

325 S. Highland Avenue Condo Association
BUILDING RULES
(Total of 2 pages, 22 in number)

The Condo Association adopted rules for all owners and tenants and adopted Property Management’s progressive fine schedule to enforce its rules at its meeting of September 9, 2024. **Tenants must initial where indicated.**

Rule

1. Unit Owners shall submit a current 325 S. Highland Avenue Owner and Occupant Information Form (the “Unit Info Form”) to Property Management.
2. No short-term rentals are permitted.
3. Owners shall request the Building Property Management to introduce their new tenants to the 325 S. Highland Avenue community.
4. Move-in/Move-out policy: Building Property Management will collect a \$50.00 move in/move out fee (nonrefundable) from owners for tenants or owners moving in and moving out (adopted at 2020 Annual Meeting.) **Tenant Initials:**_____
5. Owners are responsible for repair expenses incurred because of any defacing or damaging of any common element due to owner or tenant move-in or move-out and for clean up debris and for maintaining good order and cleanliness. If it becomes necessary for Building Property Management to clean up debris or repair damage, Owner will be assessed the associated expense. **Tenant Initials:**_____
6. Owners and tenants shall alert Building Property Management of contractor work in a timely way that allows notice to all occupants particularly if noise is anticipated so those working from home may plan accordingly. **Tenant Initials:** _____
7. No one shall let anyone into the building that they do not know. **Tenant Initials:**_____
8. Garage: No idling vehicles. Close garage door immediately upon exiting. **Tenant Initials:**_____
9. Laundry Room: Turn lights off upon exit; no outside trash; use machines at own risk. **Tenant Initials:**_____
10. Side door: EXIT ONLY. Propping open is strictly prohibited. **Tenant Initials:**_____
11. Front door: Everyone shall ensure the door closes properly with each use. Propping open is strictly prohibited. **Tenant Initials:**_____
12. Door at top of the garage steps: Everyone shall ensure this door is closed at all times to keep flies and noxious fumes from entering the building. **Tenant Initials:**_____
13. Waste disposal: No large household items in dumpster. **Tenant Initials** _____
14. Recycling: Break down cardboard boxes and put them in containers. **Tenant Initials:** _____
15. Gardening plans shall be submitted to Building Property Management. **Tenant Initials:** _____

PETS

- 16. One pet may be maintained in a Unit so long as it is not a nuisance. A nuisance includes, but is not limited to, excessive, abnormal or unreasonable crying, barking, scratching, as well as any type of unhygienic offensiveness. **Tenant Initials** _____
- 17. A pet must be described on the Unit Info Form; a picture and current vaccination record must be submitted to Property Management. **Tenant Initials** _____
- 18. Pet owners are fully responsible for any injuries to persons or property damage, or both caused by their pet. **Tenant Initials** _____
- 19. Pet must be leashed in common areas. **Tenant Initials** _____
- 20. Owners shall not allow their pets to use the front walkway containers and shall promptly clean up and properly dispose of pet droppings. **Tenant Initials** _____
- 21. No Reptiles. **Tenant Initials** _____
- 22. No aquariums over 10 Gallons. **Tenant Initials** _____

THESE HOUSE RULES FOR 325 S. HIGHLAND AVENUE HAVE BEEN READ BY:

_____ **OF UNIT #** _____

Circle one: OWNER or OWNER'S PROPERTY MANAGER

IF SAID OWNER IS LEASING THE UNIT, THE HOUSE RULES HAVE BEEN

- **ATTACHED TO THE UNIT LEASE,**
- **REVIEWED WITH THE TENANT,**
- **INITIALED BY TENANT,**
- **PROVIDED TO TENANT, AND**
- **COPIED AND SUBMITTED TO PROPERTY MANAGER.**

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