



THE ATRIUM CONDOMINIUM ASSOCIATION
307 South Dithridge Street
Pittsburgh, Pennsylvania 15213

HOUSE RULES

In living under the same roof, all of us have both rights and obligations.

It is with this understanding that these House Rules have been written and, in accordance with the Atrium's Bylaws and Amended Declaration, adopted by the Executive Board.

The purpose: the mutual benefit, comfort, and security of all of us who live here.

The House Rules will be reviewed periodically and changed as experience dictates to reflect the consensus wishes of unit owners.

Owners are urged to familiarize themselves not only with the House Rules, but also with the Amended Declaration and Bylaws. Among them, the three documents provide clear ways for all of us to live harmoniously under the same roof.

INDEX

Topic	Section	Topic	Section
ASSESSMENTS	A	OUTSIDE WORKERS	V
ATTIRE IN COMMON AREAS	B	PACKAGES	P
AWNINGS	C	PARKING	K
BAGGAGE CARTS	D	PARKING STICKERS	K
BALCONIES	E	PETS	W
BULLETIN BOARDS	F	PREVENTIVE MAINTENANCE	X
CONTRACTORS	G	RENTAL/LEASING OF UNITS	Y
ELECTRIC CARS	K	RENTAL/SALE OF PARKING SPACES	K
ENFORCEMENT OF RULES	H	SECURITY AND ENTRANCE	Z
FIRE	I	SHOPPING CARTS	D
FITNESS ROOM	J	SHOWER AREA	J
GARAGE	K	SIGNAGE	AA
GARAGE DOOR	K	SOLICITATIONS	BB
GARAGE SAFETY AND SECURITY	K	STORAGE LOCKERS	CC
GRILLS	I	STRUCTURAL MODIFICATIONS	DD
GUEST ROOMS	L	STUDDED TIRES	K
HALLWAY DOORS OF UNITS	M	SUGGESTIONS	EE
HEAT PUMPS	N	SWIMMING POOL	J
INSURANCE	O	TRASH DISPOSAL	FF
MAIL AND MESSAGES	P	TURNAROUND DRIVEWAY	K
MAINTENANCE AND OFFICE STAFF	Q	UNIT DÉCOR	GG
MOVING IN OR OUT	R	UTILITIES	HH
COMMONS ROOM	S	VENDOR SPACES	K
NEWSPAPERS	T	WHEN YOU GO AWAY	II
NOISE (INCLUDING LAUNDRY)	U		

Throughout this document, commonly used words and phrases such as “unit,” “owner,” and “guest room” have the same meanings as in Exhibit D of the Amended Declaration, DEFINED WORDS AND PHRASES.

Change to SECTION A (new #1) – approved by Board 7/8/22

Section A

ASSESSMENTS (06-2022)

1. Effective January 1, 2023, new Owners are required to make payments to the management company via ACH (Automatic Clearing House). Owners prior to that date may continue to make payments via their current method.
2. Late payments incur fines. For more information about assessments, including special assessments, please see the Bylaws, Article 12, Sections G, H, and I, and the Amended Declaration, Article 8.

Section B

ATTIRE IN COMMON AREAS

Pajamas or other nightclothes, or swimwear without a coverup, must not be worn in the hallways, Atrium lobby, or other common areas. Bathrobes are permissible only on the way to and from the swimming pool.

Section C

AWNINGS

Awnings and other projections must not be attached to the building's outside walls.

Section D

BAGGAGE CARTS AND SHOPPING CARTS

Shopping carts and baggage carts must be returned promptly to their appropriate garage storage areas. They must not be left in units, or in the hallways outside units, for longer than 20 minutes. This is both a fire code regulation and a matter of courtesy to neighbors who also need the carts. *Age and inconvenience are not reasons to violate this (or any other) rule!*

Section E

BALCONIES and WINDOWS

1. The structural integrity of balcony floors unmodified from their original condition is the responsibility of the Atrium. Modified balcony floors—for example, those that have been tiled—are the responsibility of their owners. If a balcony floor is modified, and damage to a lower-level unit can be traced back to that balcony, the owner of the unit with the modified balcony floor will be held responsible.

Owners who want to modify their balcony floors must have the prior approval of the Board.

2. Owners must not paint either the interior or exterior brick walls of any balcony, whether or not the balcony is enclosed. Owners must not cover the balcony walls with drywall.
3. Rugs must not be shaken or beaten on balconies, or in stairways, corridors—or anywhere else that might affect other units and/or the building's common elements.
4. Nothing may be thrown from any balcony at any time; ashes must not be flicked or dumped off any balcony.
5. Balconies must not be used as storage areas for any items other than patio or deck furniture, firewood (for those few units that have fireplaces) or an electric grill. Items stored on balconies must not be visible from street level, and must not block the weepholes—the small side openings through which water drains from the balconies.
6. Plants must be in decorative containers, and pots or planters must not be placed on balconies' brick walls or railings. Hanging plants are to be hung only from the ceilings or walls of the recessed portions of balconies—not from the exterior balcony overhang. When watering plants on a balcony, do not use excessive amounts of water; that can cause problems for neighbors.
7. Wind chimes are not permitted; their sound carries, and some neighbors don't enjoy it.
8. Feeding of birds from or on the balconies is not permitted.
9. Satellite dishes or television antennas must not be prominently placed on balconies, or any other exterior section of the building. Satellite dishes are allowed, but only after discussion with the Board. For further information, please see the Bylaws, Article 13, Section G.
10. **Window Treatments:** All window treatments, including treatments for balcony doors, must have white exteriors so that nothing but white is visible from the outside of the building. Buyers moving into newly purchased units must bring the window coverings up to the standard if they are not already there.

Section F

BULLETIN BOARDS

1. Enclosed bulletin boards for important Atrium notices are in both elevators and in the mailroom. Items may be posted only by the Board, management, and staff.
2. All owners are welcome to ask the office to post items on the community bulletin board in the mailroom. Posted items should not be commercial in nature (for example, no ads for repair people, painters, etc.), and each should have on it a “remove by” date. Any out-of-date or inappropriate items will be removed.

Section G

CONTRACTORS

(Please also see the GARAGE section.)

Owners are advised to present this section and the Garage section to any contractor before the contractor begins work at the Atrium. (Ask at the office for a copy of both.) Any issues caused by contractors will be the responsibility of the owners who engaged the contractors. Please note that the word "contractors" does not refer only to builders or remodelers: any electrician, plumber, or other person engaged to work on a condo is a contractor.

1. Contractors must check in with the office or with maintenance to sign in when they arrive. It is helpful for contractors to have a conversation with the maintenance supervisor at the start of any job. At check-in, contractors can be directed to a parking space and given a temporary parking permit; contractors may not simply park anywhere they wish. The sign-in sheet is located in the mail room. ~~The sign-in sheet will be kept in the office Monday-Friday from 9a to 1p and at the security desk at other times.~~

Owners should always remind their contractors to sign in.

At the time of check-in, ~~Also at that time,~~ contractors will be given any shopping carts they may need to move equipment. Carts for contractors are stored in the package room; contractors must not use the shopping and baggage carts stored in the garage, which are solely for the use of owners/residents. ~~Those carts should be kept clean for the use of owners transporting groceries, suitcases, and other items.~~

2. Contractors doing major work should be aware of the building's post-tension slab (dox-plank) construction. Each slab contains steel tendons under high tension; the slabs, forming the ceilings and floors, are the building's structural support. Therefore sawing, cutting, coring, or drilling into the slabs can potentially result in serious injury or death, and/or major structural damage to the building. Any owner whose contractor plans such work must consult beforehand with the Board and management and will be asked to present written plans and safety documentation (including x-ray or other imaging of the locations of the tendons).
3. Any construction/remodeling work that potentially involves a common element plumbing or electrical line; a structural wall, floor, or beam; and any work that involves a balcony, window, or door that can be seen by others must receive the written approval of the Board before any work begins.
4. Contractors may work ~~only~~ between 8a and 5p Mondays through Fridays, and between 9a and 5p not at all on weekends or Federal nationally recognized holidays. ONLY quiet work (such as painting) is to be done on weekends or Federal holidays. ~~(There are of course exceptions for emergencies and, with Board approval, for special circumstances.)~~ Owners must provide the

building superintendent with a compelling reason for a contractor to work outside the standard hours and must receive permission to do so. ~~when contractors are working during non-standard hours.~~ Owners are requested to be sensitive to major religious holidays when scheduling work.

5. The building's main Dithridge St. entrance may not be used for moving materials. **Even When moving materials in and out of the building, contractors must not prop open or unlatch exterior building doors except when the contractor assigns a worker to stay at the door.** Exterior doors must never be left open and unattended.
6. Construction or building material, cabinetry, appliances, large tools, or furniture must be transported only in the non-glass freight elevator. The owner whose contractor needs to use the freight elevator should advise the office at least one weekday ahead of time so that maintenance can pad the elevator's walls and floor.
7. Contractors must not shut down the central water supply or a stack's water line. If a contractor believes such a shutdown is necessary, the owner and contractor must consult at least 48 hours ahead of time with the maintenance supervisor, who can then notify other owners who might be affected by the shutdown.
8. Contractors must not place construction/remodeling debris or old appliances in the building's trash rooms or dumpsters. **If this rule is violated, the owner will be responsible for any additional charge by the refuse company.** Hauling away those items is not included in the building's dumpster contract. Contractors must remove all construction debris, including old appliances. If a contractor wants to arrange for a temporary construction dumpster, it's necessary to coordinate placement and timing with the maintenance supervisor. Temporary construction dumpsters must be delivered and removed every day, and must not sit in the vicinity overnight.
9. Contractors are responsible for the daily cleanliness of the hallways outside the unit where they are working. Dropcloths must not be used in the hallways because they can be a tripping hazard. We **require** the use of a shoe-wiping mat outside the doorway during construction/ remodeling work. Any debris on the hallway carpet, elevators, or common-area floors must be cleaned up at least once every day. **Contractors whose work produces dust or offensive odors must seal the unit door to keep the dust or odors from escaping into the hallway.** ~~(Some contractors whose work produces dust seal the unit door with tape to keep dust from escaping into the hallway.)~~
10. It is the responsibility of contractors to arrange for storage of their materials during workdays and overnights. Materials must not be stored in common areas. When possible, the maintenance supervisor will offer the temporary use of a small storage area, but the Atrium is not responsible for the safekeeping of any stored materials, and the area is not guaranteed to be watertight.
11. If a contractor's work includes the necessity to deal with large items that cannot be conveniently handled inside—for example, large pieces of wood that need to be cut—the maintenance supervisor may permit the contractor to set up a short-term staging area outside the building. In that case, the contractor must have someone stationed in the short-term staging area the entire time it is set up—no exceptions. Additionally, the sidewalk must not be blocked, and the area must not include any tripping hazard or other hazards. The area is solely the responsibility of the contractor and the unit owner.

12. Repair of any damage caused by a contractor (or subcontractor, contractor's employee, etc.) to common elements will be billed back to the owner hiring the contractor.
13. The unit owner is responsible for securing any permits necessary for the work.

The Atrium's garage is not able to accommodate all types of contractor vehicles—for example, trucks with ladders on top and tall vehicles will not clear the garage's low ceilings and pipes. The building has no outdoor spaces to offer such vehicles, which must park on the street wherever spaces are available, or in any of the nearby public lots.

Section H**ENFORCEMENT OF RULES**

1. The Atrium's Executive Board intends that the House Rules, along with the provisions of the Bylaws and Amended Declaration, will be enforced. Please note that **there are no exemptions for reasons of age or inconvenience!**
2. Most problems can be avoided through considerate and neighborly behavior. And, ideally, those issues that do arise will be able to be resolved amicably and informally—without recourse to the formal process described in detail in Article 15 of the Bylaws.

But that process is in place in case it is needed.

3. Any owner, staff member, or management representative who believes an infraction—whether minor or major—has occurred, and who cannot settle the issue directly and informally, should bring the matter to the attention of the Board. Per the Bylaws, the communication should:
 - Be in writing
 - Describe the situation, including any available evidence
 - Include reference to whatever Rule or Bylaw is believed to have been violated
 - Be signed and dated
4. From that point, the Board will follow the process described in the Bylaws—up to and including, if necessary, a formal hearing and the imposition of fines or liens.

After an infraction, one warning will be in effect for a full year; each subsequent infraction of the same rule within that year will incur a fine without further warning.

5. Current fines (which may be adjusted at the discretion of the Board) are:
 - Simple offenses (e.g., baggage and shopping carts not returned promptly, refusal to surrender fitness equipment after 30 minutes of use when another another owner is waiting, noise violations etc.)
 - Fines start at \$50; additional \$50 each subsequent infraction of the same rule carries a fine increase of \$50 (for instance, a second offense is \$100; a third is \$150, etc.)
 - More significant offenses (e.g., contractor/mover failure to clean up, denial of heat pump service, décor infractions, contractor/mover failure to keep exterior doors securely closed etc.)
 - If remediation (for example, cleanup) is required, it can be performed by the owner or his/her vendor; if it is performed by staff, there will be a \$50/hour charge
 - The owner is responsible for the costs of any damage repair
 - Additionally, there is a fine of \$100, with fines increasing by \$100 for each additional infraction of the same rule

- Parking violations
 - Booting (\$250 boot removal fine, payable before the boot is removed; removal happens only during Atrium office hours—Monday-Friday, 9a-1p)
 - Towing (owner pays all charges associated with the towing)

Approved by the Board 7/8/2022

Section I

FIRE

FIRE PREVENTION

1. Smoking is not permitted in the Atrium's common areas—including the garage and guest rooms. It is permitted within units. **If you must smoke in your unit, do not smoke in bed or near therapeutic oxygen.**
2. Insurance carriers recommend a detector in each bedroom (or converted room) and one detector to monitor the kitchen. The kitchen monitor should be placed just outside of the kitchen to prevent false "burnt toast" alarms.
3. The building's insurer requires that every unit have door closers installed on the hinges (or the top) of the door/s leading to the corridor; the closers automatically shut the door after it's been opened. **If there is a fire, closed doors deter fire spread from any unit with a closed door.** Installation or replacement of door closers is the responsibility of the unit owner.
4. **Fire Codes forbid** charcoal and gas **grills** on either the inner or outer areas of balconies, or within any unit. Electric grills are permitted.
5. **Fire Code forbids obstructions in all common areas used for ingress or egress**, such as hallways, entries, and stairways. Common examples include grocery or baggage carts, mobility scooters, bicycles, chairs, clothes racks, decorations, floor mats or baby carriages.

On G1 and G2 in the garage, carts are not to block the fire hose panels.

IF YOU DISCOVER A FIRE OR SMELL SMOKE

If you discover a small fire that can easily be extinguished with a handheld fire extinguisher, do so. Otherwise...

1. Call 911 and use the fire alarm pull station; there are two on each floor. The stations are directly wired to the Fire Department. Be prepared to direct firefighters to the fire or smoky area when they arrive.
2. There are fire extinguishers on both the Filmore Street and Winthrop Street sides of each floor and in the garage and pool shower areas.

The fire alarm sounds occasionally when a unit owner burns food and then opens the unit door to vent the smoke and odor. If you have burned food and there is no danger of fire, do not open your unit door! The City can levy fines for false alarms, and any fine resulting from a door opened to ventilate a unit will be charged to the unit owner.

WHEN YOU HEAR THE FIRE ALARM

1. The building's fire alarm (which sounds like short bursts of a Klaxon-like horn) is tested at 10a on the last Tuesday of every month.
 - Our staff will use a bullhorn to give the "all clear". **Always respond to the alarm as if it is the real thing.**
2. When the alarm is active, leave your unit. **Your door should be closed but not locked.** Proceed via the nearer stairway—not an elevator—to the first floor. For owner safety, the building's elevators are automatically turned off in the event of a fire.
 - If the nearer stairway is blocked by smoke, securely close the stairway door and proceed to the other stairway. If that stairway is blocked by smoke, return to your unit. **Your door should be closed but not locked. Place wet towels at the bottom of the hallway door/s to keep smoke out.** Call 911 to say you are remaining in your unit. If the fire enters your unit, go to your outer balcony. Bring your cordless or cell phone with you and close the balcony door/s.
 - **Some units have red stickers on their hallway doors. The "red dot" units and associated list are updated and are available to the Fire Department. The dot tells firefighters that a person with mobility issues lives in the unit and will need evacuation assistance. If you live in a "red dot" unit, the door should be closed but unlocked.**

If you are not able to walk down the flights of stairs from your unit in a timely manner, and without risk to yourself or others, speak with the staff about having a red sticker placed on your door. It could save your life.

3. When you have reached the first floor, if the staff has determined that an emergency exists, proceed out of the building; move far enough away that you won't interfere with the work of firefighters. **Once you have left the Atrium, gather on the west side of Dithridge or Filmore.**
 - Once you're out of the building, don't return until directed to do so.

These procedures are also to be used in other types of emergencies requiring evacuation of the building.

4. If an alarm is false, a staff member using a bullhorn will indicate that the alarm is false.
5. Occasionally, the Fire Department and the Department of Homeland Security require that multi-unit dwellings, including the Atrium, have a full evacuation drill. The drills are scheduled. **Residents will be given prior notice of these drills. (Insurance companies and the Fire Department keep track of these drills and our attendance. Fines may be levied, and insurance rates may increase for poor attendance.)**

With full evacuation or fire drills, the City can impose a significant fine on any resident who does not evacuate the building, and also on the Association.

Section J **FITNESS ROOM, SWIMMING POOL, SHOWER AREA**

These amenities are provided for the enjoyment and convenience of Atrium residents and their guests. Please keep in mind that people using the fitness room, swimming pool, and shower rooms do so at their own risk.

FITNESS ROOM

1. The fitness room is open 24 hours a day, 7 days a week.
2. ~~Guests~~ **Persons** under age **14** are permitted to use the fitness room only with adult supervision.
3. Glassware and food are not permitted.
4. Use of any fitness machine or equipment is limited to 30 minutes if someone else is waiting to use the machine or equipment.
5. Two televisions are provided in the fitness room; users are asked to respect the wishes of other exercisers regarding channel choice and volume. Between 10p and 8a, users must keep the TV volume particularly low to avoid disturbing neighbors in condos above the fitness room.
6. Each user, when finished with a piece of equipment, ~~must~~ **should** wipe it clean with the sanitizing wipes provided in the room.
7. ~~Persons~~ **Users** must not adjust the room's thermostat or lighting.
8. Fitness room users must comply with any requests of Atrium staff or security personnel respecting matters of personal conduct.

SWIMMING POOL

1. The swimming pool is open 24 hours a day, 7 days a week. Between 10p and 8a, users must be very quiet to avoid disturbing neighbors in condos above the pool area.
2. ~~Pool users must shower before entering the pool. Users must not wear body lotions or oils; they create a "bathtub ring" around the pool.~~
3. Users must wear proper swimming attire, and must wear cover-ups and footwear on the way to and from the pool. Users must thoroughly towel-dry before leaving the pool area because dripping water can make floors slippery, and drips of chlorinated water can damage carpeting.
4. Diapers—even swim diapers—are not permitted in the pool.
5. Glassware and food are not permitted in the pool area.

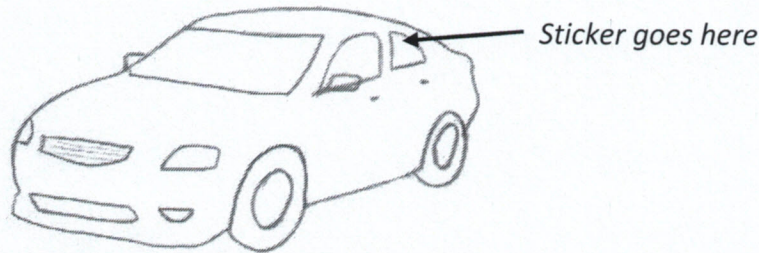
6. Plug-in devices are not permitted in the pool area.
7. People using the pool area may play music at a reasonable volume if there are no others using the pool area, or if those present do not object.
8. Persons with any skin disease, sore or inflamed eyes, nasal or ear discharges, or any communicable disease must not use the pool.
9. The Atrium does not provide pool towels.
10. **Persons under the age of 14 cannot be in the swimming pool without direct adult supervision.** Any guests—adults or children—invited by owners to use the pool must be accompanied by an adult resident at all times. Our state classification as a “private pool” and our insurance contract make observance of this rule absolutely essential.
11. Users must not adjust the lighting in the pool area; it is optimized for both users and plants.
12. The pool is for exclusive use of Atrium owners and their guests; owners are responsible for the conduct of their guests.
13. Any damage to property or injury to people is the full responsibility of the relevant unit owner.
14. All pool users must comply with any requests of Atrium staff or security personnel respecting matters of personal conduct.

SHOWER AREA

1. The shower area is for the use of Atrium residents and their guests, and is to be used only before and after swimming, not in lieu of private showers in units.
2. People using the shower area must wear shower shoes or flip flops at all times, and must dry them before leaving the shower room area in order to avoid making floors slippery.
3. Personal items, including toiletries, may not be stored in the shower area or nearby rest rooms.
4. Coloring hair in the shower area is not permitted.

Section K**GARAGE****PARKING STICKERS**

1. Every car belonging to an Atrium owner will have a small sticker on it, to indicate that the car has a parking space in the garage. Each sticker will include the number of the owner's parking space. The sticker should be placed on the left-side rear-seat window (not the rear window) toward the back of the car.



2. Anyone—contractor, guest, caregiver, domestic, etc.—who is not an owner and who is parking anywhere in the Atrium garage (including in an owner's spot with permission) must display on the dashboard a temporary Atrium parking permit that identifies (a) the owner being visited or worked for, (b) the unit number of the owner, and (c) the date and time of arrival.

It is the responsibility of the owner—not the visitors, contractors, caregivers, domestics, etc.—to ensure that the temporary parking permits are used.

Stacks of blank permits will be kept in the office and at the security desk, and a “starter” batch of 5-10 forms will be placed in each owner's in-house mailbox for that owner to use with people he or she is admitting to the garage.

Rental cars or other cars driven by owners on a temporary basis must always display a temporary parking permit when they are in the garage.

PARKING

1. Owners must use only the parking spaces deeded to them, unless they have express permission to use another space. Owners may park their own vehicles or visitors' vehicles in their deeded space/s.
2. Nobody may block an owner's access to his/her parking space/s.
3. No part of an owner's car, motorcycle, or bicycle can extend into an adjacent space belonging to another owner.

4. There is to be no parking in the Dithridge Street driveway, or in any undesignated parking area in the garage.
5. Parking spaces are to be used only for personal vehicles—cars, motorcycles, or bicycles—not for commercial vehicles, trailers, boats, campers, or other types of vehicle. (A bike rack is provided on G2, under the ramp.)
6. An inoperable vehicle must not be stored in a parking space for more than three business days without the written consent of the Board.
7. No objects or materials whatever may be stored in any parking space. The only exception: a single tire may be used to prevent an owner's car from hitting a wall.
8. Parking spaces may not be altered in any way without the prior consent of the Board.
9. A unit owner who expects to be absent from the building for ninety or more consecutive days must provide the Atrium office with a key for each vehicle remaining in the garage so the vehicle can be temporarily moved to allow routine maintenance or other work in the garage. The Association is not liable for loss or damage to a vehicle for which an absent owner has failed to provide a key.

ELECTRIC CARS

Atrium power outlets must not be used to charge an electric vehicle. Owners wishing to install a private power source at their parking spaces in order to charge electric vehicles must apply in writing for Board approval of the electrical, mechanical, financial and esthetic aspects of the owners' plans. If plans are approved by the Board, installation and maintenance of private power sources are entirely at the expense of their owners, as are the costs of any necessary modifications to common elements.

For further information, please see the Bylaws, Article 13, Section H (5).

VENDOR SPACES

The Atrium's garage has a few "vendor spaces" clearly marked along the Filmore St. walls of G1 and G2.

1. Between 8a and 5p, the spaces are to be assigned by the office or maintenance staff for the use of contractors working in the building.
2. Between 5p and 8a, the spaces are for the use of visitors occupying the guest rooms, and guests of Atrium owners—for example, dinner guests.
3. Owners may not park their own cars in vendor spaces.
4. Any car occupying a vendor space must display a temporary Atrium parking permit.

GARAGE DOOR

1. When using a garage door opener to enter or exit, cars must stop until the garage door closes behind them. If a driver doesn't want to wait for the door to close automatically, the door can be closed immediately with the garage door opener. Do not drive down into the garage, and do not drive away from the garage, until the door is closed—this is a security issue!
2. If an owner's guest, caregiver, domestic, or contractor is waiting outside for the owner or staff to open the garage door from the inside, that visitor's car must not block the garage door. It should wait at the far right side of the door, leaving enough room for Atrium owners to enter and leave the garage. Nobody waiting for admittance may block the garage door at any time.
3. There must be no blowing of horns by people waiting for admittance.
4. If an owner's guest, caregiver, domestic, or contractor is leaving the garage and does not have a garage opener, the driver should stop the car at the top of the ramp and use the garage door button to the left of the door. (Many people do not know this second set of buttons exists.) The door will open slowly enough that the driver has time to return to the car and drive out. Drivers must wait for the door to close automatically after exiting the garage.
5. Cars exiting the building must yield to cars entering from Filmore Street.

GARAGE SAFETY AND SECURITY

1. Entry to and exit from the garage are controlled by remote garage door openers; owners are provided with one door opener for each parking space they own. For the safety and security of owners and the building, owners are urged not to give garage door openers to anyone who is not a resident of the building. If that happens, and damage results, the owner who provided the garage door opener will be held responsible.
2. Speed limits posted in the garage must be observed on the garage floors and on and around the ramps.
3. Owners who have parked and called the elevator must not let anyone who is not an owner—for example, a caregiver, domestic, or contractor—onto the elevator. Admission of those persons is the responsibility of the owner/s employing them.
4. Similarly, owners must not admit to the garage any cars driven by persons the owners do not know.
5. In the garage, vehicle headlights must be on at all times.

STUDED TIRES

Studded tires are not permitted in the Atrium garage.

RENTAL OR SALE OF PARKING SPACES

Please refer to the Amended Declaration, Article 6 D for information about selling, leasing, or renting an Atrium parking space.

“TURNAROUND” DRIVEWAY

1. There is to be absolutely no parking—by owners or by vendors—in the Atrium’s Dithridge St. turnaround driveway. Drivers picking up or dropping off people may wait briefly in the driveway but must remain in their cars or be within eyesight of their cars—cars must never be left unattended.
2. If other cars enter the driveway, they must not be blocked. Waiting drivers can either pull over to let other cars by, or can exit the driveway onto Dithridge St. and re-enter.

This information is in the ENFORCEMENT OF RULES section, but it bears repeating here:

Violations of any of the parking rules will result in one warning. If the same infraction occurs again any time within a year, there will be no further warning to that owner: instead, the car will be towed or booted. The owner will be responsible for all towing charges; removal of the boot incurs a \$250 charge (the charge will be made weekly if the vehicle remains in place more than one week), with removal taking place on the next business day between 9a and 1p once the \$250 has been paid.

Section L**GUEST ROOMS**

1. Guest rooms may be reserved no more than three months in advance. Reservations are on a first-come, first-served basis. Only an Atrium owner may make a reservation for a guest room.
 - If two or more owners simultaneously ask to reserve a room and none is willing to change the requested date, a lottery system will determine who may make the reservation.
 - The Atrium owns a portable crib that can be set up in either guest room; reserve the crib at the time the room is reserved.
 - Guest Room B is the larger room, and includes a sofabed. At the time of the reservation, an owner can request that the sofabed be made up for the guest/s.
2. Pets are not allowed in the guest rooms at any time.
3. Children under age 18 may not occupy the guest rooms without adults.
4. A maximum of four guests can occupy a guest room; an exception is parents with young children.
5. Smoking is not permitted in the guest rooms, nor may candles be burned at any time.
6. Between 9a and 1p on the day of the reservation, or—if the reservation is on a weekend or holiday—on the last business day before the reservation, the owner should go to the office to pick up the guest room key and a guest fob. These must be turned in as soon as the guest checks out; otherwise the owner will be held responsible for the \$50 fob replacement fee, and \$25 for a replacement room key and keychain.

If the guest will need a parking space, check with the staff to see what space might be available and advise your arriving guest accordingly. Whenever the guest's car is in the garage, it must display a temporary parking permit.

7. Check-in time for guest rooms is 3p; check-out time is noon.
8. Because the guest rooms are not hotel rooms but are instead a cost-effective convenience for Atrium owners, there is no daily bedmaking, linen service, or cleaning. Between guest stays, sheets and towels are of course changed, and rooms cleaned thoroughly; in the event of a long stay by a guest, linens are changed, and cleaning is done, weekly.
9. Cancellation of a guest room reservation must be done at least 24 hours in advance of the reservation date. If cancellation is made less than 24 hours in advance, the reserving owner will be charged for one night of occupancy whether or not any other owner has reserved the room.
10. An owner may make a concurrent reservation for both guest rooms for no more than three consecutive days, and may do so only once during any month.

11. The same guests may not occupy guest rooms during any three-month period for more than:
- Two consecutive weeks (14 days)
 - A total of 20 days, or
 - Three weekends (Friday and Saturday nights)

Exception: If a guest has occupied a guest room for two consecutive weeks, and if the guest room is not rented at the end of that two-week period, the guest may—at the request of the owner—continue to occupy the guest room until asked by Atrium staff to vacate the room. The unit owner and guest will be given a minimum notice of 24 hours to vacate.

In the event of special circumstances, the time limitation rules may be waived with the consent of at least three members of the Atrium Board.

12. Wi-Fi is available in the guest rooms; the access code is available from the Atrium staff.
13. Payment for all guest room charges is the responsibility of the reserving unit owner. Payment must be made within seven days of the date on the invoice for the guest room. Guest room rates are subject to periodic change at the direction of the Board.
14. The owner reserving the guest room is responsible for any damaged or missing items, as determined by Atrium staff after the room is vacated.
15. Outgoing phone calls will be billed to the reserving owner.
16. The Atrium staff does not have the authority to waive any guest room rules.

Section M

HALLWAY DOORS OF UNITS

1. Door ornaments must be limited to small door knockers, nameplates, mezuzahs, and small seasonal decorations (which must be timely). Small holiday decorations are permitted on doors up to a month before and a month after any holiday.
2. Owners must not place rugs and mats in hallways outside unit doors.
3. Shoes, boots, umbrellas, and similar items must not be left in the hallways outside units.
4. Unit doors must not be left open or propped open; that is a fire code violation.
5. The Atrium's insurer requires that, to prevent the spread of any fire, every unit door opening to the hallway be fitted with a closer that will automatically shut the door. All unit doors currently have the closers, which must not be removed.

Section N**HEAT PUMPS**

1. With three exceptions, each Atrium unit is heated and cooled by its own individual heat pump; most heat pumps are located in closets. Owners may use heat pump vendors and repair people of their choosing, with one exception: twice each year, the Atrium contracts with a single vendor to clear the condensate drain lines that vertically connect the heat pumps in each “stack” of units. That maintenance is absolutely necessary to prevent condensate line clogging and avoid potential flooding of units.
2. The work, which also includes a basic checkup of each unit’s heat pump, involves workers entering each unit to access the heat pump. To prepare, owners are required to clear access to the heat pumps (workers will remove and replace drop-ceiling tiles). If owners are not able, or do not wish to, clear access to the pumps, Atrium staff will do the clearing and owners will be invoiced (the 2013-14 charge is \$25 and is subject to change by the Board); later, owners are responsible for returning items to the heat pump area.
3. Owners are notified about the day on which the work will be done. Any owner not able to be present during the work should ask a neighbor to be in the unit. If that is not possible, the owner should notify the Atrium at least one day ahead of time. The Atrium will provide a staff member who will unlock and enter the unit and remain with the workers; the owner will be invoiced (the 2013-14 charge is \$25 and is subject to change by the Board). Exception: if an owner chooses not to make arrangements for a neighbor or staff member to be in the unit during heat pump service, the staff will simply admit the servicepeople to the unit with the understanding that the owner will not hold the Association or staff responsible for the unit’s security.
4. Owners who will not permit their heat pumps to be serviced on the regular schedule will be fined. Any damage—to common elements or to other units—resulting from noncompliance will be the responsibility of the noncompliant owner.

For further information, please see the Bylaws, Article 13, Section I.

Section O**INSURANCE**

For information about the insurance-related responsibilities of individual owners and of the Association, please see the Amended Declaration, Article 14.

Section P**MAIL, MESSAGES, AND PACKAGE DELIVERIES**

1. There are two sets of mailboxes in the Atrium's mailroom, located near the Filmore Street entrance.
2. U.S. mail is distributed in the locked boxes, which are numbered according to unit. To the right of those boxes is a slot for outgoing US Mail. A green light among the lobby plantings outside the Multi-Purpose Room is turned on when the mail is delivered; that way, owners can simply glance down from the hallways outside their units to see whether the mail is in.
3. Across from the locked mailboxes are open mailboxes, also numbered by unit. Those are used for owner notifications, package delivery slips, and owner-to-owner notes that don't need go to through U.S. mail. No solicitations of any kind are to be placed in the open mailboxes.

PACKAGE DELIVERIES

1. Non-postal deliveries of any type should be made through the Filmore Street entrance. If items to be delivered are large, owners should notify the maintenance superintendent at least a day ahead so that the elevator can be padded.
2. Packages delivered to the building will be accepted by staff members, who will lock them in the first-floor package room and leave a notice in the owner's in-house mailbox. Owners can retrieve their packages only during the hours listed on the notice; simply bring the notice to the first floor and ask the staff or security guard to retrieve the package. Please abide by the pickup hours; otherwise staff or security may not be able to perform other time-sensitive duties.
3. In the case of an overnight delivery or delivery of clearly marked perishable items, staff will leave a notice in the recipient owner's in-house mailbox, and will also place a call to the owner. As a failsafe, owners expecting overnight deliveries should notify the staff.
4. Outgoing packages can be left for pickup only if (1) they are prepaid and clearly marked as such, and (2) they are clearly marked with the name of the carrier (for example, UPS, FedEx, or Post Office). Leave packages for UPS pickup in the package room, and packages for Post Office pickup in the mailroom; both rooms are kept locked, so ask the staff or security guards for admission.

Section Q**MAINTENANCE AND OFFICE STAFF**

1. Members of the Atrium's maintenance and office staff may not perform services for unit owners during the staff's regular scheduled working hours; owners should not ask the staff to do so. Owners may, however, arrange with staff members for appropriate services to be performed outside of staff working hours at the owners' expense.
2. Staff members and security guards are not trained in first aid or emergency services, and may not function, even momentarily, as health helpers or caregivers—for instance, they may not assist with transfers from bed to chair, or help raise people from the floor. In the event of a health emergency, staff members can call 911 on behalf of Atrium residents.
3. Owners may not contact members of the staff at their homes. Staff and security on duty at the Atrium will make the decision about whether to contact off-duty staff.

Section R

MOVING IN OR OUT

1. An owner planning to move in or out should advise the office as early as possible, so the staff will know to expect realtors, and/or prepare documents for potential buyers.
2. Open houses to promote the sale of a unit and/or its possessions are not permitted; nor are open estate sales. ~~because both pose security risks.~~
3. Owners planning to move in or out must notify the office approximately one week ahead of time so that the staff can arrange for a security guard from the Atrium's security company, and so that the non-glass elevator can be padded. Owners must advise their movers to use only that elevator.
 - The cost of the security guard is the responsibility of the owner. The office will advise the owner of the current hourly rate of the security guard. The total cost will of course depend on the length of the move, and will be invoiced directly to the owner; payment is due within one week of the invoicing.
 - For the movers' convenience, the Filmore Street door may be propped open; the security guard must remain at the door for the duration of the move. During any necessary personal breaks for the guard, either a mover must remain by the propped door, or the door must be closed. The door must never be unattended when propped open.
4. Moves must be accomplished only through the Filmore Street entrance, not through the Dithridge or Winthrop doors.
5. Movers must check in with the office when they arrive, and must advise staff when they are leaving at the end of the day.
6. Move-ins and move-outs ~~even those done by owners themselves~~ must take place between 8a and **8p on any given day.** ~~Monday through Friday, and not on weekends or nationally recognized holidays.~~
7. Movers must use their own equipment, and not the Atrium's shopping and baggage carts.
8. **It is the Owner's responsibility to make arrangements for trash and box removal with the staff.** Cleanup is the responsibility of the owner, who should direct the movers to take away any trash associated with the move. Movers' trash may not be disposed of in the trash chutes or the trash room.
9. **The Atrium is not responsible for damage caused during a move. This is the responsibility of the Owners involved.** Any common element damage caused during a move is the responsibility of the owner.
10. **An Owner cannot move in unless the previous owner has vacated the unit.**

Approved by Board 07/08/2022 (see highlighted areas.)

Section S

COMMONS ROOM AND ASSOCIATED AREAS

In earlier versions of the House Rules, the Commons Room is referred to by its original name, the Multi-Purpose Room.

The Commons Room, with its associated areas, is intended as a gathering space that groups of Atrium owners and their guests can enjoy together.

ENTERTAINMENT CENTER

1. The Commons Room contains an entertainment center comprising a wall-mounted TV, a DVD player, and other peripherals.

Groups of 5 or more owners and guests are welcome to use the entertainment center, and must reserve it beforehand between the hours of 9 and 6, when staff is present.

- Before use, sign out a set of two keys from the office: one key turns on electrical power to the TV, and the other opens the credenza where the remotes and peripherals are stored.
 - The equipment is complex. Instructions are in the credenza; be sure to read them before use.
 - When you are finished using the entertainment center, turn everything off and return the keys to the office, or, after hours, to the security guard. The keys must be promptly returned and signed in by the person who signed them out.
2. If a problem arises, immediately stop using the equipment, and notify the staff as soon as possible.
 3. Remember: any damage or loss will be attributed to the last person signing out the keys.

FURNITURE

1. The 3 square game/card tables and the 12 chairs around them may be moved by any owner who wishes to do so.

To avoid damage to the carpet tiles, the furniture must be lifted and never dragged.

2. The 4 armchairs and the glass-top coffee table must not be moved, except by staff members, to avoid damage to the furniture and carpet tiles. Do not ask security guards to move the armchairs and coffee table; they are not permitted to do so.

ROOM RESERVATIONS AND EVENTS

The Commons Room is available to unit owners for private events. Like other common areas, the Commons Room may not be used for commercial or political purposes, and may not be used for activities sponsored by an outside organization or group.

1. The Commons Room can be reserved (at the office). Reservations are on a first-come, first-served basis. Only an Atrium owner may make a reservation for the Commons Room.
 - If multiple owners simultaneously ask to reserve the Commons Room and none is willing to change the requested date, a lottery system will determine who may make the reservation.
 - A paid rental of the Commons Room takes precedence over even a prior reservation for non-paying use of the entertainment center. Official Atrium functions—for example, Association, Board, and committee meetings—take precedence over other functions, except those reserved and scheduled **at a rate set by the Board**.
2. The unit owner reserving the Commons Room must be present for the event.
3. The Commons Room can accommodate a maximum of 60 people.
4. The unit owner reserving the Commons Room must admit the guests, or ask someone else who knows the guests personally to admit them; staff and security personnel must not be asked to admit guests.
 - The Atrium is unable to provide parking for guests at Commons Room functions; there are, however, several garages nearby. People who park in those garages are responsible for the cost.
5. Commons Room event guests are permitted to use the swimming pool, as long as all relevant rules are followed. **The pool is not reserved as part of the Commons Room reservation.** (Please see the SWIMMING POOL area in Section J for pool-related rules.)

6. Any damage caused by adults or children during an event is the responsibility of the owner sponsoring the event.
7. Events in the Commons Room must be confined to the Commons Room and its associated areas. To help ensure that other owners are not disturbed, Commons Room doors must be kept closed during the event, and the volume of any music or other sounds must be well controlled. **Children must ALWAYS be supervised by adults.**
8. While owners hosting Commons Room events should feel free to show their guests the other firstfloor areas, guests must not explore other floors of the building, including the garage.
9. The room must be vacated by 1 a.m.
10. Everyone using the Commons Room must comply with any requests from the staff or security regarding matters of personal conduct. The sponsoring owner is responsible for the conduct of his or her guests.
11. After an event, all trash must be gathered, securely bagged, and placed in or near the kitchen trash can. This is the responsibility of the owner sponsoring the event.
12. Any food or beverages left in the Commons Room refrigerator, or elsewhere in the Commons Room, 24 hours after an event will be disposed of by the Atrium's staff.

FEES

1. The fee for rental of the Commons Room—including room setup and pre/post cleaning—is set by the Board. Payment is required at the time the reservation is made; however, if the reservation is cancelled more than 24 hours before the reserved time/date of use, the fee will be refunded.
 - The fee includes routine cleanup; if more significant cleanup is required (in the judgment of the staff), the owner sponsoring the event will be charged a reasonable hourly rate for the cleanup.
2. For unofficial and semi-official Atrium events—for instance, 8th at the Atrium, yoga, card groups, small groups of owners using the entertainment center, etc.—there is no fee.
(Removed fee statements.)

Remember, owners must never move the large armchairs or coffee table.

KITCHEN

1. Personal food may be left in the refrigerator and/or freezer; be sure to label it with your name, unit number, and the date it will be used. Food left beyond that date, or unidentified food sitting in the refrigerator or freezer, will be discarded without notice.
2. Never put glass bottles containing liquid in the freezer; the bottles can burst.
3. All kitchen appliances, except the refrigerator, are new. Users must read the instructions.
4. The kitchen offers new induction burners rather than a traditional cooktop. Induction burners are different from typical burners. Users must read the instructions.

Induction burners must be used with special cookware; burners and cookware are stored in a locked kitchen cabinet. Owners must sign out the key for the burners and cookware at the office. After use, they must clean the cookware and then re-lock the burners and cookware, returning the key to the office or, in the evening, to the security guard.

5. Remember: any damage or loss will be attributed to the last person signing out the keys.

RESTROOMS

The restroom sinks are to be used only for hand and face washing. To clean items such as sports gear and auto accessories, use either the utility sink outside the maintenance office or the garage hose.

SHOWER

1. The new shower, located at the pool, is intended for rinsing off before and after use of the pool. It is not intended for daily personal hygiene.
2. Uses such as coloring hair are not permitted.
3. Users are urged to keep showers brief, in consideration for others and to conserve both water and energy. The user must be present in the shower room the entire time the water is turned on.
4. Because the shower is designed to accommodate people with disabilities, it can allow water to escape relatively easily—so users must ensure that the shower curtain is fully within the stall while the water is running.

For additional information, see Section J, SHOWER AREA

ENFORCEMENT OF RULES

Most problems can be avoided through considerate and neighborly behavior. But, if a problem arises, there is a simple and effective process for enforcing all House Rules; it's laid out in Section H of this document. Please review it—and please do your part to ensure that the Commons Room areas, along with the rest of the Atrium, remain as attractive and useful as when they were brand new.

Section T

NEWSPAPERS

Newspapers left in the hallway outside unit doors should be picked up the day they're delivered; any left more than two days will be discarded. ~~Owners who plan to be away may arrange for a neighbor to collect papers, or call the paper/s to suspend delivery.~~

Section U

NOISE (INCLUDING LAUNDRY MACHINES)

CARPET FLOOR COVERINGS

- ~~(Brought over from Section G) Because of the building's dox plank construction, owners are responsible for appropriate sound dampening which may be accomplished with noise reduction materials, padding, carpets, or area rugs. Because the building's dox plank construction readily transmits sound from floor to floor, owners must cover at least 90% of their units' floors with carpeting or area rugs. This applies no matter what the flooring surface is: concrete, wood, tile, or anything else. (Bathrooms, kitchens, and inner and outer balconies are not included in the 90%.)~~
1. Owners should be careful about the volume of music, television, musical instruments, vacuums, other appliances, and even voices, especially after 10 p.m. and before 8 a.m. Out of consideration for neighbors, noise within a unit should be kept to a minimum. Owners should be particularly mindful about the volume of music, televisions, musical instruments, vacuums and other appliances, footsteps on hard surface flooring, and even voices. Please be particularly careful about noise between 10p and 8a.
2. Washers and dryers may be used only after 8 a.m. and not after 10 p.m. Noise from washers and dryers can be an issue at the Atrium, so washers and dryers may be used only between 8a and 10p.
3. Particularly For their own safety and but also to avoid noise, young children may not be unsupervised must be supervised by an adult in the halls, stairwells, lobby, garage, elevators, and or other common areas.
4. Owners are also responsible for the conduct of not only themselves but also anyone else in their units, and their guests anywhere in the building, including the guest rooms.

Section V**OUTSIDE WORKERS**

Please also see sections on CONTRACTORS and GARAGE.

These rules apply to contractors, domestics (cleaning professionals), healthcaregivers, delivery people, and others who come to the Atrium to perform work for unit owners.

Knowing who is in our building is an important security issue. Owners whose workers do not comply with the rules can be fined.

1. Except for caregivers or caterers, who may work any necessary schedule, outside workers may work at the Atrium only between 8a and 5p Monday through Friday; outside workers other than caregivers or caterers may not work on nationally recognized holidays. There are of course exceptions for emergencies.
 - Owners expecting deliveries of large objects must notify the office at least 24 hours in advance so that the delivery elevator can be padded.
2. If an owner wishes Atrium staff to give a unit key stored in a lockbox to a worker, that request must be made in writing and will be retained in the office. It is the responsibility of the owner to see that the key is returned, either by the worker or the owner.
3. Remember: contractors must sign in upon arrival at the building. The sign-in sheet will be kept at the office from 9a to 1p Monday through Friday, and at the lobby security desk at other times.
4. If the outside worker is parking in the Atrium garage, the vehicle must display a temporary parking permit. Blank permits are available in the office; every owner also has a supply.
 - If the employing owner has an available parking space, the worker should use it.
 - The Maintenance Supervisor and/or the office can advise arriving workers about other available spaces.
 - Without express permission, no worker may park in a numbered space that does not belong to the employing owner.
 - In some cases, it may make sense for workers to park in a local garage; either they or their employing owners will be responsible for the garage expense.
5. It is the responsibility of Atrium owners to make sure that their workers abide by Atrium rules.
6. Service people are required to use the Filmore Street entrance.
7. There is no smoking in any of the common areas of the building, including the garage.

This section appears elsewhere in the House Rules but bears repeating here:

When a worker driving to the Atrium does not have a garage door opener and must wait for the door to be opened, the vehicle should be positioned to the far right side of the door, leaving enough room for Atrium owners' cars to enter or exit. Nobody waiting for admittance may block the garage door at any time. Similarly, the vehicles of workers leaving the Atrium should stop at the top of the ramp and the driver should use the garage door buttons mounted at either side of the door. (Many people do not know that there is a second set of buttons on the left of the door as you exit.) The door will open slowly enough that the driver has time to return to the car and drive out. Drivers must wait for the door to close automatically after exiting the garage.

SECTION X (addition of #6) – approved by Board 7/8/22

Section W

PETS

Pets are not permitted in the Atrium. Please refer to the Bylaws, Article 13, Section K, for exceptions regarding service and therapy animals.

Section X

PREVENTIVE MAINTENANCE (06/2022)

1. **Balconies** are “limited common elements,” for which both the Atrium and individual owners have some responsibilities. (Please also see the “Balconies” section of these Rules.)
 - Each balcony has vertical openings (called “weepholes”) on each side; their purpose is to allow drainage of water from the balconies. Owners are responsible for keeping the weepholes open and unobstructed by dirt, leaves, or other matter; otherwise, water can infiltrate the owner’s or other owners’ units.
 - Each Spring and Fall, owners should check the top course of bricks on their balconies to see whether freeze/thaw cycles might have loosened bricks. If loose bricks are found, contact the office immediately; the maintenance staff will make any necessary repairs at no cost to the owner.
 - Owners checking their own balconies are asked to look up at the underside of the balconies above, and to notify the office if any pieces of the soffit material are loose or missing, or if there are any other potential issues.
2. It is the responsibility of owners to clean their unit **windows** and **balcony doors**.
3. **Smoke alarm batteries** should be changed twice yearly. Many people use the beginning and end dates of Daylight Savings Time as reminders.
4. **Rubber hoses** on washing machines and on any other appliances should be replaced with braided or similar ultra-strong hoses. Rubber becomes brittle and therefore susceptible to leaking after only a few years; a braided hose can last far longer. (Remember to shut off the water to appliances before replacing any hoses.)
5. Owners are required to maintain their units’ **plumbing and electrical systems**, and other household equipment, in a condition good enough to avoid damage to the property of other occupants or to the common elements.
6. Where repairs are the Atrium’s responsibility, the Association will make the necessary repairs using standard materials and paint. If the Owner chooses to make the repairs themselves, the Association will reimburse the Owner only up to the cost of standard materials and standard construction or labor costs.

For further information about maintenance-related responsibilities of individual owners and of the Association, please see the Amended Declaration, Article 15.

Section Y

RENTAL OR LEASING OF UNITS

Atrium units may be rented or leased only under specific circumstances. Please see Article 14 of the Bylaws.

Section Z

SECURITY AND ENTRANCE

ENTRY TO THE BUILDING

1. The Atrium's security procedures are for the protection of all unit owners. Full effectiveness requires that non-owners gain entry to the building only on authorization of the unit owner they're here to see.
2. Owners entering or leaving may feel ungracious when they refuse to let waiting strangers enter, but owners must insist that those waiting use the interphone system. That's a way to ensure that people entering the building are meant to be here—and to be sure that owners know when someone is coming to see them.
3. The Atrium uses fobs—small plastic devices containing electronic chips—to open exterior, garage-level elevator, and garage stairwell doors, and the door from the garage to the back hallway. Fobs are activated and deactivated via the Atrium's computer system.

Who may have fobs

- Each Atrium resident is issued one fob; if only one resident lives in a unit, he or she will be issued a second fob on request at no charge.
- If a unit owner does not live at the Atrium, he or she will receive one fob at no charge (this is in addition to the fobs given to residents of the unit).
- If a resident or owner reserves a guest room, he or she will receive a fob as well as a guest room key for the temporary use of the person/s occupying the guest room. The guest fob will be deactivated on the check-out date. Please see the GUEST ROOM section for policies regarding fobs issued for the use of guests.
- If extraordinary circumstances exist, a resident or owner may request one additional fob for the unit. Such requests must be made in writing on a form available in the office; requests will be considered by the Board. There is a \$100 charge for any fob issued under this provision.
- No fobs will be issued for domestics, caregivers, or other workers, and residents and owners must not give fobs to workers. If that happens, the fob will be permanently deactivated; if any losses have resulted, the owner will be responsible for the losses.

Deactivation and reactivation

- All fobs are to be deactivated and reactivated every few years, on a schedule to be determined by the Board. At those times, all fobs must be brought to the Atrium office during normal weekday office hours for deactivation and reactivation. Any fobs that are not deactivated and reactivated at the office during the announced time period will be automatically deactivated by the office staff and will not work until they are brought in and reactivated.

Lost or stolen fobs

- Owners/residents must immediately report to the office the loss or theft of any fob so that it can be deactivated. (Delay in reporting loss or theft of a fob puts the entire building at risk.) There is a \$50 charge for a replacement fob.

ENTRY TO INDIVIDUAL UNITS

1. Unit owners have keys to their units and can give unit keys to anyone they wish.
2. Each unit owner is required to provide the Atrium office with a working duplicate key **or passcode** to each of the unit's corridor doors. ~~(Most units have only one corridor door; some have additional doors.)~~
3. Keys are kept in two secure lockboxes in the Atrium's office: one lockbox, accessible only by staff and security, is for keys of owners who regularly ask that the office staff admit persons (for example, caregivers or domestic help) to their units; the other lockbox, which requires the use of two keys—one by staff or security and one by any Board member, is for owners whose units are to be entered only in the event of an emergency.
4. In an emergency requiring that Atrium staff or emergency personnel enter a unit, if the office does not have a working key to the unit, the door will be broken as necessary. The unit owner will be responsible for damage to the door, and any other damage or loss that ensues because of the delay in gaining access to the unit. For further information, please see the Bylaws, Article 13, Section 2.

SECTION CC – STORAGE LOCKERS – (#3) approved by Board 7/8/22

Section AA

SIGNAGE

1. Owners must not display in their windows or on their balconies any signage—commercial, seasonal, political, sports-related, or other—that is visible from outside the building.
2. Owners must not display any signage on the building’s sidewalks or driveways (for example, realtors’ signs).

Section BB

SOLICITATIONS

There are to be no solicitations by any person, whether an owner or not, anywhere in the building for any purpose whatsoever.

Section CC

STORAGE LOCKERS

Storage lockers are “common elements” of the condominium, owned by the Association and assigned by the Association to each unit.

1. One storage locker, located on the first floor behind the security desk, is available for each unit.
2. Security of each locker is the responsibility of the owner to whom it’s assigned. An owner may give the office a duplicate key to the storage locker; if the office does not have such a key and damage occurs from an emergency entry, the owner will be responsible for repairs.
3. Volatile, flammable, or odorous materials are not permitted. In addition, mothballs and air fresheners are not allowed. Any perishable foods or other items that might attract pests are also prohibited.
4. Nothing may be left in the storage area’s hallways.
5. When leaving the storage locker area, please turn off all the lights. (Low-level emergency lighting is under the control of only the maintenance staff.)
6. Storage lockers must not be rented or leased to anyone who is not an Atrium owner, and storage lockers cannot be sold to anyone, even to another owner. See the Amended Declaration, section 6E for further information.

Section DD STRUCTURAL MODIFICATIONS TO UNITS

Important: Please see additional information in the CONTRACTORS section.

Proposed modifications to a unit's structures must be presented in writing to the Board. These include modifications affecting any walls (which may contain common-element plumbing or electrical components); ceilings or floors (which are composed of the dox-plank responsible for the building's structural integrity); placement of kitchens and baths (because of possible disturbance to common-element components); heat pumps; windows; patio doors; or balcony enclosures. Such modifications may not begin without approval of the Board. The Board may require written architectural drawings, opinions by structural engineers, and/or contractor plans, which will be prepared at the expense of the owner.

For further information, please see the Amended Declaration, Article 15 C.

Owners are strongly urged to employ only licensed electricians and plumbers.

Section EE SUGGESTIONS

Owners are welcome to place any suggestions or comments for the Board or management in the secure box mounted on the mailroom wall.

Section FF**TRASH DISPOSAL**

If you have domestic workers, please be sure they're aware of these rules.

1. The trash chute may not be used before 8a or after 10p.
2. Trash and garbage must be securely bagged to avoid spilling.
 - Loose papers and dust in the trash chute are a fire code violation, and are absolutely forbidden.
 - Vacuum cleaner bags must be securely closed.
 - Never drop smoldering cigarettes or ashes in the chute, and never place them in the barrel.
 - If your unit has a garbage disposal, please use the disposal rather than bagging garbage and disposing of it via the trash room, where it creates unpleasant odors.
3. Certain kinds of items can cause damage to the trash chute or clog it; owners must either take them to the first-floor refuse room, or, if they'll fit, place them in the covered trash barrel in each trash room.
 - Large, heavy items
 - Large containers
 - Full bags from trash compactors
 - Mailing/delivery cartons
 - Small appliances
 - Wire hangers
 - Phone books
4. The Atrium recycles.
 - Please rinse glass jars and bottles, plastics (up through #5), and cans and place them in the recycling barrel in the trash room. There is no need to remove labels.
 - Please place newspapers, magazines, and paper grocery bags (folded) in the basket in the trash room.
5. Television sets and computers, and CFL and fluorescent light bulbs, may not be discarded in the trash rooms or the first-floor refuse room; the Atrium's trash contractors will not accept them. Owners should take such items to a recycling center.
6. Contractors must not use the trash rooms for construction debris, which they must instead haul away.
7. The Atrium staff keeps the trash rooms as clean as possible—but it's up to owners to keep the rooms tidy. Please don't throw grocery bags, mailing cartons, or newspapers and magazines on the floor, and immediately report any spillage.
8. Owners should turn off the light when leaving the trash room.

Section GG

UNIT DÉCOR

FLOORING

1. ~~Because the building's dox plank construction readily transmits sound from floor to floor Owners must cover at least 70% of their units' floors with carpeting or area rugs. This applies no matter what the flooring surface is: concrete, wood, tile, or anything else. (Bathrooms, kitchens, and inner and outer balconies are not included in the 70%.)~~
2. ~~Buyers moving into newly purchased units must bring the units up to the 70% standard if they are not already there. Unit owners—current and new—installing any tile, wood, or other hard surface flooring anywhere in their units must include an underlying sound dampening barrier approved by the Atrium Board, and then must cover 70% of that flooring (except in baths and kitchens, and on balconies).~~

~~Owners when installing replacement flooring with hard flooring and buyers who are doing initial renovations, who are doing the same must include an underlying sound dampening barrier approved by the Atrium board. In all circumstances owners must cover at least 70% of a units floors with either carpeting or area rugs or anything else that would cushion sound the same as carpeting or area rugs.~~

WINDOW TREATMENTS

All window treatments, including treatments for balcony doors, must have white exteriors so that nothing but white is visible from the outside of the building. Buyers moving into newly purchased units must bring the window coverings up to the standard if they are not already there.

Section HH

UTILITIES

Each unit's owner is responsible for paying for electrical service to the unit. Owners may contract, and pay, directly for phone service to their units and for cable (or other) television service above the level of service provided by the Association. (Sewerage, gas, trash removal, and basic television distribution services are provided by the Association and paid for from owners' regular assessments.)

Section II ~~WHEN YOU GO AWAY~~ **WHEN ABSENT FROM THE BUILDING**

1. Owners who will be away should ask a neighbor to collect newspapers, or they should call the paper/s to suspend delivery. Papers left in the hallway for more than two days will be discarded.
2. Owners can ask the staff to tell the mail carrier to collect the unit's mail in a separate container in the locked mailroom; owners can pick up the mail on their return.
3. An owner who will be away for a week or more should turn off the unit's main water valve, which is in most units located under the kitchen sink. In any case, owners should know the locations of all water shut-off valves—besides the master valve, others are commonly under bathroom sinks, behind commodes, and behind the faucets of tubs and showers. Owners may want to have a plumber inspect all shut-off valves; if the valves haven't been used for some time, they can "freeze" and break when force is applied. It's wise to close and open all valves a couple of times each year to keep them movable.

ADDED

4. Owners must notify the Atrium office if they will be away one night or more.
5. If Owners are away one night or more and are leaving their car(s) in the Atrium garage, a key must be left on their kitchen counter. Occasionally, work needs to be done in the garage, necessitating some cars to be moved.