PARK PLAZA CONDOMINIUM ASSOCIATION

HOUSE RULES AND REGULATIONS

128 North Craig Street

Pittsburgh, PA 15213

Published 2019

To: All Park Plaza Unit Owners

We are pleased to enclose an updated copy of the Park Plaza operating manual. This replaces all copies distributed in the past.

Occasionally residents question certain procedures, rules or rights of individual unit owners at the Park Plaza. This reference manual should answer most of these and other questions about policies and procedures affecting life at the Park Plaza.

An alphabetized table of contents/index is provided in the front of this book so that you have quick reference to any section of the governing documents.

We believe that you will want to permanently retain these documents for future reference. Any buyer/tenant with whom you negotiate at some future time to sell your unit will need to reference these documents.

This manual includes the "do's and don'ts" of our condominium (House Rules) as well as the dictates of our legal rights and responsibilities as condominium unit owners, plus emergency and fire evacuation instructions for Park Plaza residents. Please read this manual to familiar yourself with these various issues.

Park Plaza Condominium Board of Directors

Section 1

PARK PLAZA CONDOMINIUM ASSOCIATION

History and Ownership

History

Park Plaza is a nine-story and basement condominium apartment building which was erected in 1956 and originally operated as a luxury rental apartment building. In 1979 it was converted to a condominium. A large number of residents who had lived in the building while it was a rental apartment elected to buy their units. The building contains 112 residential units. The second floor of the building is occupied as professional offices and by the University of Pittsburgh. The lobby of the building contains the front desk, seating space for guests and unit owner mail boxes.

There is a two-story garage with valet parking services. Monthly lease request forms can be obtained from the front desk. A guest room is available for overnight guests of Park Plaza residents. In addition, there is a maintenance and cleaning staff. Around the clock garage coverage is available in the lower-level garage. The upper-level garage is staffed from 7:00 am to 5:00 pm, Monday through Friday. It is not staffed on weekends or holidays.

A condominium is a common interest community in which portions of the real estate are designated units to be occupied by individual purchasers and the remainder of the real estate is designated common elements for the collective benefit of all owners. Thus, each owner of a condominium has a deed to his/her unit and an undivided interest in the common elements.

The operation of Park Plaza Apartments is vested in a Council elected by unit owners. The Council is authorized under the Code of Regulations (Bylaws) to retain professional management to handle the day-to-day operation of the building and the building's fiscal affairs. Rj Community Management. has been selected by the Council to manage the condominium.

The Condominium Council reserves the right to rescind or change any of the foregoing rules, regulations and conditions and to make such other rules, regulations and conditions from time to time as the Condominium Council may deem needed for the care and/or cleanliness of the premises occupied and the common areas of building and for providing the comfort and convenience of all of the occupants. The occupant agrees to accept, as binding upon him, any notice of such rescission or amendment.

The Condominium Council and management shall not be responsible to any individual occupant for non-observance of rules, regulations and conditions on the part of other occupants.

Ownership

- The Park Plaza is a condominium developed for ownership by those intending to live in the building and not as an investment. No leasing is permitted. There is a $1,000 a month penalty for leasing.

- Any construction being done in your unit shall be reported to the superintendent before it begins. (See Section 4, Index of Rules and Regulations, Alteration Rules for Unit Owners, for more detailed information).

- By order of the city fire inspector, no boots, shoes, umbrellas, mats, plants, etc. should be left in the hallways. Not only is this unsightly but creates a tripping hazard for other residents, especially if they are leaving the building in an emergency.

- No personal pictures should be hung in the hallways or on the outside of the hall doors.

- All unit owners shall have homeowner's insurance on their unit. If you have a fire or leak in your unit which damages another unit, you will be responsible for the damages. Depending on the type of insurance policy you have, this should be covered. You may want to check with your insurance agent to make sure this type of coverage is included in your policy.

Section 2

Important Telephone Numbers

Fire, police or paramedics		**911***
Rj Community Management		**Paul Tilli, Community Manager** **412-550-0003** **paul@rjcmgt.com**
Front Desk	**7:00 am to 11:00 pm weekdays** **7:00 am to 5:00 pm weekends**	**412-683-0650**
Lower Garage	**garage person on duty 24-7**	**412-683-0653**
Upper Garage		**412-683-0650 call must go through front desk**

*If you call paramedics, please direct them to the Neville Street garage entrance and alert the front desk to notify the garage attendant to expect them. If the front desk is closed, please call the lower garage attendant yourself.

Section 3

Fire Evacuation Procedures

Fire Alarm Operation and Prevention

- The fire alarm system is tested on the last Monday of every month at 6:00 pm.
- If you are informed by the building that a fire drill is being held on your floor, the alarm will be heard on your floor and one floor above you and one floor below you and the stairwells. It is not sounded in the rest of the building. If your floor is scheduled and the alarm does not sound, **please inform the front desk immediately**.
- If the fire alarm sounds on your floor and it is not a scheduled test, you should leave the building for your own safety. There is a fire exit at the ends of each floor. **YOU CANNOT ASSUME THAT THIS IS A FALSE ALARM.**
- If you are disabled or otherwise unable to evacuate the building without assistance in times of emergency, please advise the front desk now. When a fire alarm is activated, please proceed to the nearest fire stairwell. In the event of a building-wide evacuation, fire and emergency evacuation personnel will check the fire stairwells for anyone who is unable to evacuate to the ground floor.
- Elevators will not operate during the fire alarm.
- If something is burning or smoking on your stove, **DO NOT OPEN YOUR DOOR**. Open all of your windows and let the smoke dissipate. If you open the door, the smoke will trigger the fire alarm.
- Certainly, if there is an actual fire, the alarm will sound.
- The alarms in the stairwell will sound on all floors during tests and actual alarms.

Smoke Detectors

Every resident in an apartment in the city of Pittsburgh is ordered to have one or more smoke detectors installed within his or her unit.

When the battery requires replacement most smoke detectors emit a beeping for chirping sound. Batteries should be changed yearly.

Other Fire/Safety Issues

- Please understand that there is a $500 fine imposed by the City of Pittsburgh when they respond to false alarms. That fine is billed to the responsible party.
- The City can impose a $1,000 fine when building residents do not evacuate.
- Our central fire alarm system is tied into the city fire department reporting system. The fire department will respond every time the central alarm is activated. Once the central alarm is sounded, we must follow the direction of the fire department.
- Signs posted in the stairwells are required by the city fire department.
- If your battery-operated smoke alarm is activated inside your apartment, this will not automatically activate the central alarm If there is a fire inside your apartment, proceed to the corridor and pull the nearest fire alarm to activate the central fire alarm. That will summon the fire department and simultaneously alert the entire building of a fire emergency. Please familiarize yourself with where these fire alarms are located on your floor.
- If you are trapped in your apartment (where fire or heavy smoke surrounds the apartment so that you can't evacuate) place wet towels at the bottom of your doors to help stop any infiltration into the apartment. Do not open any windows because this will only fuel the fire. Fire moves towards the source of oxygen.
- Do not evacuate to the roof. The city fire truck ladders extend safely only to the fifth floor. For safety reasons, always evacuate the ground floor using the fire stairwells.
- Do not call the front desk to find out if it is a false alarm. This ties up the telephone lines and delays the evacuation process.

Table of Contents

Section 1: History and Ownership

Section 2: Important Phone Numbers

Section 3: Fire Evacuation Procedures

Section 4: Park Plaza Condominium House Rules and Regulations

Alphabetical Index

Access to Building …… 1

Alteration Rules for Unit Owners…… 2

Ambulance Services …… 3

Annual Unit Owners Meeting…… 3

Bicycles …… 3

Common Areas …… 4

Deliveries …… 5

Dress Code…… 5

Garage…… 5

Garbage …… 6

Guest Suite …… 6

Insurance…… 7

Leasing …… 7

Lobby …… 7

Mail …… 7

Maintenance of Heating and Cooling Units …… 7

Maintenance of your Unit and Common Areas…… 8

Monthly Common Charges……. 9

Moving ……. 9

Noise Levels ……. 10

Penthouse Sundeck ……. 10

Pets ……. 10

Resale of Units……. 10

Sale of Household Goods ……. 12

Service Personnel/Businesses……. 12

Shopping Carts ……. 13

Solicitors ……. 13

Suggestions, Criticisms, and Complaints……. 13

Swiftreach Communication System ……. 13

Units……. 13

Utilities ……. 13

Vacation ……. 14

Washers and Dryers ……. 14

Window Cleaning ……. 15

Window Treatments ……. 15

Section 5:

- **Declaration of Condominium (Establishment of the Condominium)**
- **Code of Regulations (The Bylaws)**
- **Amendments to the Code of Regulations (The Bylaws)**

Access

The building has a key fob mechanism for summoning the elevator and for entering the building after the front desk is closed for the evening or before the front desk opens in the morning. The key fob is available only to unit owners/residents. For this reason, keys to the elevator are restricted to unit owners who reside in the building. Do not make such key available to any non-resident. Building employees are not permitted to give the key to anyone even for a short period of time. If a member of your family needs to gain access to your unit in an emergency the front desk employee and garage attendant can activate the elevator for them on a 24-hour basis daily. If relatives do not have a door key to the unit, copies of unit owner keys (if they have agreed) are kept locked up in the garage and also at the front desk.

Every effort is made to announce visitors to your unit before access to the elevator is given. Please cooperate with us by routinely encouraging your guests to ask to be announced. In order to prevent unauthorized persons from gaining access to the building, do not provide access to the elevators to anyone you don't know. Direct them to the front desk. If you are uncertain about someone already on the elevator, call to alert the front desk.

Everyone must recognize that no access control system is foolproof. Unauthorized persons may gain access to the elevator when a resident is entering it. You must take the responsibility not to admit strangers.

In order for building management to gain access to your unit in the event or your illness or of an accident, water leaks or to render assistance in the event of a fire or other casualty it is required that you provide

The office with keys to your unit door and chain locks, if any. They are maintained in a locked cabinet. In order to minimize losses occurring from such casualty, the Association has the right to enter a unit if there is a threat or apparent threat or of a potential loss or damage to the building or another unit or any resident If you have failed to provide management with a key, any expense incurred by the Association during said emergency, including but not limited to having a locksmith drill a lock to gain access, with be considered your responsibility and you will be billed for such expenses.

In order for management to be able to reach you or someone you may designate when there is an emergency in your unit, you are requested to complete an "Emergency Notification" form. This will tell us where to reach you at work, what members of your family should be contacted and who your doctor and lawyer are if they are to be reached. The "Emergency Notification" form must also list the names of all persons who reside in the unit. If you have not completed such a form, ask the front desk for one
It would also be helpful to know if you are going to be away from your apartment for more than 48 hours. When you leave for vacation leave word at the front desk.

Alteration Rules for Unit Owners

- A Unit Owners Alteration Request Form must be completed and returned to the building superintendent before any construction or alteration begins. This request will be reviewed by the Board of Directors to assure compliance with all Bylaws and Rules and Regulations. You will be notified when a decision is made.
  This form was provided to you when you purchased your property. The form is also available at the front desk.
- A copy of your contractor's insurance information shall be given to the superintendent.
- Once approved by the Board, the superintendent will inform your neighbors of the impending noise.
- All new construction in the building must use steel rather than wooden beams to conform to the current construction of the building.
- Only copper piping must be used in the building.
- All construction will not last longer than six months.
- All construction debris should be hauled away by the contractor and **not** disposed of in the Park Plaza garbage bins behind the lower garage on Neville Street. A $250 fine will be charged to the unit owner if this rule is not followed.
- Construction can only take place from 8:00 am to 4:00 pm on weekdays**. No construction is allowed on Saturday or Sunday.**

Ambulance

When calling 911, direct the ambulance to come to the Neville Street garage entrance of the Park Plaza. The Park Plaza sign is clearly visible above the garage. The paramedics have voiced major concerns about transporting a patient down the front steps in the lobby. They also have a problem maneuvering a gurney through the front doors.

After 5:00 pm on weekends the front doors are locked and there is no one at the front desk. After 8:00 pm on weekdays the front doors are locked and after 11:00 pm or sometimes earlier there is no one at the lobby front desk to let them in.

After calling the paramedics, call the lower garage attendant to let him know that an ambulance has been called and what unit they should be directed to. The garage attendant will let them up on the elevator.

Because it is such a stressful time when an ambulance has to be called for a loved one, we request that you cut out the box below and place by your phone or on your refrigerator for easy access in an emergency:

INSTRUCTIONS FOR CALLING AN AMBULANCE

1. When calling 911, direct the ambulance to come to the Neville Street garage entrance of the Park Plaza. The Park Plaza sign is clearly visible above the garage door.
2. After calling 911, call the lower garage attendant at **412-683-0653** to inform him an ambulance has been called and what unit they should be directed to.

Annual Unit Owners Meeting

The annual meeting of the Unit Owners shall be held on the third Monday of May in each year at 8:00 o'clock p.m., if not a legal holiday, and if a legal holiday, then on the next secular day following at the same hour. At such meetings, the Unit Owners shall elect the Council and transact such other business as may come before the meeting. (More detailed information is included in the Code of Regulations, Section 1, Article IV, Meetings and Voting Rights of Unit Owner)

Bicycles

- Due to the increasing number of bicycles being stored in the lower-level garage, Council has decided that unit owners that own a bicycle shall register with the front desk.

- A fee of $50 a year will be charged for each bicycle. A sticker will be given to the bicycle owner after payment. Bicycles stored in the lower garage with no sticker will be removed.

- Bicycles shall not be left or chained in the walkways or chained to the railing in front of the lower-level elevator.

- Bicycles shall not be left on the outside property of the Park Plaza.

- Bicycles shall not be stored in your unit. They do not belong on the elevators or in the halls. They must be kept in the lower garage.

- Unit owners found to be storing their bikes in their unit and taking them through the halls and on the elevators will be notified by a letter from Arnheim and Neely legal counsel of the infraction. If not corrected, a $50 fine a month shall be charged to any unit owner storing a bicycle in their unit.

Common Areas

- Since the hallways and the outside of the doors are considered common areas, no rugs, shoes or umbrellas are to be placed in the hallways and no wreaths are to be hung on the outside of doors or on doorknobs.

- The following is the definition of Common Areas as it appears in the House Rules and Regulations section of the Park Plaza Operating Manual that every owner has a copy of.

Common Areas

Generally, all areas not within a specific deed for the unit

Adjacent area for laundry lockers, commode or lavatory	Laundry rooms on each floor
All halls and corridors	Lobby
Basements	Lockers in the basement
Boiler Room	Lockers on each floor
Driveway on the sides of the building	Roof Garden
Elevators	Stairways, landings
External walks, grounds, driveways, entrances	Vendor/Servicemen parking areas outside garages
Garage	

- For a more complete list, see Article V of the Declaration of Condominium

Deliveries

All packages will be delivered to the Neville Street lower-level garage. They will be signed in by the garage attendant and locked in the receiving room until picked up by the unit owner.

The garage attendant will inform the front desk and the front desk will notify the unit owner of the receipt of the package. The owner is responsible for picking up the package in the lower garage.

Small packages such as prescriptions may be delivered to the front desk. The front desk attendant will call the unit owner to pick up the prescription at the front desk.

Dress Code

Only proper attire may be worn in and around the lobby, passenger elevators, outside entrance area, walks and driveways. Our lobby is the front door of our homes and the halls are the access to our homes. Please remember that you may encounter guests and residents in the halls as well as in the lobby.

Garage Operations

Monthly leases for unit owners/residents are available for individual cars. Any car not on lease parking is subject to the posted charges for each period of parking. There are two garage levels. To expedite use of the two garages, management will decide on the floor to which the care may be permanently assigned. Residents may lease space for a second care on a month=to-month basis as space is available/if available. Commercial unit owner parking is confined to the upper garage. Garage leases are not assignable, nor may parking spaces be sublet. Families with two cars are asked to keep one in the lower level and one on the upper level. No individual spaces may be assigned. The garage lease will explain the conditions of storage and parking.

Cars will be parked by the garage attendant. Please call the garage directly at least ten minutes before needing your car to allow the attendant time to get the car and have it ready for you. An individual set of keys for each car parked in the garage is required to be left with the attendant. The keys will be left in a locked cabinet for security, and to have them available to move the cars for cleaning the garage and to move them, in an emergency.

- **Guest Parking**

` It is preferable for guests to park in the upper garage, which is entered from the driveway off Craig Street. However, as the upper garage closes at 11:00 pm, if your guests are leaving past that hour, it is advisable for them to park in the lower garage which is entered from Neville Street. There is a posted charge for guest parking.

There is to be no parking in the front entrance area on Craig Street. It must be kept open for emergency vehicles, access vans for the handicapped and for passenger pick up and discharge. There is a ten-minute time limit for guests parking vehicles in the entry circle while going to pick up a resident. Vehicles improperly left in this area will be towed at the owner's expense.

- **Car Washes**

Car washes are to be requested through the garage attendants. The charge is to be paid directly to the employee performing the service. The condominium will not bill you for this service. Car washes are limited to unit owner's cars only

Garbage

1. All regular garbage must be bagged before thrown in the garbage cans.
2. All old and smelly garbage and soiled material must be bagged and thrown in the dumpster behind the lower garage on Neville Street. These smells permeate the halls and residents and staff should not be subjected to this.
3. Recycle bin should only be used for the items listed on the lid. When throwing away cans and bottles make sure they are rinsed out and that there is no liquid or food remaining in them.
4. Federal, state and local laws and regulations prescribe special requirements for handling and disposing of specific types of medical waste material. Each unit is solely responsible for handling and disposing of any medical waste material originating in his or her unit in accordance with applicable laws. Infectious wastes and sharp objects (i.e., needles) may not be disposed of in the trash.
5. Refrigeration. air-conditioners, and humidifiers which landfills will not accept unless certified to be CFC free must be disposed of by scheduling the removal and payment of a hauling fee.

Guest Suite

There is a guest suite available on the sixth floor. Reservations will be on a "first come" basis for a period not to exceed two weeks with an interval of two weeks before reoccupancy by the same occupant.

The suite sleeps four people (two double beds) and there is a couch, but it is not a sleeper sofa. The cost per night is $100 plus a cleaning fee. Parking in the garage is included. The suite cannot be booked more than two months in advance. The front desk receptionist has application forms available, along with more information if you are interested in booking.

Insurance

All unit owners shall have homeowner's insurance on their unit. If you have a fire or leak in your unit which damages another unit, you will be responsible for the damages. Depending on the type of insurance policy you have, this should be covered. You may want to check with your insurance agent to make sure this type of coverage is included in your policy.

Leasing

As stated in the building bylaws, no leasing is allowed in this building. You received a copy of these bylaws at closing when purchasing your unit.

A fine of $1,000 per month will be charged to any unit owner who is found to be leasing his or her unit.

Lobby

- Nothing should be delivered through the front lobby. All packages, furniture, etc., will be delivered through the back of the building.
- Residents are not permitted to move pieces of furniture, dollies filled with boxes, bicycles, etc. through the front doors. The back elevator must be used.
- No food or drink is permitted in the lobby.

Mail

Apartment type receptacles are located adjacent to the building front desk. Mail is delivered by the postman six days a week. It may be picked up at that point.

Maintenance of Heating and Cooling Units

Heating and cooling units will perform more efficiently if the filters are cleaned monthly. This may decrease your electric bill a little because the unit does not have to work as hard to heat or cool your room.

Cleaning these filters is an easy process, but if you're unsure how to do this, maintenance staff will gladly show you how.

Maintenance of your Unit and Common Areas

One of the difficult problems in living in a condominium is understanding whether you or your condominium association is responsible for the maintenance and upkeep of various parts of your unit. Two things must be understood: (1) you own your unit just as if you owned a house. As an owner you assume responsibility for such things as painting, repairs to your fixtures, maintenance of your floors and many other portions of your unit as set forth in the Park Plaza Declaration of Condominium. (2) You are not a tenant and you do not have a landlord to look to for maintenance of your unit. The Association is responsible, under the above referred to Declaration of Condominium, only for such items as the roof, the painted walls, stairways, elevators, heat and air-conditioning system and many other common elements as set forth in the document. You are urged to read Articles IV and V of your Declaration which deal with these items of maintenance.

Direct all calls for service through the front desk, not through the building employees. In this manner a service work order will be completed and management will be able to follow up to see that your service request has been properly handled.

Please do not ask our employees to perform strictly personal chores for you during their regular working hours. Among the things we particularly do not permit them to do is to provide chauffeuring service anywhere; to do any work on your car such as changing your tires or taking your car to the garage. They are free to do any task you ask when they are on their own time and it is a matter of their own discretion to accommodate you if requested. Whatever arrangements you make to compensate them for such services are strictly between you and the employee

In respect to your neighbors, any painting or general maintenance work within your unit or locker may be performed only on weekdays between 8:00 am and 4:00 pm, never in the evening and never over weekends.

Occupant shall not exhibit his/her name anywhere except in the place provided for such purpose by the Park Plaza Condominium Council.

Occupant shall not place any sign or advertising notice on any part of the building or upon any door or window except as authorized by the Park Plaza Condominium Council. The windows shall not be covered or obstructed.

Occupant shall not make or permit any improper noises or disturbances of any kind in the building by himself, his family, friends or hired employees; produce objectionable odors; nor do not permit anything to be done by such persons as will interfere with the rights, comforts or convenience of other occupants.

Occupant shall not bring into or keep any explosive or obnoxious substances; excelsior or other inflammable or combustible matter upon the premises, and any storage space and /or building of which it is a part.

Monthly Common Charges

You are billed each month for your proportionate share of the cost of operating the condominium. The items which comprise these operating costs are contained in the budget which is adopted by the Board of Directors and distributed to each unit owner prior to the beginning of each fiscal year. If you have any questions about any line item in the budget, you are encouraged to inquire with the management firm.

Monthly common charges are due and payable on the first day of each month. It is essential to the operation of the condominium that these charges be paid on time. Failure to pay them by the 10th of the month will subject the unit owner to a late charge penalty of $25.00. Failure to pay within the month in which it is due will result in a lien being filed against the unit in the office of the prothonotary. The legal costs of the condominium will be added to the cost of discharging such lien.

Moving

- New unit owners must have key fobs programmed by the superintendent before moving in.
- A moving application shall be picked up at the front desk, filled out and returned for superintendent approval.
- A $50 deposit will be required to cover any damages done to the elevators, hall walls or floors during the move. Additional charges shall be incurred depending on the damage. This deposit will be returned after the move if no damages are noted.
- The elevator will be padded to protect the walls and floors of the elevator before the move.
- Moves are only scheduled from **8:00 AM to 4:00 PM, Monday through Friday.** No moves are allowed evenings or weekends. A $200 fine shall be charged to the unit owner if this occurs, plus cost of any damages done during the move.
- No deliveries of furniture, appliances, etc. are permitted on weekends or evenings. These may only be done Monday through Friday from 8:00 AM to 4:00 PM. and the front desk must be notified before the delivery so that the elevator may be padded. The fine shall apply to these instances also.
- These rules must be followed at all times.

Noise Levels

- All units must be carpeted within 8 inches of the walls to minimize the noise level of those who live below you.
- Loud parties and music are unacceptable in a condominium setting.
- Slamming doors are annoying to those who have to listen to them.
- Exercising with equipment in your unit is inconsiderate and noisy to the person below you. The exercise room was set up for this purpose.
- There will be no running, yelling or carrying on in the halls. This is very inconsiderate to other residents and will not be tolerated.
- No foul language of any kind will be used in the lobby, halls, sundeck or elevators.

We ask that these rules be adhered to so that living at the Park Plaza will be a pleasant experience for all residents

Penthouse Sundeck

- The sundeck is used by all residents and should be kept clean. Please throw away any papers, cans, cigarette butts, etc. that you use while you are there. Do not leave for someone else to clean up.
- Use of the grill must be scheduled with the front desk and the grill must be cleaned after you are done. **This is your responsibility.**
- If you are planning a function on the roof deck with a group of 15 or more people, you must let the front desk know. The charge is $500, $250 of which is refunded if the sundeck is left in good condition and cleaned up.
- **You are responsible for the behavior of your guests.**

Pets

- No animals, birds or pets of any kind shall be brought in or kept in or about the premises of the building of which it is a part. are allowed in the building. You are requested to advise any guests who own pets to please leave them at home when they visit.

Resale of Units

Article VIII of the Park Plaza Code of Regulations grants the Association, through the Council, a right of first refusal to purchase any unit on terms offered by a bonafide buyer. Reference to the right of first refusal must be contained in your sales agreement.

A Certificate of Waiver terminating the Association's right of first refusal to purchase your unit may be obtained from the Council by sending a written request, provided that the Association chooses not to exercise its right of first refusal.

Sales which are not completed in accordance with the provision are voidable by the Association and good and clear title cannot be conveyed. All legal costs which the Association may incur to enforce these provisions are chargeable to the unit owner selling the unit.

In addition to the requirements of the Condominium Documents, the Commonwealth of Pennsylvania has enacted Act 82 for the purpose of controlling the development, sale, and resale of condominium units. Section 3407 of Act 82 required that any party reselling a unit must furnish the purchaser, before execution of any contract of sale, or otherwise before conveyance, a copy of the declaration (other than plats and plans), by bylaws, the rules and regulations of the association, and a certificate containing:

1. A statement disclosing the effect on the proposed disposition of any right of first refusal or other restraint on the free alienability of the unit.

2. A statement setting forth the amount of the monthly common expense assessment and any unpaid common expense or special assessment currently due and payable from the selling owner.

3. A statement of any other fees payable by the Unit Owners.

4. A statement of any capital expenditures proposed by the Association for the current and two succeeding fiscal years.

5. A statement of the amount of reserves for capital expenditures proposed by the Association and of any portions of those reserves designated by the Association for any specified project.

6. The most recently prepared balance sheet and income and expense statement, if any, of the Association.

7. The current operating budget of the Association.

8. A statement of any judgments against the Association and the status of any pending suits to which the Association is a party.

9. A statement describing any insurance coverage provided for the benefit of unit owners.

10. A statement as to whether the Council has knowledge of any violations of the health or building codes with respect to the unit, the limited common elements assigned thereto, or any other portion of the condominium.

11. A statement as to whether the Council has knowledge that any alterations or improvements to the unit or to the limited common elements assigned thereto violate any provision of the declaration.

12. A statement of the remaining terms of any leasehold estate affecting the condominium and the provisions governing any extension or renewal thereof.

The association shall supply the unit owner with the items required above within ten days of the request for this information providing that the unit owner pays the Association in advance a fee which the Association has established to cover the costs of supplying the items. The fee has originally been established at $100.

A unit owner who provides the buyer with the required certificates is not liable to the purchaser for any erroneous information provided by the Association or management in the certificate.

A purchase contract is voidable to the buyer until the certificate has been provided and for five days thereafter or until conveyance, whichever first occurs. The purchaser shall not be liable for any unpaid assessments or fee greater than the amount set forth in the certificates.

Fiscal Resolution – Initial Contribution Fee for Condominium Association

A buyer when buying a unit at the Park Plaza, is responsible for paying three months common charges before closing on the property. These are looked at as a contribution to the updates that unit owners have paid for and the new buyers are benefiting from.

Sale of Household Goods

No unit owner or occupant may advertise, cause or permit to be advertised by others the proposed sale of household goods on the premises of Park Plaza if such advertising sets forth the name or address of the building or in any manner encourages the public to visit the building.

Service Personnel/Service Businesses

All service personnel/service businesses of any kind, i.e., housecleaning teams, carpet cleaners, repairmen, installers, contractors, etc. are to be instructed by you that they are to enter and leave the building by the Neville Street Garage entrance. Employees may not permit access to the building without your approval. You must alert the building superintendent or switchboard one day before you expect such people. In an emergency such as appliance or plumbing repair, notify the switchboard as soon as you have made the arrangements.

Shopping Carts

- The building keeps a supply of carts in the garages for use by residents. There are also a few dollies available.
- Shopping carts or dollies should not be left in the laundry rooms or in the halls or kept in individual units. They must be returned to the garage immediately after using**.**
- **No shopping carts are to leave the building.**

Solicitors

Solicitors, whether for business, political or for charitable causes, are not allowed in the building. If some unidentified person comes to your door, please call the front desk immediately and alert them to the presence of such person. Do not admit them to your unit.

Suggestions, Criticisms and Complaints

To assure consideration and response, please submit suggestions, criticisms and complaints in writing to building management with a copy to the Board of Directors. Rj Community Management. has the building management contract. Your elected board members are charged with the governance of the building and with policy decisions.

Swiftreach Communication System

Council implemented this system in January, 2018 for all unit owners so that we may communicate quickly with our unit owners regarding any emergencies, utility shutoffs, problems in the building, etc.

A form is available at the front desk if you wish to join.

Units

Generally, the unit consists of the following items, described in the declaration of Condominium, Article IV(b), “The interior unfinished surfaces (not including paint, paper, wax, tile, enamel, or other finish) of the ceilings, floors, interior hearing walls and beams and perimeter walls, windows, and doors thereof.”

Utilities

Water and sewage costs are provided as part of your monthly common charges. Electric usage is charged to each individual unit monthly.

Vacation

- Before leaving for vacation, you must inform the front desk that you are leaving. Make sure that all cooking, electrical, plumbing and appliances are turned off.
- You must notify the post office to hold your mail as the building will not.

Washers and Dryers

- Laundry cards may be obtained by checking with the front desk.
- Only HE (high efficiency) detergent should be used in washers. No oily rags, rugs, shoes or other large items should be washed or dried in the machines. These machines are not equipped to handle these items.
- Units 1 through 8 are to use the front laundry room only. Units 9 through 17 are to use the back laundry room only.
- Washers should be left open after you are done washing so they can dry out. Mold can grow inside the washer if the door is closed for a long period of time.
- When drying clothes, make sure the fan switch on the wall is turned on.
- Machines shall not be used for dying clothes.
- Lint filters should be cleaned immediately after you are done with your laundry. If you spill soap on the lid of the machine, make sure you wipe it up after you are done with your washing.
- Clothes should not be left hanging in the laundry room overnight.
- **Do not wash clothes when someone else has the time scheduled**. You can always call the front desk and they can contact that person to see if they will be using their time that day.
- **Do not use washers and dryers on other floors**.
- **In consideration for other residents, hours of operation must be adhered to: 8:00 AM TO 8:00 PM daily.**
- **Timers have been installed on the washers and dryers so that they only operate between the hours of 8:00 AM TO 8:00 PM daily.**
- **Laundry Room Door**
  By order of the fire marshal, all doors to the laundry rooms must be kept closed at all times. This is a fire door and will protect unit owners if a fire occurs in a washer or dryer in the laundry room.
- **Laundry Room Bathroom**
  This bathroom is **only to be used by staff and workers** in the building. No residents or their guests should be using these bathrooms.

Window Cleaning

It is your responsibility to keep your windows clean. The building does not provide this service.

Window Treatments

- All window treatments and blinds must be white or lined in white on the side facing the street to create a look of symmetry on the outside of the building. If you wish to hang drapes of a colored material, make certain that they are lined in white on the window side.
- Nothing shall be placed on the outside window sills, including bird feeders.
- No political signs, advertisements, etc. shall be placed in any unit windows.