

WOODLAND MANOR CONDOMINIUM RULES AND REGULATIONS

JANUARY 2020

5825 and 5903 Fifth Avenue

Pittsburgh, PA 15232

Management: RJ Community Management (412) 550-0003
Superintendent: Patrick Vitale (412) 362-3411

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Introduction

The following Rules and Regulations were approved by the Woodland Manor Condominium Council commencing on January 1, 2020. They were adopted per the Code of Regulations, Section V(2)(e) and are effective immediately. These Rules and Regulations supplement the Declaration and Code of Regulations, and supersede all previously adopted Rules and Regulations. If there is any discrepancy between these Rules and Regulations and the Code, the Code will prevail.

In addition to a number of minor updates to wording and structure for increased clarity throughout this document, this revision of the Rules and Regulations document also includes the following significant changes and additions:

- The maximum **daily** fine which may be imposed for Code or Rule violations is \$50.

Fire Code Rules

Smoking / Grilling

Lit cigarettes and the like and open flames from cooking are the most recognized fire hazards. As such, there shall be no smoking in the lobbies, hallways, stairways, laundry rooms, party room, or elevators. No cooking, roasting or grilling may be done in any common area, including the grounds, patios, porches and balconies, with the exception of events sanctioned by Council.

Storage

Individual storage areas in the basement or on the residential floors may not be maintained in a condition that constitutes a fire hazard. In basement storage areas, all materials must be stored at least 18 inches below the ceiling to allow proper functioning of the sprinkler system. Equipment or appliances stored in these areas may not be plugged into electrical outlets. Council may deny a storage area to anyone who violates this rule.

Refuse

Garbage, trash, and magazines may not be put in or left in the garages or any other common area other than the trash rooms on each floor of each building. Staff may be contacted to dispose of large cartons (broken down) and other large items, or these may be left near the boiler room door in the basement for later collection. Such items should not be left in the garbage collection rooms on the individual floors. All garbage must be placed in plastic bags (8 gallon size or smaller) and securely closed or tied before being placed in the garbage chute.

Magazines and newspapers are to be placed in the blue bin located in the trash room. Glass items such as bottles are to be discarded in the container located at the basement buggy cart area.

Flammable Materials

Flammable liquids must be stored in approved containers only. No flammable materials, including boxes, rags, etc., may be stored in the garage space. No paint cans may be left in any garage or storage locations.

Smoke Detectors

At least one smoke detector must be installed in each unit and maintained in operational condition. Purchase, installation, and replacement of batteries may be arranged through the Superintendent, who will make appropriate charges for same.

Unified Fire Alarm

Some units are equipped with a supplemental fire alarm which is the property of Woodland Manor. The fire alarm system is tested at regular intervals. Fire evacuation procedures must be followed in the event of a fire. Consult the building staff if you have questions regarding exits or procedures (for example, the elevators must not be used in case of a fire emergency). An evacuation assistance list is maintained by the Superintendent and posted near the firefighting equipment on each level of the A and B buildings. Residents should request their name be added if they will require help during emergencies.

Owner Units

Individual Units

Unit owners are responsible for disseminating these Rules and Regulations to any residents, contractors, household help, or guests visiting for an extended period of time.

Drains, disposals, and commodes may not be used for any purpose other than the purposes for which they were designed. No sweepings, trash, garbage, metallic items, rags, debris, or other items may be put in any drain or commode.

No food bones, coffee grounds, egg shells, celery, lint, metallic objects, banana skins, artichokes, corn husks, liquid or solid fat, or onion skins may be placed in disposals. Run plenty of cold water when using the disposal.

Mops, rugs, clothing or other material may not be shaken or hung from any window, porch, balcony, or exterior door.

The exterior surface of all curtains, draperies, blinds or other window coverings must be white. Units purchased with such non-conforming window coverings must be brought into compliance with this rule within 60 days of the date of closing.

Electronic devices and musical instruments may not be played at high volumes. Radios and sound systems, televisions, telephone caller ID announcement systems, and other similar devices should not be set to a volume level which causes these devices to be consistently heard by residents in adjacent units. Exercise equipment, disposals, and dishwashers may not be operated after 11:00 p.m. or before 7:00 a.m.

Eighty percent (80%) of the floor area of each room, other than the kitchen and bathrooms of each unit, MUST be covered by padding and carpeting or hardwood floors that are sound insulated and not a disturbance to their neighbors.

No animals, birds, or other pets may be kept on the premises. Small animals may visit, but may not remain overnight. Visiting animals must be leashed or carried and shall not be permitted to move about the buildings or grounds, to disturb others, or to do damage to the Property. Council may ban any animal from the premises if the animal has not been kept under control or has otherwise been in violation of this rule.

No waterbeds are permitted. Aquariums having a capacity of more than ten gallons may not be brought into the buildings.

No laundry equipment is permitted in individual units without the approval of Council.

No sign or display of any kind may be displayed or posted in apartment windows.

Each owner is **responsible** for any financial losses resulting directly from problems which originate within the unit and which subsequently cause injury, damage to other's property (including to common areas) and even loss of use. Owners are **responsible** for understanding the extent of this liability and arranging appropriate insurance coverage. Council recommends unit owners carry homeowner's insurance.

Each unit owner should determine the amount of insurance for unit contents necessary to protect themselves against possible liability or loss by fire, water, or other perils, as well as to cover improvements.

Public tours of units, such as the Shadyside House Tour, are not permitted for reasons of security. Real estate signs or lock boxes are permitted on the Property with the consent of the Association. Open houses are not permitted for reasons of security.

After-hours emergencies that occur after 4:30 p.m., Monday through Friday, and Saturdays and Sundays, are to be called to RJ Community Management (412-550-0003) only.

Repairs by Staff

Woodland Manor staff is permitted to perform non-emergency minor service requests for unit owners during regular hours, if they are scheduled in advance, and only after the staff has completed their common area responsibilities. The minor repairs that a staff member is authorized to perform must be able to be completed within one-half hour. Owners will not be charged for labor but will be responsible for the cost of the materials used to make the repairs. Tipping for such services is up to the owner. If the staff estimates that the work will take longer than one-half hour, the work may not be performed during regular business hours. Owners may contact a contractor of their choice to do the repair and notify the Superintendent, or the work may be performed after regular business hours on the staff member's own time at a cost agreed upon by the staff member and the unit owner. Unit owners should be aware that once an employee is performing a repair for an owner after regular business hours the staff member is now working as an independent contractor and must carry the proper liability insurance coverage as any contractor would do. Should something be broken or damaged in an apartment, the Association's insurance will not cover the employee or pay for the damage. Staff members are not required to perform private work for unit owners on their personal time. The following is a list of repairs that the staff is authorized by the Council to perform providing they fall within a thirty-minute time limit:

Plumbing

Faucet repairs, commode repairs (not including replacement), caulking, clogged drains

Electrical

Bulb replacement, light switches, receptacle replacement, reset circuit breakers

Appliances

Adjustments to dishwashers and disposals

General

Reinstall bi-fold doors, adjust windows, install or repair smoke alarms or replace batteries, repair or adjust HVAC system.

Leasing

Leasing of units is not permitted except in cases of severe financial hardship or under similar exceptional circumstances, in which case the owner must gain approval from Council. Refer to the Code of Regulations for complete information regarding leasing of units. Short stay leases are not permitted.

Renovations / Remodeling

Prior to making alterations, including but not limited to plumbing and electrical facilities and partitioning, the unit owner must first obtain written approval for the project from the Council. A "Construction Project Review Form" is included on page 13 of this document and should be used to organize and submit the relevant information.

The requirements for various contractors are as follows: electricians must be registered to do business in the City of Pittsburgh, plumbers must be registered with the Allegheny County Health Department, and building contractors must submit certificates to the Superintendent indicating proper insurance in the amount of \$500,000.

Each unit owner is responsible for scheduling outside contractors with the Superintendent prior to the commencement of work. This is particularly necessary when plumbing work is anticipated since water to other units may have to be turned off.

Maintenance Office hours are 8:00 a.m. to 4:30 p.m., Monday through Saturday, and contractors must schedule their work with the Superintendent prior to the start of the job. Activities resulting in high noise levels must be limited to take place between 9:00 a.m. and 5:00 p.m. only.

Three days' prior notice must be given to the Superintendent before the commencement of any large remodeling projects.

Any painters, carpet installers, or other workmen must bring in and remove all materials via the garage.

Unit owners are responsible for any outside contractors working within the units. Any old material removed from a unit by a contractor remodeling or repairing within that unit must be bagged and removed from the Condominium property. Concurrently, any debris left in the hallways or elevator must be vacuumed by the contractor or unit owner each day before the contractor leaves. Debris in the garages must be swept up.

Common Areas

Use of Common Areas

The front driveways may be used ONLY for emergency purposes and to pick up or drop off residents or visitors. The driveways must be kept clear for emergency vehicles at all times, and shall not be used for parking, including for handicapped vehicles. Moving trucks and moving vans are **not permitted** in the front driveways. Use garage entrances only for moving or bringing furniture to the buildings. No other unattended vehicles may be left in the driveways. Parking is not permitted on the driveway apron areas (immediately in front of the pedestrian entry doors) without prior approval of Council and the Superintendent.

Sidewalks, doorways, hallways, elevators, and stairways may not be used for any purpose other than passage to, from and within the premises. **No** obstacles, impediments or other things may be put or left in these areas. Furniture, appliances, and other large items must be brought into and removed from the buildings through the garages, not through the lobbies. Bikes are not permitted to be parked in common areas, including hallways and front of the buildings.

Push carts or shopping carts used to transport things to or from units must be returned immediately to the basement storage areas for such carts. Shopping carts owned by individuals must be returned to that person's unit or to their locker.

Children are not permitted to play in the lobbies, hallways, stairways, elevators, or garages.

Each unit owner is liable for the cost of repair or replacement as a result of any damage to any common area caused by them, any resident of the unit, or any visitor or invitee to the unit.

The laundry rooms and the sinks therein may not be used for any purpose other than laundering clothing, linens, and washing other small items. Laundry room doors are to be kept closed at all times and the lights turned off when not in use. Dryer lint filters are to be cleaned after each use.

At all times the common area doors, including outer lobby doors, are to remain locked.

Visitors are to be admitted by the owner/resident using the intercom system. No person may be admitted to the building unless that person's identity is known to the person who admits them. This rule applies to delivery persons, as well. If in doubt, refer that person to the office in Building B.

Exterior Door Keys

Each resident is automatically entitled to one key, and a maximum of two additional keys may be requested through an application to Council at a cost of \$50 per extra key.

In addition to the three keys specified above, a resident may have an extra key for a family member or other party where use is essential or for emergency needs.

Owners are responsible for all keys given to them.

No keys will be issued to contractors. Residents are also advised not to give keys to contractors. The staff is available for letting contractors into the buildings.

Real estate agents will be charged a deposit of \$100 for a key.

Lost or stolen keys must be reported immediately to the Superintendent. Owners will be assessed \$50 for each lost key.

Party Room

The room is for the sole use of Woodland Manor residents and their guests.

There will be a per diem fee of \$50 for the use of the room; \$25 is refundable if the room is cleaned. The resident reserving the room is responsible for the payment (via monthly billing) for the per diem fee and all other charges incident to the use thereof, including charges assessed for damage or excessive cleaning, if necessary.

A day is defined generally as the twenty-one (21) hour period beginning 2:00 p.m. and ending 11:00 a.m. the following day. This period can be varied to accommodate special situations by advance arrangement.

The room may be used only upon advance registration except as otherwise indicated below.

Reservations may not be made more than ninety (90) days prior to the requested date. Reservations are limited to three (3) consecutive days. If cancellation of a reservation is made fewer than three (3) days prior to the date reserved, one per diem charge will be made unless the reservation is transferred to another resident. Council may grant special exceptions these conditions.

Reservations are taken by the Building Superintendent, who will supply a party room key, if required. B-Building residents will also be loaned an A-Building key and directions for the use of the A-Building intercom.

The resident using the room is responsible for cleaning and removal of rubbish and all personal property within the time period defined. The rubbish should be left in the containers in the party room or in plastic bags in the room. All liquids should be poured down the sink prior to placing their containers in trash bags.

If Association-supplied dishes, flatware, or other equipment are used, they must be washed and put away following their use. Someone must always be in attendance while the dishwasher is running.

No furniture, furnishing, fixtures, or equipment are to be removed from the room. Residents are responsible for informing visitors of proper parking locations and rules related to the entry driveways and entryway parking aprons. In consideration of owners with units close to the party room, noise levels must be kept to a reasonable level.

No decorations may be affixed to the walls or ceilings of the room.

No political solicitation in the party room.

The room must be cleaned and vacated by 11:00 a.m. or an additional per diem fee will be charged, unless an extension is approved in advance.

Lost party room keys or A-Building keys not returned to the Superintendent will be charged a replacement cost of \$50.

Overnight use of the party room is not allowed.

When not scheduled, the room is available for casual use by residents. The individual(s) using the room are responsible for cleaning up, as well as for any damages incurred. Reserved, paid use of the room and the use of the room for Condominium business shall always have priority over casual use.

Council may deny use of the party room to anyone who violates these rules.

The Garages

Only unit owners may lease garage spaces, and only to house the vehicle(s) which they themselves use for regular transportation. To the extent possible, each unit owner who wishes to lease a garage space shall be leased one space on a monthly or annual basis. If there are extra spaces, unit owners may lease additional spaces on a monthly basis. If a unit owner who does not have a garage space wishes to lease one, an owner leasing an extra space (preferable in the same building) must relinquish the extra space. The extra space leased most recently shall be the first to be relinquished, and so forth. Unit owners must enter into a garage lease. NO LEASE MAY BE SUBLET TO ANYONE OTHER THAN A RESIDENT.

The garage may be used only to house and maintain vehicles for which spaces have been leased. Only one vehicle may be housed in any space.

Garage spaces may not be used for storage of property that interferes with the cleaning or maintenance of the garages. No obstructions or impediments may be put or left in the garages. No vehicle may be blocked in or from the space for which it is leased. Minor repairs to or maintenance of vehicles is permitted within the leased space. Vehicles may not be washed inside the garages; the aprons outside each garage entry may be used weather permitting. Please refrain from washing vehicles under temperature conditions which may lead to icing of the entry walkways. Garage doors must be kept closed at all times other than when a vehicle is entering or leaving. Those entering and leaving should confirm that garage doors are closing. If it is necessary to keep doors open (such as when moving things in and out), someone must always be in attendance to monitor the entrance. Council may deny a garage space to anyone who violates these rules.

Deliveries

UPS and other delivery services may contact the intended recipient through the intercom system, but most often deliveries are brought to the Maintenance Office and are received and signed for by a member of the staff. Unit owners should advise the Maintenance staff on whether to hold left packages for pickup, place them inside the owner's unit or just outside the unit's door, or put them in the mailroom. A log is kept by staff of all deliveries. Any resident who signs the delivery form accepting a package addressed to another resident is responsible for that package.

Moving In / Out Instructions

Household moves are permitted only Monday through Saturday, between 8:00 a.m. and 5:00 p.m. No moves on Sunday. All moves and any large deliveries must be made through the garage. A \$200 Security and Damage Deposit is required at the time reservation for the move is made (at least one week prior to the scheduled move). Any damage to common areas will be deducted from this deposit.

Two days prior to a move, the building Superintendent must be notified of the expected time the moving van will arrive. The person moving must be certain the moving company has the unit number and is instructed to take care moving furniture and household goods through the common areas. Each unit owner is responsible for any damage to common areas incurred by movers.

For all moves, a security guard will be hired to watch the garage and hall doors to ensure no unauthorized person gains access to the building. The cost of the security guard will be charged to the person moving.

IMPORTANT

New unit owners need to contact the Superintendent (412-362-3411) immediately upon taking possession of their unit for moving instructions and general helpful information. Owners moving from the building also need to call the Superintendent for moving instructions.

It is the responsibility of the seller that the Rules and Regulations, along with the moving instructions, are placed in the disclosure pack of the listing agreement.

Financial Obligations

Common charges for any month, including garage rent, are due by the 5th day of that month. Common charges not paid by the 15th day of that month shall incur a late charge penalty of \$25. Council may refuse to renew the garage lease or may deny use of the party room to any unit owner more than 30 days delinquent in payment of the common charges.

Any balance that is 30 days or more in arrears will be charged interest up to the maximum legal rate on a daily basis. After 60 days, it will be referred to an attorney for collection, in which case the unit owner will be liable also for the expenses incurred in the collection. Where a unit owner is having a problem of a temporary nature and has so informed Council, the interest will be charged, but, at Council's discretion, referring the case to an attorney may be withheld. The length of time of this consideration will be at the discretion of Council.

Those who violate any of these Rules and Regulations may be fined by Council in an amount not exceeding \$50 per day for each day the violation continues. In addition, unit owners are responsible for the amount of any damage to the common areas.

Miscellaneous

Shopping carts are provided in the basement levels of both the A and B buildings for resident's convenience. Carts must be returned to the designated collection areas immediately after use, and may not be left in hallways, in front of the entry or exit doors, left within elevators, or maintained within individual units.

Acknowledgement and Signature

A copy of this Rules and Regulations document was received by _____,
(Owner's Name)

Owner of _____ on _____.
(Unit #) (Date)

Please return at your earliest convenience to:

Woodland Manor Condominium Association
c/o Maintenance
5903 Fifth Avenue
Pittsburgh, PA 15232

Contractor Information and Guidelines

Owners and Contractors, please aware of and adhere to these guidelines:

- Contractors must be licensed and insured. A minimum of \$500,000 in liability insurance is required.
- Work done must adhere to all applicable construction codes, and proper permitting is the responsibility of the owner and the hired parties.
- Contractor hours are 8:00 a.m. to 5:00 p.m., Monday through Saturday. Contractors must schedule their working times with the Superintendent prior to the start of the job. Activities resulting in high noise levels must be limited to take place between 9:00 a.m. and 5:00 p.m. only.
- Access to the unit and the furnishing of materials must be through the basement garages, and contractors must adhere to all building rules and posted signs regarding access and security (doors must not be propped open and left unattended, for example). Consult the building Superintendent in cases where clarification or additional access is needed.
- All job clean-up, including daily debris removal and restoration of affected common areas, is the responsibility of the contractor (and therefore the owner). Debris hauling must be pre-arranged and building dumpsters may not be used for this purpose. All common areas used during job access and material movement, including doors, doorways, walls, fixtures, and furniture must be returned to their original condition. Existing damage must be noted with the building Superintendent prior to job start, and the contractor (and owner) are responsible for costs related to repair or refinishing of these areas, if it is necessary.
- Front driveways may not be used for parking, loading and unloading, or material staging. On-street parking should be used when available. Contractor use of garage apron areas must be cleared with the Superintendent.

I have read the above information and understand my responsibilities relating to construction or renovation work at Woodland Manor.

(Owner Signature)

(Owner Name)

(Unit No.)

(Date)

(Contractor Signature)

(Contractor Name)

(Date)

Construction Project Review Form

Construction projects involving work on structural, electrical, or plumbing components of owner units require the approval of Council. Plans by an architect / certified design engineer may be required. Please complete this form and return to the Superintendent.

Unit #:		Request Date:	
Owner Name:		Phone:	
Mailing Address:			

Project Information

Description of the project and work included:

Project Requires Permit(s): Yes No

If yes, list the required Permit(s):

Architect / Designer Information (if applicable):

Name:		Phone:	
Mailing Address:		License Number:	

Contractor Information:

Name:		Phone:	
Mailing Address:		License Number:	
		Insurance Carrier	

Schedule Information:

Start Date*:		Expected Duration /Completion:	
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*Building Superintendent must be notified no fewer than 3 days prior to start of work.

Plans and Design

List Plans and Designs included with this review submission: