

NEVILLE HOUSE PROPERTIES

A CONDOMINIUM

HOUSE RULES & REGULATIONS, 9/1/2020

This supersedes all previous House Rules

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I. Every day—AT ALL TIMES

FOR THE DURATION OF COVID-19 PANDEMIC **PLEASE WEAR A MASK IN ALL COMMON AREAS**, PARTICULARLY IN THE ELEVATORS

1. Fire prevention measures prohibit smoking in the elevators and common areas including hallways, entrance areas and lobby, Neville Room, roof deck and prohibit grilling on the balconies and roof deck.
2. No noise from any source between the hours of 11:00 p.m. and the following 8:00 a.m if that noise disturbs or annoys other owners or occupants of the building.
3. No owners or occupants shall make or permit to be made any disturbing noises in the building or on the premises by themselves, their family, friends or other invitees, nor to permit anything to be done by such persons that would interfere with the rights, comforts or convenience of other owners.
4. Nothing shall be done to, or kept in, any unit or common area which will result in an increase in the rate of insurance for the building without the written consent of the NH Council.
5. No Resident or Owner of a unit may send any employee of the Condominium out of the building on private business during the employee's working hours.
6. No unit owner shall bring into nor store in the building any materials that are inflammable, combustible or explosive, except for normal household use.
7. Children shall not be permitted to loiter or play on the stairways, halls, lobbies, elevators, or other common areas, but are allowed on the roof deck or in the Neville room with adult supervision.
8. Residents are not permitted to have pets in the Neville House, except for those mandated by law

9. Trades people and repair persons shall use the service elevator. Residents must make arrangements with the office for workers to gain entrance to the first floor service elevator. Trades people using carts for any purpose shall use the service elevator.
10. Except for the professional offices on the first floor, no business or trade requiring visits by customers, clients, salespeople or vendors onto the premises is permitted.
11. Unit owners shall not conduct a furniture sale, open to the public, unless the Council gives specific approval.
12. No solicitations shall be conducted on premises without consent of the Council.
13. Anyone using a grocery cart or luggage carrier must use the service elevator.
14. In-house personnel are available to assist unit owners with problems related to the building according to job descriptions formulated by the Management Company.
15. Due to insurance liability restrictions, Staff Employees cannot leave their area of duty during working hours to provide medical assistance to any Unit Owner or guest. Employees are permitted to open necessary doors to assist emergency attendants in entering the building. Unit Owners should call the office or garage employees to inform them of any emergency and alert them to any arriving medical unit
16. Requests for service shall be confined to regular work hours, except in emergencies and must be submitted on the form which is available in the NH Office.
17. Building emergency services shall be first directed to the in-house personnel and if unavailable, to the Management Company.
18. Complaints regarding any service shall be made in writing to the Council or to the Management Company.

II. COMMON AREAS

FOR THE DURATION OF COVID-19 PANDEMIC **PLEASE WEAR A MASK IN ALL COMMON AREAS**, PARTICULARLY THE ELEVATORS

Fire prevention measures prohibit smoking in the elevators and common areas, including the roof deck, and prohibit grilling on the balconies and on the roof deck.

ENTRY TO THE BUILDING

1. The security system is for the protection of all unit owners. To be fully effective, this system requires that all outsiders gain entrance to the building only upon the authorization of the unit owners they are visiting. Although it may seem ungracious at times, owners must insist that all outsiders use the intercom system for admission to the building.
2. A unit owner who does not know the identity of the person seeking entry must not open the building entry doors. A sign is posted at the door indicating this rule, partly as a reminder and partly to avoid embarrassment about refusing to open the door to people not known personally to the unit owner. You can refer to the house rules in refusing admittance.
3. The outside glass door is locked from 11:00 p.m. to 6:00 a.m. Persons without fobs can still enter through the garage, where the Neville House has 24-hour-a-day Attendants who can properly monitor this entrance.
4. All people working in the Building must enter through the Garage and register at the Business Office no matter what time of day.
5. All deliveries must be made through the garage. An exception occurs when delivery people or movers are transporting very large items. Then, access to the Building through the first floor freight elevator will be necessary. In those exceptional cases, it is the responsibility of the Unit Owner involved to be certain that any movers or delivery people involved are registered at the Business Office

6. One master fob and one key will be issued at no charge to each Owner of Record [Name(s) listed on the deed], up to a maximum of two persons. Additionally, one master fob and one key will be issued to each approved Resident Relative, up to a maximum of two persons. All fobs have a personalized identification number, which identifies the person to whom it was issued, and must not be transferred to any other individual without the written permission of the NH Council.
7. A "Guest fob," for a family member who will be a legal resident in the unit, or a designated custodial person in case of emergencies, may be obtained with: Council's written permission, a detailed identification of the person (including the relationship and purpose for issuance), and a
8. \$50.00 deposit, -- which will be refunded when the fob is returned and has not been misused. Guest fobs will open only the Lower Lobby door. In the event that a fob is determined to be in the possession of a person other than the one to whom it is issued, the fob will be deactivated, and the Unit Owner(s) fined \$100.00, and the deposit (if applicable) will be forfeited to NH.
9. Lost or deactivated fobs will be replaced at a cost of \$50.00 and must be requested, in writing, from the Neville House Council. Council is under no obligation to issue a replacement for a misused and deactivated fob if Council considers the requested replacement to be a threat to the building's security.
10. The Management Company must retain a passkey to each unit. Any unit owner altering the lock or installing a new lock must provide Management with the proper keys(s). ANY DAMAGE DONE TO THE OWNER'S UNIT OR TO ANOTHER UNIT OR TO THE COMMON AREAS OF THE BUILDING RESULTING FROM AN INABILITY TO ENTER A UNIT WILL BE THE SOLE FINANCIAL RESPONSIBILITY OF THE UNIT OWNER VIOLATING THIS RULE.

NEVILLE HOUSE ENTRANCE ACCESS RULES

| <u>OCCUPANCY</u> | <u>ACCESS</u> | <u># OF OPENERS</u> |
|--------------------|---------------|--|
| Resident Owner | Full | 1 Master key & 1 FOB per deeded occupant |
| Non-Resident Owner | Full | 1 Master key & 1 FOB |
| Resident Relative | Full | 1 Master key & 1 FOB per named relative |
| Resident Renter | Full | 1 Master key & 1 FOB per name on lease |
| Guest of Resident | Partial | 1 Limited access FOB (Upper lobby, side); no key |
| Workmen | Partial | 1 Limited access FOB (Issued daily); no Key |

INSIDE THE BUILDING

1. CommonArea halls on floors 2-9 shall not have any objects or furnishings, plants or decorations placed on the floors or on window ledges because of safety reasons. Any violations that pose a safety hazard will be removed.¹ Temporary/seasonal decorations hung on the door are exempted
2. Wall hangings and pictures are permitted provided:
 - a. They do not protrude more than two (2”)from the wall
 - b. They are hung in agreement with and without offending your immediate neighbors on your end of the floor
3. During bad weather, umbrella stands or mats are permitted outside of the entry door to unit owner’s apartment, but must be waterproof to avoid damage to carpet.
4. The Condominium Association assumes no liability for, nor shall be liable, for any loss or damage to articles placed in the common areas by the unit owner.

FIRE AND FIRE ALARM PROCEDURE

DO NOT USE THE ELEVATOR UNDER ANY CIRCUMSTANCES.

Smoking is prohibited in all common areas of the building including the Neville Room and the roof deck.

Those residents who are unable to walk down the stairs must go out onto their balcony and wait for further evacuation instructions.

When a fire is detected anywhere in the building, horns will sound on every floor. There is also a horn alarm in every apartment. Residents are to walk down the stairway nearest to their apartment until they reach the Lobby **AND THEN EXIT THE BUILDING IMMEDIATELY.**

Do not telephone the Business Office or the Garage. The phone lines must remain open for urgent instructions and communication with the Fire Department personnel.

In the event that you should encounter fire or smoke in the corridors or stairwells, go to the nearest apartment balcony.

Two Fire alarm stations are located on each floor. When this lever is pulled, the Fire Department automatically receives the signal. When they arrive at the building, the enunciator panel in the lobby will identify the floor that initiated the alarm.

The Fire Code requires one (1) smoke detector in each apartment. However, due to the poured concrete construction of the Neville House, Council recommends the installation of an additional smoke detector in each apartment.

The smoke detector(s) in your apartment is NOT connected to the main alarm. In the event of a fire in your apartment, it is necessary to pull the alarm in the hallway.

Do not activate the alarm unless there is an uncontrollable situation in your unit. Occasionally your smoke detector will begin to beep due to weak batteries or because of

excessive cooking or cigarette smoke. In the event smoke accumulates in your unit, **DO NOT OPEN THE DOORS** TO THE HALLWAY FOR VENTILATION; OPEN YOUR WINDOWS.

In the case of repeated false alarms from one resident, the resident will be charged for the amount the City charges Neville House.

FALSE ALARMS MAY OCCASIONALLY OCCUR, BUT IT IS UNWISE TO ASSUME THAT IT IS A FALSE ALARM WHERE YOUR SAFETY IS CONCERNED.

LAUNDRY

1. All laundry must be transported to and from the laundry room on the service elevator. The laundry and garage-level hallways are both “NO SMOKING” areas.
2. Laundry is available to everyone who lives in Neville House. It is not a commercial laundromat and we ask that you do not bring your friends laundry here. We are all paying for the machines and water, which has become increasingly expensive.
3. Please limit your use to 2 machines at any one time and use high concentration liquid detergent; no pods as they will clog the machines.
4. If you have not removed your items from the washers and dryers within 30 minutes following the completion of the set cycle and no other machines are available, the person who is waiting to use the machines is permitted to remove these items, place them on the table or on top of the machines, and use the machines for their washing and drying.
5. The laundry facilities are for the exclusive use of the owners, residents and overnight guests (or their employees who are doing the laundry for them). Inviting, and/or, permitting “outsiders” to bring their laundry to the Neville House to take advantage of our facilities is prohibited, and will be dealt with a manner which Council deems appropriate.

MAILROOM

1. All deliveries—including food and packages should be delivered through the garage. Please let your delivery drivers know that in advance when you place your order. No deliveries should be left in between the doors in the lobby and no delivery person should be let into the building. Each resident should go downstairs to get their delivery.
2. Library is available to all residents of the building. Our volunteer librarian is Emma Hurley.

NEVILLE MEETING/PARTY ROOM

1. If you wish to use this room for your gathering, please make your intention known to the NH Office in advance of your intended date so that we can co-ordinate its use. The unit resident is responsible for: set-up, clean-up, noise control, behavior control, and any damages incurred.
2. There are no common water or sanitary facilities in or near the room, so the user must make their unit available to their guests for such uses.
3. Smoking is prohibited in the Neville Room. Please remember that there are residents below this Room.

GARAGE

1. Every Resident who parks on the premises has an obligation to the other Residents to abide by these Rules so that all Parking charges are equitably assessed, and that the Driveway Parking Area is used for the purposes determined to be essential for the proper operation of the Building.
2. Residents changing or adding cars are obligated to notify the Garage Supervisor of any change so that the official records can be changed accordingly.
3. Parking spaces can be reserved for an additional charge. Please refer to the current parking rate. Otherwise, the Garage Attendants are instructed to park the larger and the smaller cars in those spaces that will help to prevent damage to a vehicle due to the bulkheads and pillars in the garage. They are also instructed to move vehicles during the night in order to permit an easy exit for those parkers who consistently leave early in the morning.
4. A key must be left for every car parked in the garage.
5. Drivers entering the garage must use a remote control device or their entry key to open the garage door. Do not blow your horn to have the door opened, as this can be disturbing to those Residents living nearest the driveway.

1. No vehicle shall be parked on the premises in any manner that will prevent ready access to any entrance or exit of the building by another vehicle. No trucks or vans are allowed.
6. Automobile repairs are not permitted on any part of the premises.
7. Do not warm up or idle car in the garage due to fumes that will accumulate and cause unhealthy/unsafe conditions in the garage
8. Council will continue to pursue every means possible to eliminate those parkers who have no association whatsoever with this building from parking on the outside driveway.
9. Unit Owners who have a car are not required to use the Garage, but they cannot expect to circumvent this expense by parking for prolonged periods in the outside spaces. They must park off the premises.
10. Council feels that it is appropriate to permit an Owner to allow someone else to use his or her parking privilege. Therefore, the Neville House Council has made these provisions concerning the use of the Parking Garage Leased spaces:

Non-Residents may park for a long term in the garage during a Resident's absence according to the following Rules:

- A. The Owner and his or her vehicle must be absent from the Garage for a minimum of 90 days.
- B. Council must be notified in writing of the Owner's intention and must approve the "Replacement" parker.
- C. The Owner will continue to be invoiced and responsible for the Garage fee.
- D. If the Owner returns and the parking space is occupied by the replacement, the owner is responsible for all additional guest parking fees.

- E. The Owner must give the replacement parker the garage door opener for their use. Otherwise the Garage Attendant will provide entry to the garage.
- F. No Key or entry fob will be given to the replacement parker, as the replacement parker is not permitted entry to any other part of the facility.
- G. The replacement parker must leave the car keys with the Garage Attendant.
- H. This permission will apply to a specific replacement person and one specific vehicle for the entire time of the Owner's absence.
- I. The Owner is responsible for all charges, damages and actions of the replacement parker.
- J. This permission will be revoked if deemed appropriate by Council

OUTSIDE PARKING

7:00 am to 5:00 pm Monday - Friday

- A. Resident Owners may park outside for a maximum of three (3) hours during this period
- B. Employees of Residents or their guests may park outside for a maximum of three (3) hours during this period.
- C. Anyone staying longer than three (3) hours must park in the Garage at the prevailing fee. You may charge the Garage fees to your account or the parker may pay the Attendant directly.
- D. Trucks of Contractors are exempted.

5:00 pm to 7:00 am Monday - Friday

- A. Employees of Residents or Guests may park for any period of time during these hours, but must vacate the space by 7:00 am

B. Resident owners may not park outside overnight to avoid Garage Fees.

GARAGE PARKING FEES

Long Term Resident Owner's cars \$70.00/mo./car Reserved spaces are an additional \$30.00 per month)

Non-Resident cars \$80.00/mo./car (12 hours or less per day)

Non-Resident cars \$85.00/mo./car (12 hours or more per day)

Short Term and overnight —\$5

Garage fees may be charged to your account or the parker can pay the Garage Attendant.

The above rates may be changed from time to time. See attendant for current rates.

III. YOUR APARTMENT

1. No occupant shall change or interfere in any manner with any portion of the heating, plumbing, air conditioning, lighting equipment, or fire alarm system in or about the building.
2. No outside awning or window guards shall be used unless approved by the NH Council.
3. No signs of any kind shall be placed in windows or on doors or on any surface without the prior written consent of the NH Council, except that unit owners may place their name on their own entrance door.
4. For Lease, For Sale, or Open House signs are not permitted to be posted inside or outside of the building.
5. No radio, television, dishes, or other aerial connections shall be installed by the occupants outside of their respective units (e.g. hallways, balcony or windows).
6. Basic cable service is provided for each residential unit and the cost appears on your monthly statement. This is not an optional choice, as it is a contracted item covering the entire building. You may, if you desire, purchase additional levels of service from our provider and pay the difference directly to the provider.
7. Any unit owner altering the original plumbing or electrical lines in their unit shall be responsible for any future damage that may occur.
8. Because of localized sound problems in the building, unit owners are required to cover at least 80% of their apartment floors with rugs or carpeting, excluding the kitchen and bathroom areas.
9. Those units having a kitchen door to the common hallway must keep it closed at all times, except for ingress and egress.

10. Unit owners are prohibited from doing anything that will structurally or decoratively change the exterior appearance of the building. Window air conditioning units are prohibited. Flower boxes may not overhang the balcony and must be painted to blend with the building. Residents are not to do anything that would damage or interfere with the waterproof seal of the building.
11. Storage lockers are located on the basement (Garage) level and are assigned by the NH Office. You may store anything non-flammable in them, but please keep in mind that this area is underground and we do experience occasional water leaks. It is suggested that you keep a padlock on the door. Neville House is not responsible for theft, loss or damage in the lockers.
12. Owners may request from Council permission to install washer/dryer hook-ups within their units. This permission will be contingent on the following guidelines:
 - a. The Apartment's electrical panel must be updated per current electrical code and inspected before and after installation.
 - b. The washer and dryer must be apartment size.
 - c. The dryer must be electric and vented with a small, water-filled container so as to encapsulate lint.
 - d. The washer wastewater must drain to the proper stack.

It should be noted that this installation will require an investment of a few thousand dollars. We ask owners who are interested in making this investment in their unit to first discuss the issue with the building superintendent and then, if still interested, to present their request in writing to Council.

WINDOWS

The outside of the windows are cleaned twice a year. The inside is your responsibility. No signs or advertising are permitted to be displayed at any time.

If you are considering upgrading the efficiency of the windows in your unit, replacing windows or frames, you must present specifications to Council for approval. The replacements must match the original appearance from the outside. The cost of the replacement will be borne entirely by the unit owner.

REMODELING & REDECORATING

1. If interior walls are to be removed, or doors, closets, or cabinets relocated, prior approval must be obtained. No common area of the building may be painted or repaired by an individual unit owner without the written approval of the council.
2. **Plumbing** work must be done by qualified plumbers after clearance with the superintendent. Contractors must exercise caution when working with the plumbing to prevent consequential damages to the over-all plumbing in the building. When it is necessary to work on the plumbing, it is sometimes necessary to turn off the water in the building. This can only be done on a planned basis Monday through Friday at approximately 10:00 a.m. The reason for this is that at all other times residents are using the water for showering, washing clothes, etc. It is disruptive when the water must be shut off unnecessarily.
3. The superintendent must be notified in advance of any anticipated shut down, so that a notice can be posted.
4. Care must be exercised to avoid having debris dropped down the drains. All drains are to be protected against this during construction.
5. Any damage resulting from the abuse of the toilets or other plumbing will be paid for by the unit owner who is having the construction work done.
6. In accordance with City codes, only registered **electricians** are permitted to do any electrical work in the building. Alterations of the basic electrical wiring in your unit must be approved by Council prior to proceeding with the work.

7. The **heating and air conditioning system** in our building is a Centrally Operated system which is controlled by the thermostats in your unit. **NO ALTERATIONS OF THE EXISTING SYSTEM ARE PERMITTED.**
8. Supplemental thermostats for individual air handlers in resident's units may be installed for more accurate control of temperature. Please see the superintendent for details. Window air conditioners are prohibited. No additional window air-conditioning unit that affects the external appearance of the building may be installed by any unit owner. Questions regarding the operation of this system must be directed to the Building Superintendent or Council.

Workmen performing work for Unit Owners or for the Condominium must register with Business Office.

IV. CONTRACTORS AND REMODELING

In the interest of fairness to all parties - the Neville House Council; the Unit Owners; the Residents; the Contractors and Management - the following has been prepared. This will give notice to all parties as to how work is to be conducted in the Neville House.

Any work that is completed in an unacceptable manner will be required to be rectified at the unit owner's expense. These guidelines should be followed, in order to avoid such action:

1. MANAGEMENT. The Neville House Managing Agent's representative or the Superintendent, is hereby authorized by the Council of the Neville House to compel compliance with any enforcement of the Rules. And, in this capacity the Superintendent acts with the full authority of the Council and the Managing Agent.

In order to protect the structural and mechanical integrity of the building, the Manager or an authorized building employee, on behalf of the council, must approve all structural and mechanical work to be done in the apartments prior to the commencement of any work. This must be done with a letter to the Council describing what is to be done and the anticipated time schedule, and accompanied by drawings, if appropriate. Work taking an excessively long time will not be approved. All work must be performed by qualified persons. A certificate of insurance must be presented before any work is begun.

The unit owner must comply with the restrictions cited in this document and, where appropriate, arrangements must be made with the City Building Inspectors to assure that the planned work meets all building codes. Violation of this agreement may result in the stoppage of work taking action as appropriate.

2. PARKING. Contractors and their employees may use our outside parking spaces if available. If inside parking is required, the Unit Owner will be billed.

3. SERVICE ENTRANCE. All contractors and their employees seeking entrance into the building must register in the garage. Tools and materials may only be brought into the

building via the service elevator. Entry to the service elevator may be obtained either on the lobby floor through the service entrance or through the basement entrance. The passenger elevator is not to be used by contractors and their employees.

Since the service elevator is of limited size, the contractor should check the size of material prior to ordering to make sure it will fit into the elevator. This will avoid the need to raise the material up the side of the building.

The service elevator's use must be scheduled with the Superintendent, and the contractor is asked not to tie up the service elevator unnecessarily. The cost to repair any damages to the elevator, corridor walls, or doors will be billed to the unit owner

Contractors are permitted to be in the building only between 8:00 a.m. and 5:00 p.m.

4. SECURITY. In the interest of building security, contractors are not permitted on any floor of the building other than the one on which they are working.

The management retains duplicate keys to every unit. Neville House employees are not permitted to give unit keys to contractors without the owner's approval. Contractors are to gain access to locked apartments via building employee. No contractor shall alter any lock or install a new lock on any apartment entrance door without the consent of the Neville House management. If such consent is given, the unit owner must provide the management with a key for its use.

5. SIGNS. No sign, notice, or advertisement shall be placed in any window or on any other part of the building.

6. NOISE. No contractor shall make any construction noise in the building prior to 9:00 a.m. or after 5:00 p.m. Doors to the hall must be kept closed in the apartment in which construction work is being done. Windows may be opened in the apartment.

7. PUBLIC AREAS. All contractors shall keep the portions of the building in which they are working in a good state of preservation and cleanliness at their own expense or that of the unit owner. All construction debris is to be periodically disposed of by the

contractor in enclosed containers so as not to spread dirt and debris throughout the building. The contractor must arrange for the disposal of construction debris. The City of Pittsburgh Refuse Department will not take any construction debris.

Nothing is to be stored or left in the foyers, service halls, or fire stairs. This is prohibited by both the Council and the fire department. Nothing is to be thrown, shaken, hung, or dropped out of the windows.

V. LEASING OR SELLING YOUR UNIT

Unit owners, when in the process of selling or renting their units, shall not give any building entrance fobs or keys to any sales agents. Unit Owners or their sales agent showing their units for sale or rent must PERSONALLY ACCOMPANY PROSPECTIVE BUYERS INTO AND OUT OF THE BUILDING – including anyone visiting during “Open House” type showings. Sales agents not accompanied by the Unit Owner must enter through the garage lobby and register before entering. Unit Owner(s) must notify the NH Council of their intention to sell or rent their unit so that authorization to admit the agents and clients can be given to the garage attendants.

LEASING

This information is to aid you in following the proper procedure when offering your unit for rent. It is based upon the provisions in our Code of Regulations and our House Rules, which have previously been issued to you. All provisions on the Code and the Rules apply to **lessees**.

1. Notify the Council in writing of your intent and, if applicable, include the name of your Real Estate Agent.
2. Have the Code of Regulations and House Rules available for reference. If you cannot locate them, the Management Company will provide you with reproductions at cost.
3. Lease term requirements:

- A. All leases must be for a minimum of one (1) year and cannot exceed a total of two (2) years.
- B. You are permitted a maximum of one (1) two-year lease or two (2) one-year leases.
- C. Occupancy is limited to two (2) persons for the first bedroom and one (1) person for each additional bedroom. Residents are not permitted to have animals in the Neville House, except for those legally mandated by law.

3. Except for professional offices on the first floor, no business or trade requiring visits by customers, clients, salespeople or vendors onto the premises is permitted.

4. A copy of the House Rules must be attached to the lease; all renters shall be required to sign a statement indicating that they have received and will comply with the Declaration, Code of Regulations and the House Rules.

The Council must approve the lease, as it is obligated to insure the continued stability of the Neville House.

SALE OF A UNIT

This information is to aid you in following the proper procedure when offering your unit for sale:

1. Notify the Council in writing of your intent to sell your unit, and, if applicable, include the name of your Real Estate Agent.

2. Have the following documents available for reference by the involved parties.

A. Our Declaration of Condominium (usually attached to by-laws)

B. Code of Regulations (by-laws)

C. House Rules

3. In addition, please locate your copy of the latest Budget plan, which is distributed to owners prior to each Annual Budget Meeting

4. Please familiarize yourself with those provisions that concern animals, young children, the operation of a business and the leasing of your apartment, as questions concerning these subjects are frequently asked.

5. Please call the Management Agent regarding the required Certificate of Resale or to answer any other questions.

The Council must exercise its right to ascertain that the buyer is familiar with all of the provisions of our documents, as it is obligated to insure the continued stability of the Neville House.

If you have any questions please call the Management Agent.

VI. JUSTIFICATION OF THE RULES

The Neville House Condominium Council is responsible for the operation of the Condominium pursuant to its By-laws and Code of Regulations. The Council of the Condominium is directed to prescribe such House Rules as it considers essential to maintain reasonable decorum, and to protect the common property of the owners.

In living together, all of us have certain rights, but we also have certain mutual obligations to the other owners, and we must be mindful that the restrictions we impose upon ourselves are for our mutual benefit and comfort.

It is with this understanding that these rules are written. Experience will help to evaluate them and they will be reviewed periodically and changed if necessary to reflect the best interest of the majority of unit owners.

In the event of a violation of either the House Rules or Regulations or the Code of Regulations, the Council will:

- A. Notify the Unit Owner of said violation.
- B. In addition, the Council may direct said Unit Owner to appear before Council.
- C. If not satisfied with the Unit Owner's explanation and promised action, Council can levy a fine upon said Unit Owner of \$25.00 per day until the violation stops. To collect the fine, Council can take action using a lien as described in the Code of Regulations, Article VII, Section 3.

The NHC Council will have the final decision in all matters not covered in these Rules & Regulations. The House Rules may be added to or amended at any time by a resolution of the Condominium Council. They will become effective after being officially adopted by Council. Those changes will be recorded in subsequent editions of the House Rules.