

**UNIVERSITY SQUARE NO. 2, INC.**  
**HOUSE RULES AND REGULATIONS**  
**Amended September 2022**

The following House Rules and Regulations and Reference Documents, together with the Corporation's Occupancy Agreement, By-Laws, and Articles of Incorporation, comprise the Governing Documents of University Square No. 2, Inc. The House Rules and Regulations and Reference Documents are made and enforced by the Corporation and its Management and may be revised or amended from time to time at the discretion of the University Square No. 2 Board of Directors.

These House Rules and Regulations and Reference Documents also apply to all other persons who live in, or may visit, the shareholder's unit including, but not limited to guests, contractors, vendors and employees such as care givers.

Shareholders are legally bound to comply with these Rules and Regulations and Reference Documents through their contractual arrangement with the Corporation (Occupancy Agreement).

*In any disagreement between these House Rules and Regulations and the University Square No. 2, Inc. Occupancy Agreement, the Occupancy Agreement governs.*

# HOUSE RULES AND REGULATIONS

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## 1. AIR CONDITIONERS

Air-conditioning units are the property of Shareholders. Maintenance and repair of these units are the responsibility of the Shareholder.

## 2. BOARD OF DIRECTORS

University Square #2, Inc. is governed by an elected body of fellow shareholders called the Board of Directors. The board meets at least monthly to discuss significant issues with the professional management team. Once a year in the fall there is an informational meeting of the shareholders to discuss past, present and future building issues, hear from the treasurer about the next year's budget, and to hear concerns of the shareholders. An annual Corporation meeting is held in the spring to elect new members to fill any expiring term(s).

All Board members serve without compensation. The Corporation association carries Directors & Officers Liability Insurance to cover any business acts of the elected board. If you are not satisfied with the disposition of an issue by the building staff or management agent, we ask that you file a **written** report to the Board of Directors (not just to one or two members of the Board). We must avoid imposing any uninsured legal liability on any one board member by asking for unilateral action.

The Corporation, through its Board of Directors, reserves the right to implement such other rules and regulations, guidelines, and/or procedures as deemed necessary. The Board of Directors also shall at its discretion change any rules and regulations as deemed necessary for the safety, care, and cleanliness of the premises and for securing the comfort and convenience of all shareholders.

## 3. BUILDING SECURITY

Never allow access into the building to anyone you do not know. If someone suspicious calls your apartment from the intercom, DO NOT BUZZ that person into the building. Refer them to the garage staff or office. After you have hung up, call the garage or office immediately to report it.

Be alert at all times to any strangers or unusual happenings in and around the building. Remember: SECURITY STARTS WITH YOU. Always lock your door, even if you are just going to the laundry room or picking up your mail. You should keep all cash and valuables in a safe place in your apartment.

The rear lobby glass door is to be locked and Garage 2 door closed at sundown or 9:30 pm daily. Windows have been installed in the Garage 3 door (facing the Parklet). The garage attendants have one remote control to operate all the garage doors, thus decreasing the time these doors remain open when cars are valet parked. A timer has been installed on Garage 6 door, so that it closes automatically after a short time period.

Fobs are not to be given to any caregiver, nurse, maid, etc.

#### 4. BUILDING STAFF

There always has been a good relationship between University No. 2 Inc., shareholders, and our building staff. However, there are risk and liability constraints that staff must observe while on duty in order to protect both the staff and the Corporation. Shareholders are asked to respect the following guidelines as they relate to the services that staff may provide to our residents.

- Medical Emergencies:

Our building staff is not trained in first aid, so they cannot provide medical assistance **of any kind** to shareholders. In a medical emergency, staff will call an ambulance for a shareholder, but they are not permitted to touch or move the shareholder or provide any other kind of “first aid” assistance (e.g., changing bandages, picking a resident up off the floor if they have fallen, mixing medicines, adjusting a sling, etc.)

- Personal Assistance:

It has always been the case that staff members may assist shareholders with tasks when not on duty. Certainly, shareholders are free to arrange for staff to provide them with a service (e.g., moving furniture, flipping mattresses, carpet cleaning, hanging heavy objects, etc.) when staff person is “off the clock” and not performing their regular duties for the Corporation. Payment for those kinds of services would be negotiated between staff member and shareholder, and not involve the Corporation. **Please do not ask our staff to assist in personal matters when they’re busy with their assigned duties and responsibilities.**

- Work Orders

All requests for maintenance repairs/service should be directed to University Square #2 Office. The Office Manager will issue a work order for the Facilities Manager.

#### 5. CAR WASHES

One of the perks US2 offers is a car wash during the evening and/or overnight shift by a valet. Shareholders are not permitted to wash their own cars or SUVs. The cost of the car wash does not include a tip, which is optional, but appreciated. Payment should be made by check and made out to University Square No. 2, Inc. and given to the Office Manager.

#### 6. COMMON AREAS – Elevators, Garages, Hallways, Laundry, Lobbies, Parklet, Stairways

All shareholders are responsible for respectful and appropriate use of the common areas.

All heating apparatus and electric fixtures in the common areas inside and outside the building are under the exclusive control of the Corporation or its Agents, and no member shall interfere in any manner with the operation of such items.

Indoor common areas must be kept free of any obstructions. *This is a fire safety issue.*

“Obstructions: include, but are not limited to:

- Bicycles
- Boots
- Doormats
- Shoes
- Shopping carts
- Strollers
- Toys
- Umbrellas
- Walkers/Wheelchairs/Scooters

As to prevent injury or property damage and excessive noise, no unsupervised children shall be allowed to loiter or play in any of the common areas, stairwells, elevators, parking lots, driveways or garages. *This is a risk and liability issue.*

**7. CONTRACTOR AND SUB-CONTRACTOR WORK** (See Contractor Work Rules under Reference Documents)

**8. DELIVERIES**

- Small packages that are delivered to the Valet Garage (FED EX, Amazon, UPS, USPS, etc.) will be accepted by the valet on duty and will be placed outside your unit door by the end of the day.
- Any large or heavy package that cannot be delivered by a staff member with a dolly, the shareholder must pick up themselves. The item will be stored in either the package room or, depending on the size of the item, in the valet’s garage.
- Notify the Office Manager of your furniture/appliance delivery date and approximate time, as soon as you know it. Deliveries may NOT be scheduled before 8:30 am and must conclude by 5:00 pm. Monday through Friday, and between 8:30 am and 2:30 pm on Saturdays.
- If you are expecting a large delivery, such as appliances or furniture, that is drop-shipped (coming directly from the manufacturer), you should make sure the shipper will deliver to your door or make other arrangements. The delivery should take place M-F, 8:30 am – 5:00 pm, or Saturday from 8:30 am – 2:30 pm. The corporation or staff is NOT responsible for any shipment left, for example, at the driveway entrance.
- If you have a large item delivered to your apartment, the staff member is NOT permitted to remove the item from the packaging or move it within your apartment on corporation time. You’re welcome to make arrangements with a staff member to help you when they are off the clock, if you’d like to contract with them to do so.
- The corporation, its staff members, and/or the managing agent shall NOT be responsible for any damages to any item that the staff delivers to your apartment or while stored in the package room or the garage.

## **9. DISPOSAL AND DISHWASHER** (See Occupancy Agreement, Article 10)

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(See Garbage Disposal Use in Reference Documents)

Disposals and dishwashers are the responsibility of the Corporation. Each kitchen sink was originally equipped with a garbage disposal unit that should be used ONLY to facilitate disposing of scraps from plates and minor food items.

If there is a problem with the disposal unit, notify the Office Manager so that repairs can be made as quickly as possible. *Quick repair is especially important if there is water leakage or sink back-up. The Facilities Manager will provide service to the back-up for up to one hour, but if it cannot be repaired in that time, the shareholder will be required to call a plumber at his or her expense.*

## **10. DISPOSAL OF OLD AND UNWANTED FURNITURE, APPLIANCES AND ELECTRONIC DEVICES**

It is the shareholders responsibility to make arrangements to remove all of the about (except dishwashers) at his/her expense. No bulky items can be put in the downstairs garages without the Office's permission. Pickup arrangements may be able to be arranged, but all expenses will be charged to the shareholder.

Be aware that any damage done to any common areas and elevators, will be charged to the shareholder.

## **11. EMERGENCY REPAIRS AND SERVICE**

If you encounter a building emergency (floor, gas leak, no heat, security breach, roof leak, stuck elevator, fire, etc.), please notify the Office Manager and the Facilities Manager immediately. Shareholders having an emergency maintenance situation (e.g., water leak, sink back-up) *after business hours* should contact the Management Company at 412-550-0003. This office has a 24-hour answering service for EMERGENCY service calls.

*(Note: If you have called 911 for a medical/personal emergency, please notify the valet on duty as soon as possible. Please note that risk and liability issues prohibit building staff from assisting shareholders with medical emergencies and/or other personal care needs.*

## **12. EXTENDED TIME OUT-OF-TOWN AND AWAY FROM THE BUILDING**

When you are going to be away from the building for an extended period of time, you must inform the Office Manager of the dates and make arrangements for the handling of deliveries/packages/mail.

Please be advised that, in the event of an emergency, the Facilities Manager and other staff are permitted to go into your unit. However, no staff will be responsible for the upkeep of drains, plumbing, heating, air conditioning, etc. that is the responsibility of the shareholder and covered by the shareholder's insurance policy.

Notify the Facilities Manager of your extended stay so that the water can be shut off at sinks and toilets, if there is a shut-off valve that is easily accessible.

### **13. FIRE SAFETY** (See Fire Emergency Evacuation Procedures in Reference Documents)

Fire Alarm Tests are performed monthly on the last Thursday of every month. The announcement of the test will be posted in the elevators. Since this is a test of the alarm system, there is no need for evacuation of members from the building.

- Locate the fire alarm stations near the front and rear stairwells on each floor.
- Do not tamper with the smoke or fire alarm devices in your unit. If you think there is a problem with one of these devices, notify the USq#2 Office.
- Smoking is **NOT** permitted in any common area: elevators, garages, halls, laundry, lobby, parklet, stairwells, storage/locker area.
- Never smoke in bed.
- Never leave food on the stove or in the oven unattended when the appliances are on.
- No grilling or cooking is permitted on balconies or in the parking lot.
- Do not stack items in your locker higher than two feet from ceiling. *Emergency personnel need to have access to the overhead pipes.*

### **14. FLOORING**

The following information is provided to help ensure that you make a well-informed decision in choosing flooring that avoids creating excessive noise for your neighbors. For shareholders preparing to change flooring, the following is required:

#### **Padding**

Our building is especially vulnerable to the transmission of average, everyday noises because of the older construction, which is largely metal with little noise buffering between floors. Sound is transmitted when hard objects, e.g., hard-soled and high-heeled shoes, furniture, and dropped objects, impact a hard surface. An important component of flooring is the padding, also known as underlayment. The best guide in the consideration of padding is measured in terms of IIC (Impact Insulation Class). The highest level is recommended. If the hardwood floors or other similar flooring are not installed with a sound proof material and the shareholder who installed such flooring creates a disturbance that affects the quiet enjoyment of the surrounding neighbors of said unit, the Board of Directors of the Corporation or its managing agent will direct the said shareholder to remove the said flooring or remedy the condition thereof. If the hardwood flooring cannot be removed, carpeting covering at least seventy-five (75%) of the floor area must be covered.

#### **Wall-to-Wall Carpeting**

Considerable research has shown that by far the most effective way to reduce impact noise that travels to the unit below is wall-to-wall carpet with thick padding (underlayment) underneath – the thicker, the better.

### **Non-Carpeted Floors: Area Rugs**

In units without wall-to-wall carpeting, it is recommended that area rugs with padding be put in all locations that have foot traffic or other potential noise, such as the moving of chairs or other furniture, musical instruments, exercise equipment, etc.

## **15. FOBS / KEYS (See FOB (Security Access) Distribution Policy in Reference Documents)**

### **FOB**

This is a secure, keyless entry device which is used for all entry points around the periphery of the building. One active FOB is provided for each shareholder and every listed resident. A “listed resident” is one who has been identified by a shareholder as living with the shareholder. The shareholder identifies the listed resident during the process of obtaining activated FOBS and is listed on the Verification of Occupancy Form. (This covers those residents who are not shareholders, but who live with a shareholder in such capacities as life partner, sibling, child, friend, etc.)

Use of the FOB is monitored through the FOB security access system. The FOB must be returned when the shareholder leaves and will be deactivated at that time.

### **KEYS**

Three (3) different keys will be given to new shareholders at closing:

Unit Key(s) – You may duplicate this key

Dimpled (Security) Key(s) – The dimpled key is used to access the storage rooms.

This key may NOT be duplicated.

Mail Box Key(s) – You may duplicate this key.

The shareholder is responsible for obtaining a lock for his/her storage locker.

## **16. HOLIDAYS**

Staff, Contractors, and Subcontractors’ Holidays are the eight (8) federal holidays that are observed on the actual day that they occur. They are: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and Christmas Day.

## **17. IMPROVEMENTS TO YOUR UNIT (See Renovation Guidelines in Reference Documents)**

You may at some point, now or in the future, decide to improve some areas of your unit. These are the items that govern how to go about doing alterations and renovations.



### **Alterations**

Alterations are those improvements that do not change the structure within your unit. These would not require any approval. They would include items like new toilet, new vanity, new kitchen cabinets, new floors, painting, and carpeting, and would be solely the responsibility of the unit owner.

### **Renovations**

Shareholders are required to submit to management a detailed written scope of work, including a proposed commencement date and proposed completion date. The Facilities Manager will review the plan with the contractor, so that the contractor is aware of any problems that might result, due to the age and condition of electrical, water pipes, heating, drains, etc. in the building.

Adjacent units should be informed one week prior to the commencement of the work.

“Adjacent” units include those on the same floor, as well as the units immediately above and below the unit under construction. A notice will be posted on the bulletin board outside the laundry room listing the project with expected start and finish dates.

In case of damages caused by the renovation to any common areas of the building or other units, the shareholder having the work done shall be responsible for the cost of complete and timely repairs.

## **18. INSPECTION OF DWELLING UNIT** (See Occupancy Agreement, Article 16)

The shareholder agrees that the representatives of the Corporation, and the officers, directors, employees and managing agent of the Corporation, shall have a right to enter the dwelling unit of the shareholder and make inspections thereof at any reasonable hour of the day.

## **19. INSURANCE** (See Required Insurance Coverage Reference Document) *and Occupancy Agreement, Articles 8, 14, and 15*

One of the more frequent misunderstandings in cooperative living concerns insurance. The building is insured against damage by fire and other perils under a policy carried by the Corporation. The Corporation will not cover any “betterments” or “improvements” belonging to the shareholder (e.g., furniture, carpeting, clothing, electrical devices) in the event of a flood, water leakage, or fire.

The Corporation requires every shareholder to carry insurance on all portions of their unit. Your insurance agent can explain the best coverage for you and suggest adequate limits beyond the required coverage.

*Note: Air conditioners are the shareholder’s property and should be covered by your policy. Also, water damage to other units below you that results from tub, sink or toilet overflow, or water leakage that is the result of air-conditioner drain tube blockage, must be covered by your policy.*

## 20. LAUNDRY (See Laundry Room Guidelines in the Reference Documents)

## 21. LOCKER AND STORAGE

### Lockers:

- ONE storage locker is provided for each unit. **Do not store combustible materials in your locker.** *This is a fire safety issue.*
- Keep papers and cardboard boxes away from any steam lines that may run through your locker. *This is a fire safety issue.*
- Leave at least two feet of free space below the sprinkler heads. *This is a fire safety issue.*

### Storage:

- No common area can be used for the storage of furniture or other articles.
- Shareholders are not permitted to store any goods or articles in any portion of the building except in their own unit or assigned locker.
- Shareholders must not ask management or building employees to accommodate their storage needs, temporarily or permanently, by use of the boiler room, locker room, garages, corridors, or any other public area.

## 22. MAINTENANCE RESPONSIBILITIES (See Occupancy Agreement, Article 10)

### Annual Unit Safety Inspection

- Each shareholder unit will undergo a maintenance and safety inspection by the building staff on an annual basis. Shareholders will be given a minimum of five (5) days' notice before the inspection. Inspections take place only between the hours of 9 am and 3 pm during the work week. Shareholders expressly agree to fully cooperate with said inspection and to freely permit access to the unit for this purpose.

**Corporation Maintenance Responsibility:** (See Maintenance Responsibilities Chart for Details)

### Common Areas

- All components, contents and equipment.

### Shareholders Units

- Dishwashers and garbage disposals.
- Plumbing, electrical and heating repairs.
- Entry door locks, if they are standard building equipment.
- Insect extermination.
- Smoke detector batteries (These are replaced on a regular schedule.)
- Window and screen repairs.
- Painting of balcony railings, replacement of storm doors and infrastructure repairs.

- Maintenance, repair or replacement of convector heating units.

Responsibility for Repairs: Should there be a broken water line or other water leakage under Corporation responsibility that results in damage to plaster and decoration, the Corporation will repair the plaster, but the decoration repair is the responsibility of the shareholder.

**Shareholder Maintenance Responsibility** (See Maintenance Responsibilities Chart for Details)

- Air conditioning units and related plumbing.
- All decorating, including floors, walls and ceiling treatments.
- Cable, internet and telephone service.
- Fire alarm supplements (plug-in units to increase alarm volume within units).
- Kitchen range and refrigerator.
- Light fixtures and bulbs.
- All plumbing fixtures, standard or custom.
- Heating and electrical equipment that is not building standard.
- Water supply lines to sinks, lavatories, bathtubs, shower stall and toilets.
- Window treatments, interior and exterior window washing.
- Balcony interior and exterior window washing, general cleaning and maintenance.

**Request for Maintenance:**

It is important that we keep an accurate record of maintenance requests and follow-up service/repairs. *Please direct all requests for maintenance – major or minor – directly to USq#2 Office.* The office manager will document your request and refer it to our building staff for follow-up. You are asked NOT to go directly to the maintenance staff with your request unless you have an emergency maintenance issue during non-business hours or on weekends. Please help us to better serve you by following this procedure.

**23. MONTHLY CARRYING CHARGE** (See Occupancy Agreement, Article 1)

Carrying charges are payable directly to the Management Company. (See Paying Your Monthly Maintenance Fee in Reference Documents)

The carrying charge includes a parking fee if the shareholder rents a space either in the garage or in the outside parking lot.

The monthly carrying charge covers administrative, operating and maintenance costs for the building, and fixed costs (insurance, etc.) for the Corporation. More specifically, it includes:

- The cost of utilities and taxes
- Staff salaries and benefits
- Building/property management fee
- Trash and recycling collection
- Building and grounds upkeep

A portion of the Carrying Charge is used to fund the *tax escrow account* and other *reserve accounts* for replacement and maintenance of building equipment and other common area features (hall carpeting, roof, elevators, boilers, etc.)

Shareholders are notified of their share of annual real estate taxes. The amount may be deducted on the shareholder's personal federal income tax return.

The carrying charge is reviewed annually by the Board of Directors and can be adjusted at the Board's discretion.

Shareholders may review Corporation income and expense reports at any time and may also obtain a copy of the Corporation's Annual Budget and independent financial review from University Square #2's Office.

## 24. MOVING TIME RESTRICTIONS

*NOTE: All moves must be coordinated with the Office Manager.*

- **Moves:** Since elevator space is limited, move-ins and move-outs must be scheduled with the building office manager. Only one move can be scheduled at a time, and the day of the week and time of the day must receive **prior** approval from the Office Manager. Moves should be scheduled at least **one full week in** advance since neighbors will be affected when the elevator is shut-down and reserved during the move. Moving times are restricted to Monday through Saturday, beginning at 9 am and concluding at 4 pm. *Moving may not be scheduled on Sundays or Holidays.*

## 25. NOISE

It is important that shareholders, non-shareholder residents, and their guests and employees be sensitive to, and considerate of, their neighbors regarding sound/noise levels. University Square No. 2 construction has no sound barrier between floors. The steel and concrete structure serves as an "echo chamber" that reverberates across and through several floors.

To ensure that shareholders enjoy peaceable possession of their respective units, you are asked to observe the following guidelines:

- No member shall play any musical instrument between the hours of 10 pm and the following 9 am.
- Limit noise causing activities, (e.g., moving furniture, hammering, etc.) between the hours of 10 pm and 9 am.
- Wall-mounted TVs and other similar devices should be kept at a level as to not disturb other residents. Sound can travel through the walls above and below the unit.
- Place additional padding under exercise equipment to minimize the machine noise. Limit use of exercise equipment to 8 am through 10 pm each day.
- Notify neighbors in advance when you plan any type of renovation or repair work.

## **26. OCCUPANCY** (*See Occupancy Agreement, Article 6*)

**Units must be Shareholder occupied.** There shall be no subletting of any unit by a shareholder. Any shareholder who sublets his or her unit shall be in violation of the Occupancy Agreement, and the Corporation shall have the right to terminate his or her Occupancy Agreement.

Shareholders are required to annually submit the names of all persons residing in their respective units with them using the Verification of Occupancy Form and to keep the Corporation advised of any changes in such occupancy during the year.

## **27. PARKING** (*See Parking Policies in Reference Documents*)

### **28. PARKLET**

University Square No. 2, Inc. has an enclosed parklet behind the building for the use of shareholders and their guests. When the gate is locked, shareholders can have the valet open the gate. Cushions for chairs at the tables are kept in the bins at the back of the parklet, and are the responsibility of the shareholders to put back with finished. Valets will bring out seating-area cushions and remove them to the valet's garage in the event of rain or each night.

The herb garden is maintained by the garden committee and the herbs are free to shareholders to enjoy.

One table only can be reserved (with a sign) if outside guests are eating with a shareholder. All other areas may be used by shareholders at the same time.

For the use of ALL shareholders, there is a gas grill, propane heater and fire pit. Instructions for the use of any of these can be found in the storage bin in the parklet. Care, cleaning, and propane tank refills are managed by shareholder volunteers.

The gas grill is large enough to accommodate multiple users at the same time, and the grates should be scraped clean after each use and cover should be placed back on the grill when it is cool.

### **29. PETS/SERVICE ANIMALS/EMOTIONAL SUPPORT ANIMALS**

Service animals and /or companion animals (also known as emotional support animals) are permitted for shareholders with disabilities, based on a reasonable accommodation pursuant to federal law and the Fair Housing Act. The shareholder must submit sufficient medical documentation and receive prior approval of the Board of Directors. Documentation is filed with the Office Manager.

*Otherwise, shareholders are NOT permitted to have any animals/pets on the premises, nor are guests allowed to bring animals/pets into the building.*

### **30. ROOF**

NO ONE may access the roof at any time for any reason. The roof may NEVER be used as a sun deck or a smoking area. NO EXCEPTIONS. *This is a security and risk/liability issue.*

### **31. SHOPPING CARTS**

For your convenience, the Corporation provides shopping carts that are to be used ONLY for help in transferring packages from your car to your unit or to transport items to and from your storage locker. Carts are stationed in Garage 2 and 6.

- Carts are not to be taken off the premises
- Please return the cart promptly after use.
- Carts must not be left in the hallways, lobbies, or elevators. (*This is a fire safety issue.*)
- Shopping carts are not to be used for laundry. (*This is a health/sanitation issue.*)
- Carts are not to be stored in your unit for any reason.

### **32. SIGNS, ADVERTISING, NOTICES**

No shareholder is permitted to place a sign, advertisement, or illumination in any window, entry door, common area or other part of the building for the purpose of conducting any business.

The bulletin board in the lower hall by the laundry room may be used for business cards and notices of local interest. This board is cleared at intervals to keep the notices timely. No partisan political notices may be posted.

No shareholder, non-shareholder resident, or representative of a shareholder may advertise or conduct a sale of household goods on the premises of University Square No. 2, nor may the public be invited into the building to view any household items being sold.

### **33. SOLICITATION**

No distribution of political or charity solicitations or written solicitations for funds of any kind is permitted in the building.

### **34. SUGGESTION BOX**

A suggestion box has been placed above the mailboxes in the mail room. Suggestions can be left for either the Board of Directors or Management, but the written suggestion must be signed by the shareholder and dated. Any suggestion received without a signature will be discarded. Complaints will be handled on an individual basis, and the same rules apply.

### **35. TELEPHONE, CABLE TV, INTERNET**

- University Square No. 2 is wired for both Xfinity (Comcast) and Fios (Verizon).
- If you wish to subscribe to either of these services for TV, internet, or telephone service, you must contact the local provider directly and make arrangements with them.

- No external antennae or dishes are permitted.
- Payments for services are made directly to the provider. Your cable, internet, or telephone charges are NOT included in the monthly Carrying Charge.

### **36. TIPPING EMPLOYEES**

Shareholders are requested not to tip the building staff for work they perform as part of their assigned duties and responsibilities. *(To show appreciation for Staff's service, University Square No. 2 invites shareholders to contribute to an annual Holiday Fund to which you may contribute as generously as you like. You will receive a notice about this fund in November of each year.)*

### **37. TRASH – RECYCLING** (See Trash Disposal/Recycle Guidelines in Reference Documents)

Our trash hauler is Republic Trash. Because of government landfill regulations, Republic Trash no longer accepts recyclable placed in plastic grocery bags or clear plastic bags, but only in brown paper bags or no bag at all.

All recyclable trash can be placed in one container- no separating or sorting needed. Obey signage in trash rooms for explicit instructions on what can be recycled and what needs to be put in the trash bins. Garbage is emptied twice a day by employees.

### **38. UTILITIES**

The cost of providing electricity, natural gas, water and sewage is provided in your monthly Carrying Charge.

*Be aware that the cost of utilities is a factor in the determination of the shareholders' overall Carry Charges. You are asked to be reasonable in the use of all utilities. Please use water, light and heat/air-conditioning wisely and do not leave your lights or heating/air conditioning units on when you are not in the unit.*

### **39. UTILITY ROOMS**

Each floor is equipped with a utility room in the hall next to the rear stairwell. The utility rooms are to be used for the purpose for which they were intended and not for the disposal of rubbish, rags, paper, or other substances which would tend to clog the sinks. Any damage resulting from the misuse of the utility rooms will be charged to the shareholder.

Utility rooms and laundry room sinks are for shareholder's use only, not for contractors. Contractors and subcontractors should use the sink in the lower garage.

### **40. VOTING** (See Shareholder Voting Information in Reference Documents)

When an election for seats on the Board of Directors is held at an Annual Meeting, a Shareholder may vote in any one of three ways:

1. Attend the meeting and vote in person
2. Designate the Corporation as your proxy; or
3. Designate another person to vote by proxy for you.

#### **41. WINDOWS / BALCONIES**

##### Windows:

- To maintain a uniform exterior appearance of the windows, shareholders are required to install window treatments (blinds, shades) that are white on the window side.
- Colored drapes must be lined in white.
- No signs (e.g., political, sport team) or decorations (e.g., decals, spray-on designs) are permitted on the windows.
- Shareholders are responsible for keeping their windows clean, either by doing the job themselves, or by hiring someone to do it.

##### Balconies:

To maintain a uniform exterior appearance to the building, the front of the balconies must be kept clear of all ornaments or similar items. Shareholders with balconies are welcome to make the space inviting, however certain restrictions apply.

- Nothing may be placed or hung directly above or on the outside of the balcony railings (or ledge, where applicable) including, but not limited to planters, mobiles, hanging plants, strings of lights, lattices, or other types of barriers/fencing. (Planters may be hung/placed on the inside of the railings and decorative items may be placed in the inner areas of the balcony.)
- **NO CARPET OF ANY KIND MAY BE ATTACHED OR GLUED TO THE CONCRETE SURFACES OF THE BALCONY FLOOR.** *This is a preventive maintenance/structural issue.*
- ONLY outdoor nonskid tile with a rubber water proofed membrane is approved for installation on any concrete surfaces. *This is a leakage prevention issue.*
- No area rugs are permitted. *This is a leakage and maintenance prevention issue.*
- Shareholders may paint the balcony floor using concrete floor paint.
- No signs (e.g., political, sport team) are permitted on the balconies.
- Balconies must not be used as long-term storage space.
- Balconies must not be used for drying clothes.
- Food must not be left unattended nor should shareholders place water or bird seed on the balconies. *This is a pest control issue.*
- Shareholders are responsible for the cleaning, general maintenance, and window washing of their balconies.
- Shareholders are responsible for making sure their balcony drain is clear of any leaves, trash or debris.