

**SOUTH SIDE LOFTS CONDOMINIUM ASSOCIATION
RULES & REGULATIONS
REVISED NOVEMBER 2022**



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Emergency Numbers:

Police Station: Zone 3, 830 E. Warrington Avenue	412-488-8326
Fire Department: 1729 Mary Street	911
People's Gas	1-800-400-4271
Duquesne Light	412-393-7000
PAWC (water)	1-800-565-7282
Elevator (Lins Elevator Service)	412-261-1656
Alarm (Guardian)	412-505-1325
Allegheny County Health Department	412-687-2243
Animal Control	412-355-2036
Pittsburgh Non-Emergency Call Center	311
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Preamble and Introduction to the Rules and Regulations for South Side Lofts Condominium Association

For many of us, living in a condominium is a new experience and the industrial feel of our building may make it hard to envision The Southside Lofts as a condominium. Many of us come from single-family homes where the idea of communal living is very new. Others are familiar with the flexibility and cooperation it takes to coexist with as many as a hundred others in shared spaces. In any event, few of us have experienced the realities that accompany living in a space as unique as the Lofts.

The Condominium Documents stipulate that the South Side Lofts Condominium Association (SSLCA) Executive Board (five unit owners elected by a majority of unit owners) is responsible for the detailed management of the building, its maintenance, and for enforcement of the rules presented herein that will enable us to live together safely and amicably.

Security and a clean-living space are basic issues that affect everyone in the Lofts. Each of us must observe basic security procedures, such as ensuring that exterior doors shut completely when exiting the building and refraining from propping open exterior doors. The failure to follow regulations regarding trash disposal affects not only the individual offender, but all of his or her neighbors as well.

We all depend on one another to observe the condominium rules so that all of us can feel comfortable and secure in our shared home. The Executive Board encourages neighbors to cooperate and work out any differences on their own before a situation becomes a Rules and Regulations issue. Explicit violations will, of course, warrant immediate attention and action from the Executive Board.

In the attached Rules and Regulations booklet, you will see a section regarding enforcement and penalties. Although none of us want to be policed in our own homes, condominium rules must be enforced. For violations of published rules state law permits condominium executive boards to levy appropriate fines for violations of published rules, under due process, and take necessary legal action to collect these fines. Ideally, such actions should not be necessary. Nonetheless, such authority can and does legally exist, since no set of rules and regulations can otherwise be effective.

Nationwide experience indicates that fines are seldom necessary in well run condominiums if occupants understand their mutual obligations. In some instances, levying a few fines and publicizing the rationale for these fines have ended similar infractions.

The Executive Board believes the attached Rules and Regulations are fair, equitable, and enforceable and hopes these rules will encourage a secure and harmonious residential experience.

I. INTRODUCTION & PURPOSE

SSLCA provides the following Rules and Regulations to the residents of South Side Lofts condominiums as an introduction and a quick reference. They have been adopted by the SSLCA Executive Board of in accordance with the Covenants and By-laws of the Association.

Their purpose is to:

- Promote the safety and welfare of residents.
- Protect the architectural integrity and harmony of the community.
- Provide community guidelines for appropriate behavior, as well as remedies for dealing with those who do not follow the guidelines.

UNIT OWNERS are strongly encouraged to resolve differences with their neighbors before bringing disputes to the Executive Board for resolutions. In the event that disputes cannot be settled, these Rules and Regulations include provisions for filing complaints, outline due process, and a system of fines that can be levied against residents who disrespect community guidelines. **THESE PROVISIONS ARE A “LAST RESORT,” MEANT TO BE USED ONLY AFTER OTHER MEANS OF RESOLVING DISPUTES HAVE BEEN EXHAUSTED.**

The Rules and Regulations may be modified, repealed, or amended, at any time, by a resolution of the Executive Board when deemed in the best interest of unit owners/residents and the community. IMPORTANT: The Rules and Regulations do not replace the SSLCA’s Covenants and By-laws in the Condominium Documents, which the Executive Board uses as its primary governing document. Both the Rules and Regulations and the By-laws are in force. By-laws prevail in case of a conflict in the wording of these documents.

The Executive Board is responsible for maintaining the property and operating a fiscally responsible, not-for-profit organization that protects the investment of South Side Lofts owners. The Executive Board has made RJ Community Management and its representatives responsible for the enforcement of the Rules and Regulations. If corrective action is beyond the scope of their responsibilities, RJ Community Management and its representatives will refer such action(s) and complaints to the Executive Board.

Individuals who purchase a condominium must recognize that, for the common good of all owners, Rules and Regulations need to be followed by all owners and others they are responsible for. The Rules and Regulations shall apply to all unit owners.

Unit owners are fully responsible for the actions of their family members, tenants, occupants, agents, contractors, employees, guests, and pets. **Any damage to buildings, grounds, or other common areas or to equipment by any unit owner, family members, tenants, occupants, agents, contractors, employees, or guests shall be repaired at the expense of the unit owner. An additional fine may also be assessed.**

II. GENERAL INFORMATION

South Side Lofts Condominiums is bounded by Mary Street, Edwards Way, 22nd and 23rd Streets. Property is classified as “Common Elements, Limited Common Elements and Units.”

COMMON ELEMENTS are shared by all and include the exterior of the building, the walkway, the grassy area next to the garage, the common roof area, lobby, lobby bathroom, laundry room, stairwells, elevator, and hallways. SSLCA, along with its management agent, is responsible for the operational management and oversight of maintenance and improvement of these areas, which are for the EXCLUSIVE use of the individual residents/unit owners and/or their guests.

LIMITED COMMON ELEMENTS include parking spaces in the parking lot and in the garage, balconies, patios, and air conditioning pads.

YOU AS A UNIT OWNER OR YOUR TENANT HAVE THE RESPONSIBILITY FOR THE UPKEEP OF THESE AREAS. Although the garage and parking lot are described as limited common, they will be treated as common areas in that they will be maintained by SSLCA, as outlined in the **SSLCA** Condominium Documents.

III. SAFETY AND SECURITY

It is imperative that everyone fully cooperate to ensure the safety of residents and the security of the building at all times. Because locked doors are the primary security measure for the building, it is important that you not leave them propped open. Let only people you are expecting into the building. Do **NOT** give out front door access codes to people who do not live here.

Fire extinguishers are hung beside the meters on each floor, in the garage, and next to the 22nd and 23rd Street stairwells. Fire alarm pull stations are on each floor beside the stairwells, the front door, and the door to the garage. An activated alarm will summon the fire department.

Emergency Evacuation: In the event of a fire emergency, evacuate using the closest operational stairwell. Turn off all fans and close all doors behind you.

Note: South Side Lofts stairwells are encased in two-hour firewalls.

In the event of a fire, the elevator will automatically return to the first floor and open its doors. If necessary, exit to the roof, which can be reached by firetruck ladders. Once outside, residents are asked to gather near the building entrance on Mary Street.

IV. GENERAL RULES AND REGULATIONS

1. **Common areas:** The lobby and hallways should not be used for storage or be obstructed in any way. No bicycles, toys, trash cans or recycle bins, snow shovels, shopping carts, shoes, or other personal property should obstruct entrance ways, hallways, parking or any other common areas. Personal property should not be stored in entrance ways or hallways, even if temporarily.

If shopping carts are used to transport any items, they should be brought into the owner's unit or immediately returned to the garage after they have been emptied. Shopping carts left in hallways or the elevator constitute obstructions.

A no smoking rule applies in the common interior and exterior areas, including the building entrance and roof.

The only items allowed outside each door are a wreath or other door hanging and a doormat. Anything else is to be considered a violation of these Rules and Regulations.

The deck is not a dumping ground for old furniture. Nothing is to be added onto the deck without the approval of the Executive Board. Any unit owner wanting to place items on the deck, such as furniture or decorative items, must have Executive Board approval. If unit owners wish to place personal plants on the deck through the growing season, they may do so, but are responsible for their maintenance. Any plant not properly maintained will be discarded. Unit owners must remove any personal plants by October 1st or they will also be discarded. Nothing can be stored in the room outside the elevator on the roof.

2. Children must be supervised at all times in all locations in and around the building.
3. **Improper and Disturbing Noises/Practices:** No unit owner shall make or permit any unreasonable noise that will disturb or annoy other residents or permit anything to be done which will interfere with the rights, comfort, and convenience of other residents.

QUIET HOURS 11:00 PM-8:00 AM ON WEEKDAYS AND 12:30 AM-8:00 AM ON WEEKENDS AND HOLIDAYS.

Construction or repairs by unit owners, licensees or outside contractors is permitted only between 8:00 AM and 8:00 PM weekdays and 9:00 AM and 8:00 PM on weekends and holidays. Please refer to page seven and eight for complete information on SSLCA Contractor Guidelines.

4. **Trash and garbage** shall be placed in sealed plastic bags and deposited in the trash bins inside the chain link fence area next to the garage doors on 23rd Street.

Cardboard boxes are to be broken down prior to being deposited in the recycle bin. Other items that may be recycled are newspapers, magazines, paper, #1 and #2 plastics and cans.

NO GLASS OR PLASTIC BAGS ARE PERMITTED IN THE RECYCLE BIN.

South Side Lofts' garbage service does not pickup bulky items, such as mattresses, furniture, appliances, construction materials, Christmas trees, etc. Unit owners are responsible for their disposal. Contractors are not allowed to put construction trash in the South Side Lofts' dumpsters. Unit owners are subject to fines if they or their contractors do.

Large furniture items being thrown away should not be left outside the garage in the hope that someone will adopt them. If unit owners want to dispose of or sell anything within the building, they should photograph the item, place photos on the bulletin board and/or send information through the Yahoo group list. Anyone collecting anything for charity should place the information on the bulletin board and/or Yahoo group list. Items may then be collected in the laundry room or placed in containers on the shelves by the mail.

Current collection schedule (as of May 2020) is:

Garbage: Monday, Wednesday, and Friday mornings.

Recycle: Monday and Friday mornings.

5. **Respecting the property of people who live below you:** Do not throw, project, or shake any item, dirt, cigarettes, or any other substances from balconies, windows, or decks.
6. **Bulletin Board Notices:** On the bulletin board in the lobby, please only put signs, notices, and advertisements in good taste and of potential interest to residents. The Executive Board reserves the right to remove posts and shall remove any post after its effective date.
7. **Rental Property:** Only 25 percent of South Side Lofts' units may be leased at any time. All leases must be for a minimum of one year, in writing, and on file with the Executive Board. Any unit owner who wishes to rent to a tenant must:
 - Obtain approval to lease from the SSLCA Executive Board. If the lease limit is not at capacity, the Executive Board will approve; If the lease quota is at capacity, the Executive Board will notify the unit owner and let them know where they are on the "wait list."

Once a unit owner has received permission to lease to a tenant they shall:

- Provide the tenant with a copy of the SSLCA Condominium Documents and Rules and Regulations.
 - Include in the lease agreement a provision that the tenant has been given said copies, has read and understands, and agrees to abide by the SSLCA By-laws and Rules and Regulations.
 - Provide to both RJ Community and the Executive Board a copy of the lease within thirty (30) days of leasing the property. The unit owner shall also provide the name of tenant as well as contact phone numbers and emails for themselves and their tenants.
 - **Failure to provide the requested lease and information by thirty (30) days will result in a fine of \$2,000**
8. **Vandalism:** No unit owners or their family members, tenants, occupants, agents, contractors, employees, or guests shall deface, remove, destroy, or permit the defacing, removing, or destruction of any element of the common areas.
 9. **Written approval from the SSLCA Architectural Control Committee (ACC)** is needed for work on your unit when the work involves an invasive procedure, relocation, or modification to plumbing lines, or work that would be visible from outside your unit, etc. See Sections IX and X of the **SSLCA** Condominium Documents (page 17) for more information.
 10. **Registration of Contractors/SSLCA Contractors Policies and Guidelines:** To better monitor security at South Shore Lofts, a condensed version of guidelines for contractors is listed in more detail in the Registration of Contractors section of the **SSLCA** Rules & Regulations. As a

unit owner, you should have received a copy after the purchase of your unit. If you have not, please contact RJ Community or a member of the SSLCA Executive Board to receive your copy.

Contractors working in a unit for three (3) or more days must be registered with Arnheim and Neely; the unit owner needs to initiate this process with the contractor before the start of construction by calling RJ Community at 412-550-0003 and give them the following information:

1. Contractor's name, address and phone number.
2. Statement of the scope of work to be done that includes start and end dates.
3. Copy of contractor's certificate of insurance.
4. Copy of any building permit that may be required.

Please note that the South Side Lofts is staffed only on a part-time basis. Unit owners and/or their contractors need to give RJ Community, (412-550-0003), a notice of at least 4-5 business -days, if they are requesting help on items such as:

- Having pads installed in the elevator so they can cart supplies and materials to upper floors.
- Needing to temporarily shut off South Side Lofts' main utilities for construction purposes.
- Needing to be shown where shut off valves are located
- Needing to be shown where they may cut/trim building materials
- Needing to be shown where a contractor may locate an auxiliary dumpster
- Needing to be shown where a communal slop sink is located, etc.

Unit owners should share the following information with their contractor(s):

1. Please help maintain South Side Lofts' security by not letting anyone into the building who is not with your company. Visitors can use entry keypad to request entry. Leaving the door propped open unattended is a breach of South Side Lofts' security practices and puts all unit owners and residents at risk.
2. Quiet Hours: Construction or repairs by unit owners, licensees, or outside contractors is permitted only between 8:00 AM and 8:00 PM weekdays and 9:00 AM and 8:00 PM on weekends and holidays.
3. Remove any construction materials and markings in common areas, on a daily basis, to ensure that our paid staff do not need to clean up after construction work at the SSLCA's expense.
4. Contractors must properly dispose of trash. No construction materials or trash are permitted in South Side Lofts' containers.
5. Contractors are responsible for repairs and/or costs if they cause damage to South Side Lofts' common areas.
6. While working at South Side Lofts, extending your courtesy and consideration to residents is appreciated.
7. Smoking is not permitted in any South Side Lofts' common areas, which include the garage and outdoors with the gated area. If you smoke, please restrict it to 15 feet away from outside South Side Lofts' main entry gate.
8. There are two (2) no parking signs at the corner of 23rd and Mary Streets. These are monitored by Zone 3 police. Violators are subject to tickets and towing. Vehicles parked in these spaces obstruct the view of vehicles turning into 23rd Street

- 11. Parties:** For private parties of 50 or more, the Executive Board must be notified in writing at least 14 days in advance of the event. The Executive Board may require the unit owner to hire a security guard for the front door for the duration of the event and a cleaning service

for the follow-up cleaning. Unit owners are responsible for the appropriate behavior of their guests and properly enforcing SSLCA Rules and Regulations. (Quiet hours 11:00 PM- 8:00 AM weekdays and 12:30 AM-8:00 AM weekends).

12. **Satellite Dishes:** Any satellite installation needs to be pre-approved by the SSLCA ACC in writing to assure that wiring and dish locations will not compromise the architectural integrity and aesthetics of the building.
13. **Grills:** All grilling must be done in accordance with local fire codes which state that no open flames are permitted within 15 feet of the building. While gas grills are not allowed (by law) on rooftop decks, **electric grills are allowed.**
14. **Flammable Materials in Garage:** Flammable or combustible material may **NEVER** be stored in the garage.
15. **Roof Access:** People are to stay on the decking, either in the common area or on private decks, and are not permitted to walk on the roof.
16. **Pets:** We welcome non-aggressive, people-friendly dogs, cats and/or caged birds as domestic pets as long as they are properly cared for, cleaned up after, and do not constitute any type of loud, obnoxious, or offensive activity. The maintenance, keeping, boarding, and/or raising of animals, livestock, or poultry of any kind, regardless of number, is prohibited within any unit or common elements.

All pets shall be kept leashed and under the control of their owner whenever they are outside the unit and shall **never** be allowed to run free or unleashed, or to otherwise interfere with the rights, comfort, or convenience of other residents.

Pets must be vaccinated and kept in accordance with Allegheny County Health Department laws and regulations.

Owners are responsible for all damages caused by their pets to common areas and to the property of others.

Owners are responsible for cleaning up after their pets and are subject to fines for failing to do so (as outlined in the Enforcement and Penalties Section of this document).

The Executive Board reserves the right to remove any pet that is disruptive or has been determined to be a nuisance to unit owners or residents. This is a last resort option and will only be exercised after all other avenues of resolving pet issues have been explored.

17. **Moving Procedure (moving in and moving out):** All unit owners **and** leasers, who are moving into the building, are required to pay a Move in Fee equivalent to one month's condominium fees PER UNIT. This fee is non-refundable and due before the move in date is scheduled, established, and permitted. Prior to moving in, unit owners are required to notify the Management Agent **and** a member of the Executive Board. When a move in date has been established, the following information needs to be supplied to the Executive Board **and** RJ Community (412-550-0003), including:
 - Name, address, phone number of moving company.
 - Name, phone number, unit number of unit owner and tenants.
 - Date of move.

Please note the following:

- Unit owners are responsible for the actions of their movers and/or tenants, whether contracted or not (i.e. friends).
- Movers must obey regulations relative to work hours (8:00 AM-8:00 PM weekdays and 9:00 AM-8:00 PM weekends and holidays) and clean up after themselves in the common areas (halls, entry, and other areas around the building).
- Unit owners are required to hang the moving pads in the elevator if the unit being moved into or out of is on the 2nd or 3rd floor. (Moving pads are located in the first-floor closet near the 22nd Street entrance.)
- Unit owners are asked to respect the building and their neighbors with regard to the parking of the moving of vehicle(s).
- Movers must properly dispose of trash (not in the SSLCA's dumpsters).
- Any unit owner who violates these procedures, and/or whose movers fail to abide by these security and protective standards, shall be subject to fines as outlined in the Enforcement and Penalties Section of this document.
- SSLCA has recourse against a unit owner for any damage that may be caused by a mover working for one or more private owners.

V. INSURANCE

SSLCA requires all unit owners to carry their own homeowner's insurance on their units, including without limitation, insurance on all portions of the unit. All insurance carried by unit owners shall comply with the provisions of Section 13.3(b), which states:

Each owner shall obtain additional insurance at his or her own expense; provided, however, that (1) such policies shall not be invalidated by the waivers of subrogation contained in this Declaration; and (2) no unit owner shall be entitled to exercise the right to maintain insurance coverage in such a way as to decrease the amounts which SSLCA may realize under any insurance policy which SSLCA may have in force on the property at any particular time.

and 13.3(c), which states:

Any unit owner who obtains an individual insurance policy covering any portion of the property other than the individual unit of such unit owner or personal property belonging to the unit owner, shall be required to file a copy of an individual policy with the SSLCA within thirty (30) days after purchase of such insurance.

Unit owners will **NOT** be covered on the SSLCA's insurance to cover damage in their unit.

Nothing shall be done or maintained in any unit or on any common element which will increase the rate of insurance on any unit or on the common element or result in the cancellation thereof.

Nothing shall be done or maintained in any unit or on the common elements in violation of any law.

VI. MOTOR VEHICLE OPERATION

Except as herein provided, no junk vehicle or other vehicle on which current registration plates are not displayed, no trailer, camper, house trailer, or boat may be kept on any Common Elements.

Likewise, no repair or extraordinary maintenance of automobiles or other vehicles may be undertaken on any of the common elements. Minor vehicle repair work shall be permitted (for example changing out a headlight or taillight), provided that the area is cleaned after repairs have been completed. **The changing of a car's oil is not permitted.**

Parking Policy: Units own specific parking spaces for vehicle use. Parking anywhere else is prohibited. Guests may park outside the gate facing the building. While guests may also park in your assigned space, you will then need to park outside the gate.

Construction and repair vehicles may not pull into either the parking lot or the garage, unless they are parking in your assigned space.

The handicapped parking spot in the lot is for use for handicapped guests or visitors only. Any resident requiring a handicapped space for personal use needs to apply through the City of Pittsburgh for a permit for a spot on Mary Street outside the gated area.

Deliveries: Trucks may double park outside the front gate or in the garage to unload. Owners should notify the Executive Board when a truck will be unloading in the garage, prior to the

truck entering the garage. Unit owners should also place a note on the windshield or hood of the truck listing their name, unit number, and phone number should the truck need to be moved.

Although having trucks unload in the garage is a convenience, in the past, trucks have damaged the garage door, so we need to strike a balance between convenience and causing damage to common areas. By requiring registration prior to the trucks entering, we maintain the benefits, convenience as well as the unit owner's responsibility to pay for damages that might be caused by the truck hitting the garage door.

VII. ENFORCEMENT AND PENALTIES

The Rules and Regulations will be enforced by the Executive Board in accordance with the Condominium By-Laws. After receiving one written warning for each infraction, whether committed by unit owners, their family members, tenants, occupants, agents, contractors, employees, or guests, owners will be subject to fines as listed below.

As stated, these penalties are a "last resort." The Executive Board is not the South Side Lofts' police force, and unit owners are expected to make efforts to resolve problems among themselves before bringing disputes to the Executive Board.

Each unit owner is responsible for helping to ensure the common good of the SSLCA. **If unit owners see rules being broken or problems, they should talk to their fellow unit owner(s) to resolve the problem.**

A system of penalties exists to ensure compliance with SSLCA's Rules and Regulations. The enforcement procedure should result in greater community awareness of reasonable conduct that all unit owners have the right to expect from each other. If the violator is not a unit owner, the unit owner will be provided with copies of all correspondence pertaining to the violation and any ensuing penalties and hearings. The unit owner is ultimately responsible for all fines and correcting all violations.

Fines may be imposed for violation of any of the above rules, according to the following schedule:

First violation, after written warning	\$500.00 per day
Second violation	\$1,000.00 per day
Third violation	\$2,000.00 per day

The Executive Board may not impose any fine or infringe upon any rights of a unit owner for violations of the rules until the following procedures have been complied with:

To register a complaint, a violation of the rules must be alleged in writing to the Executive Board. The Executive Board will then notify the alleged violator in writing to cease and desist from violation. This notification will include: (a) the nature of the alleged violation; (b) the action required to correct the violation, and (c) notification of a grace period of ten (10) days, within which the violation may be removed without penalty. Should the violation continue beyond the grace period, a fine will be imposed.

The person(s) in violation of a Rule or Regulation who has received notification of the violation by the Executive Board may request **in writing, addressed to the Executive Board**, a hearing within ten (10) days after imposition of the fine. The hearing shall be held in executive session (that is a closed session) of the Executive Board and will afford the violator a reasonable opportunity to be heard. The unit owner may present his/her case to the Executive Board, and the Executive Board will decide, based on the available information regarding the alleged violation, whether or not a punitive action is appropriate.

If a violation is repeated within twelve (12) months of the first notice, a fine will be imposed without a grace period.

If any unit owner fails to comply with Rules and Regulations or Condominium Documents, the unit owner may be sued for damages or injunctive relief, or both, by the Executive Board or by any interested unit owner. The prevailing party in any such proceeding may be entitled to an award for legal fees, as determined by the court. A fine will be applied to the unit owner regardless of whether the offender is the unit owner, a family member, tenant, occupant, agent, contractor, employee, or guest. The payment of a fine does not relieve the offender of the obligation of correcting the violation. If SSLCA incurs expenses to correct the violation, this expense will be applied to the unit owner. If this bill is not paid by the unit owner, a higher fine may be imposed.

If this fine remains unpaid, a lien may be placed against the unit in question. This means that the unit cannot be sold unless the fine and all associated expenses in filing the lien are paid, and the lien has been removed. In addition, the Executive Board may foreclose on a lien if it is deemed necessary.

VIII. ARCHITECTURAL MAINTENANCE/CONTROL

No alteration (construction, addition, or removal) of any unit or common element shall be commenced or conducted except in strict accordance with the provisions of Condominium Documents (refer to page 17 of the SSLCA By-Laws).

All changes proposed by the unit owner to a common element or private element shall be submitted in writing to SSLCA's ACC. All requests shall include a written description and a diagram of the proposed changes and must be signed by the unit owner. *If major renovations are being proposed by the unit owner, then SSLCA's ACC may engage an independent architect to review plans with the costs billed to unit owner.* Once written approval has been received from SSLCA's ACC or their independent architect and changes have been made, the unit owner must contact SSLCA's ACC so that a final inspection may be made and signed off by SSLCA's ACC, again, at the unit owner's expense.

No unit owner or resident may make or cause to be made any change outside his or her unit without the prior express written approval of SSLCA's ACC unless SSLCA's ACC fails to respond within 45 days of a written request submitted by the unit owner. **Work done without prior consent from SSLCA's ACC will incur a fine of \$3,000.**

IX. ARCHITECTURAL CONTROL POLICY

1. The architectural covenant legally requires SSLCA to approve or disapprove construction of new structures, exterior addition or alterations to the original design of the units, and all subsequent alterations thereto BEFORE they are started by the unit owner. The Executive Board has delegated to SSLCA's ACC the task of reviewing applications and making recommendations.
2. Note that approval of any project does not preclude subsequent adoption of more restrictive or more liberal standards, where deemed necessary, to maintain or improve overall architectural standards and harmony. No amendment shall affect any project approved prior to adoption of such amendment so long as the project had written approval from either SSLCA's ACC or the declarant.
3. Any project or exterior modification which was completed prior to the issuance of these regulations which would normally require Executive Board approval prior to initiation shall not be construed as setting precedent, and will require Executive Board approval before any major repairs, changes, and/or additions are made to said project or modification.
4. Before making any exterior changes or initiating any project, which might be contrary to the architectural/maintenance standards, unit owners are reminded that non-approved changes cannot only be aesthetically offensive to their neighbors, but can also decrease the value of all units.
5. Any project, exterior modification, or other act in violation of these standards is subject to a citation by the Executive Board, may require corrective action to bring the violation into immediate or future compliance with these standards in a timely manner and **will incur a fine of \$3,000.**

X. COMMITTEES

Budget and Finance: When necessary to be formed, this ad-hoc committee will ideally consist of three-unit owners and one Executive Board liaison. Working with the Management Agent, this committee is charged with the duty to recommend to the Executive Board non-recurring capital projects that are over \$1,000.00. The committee will identify capital projects that need to be funded, estimate when specific capital projects may need to be replaced/retired, and recommend a capital projects plan for SSLCA based on a consensus recommendation of the committee.

Safety: This standing committee will ideally consist of three to five members and one Executive Board liaison. This committee will review and recommend safety features for the building and its environment. The committee will write and keep current instructions of safety for SSLCA that includes an emergency evacuation plan. The committee will conduct annual evacuation drills and make an annual list of "To Dos".

Environmental: This volunteer committee comprised of residents and unit owners dedicated to monitoring and managing recycling and waste management processes and costs at South Side Lofts. This committee has the following goals: 1) promote 100 percent participation in recycling by residents at South Side Lofts; 2) provide residents and unit owners information and updates about best recycling and waste management practices at South Side Lofts; 3) increase amount of recyclable materials deposited in the recycling container; 4) provide information about off-site recycling sites for recycling and waste materials that cannot be deposited in recycling and waste containers; 5) provide South Side Lofts residents and unit owners with information and

encouragement to reduce, reuse, and renew materials and products that can be recycled; 6) Monitor recycling processes and address issues related to maintaining resident involvement and best recycling practices at South Side Lofts.

Architectural Control Committee (ACC): This standing committee will consist of three Executive Board members. Any unit owner or tenant proposing to make a regulated architectural modification to the exterior of his or her unit(s), any supporting structure, any elements held for limited common use, or for common use must first submit a written plan to the SSLCA's ACC requesting approval of the regulated modification to be undertaken. SSLCA's ACC will review and rule on each specific application. These same three members will follow the case, including a final walk through and written sign-off upon completion.

Aesthetics and beautification: This standing committee will ideally consist of three to seven-unit owners and one Executive Board liaison. It is strictly advisory in nature. It will explore and make recommendations to the Executive Board about issues, such as signage, color schemes, and beautification of the exterior and surrounding premises and areas. If requested by the Executive Board, the committee may gather information on specifically recommended projects, including material lists, contractor bids, and time-tables for construction.