners**

In choosing a window air conditioner, the association encourages you to choose energy-efficient, low-profile models. Units that leak and stain the exterior of the building are not permitted; please check yours each year to ensure they are in good shape. Air conditioners must be installed so they do not detract from the appearance of the building (For more information, please see *Windows and Exterior in this manual*). You are encouraged to remove window air conditioners in the winter months and keep them in your assigned storage locker.

### **Alterations and Repairs**

Owners may undertake repairs or alterations only within the confines of their own apartments. Work may take place only Monday through Saturday from 8:00 a.m. and 5:00 p.m. It is considerate to notify your neighbors in the units next door, above and beneath you, if the work will be noisy or otherwise create a disturbance.

### **For any work, you are required to use contractors who are licensed and insured.**

Our management company or facilities manager can suggest experienced contractors who charge reasonable rates, including plumbing, electrical, painting, and appliance repair. Because a century-old building requires special care, you are encouraged to use these suggested contractors. This guidance is offered as a convenience. The association does not profit by or guarantee their work.

If you cannot be at home when workers arrive, you can arrange with the facilities manager to let them into your apartment.

Fumes and dust must not be vented through doors leading into the main or service hallways. Painting and other work that causes fumes or dust, must be vented through windows or exhaust fans.

Before beginning any alterations, including but not limited to plumbing and electrical work, the unit owner must obtain written approval of the executive board. You must submit the following items to the management company, so the board can consider your request:

- A plan showing the scope of alterations, particularly as it affects any interior boundary wall, exterior walls, exterior doors, screening, windows, structural or load-bearing members, and electrical or plumbing facilities.
- Building, plumbing, and electrical permits. All work performed must comply with all existing building, fire, electrical, plumbing, and safety codes, and insurance requirements.
- A list of contractors you intend to use.

- Proof that electricians are registered and licensed to do business in the City of Pittsburgh.
- Proof that plumbers are registered with the Allegheny County Health Department and approved by the board.
- Certificates of insurance from contractors showing they carry general public liability coverage at a minimum of \$300,000 combined single limit for bodily injury and property damage, completed operations insurance, workers' compensation insurance, and automobile liability insurance.
- Descriptions of any appliances you plan to install. Please see the manual's section *Appliances and Other Fixtures* about restrictions and need for board approval.

Alteration Request Forms can be found on the portal under *Documents*.

Maintenance staff must not be asked to do repairs or other work for individual owners or tenants during regular working hours, except in an emergency. But outside of working hours, staff members are free to make their own arrangements.

### **Animals**

No pets or other animals of any kind are allowed in Hampton Hall, either permanently or temporarily. Your guests must leave their pets at home.

### **Appliances and Other Fixtures**

No space heaters or other auxiliary heating units are to be installed or used in the building. Any owner wishing to install a new appliance, such as a central air conditioner or a washer/dryer, must obtain prior written approval of the executive board, unless they are replacing an existing unit. Board approval will only be given for high-efficiency washer/dryer combination units. Garbage disposals are not allowed, except to replace an existing unit. For information about installing and maintaining window AC units, see the section in this manual about air conditioners.

### **Bulletin Boards**

Residents may post personal notices on the bulletin boards in the mail room and laundry room. Notices should be no larger than 8½ by 11 inches. Please date your notice and remove them after two weeks. Residents may not post notices anywhere else in the building. No business or commercial signs, solicitations, or the like may be posted anywhere on the property.

### **Cables**

You must notify management if you plan to install television or other cables that are visible on the outside of the building, to avoid damage and maintain a neat appearance. Cables must be securely anchored, and converge neatly with existing cables to avoid an unsightly appearance. If you need more information, please



contact the facilities manager or management company.

### **Carts**

Grocery and luggage carts are stored in the basement laundry room and service hallway, and they are there for all residents to use. Do not take these carts on the passenger elevators — use the freight elevator. Please return carts when you finish using them, and ensure that elevator doors are completely closed. Your neighbor may be waiting to use them.

### **Deliveries**

Furniture, appliances, and other large items should be brought in through the back door and carried in the freight elevator. Do not use the front door or passenger elevators for such items. When scheduling delivery, coordinate with the facilities manager. He will ensure the freight elevator is available, direct and oversee delivery workers, and if necessary arrange to relocate residents' cars parked near the back door. Failure to follow this policy may result in fines of at least \$250.

### **Dress**

Appropriate attire in public areas is required. Shoes and a shirt must be worn in all public areas, including hallways, elevators, the lobby, and outdoor areas on the ground floor.

### **Elevators**

Our vintage passenger elevators with their brass gates are lovely, but they must be operated properly to avoid injury. They are not like modern elevators that allow you to put your hand in front of the door to stop it from closing. Hands should be kept away from the gate, and the door should be opened promptly when the gate opens. You must also not prop open the doors — that may break the elevator.

Please tell your guests about these precautions — you are responsible for ensuring they follow these rules.

Do not use passenger elevators for transporting items that could damage the paint, wallpaper, carpet, or any other part of the elevator. You must not use the passenger elevators to carry furniture, grocery carts, luggage carts, or bulky equipment. Use the freight elevator.

On the freight elevator, both the door and the metal gate need to be opened and closed by hand. Be sure to close both gate and the door when you leave the elevator, so it can be called from other floors.

## **Fire Safety and Smoke Alarms**

Your smoke detector will alert you to an issue in your unit, but it does not trigger the building's alarm system. If you have a genuine emergency, you should immediately **pull the lever on the fire alarm in the hallway**. The hallway device sets off the alarm to evacuate the building, and it automatically calls the fire department.

If you do not have a real emergency — for example, if your smoke alarm went off because you burned something in the oven — open a window and fan the smoke away from the smoke detector until the noise stops. **Do not open your door to get rid of the smoke in a non-emergency**. Venting smoke into the hallway can set off the building's fire alarm, triggering an evacuation of the building and a visit from the fire department.

If your neighbor's apartment alarm goes off, and they don't respond to knocking on the door, better to be safe than sorry: pull the hallway alarm.

All fire alarm devices, whether located inside individual units or hallways, are considered *common elements* — property maintained and replaced by the association. Anyone removing, dismantling, or intentionally damaging any devices will be subject to maximum penalties by the association and possibly by the City of Pittsburgh.

All units are required to install a smoke detector in the main living area, all bedrooms and the hallways leading to the bedrooms.

The building will conduct fire drills from time to time throughout the year.

## **Insurance**

Condominium owners must purchase an H06 policy to cover personal belongings as well as a liability policy. Loss assessment insurance is also recommended. To assess your needs, your insurance agent will need to review the association's governing documents and the association's master policy. You or your agent may consult the association's insurance agent about coverage provided by the master policy. Copies of the governing documents and contact information for the association's insurance agent may be obtained from the management company.

## **Keys and Security**

Security requires the cooperation of all owners and residents. Failure to comply with Hampton Hall's policies will result in fines of at least \$250.

Please remember that the building and parking lot are secured areas. Building keys should be used only by the owners or their tenants. Keys must never be given to nonresidents, including employees and contractors. Doors and gates must never be left open and unattended. **Do not admit anyone you don't know**. It may seem impolite not to hold open the door for someone, but it could be dangerous.

Never buzz in anyone you don't know. If someone is delivering food or another kind of item, meet them at the locked door — don't buzz them, sight unseen, into the lobby.

It is essential that staff have access to all apartments. This is to help you in case of emergency and to protect the building in case of water leaks, fire, or pests. All owners are required to provide the facilities manager with a key to their apartment. The keys are coded so they cannot be traced to your apartment and accessible only to management and staff. They use them only in the event of emergency or if you have authorized them. If you do not provide a key, the association reserves the right to have a locksmith drill the lock or otherwise gain access forcibly for good reason, such as an emergency investigation or response to a water leak. You will be responsible for any damage and the expense to repair it.

Dead bolt or digital locks may be installed on apartment doors, as long as the original hardware is not removed and the additional hardware is brass to match the other doors in the building.

If you lose your key to the building or your parking lot fob, you may replace them for \$250. A temporary key for a houseguest requires a \$250 deposit that will be refunded when you return the key.

### **Laundry Room**

Laundry facilities in the basement are for only for the use of residents. An assigned laundry room locker is provided for each apartment. Clean lint traps before and after you use a dryer, because lint buildup can lead to overheating and the risk of fire. Improper use of the appliances and sinks that could harm the equipment, plumbing, or the next person's laundry is not allowed. So do not use any dyes; do not wash or dry oily rags; do not pour chemicals down the drains. Because everyone shares the facilities, do not use more than two machines at a time — two washers, two dryers, or a combination of one washer and one dryer. Remove your laundry as soon as a cycle is done, so other residents may use the machines. And please clean up after yourself, to keep the laundry room nice for others.

### **Library**

Next to the mailroom you will find books donated by residents for the enjoyment of their fellow residents. Guidelines for borrowing books are posted. If you wish to donate books, there is a box in the room where you may leave them.

### **Lobby and Hallways**

Hampton Hall's beautiful brass doors, tiles, carpet, and stucco walls are irreplaceable because of their age, and they need to be respected. Bulky items like furniture or anything rough, dirty, or at risk of damaging these items must not be carried through the brass doors or through the lobby.

Common areas such as the lobby, hallways, service hallways, and stairwells must be

kept clear for appearance's sake and safety reasons. Personal belongings may not be left in common areas. You may leave umbrellas and boots outside your front door or service hallway door, but only on a tray to avoid damaging the carpet or floor.

Lockboxes or other utilitarian items must be discreet. Any decorations on your door must be in keeping with the aesthetic of the building. You may be required to remove decorations deemed by the board to be offensive or inappropriate.

### **Maintenance**

As an owner, you are responsible for keeping your condo clean and in good repair to conform with the building's bylaws and to avoid interfering with anyone else's use and enjoyment of apartments or common elements. If there is damage to other units or common elements because of failure to properly maintain your unit, you will be responsible and subject to fines.

Maintenance of common areas is the day-to-day responsibility of the association and is handled by our staff. Problems should be reported to the facilities manager or the management company.

### **Monthly Maintenance Fees**

Your monthly fees cover your share of the cost of operating and maintaining Hampton Hall. These amounts are based on the budget the executive board adopts each year and distributes to all owners. Your fees also include an averaged monthly charge for electricity, based on your apartment's usage in the prior year, unless you are billed directly by Duquesne Light.

All new owners must set up automatic payment of their fees through the management company. Payments are due on the first of each month. The company may provide a coupon book for mailing in your payment by request. Late payment of fees and other assessments will be subject to stiff penalties and interest.

### **Moving**

The following requirements apply to all moves, whether you hire a professional or do the work yourself.

— Every move must be scheduled and approved at least one week in advance with Rj Community Management or the facilities manager. **There are no exceptions.** You also need to sign and submit this form for approval. To find a copy on Hampton Hall's community portal, click on Documents on the left side of the page, click again on Governing Documents, and scroll down to the move-in/move-out policy. The full portal address is [https://portal.rjcmgt.com/home\\_v2/Login](https://portal.rjcmgt.com/home_v2/Login).

— The facilities manager plans and supervises the logistics of all moves.

— Owners must ensure tenants arrange their moves in advance and follow all rules.

— Moving hours are **Monday through Friday from 8:00 a.m. to 3:00 p.m.** If requested in advance, your move can be done during overtime hours: **Monday through Friday from 3:00 to 6:45 p.m., and Saturday from 9:30 a.m. to 2:00 p.m.**

— A fee of \$50 an hour is charged for moving during overtime hours. There is a minimum two-hour charge.

— Moving isn't permitted at night, or on Sundays or holidays. If you can't complete your move on the scheduled date, you'll need to ask your moving company to hold your items until the next available day — and notify management.

— A sign with your name, unit, and a contact phone number must be displayed on the moving vehicle.

— Everyone must load and unload items through the back door near the trash and recycling sheds, not the front door or the side door off the parking lot. You also must notify owners of the three vehicles who park next to that door of your move.

— You may transport items only on the freight elevator, not the passenger elevators. The parking lot and all entrances are monitored by security cameras. (Also, remember to close the freight elevator's manual gate and shut the door. No one on another floor can request the elevator if its door or gate is left open.)

— Please consult this manual for instructions on delivery of large items and disposal of cardboard and other bulky trash.

— Moving companies must submit these documents to Rj or the facilities manager before the day of their move: certificates of insurance proving they carry general liability coverage at a minimum of \$300,000; single limit bodily injury and property damage coverage; a completed operations policy; workers' compensation; and automobile liability coverage.

— To keep the building secure, don't leave outside doors propped open and unattended. Owners and their tenants are responsible for damage their move causes to the building, its grounds, or the property of other unit owners or residents.

— Breaking these rules may result in fines from \$50 to \$250 for each violation.

### **Noise**

Take care not to make (or allow your visitors to make) excessive noise that may disturb your neighbors, especially after 10:00 p.m., in accordance with the City of Pittsburgh's noise ordinance. Sounds from common areas like the hallways, service hallways, stairwells, the front porch and walkway, and the parking lot carry into neighboring apartments. Please act respectfully when using these areas, especially after 10:00 p.m.

The city's noise ordinance is here:

[https://apps.pittsburghpa.gov/dcp/Noise\\_Amendments\\_-\\_FINAL.pdf](https://apps.pittsburghpa.gov/dcp/Noise_Amendments_-_FINAL.pdf)

The thick walls of Hampton Hall provide good — but not perfect — soundproofing. Television, music, and other noise in your apartment should be kept to a reasonable level. Our hardwood floors are lovely, but they tend to amplify noise. Residents should take care to avoid excessive noise that might disturb their neighbors. You may want to consider using rugs or removing shoes indoors. Avoid noisy activities such as vacuuming and running the dishwasher after 10:00 p.m. when your neighbors may be trying to sleep. If necessary, the executive board may require an owner to install carpeting to resolve a noise problem.

### **Parking Lot**

Every numbered parking space is individually owned. Unfortunately, Hampton Hall has no extra parking spaces for guests in our lot. All residents must display a parking sticker on their vehicles; the facilities manager issues stickers to all residents and keeps a record of them. Vehicles parked anywhere in the lot without permission are subject to fines and towing. Cars parked without authorization in a numbered space are subject to towing by the owner. If a vehicle parked improperly belongs to a nonresident, the owner of the unit being visited is also subject to a fine and charges for any expenses that result. If you have a special need for temporary parking, contact the facilities manager; he will try to find an available space. To help the community, we suggest that if you know your space will be vacant for a while that you share those dates with the facilities manager.

The space with the RESERVED sign is for the use of the maintenance staff. The maintenance staff may authorize temporary use of that space by someone with a special need, such as a contractor or an overnight guest from out of town. Such temporary use is allowed only if arranged in advance with the facilities manager, who will issue a parking tag indicating the date and time the vehicle is authorized to park. Any vehicle parked in the RESERVED space must have a current tag prominently displayed and show the unit number and a phone number where the driver can be immediately contacted.

Our lot is small and cramped. No vehicle may create an obstacle by its size or the way it is parked. Vehicles should be parked far enough inside a space's painted lines so that the doors of cars on either side can be easily opened. Drivers should pull their vehicles all the way forward to the concrete bumper so that other vehicles can maneuver in and out of nearby spaces.

Only passenger vehicles may be parked in the lot. Commercial vehicles and recreational vehicles are not allowed, except for temporary parking of contractor or delivery vehicles authorized by management or staff. The executive board may make arrangements or exceptions for other specific parking needs at its discretion. Motorcycles or other vehicles emitting excessive levels of noise, are not allowed.

All vehicles must be properly licensed and registered and be in good working condition.

### **Entry Code**

An entry system to the parking lot is located on the right-hand pillar as you enter the lot. Two codes are programmed for access to the lot by residents and by contractors or other workers. Residents may obtain the codes by contacting the management company. Residents are not permitted to disclose the code to anyone except authorized persons.

### **Plumbing**

Like any classic building, Hampton Hall's plumbing requires great care. Work should be done only by plumbers experienced with and attentive to the problems of antique plumbing. Maintenance staff can help you to arrange for an approved plumber. If you want to use a particular plumber not already on the building's list, contact the management company to request approval.

**Please report clogged drains to the facilities manager or management company immediately.**

**Do not pour Drano or other chemical products down the drain.**

Clogged drains must be fixed promptly, or they may cause major problems. Ordinary chemicals destroy the pipes. If a chemical agent is needed, maintenance will supply a special product that does not damage the plumbing.

**Report water leaks immediately** to the facilities manager or to the management company after hours to prevent property damage. If staff cannot resolve the problem themselves, they will arrange for an approved plumber. Unchecked leaks, whether from faulty plumbing or other sources, can cause damage not only to your apartment, but also to other apartments and common areas. You will be responsible for damage to other apartments or common areas that result from failing to maintain your apartment properly or for failing to notify the association of a problem. You may also be subject to fines.

Residents must maintain easy access to pipes and valves. Some access panels are in closets; even here residents must avoid blocking access to the shut-off valves, because water damage may occur in minutes if valves cannot be shut off quickly.

For environmental and financial reasons, please try not to waste water. If you have a dripping faucet or running toilet, notify maintenance. The facilities manager or a plumber may be able to adjust fixtures to eliminate these problems.

### **Rental of Units**

Hampton Hall is a residential condominium of owner-occupied units. Rental of condos is not permitted under the bylaws except in limited circumstances and

with advance approval by the executive board. If rental is approved, it must be by written lease for a minimum of one year and must include a lease addendum. To approve a rental, the management company must receive a copy of the lease and a completed lease addendum, which can be found on the Hampton Hall portal under *Documents*. The portal address is [https://portal.rjcmgt.com/home\\_v2/login](https://portal.rjcmgt.com/home_v2/login).

The board strongly recommends that all tenants purchase renters' insurance with these protections: coverage for personal property; personal liability and medical coverage for the tenant and the tenant's family and guests; and temporary loss of use of leased premises and related emergency living expenses.

Owners must inform tenants of all rules and requirements and ensure they comply. If a violation happens, the owner will be responsible along with the resident for any fines, costs, or other consequences. The board may also require a security deposit be posted by the owner to cover damages to common elements or infractions of the governing documents. No sublets are allowed. Please consult the management company if you have questions.

Note: Some owners purchase at Hampton Hall to provide a home for a relative. A unit occupied by a close family member — defined as a parent, child, grandchild, or sibling of the owner — is not considered a rental unit.

### **Roof Garden**

The building's roof garden is closed until further notice.

### **Sales and Signs**

Owners wishing to place their unit on the market should consult the management company about rules and requirements. No for-sale signs are allowed. A real estate open house may be held only with advance permission of the executive board and in accordance with requirements designed to protect the security of the building. During an open house, realtors must always have a person on duty at the front door.

The management company will provide the required documents to the real estate agent at the owner's request. A fee is charged for this purpose.

The association has a right of first refusal for the purchase of any apartment under Article 6.4 of the Declaration of Condominium. If you sell your unit, you must comply with this article, and you must refer to the right of refusal in your sales contract.

No non-real estate sales, such as garage and yard sales, may be held in Hampton Hall, and no advertisement for any sale or any service offered may refer to Hampton Hall or its address.

### **Smoking**

Smoking is prohibited within 20 feet of all common areas of the property, including



the front steps and walkway, parking lot, hallways, and laundry room. Residents may smoke in their own apartments if they keep their doors closed to prevent smoke from drifting into common areas.

### **Solicitors**

No solicitors, whether commercial, charitable, or political, are allowed in Hampton Hall. If an unauthorized person comes to your door, you should immediately alert the facilities manager or management company. Do not open your door to strangers.

### **Storage**

Each apartment is assigned a basement storage locker. Owners must clearly label their lockers, and they are responsible for keeping them clean and secure. No materials that would pose a safety hazard may be stored in lockers, including combustible or flammable substances such as oil paint or solvents. No food or other materials likely to attract pests may be stored in lockers.

Bicycles are stored in the bike room inside the laundry room. They are not permitted in any other part of the building. Bicycles must enter Hampton Hall through the rear doors, not through the side or front doors.

Aside from ordinary household consumer products, residents may not keep any combustible or flammable materials in their apartments that could pose a safety hazard.

No one is allowed to store personal property in common areas except as described in these rules. Any personal property you keep anywhere in the building or on the grounds, including your storage locker, is at your own risk. The association and its employees and agents are not liable for loss, destruction, theft, or other damage.

### **Trash and Recycling**

Trash cans and recycling containers are in the service hallways on each floor. Garbage must be enclosed in plastic trash bags before leaving your unit to avoid odors and pests, and to avoid accidental damage to the carpet. Please note that any trash chutes in the building are for historic purposes and aesthetics — they are not in use. **Do not place trash or other items in the trash chutes.**

Recyclable plastic bottles and cans should be rinsed before you deposit them in the hallway container to avoid odors and pests. Please consult the Recycle Information Sheet available from the facilities manager to see what items may be recycled. Glass is not included on the list of recycled items. Please do not place anything in the containers other than recyclable items.

Empty corrugated cardboard boxes may be placed in the trash area for pickup,

taking care not to obstruct the hall or any doorway. As a courtesy to the maintenance staff, please break down cardboard boxes. Large, heavy, or sharp items should be placed in the dumpsters in the parking lot. Disposal of oversized items should be arranged with the facilities manager. Any additional charge by the trash hauler for those items will be charged against an owner's account.

### **Windows and Exterior Walls**

The windows are an important part of the aesthetic appearance of our landmark building. Individual units are subject to restrictions to avoid compromising its harmonious appearance.

Owners have the option, at their own expense, of upgrading to board-approved custom windows installed by an approved vendor. The association has approved window specifications, the style and color of which are intended to blend in with the building facade. Only approved windows may be installed. The management company can provide the names of approved vendors, as well as other helpful information. As with all remodeling projects, prior approval is required. For more information, please see the *Alterations and Repairs* section of this manual.

Window coverings such as shades, blinds, or curtains visible from outside the building must be white or off-white. No colors and no other neutrals are permitted.

If a unit purchased on or before March 31, 2014, has window coverings in a different neutral shade, the owner may request an exception from the board. The board will grant an exception if the non-compliant window coverings do not detract from the harmonious appearance of the building. If the unit is sold, the exception passes to the new owner. But when prohibited window coverings are replaced, the exception terminates, and the new coverings must be white or off-white.

Any decorations in windows must be in keeping with the aesthetics of the building. The board retains the right to compel removal of any decorations which, in its sole discretion, are offensive or inappropriate.