

Welcome to the Highwood

Condominium Association

Informational Booklet

November 2020

Welcome to the Highwood Condominiums

We are pleased to welcome you to the Highwood Condominiums and to have you as part of our community. This packet will serve as a reference to Rules and Regulations of the building as well as information about the Condominium Board, Management Agent and Building Staff. The Management office, RJ Community Management, is happy to answer any questions or address any concerns you may have.

Community Manager:

Liz Cantu

liz@rjcmgt.com

412-550-0003

On-Site Superintendent

Arnold Jefferson

412-441-5757 (landline)

or 412-660-7391 (cell)

Board of Directors

Karl Gibson – President

Terrence Knott – Vice-President

Catherine Davidson

Chandni Patel

Terra Mitchell

Condominium Board

Your condominium board is an elected body of fellow unit owners. The Board meets regularly with the Management Representative to discuss issues relevant to the Highwood. There is an annual general meeting of all condo owners to discuss past, present and future issues. Also, at this meeting there is an election of any new board members. Any condo owner may run for a board seat. All board members serve without compensation.

A unit owner may address the Board with any issue that they feel has not be satisfactorily disposed of. Also, the unit owner may bring an issue to the attention of the Board that they feel is a problem to the building.

Insurance Coverage

A unit owner is required to carry their own insurance for any improvements, contents, and personal property of the unit. It is important that you carry proper condominium insurance.

An H0-6 policy is this type of insurance. An H0-32 condominium homeowner's endorsement will provide additional coverage for repairs inside the condo due to accidents. While the building will make repairs to common elements of the building, they will not make the repairs inside your unit. That is the responsibility of the unit owner.

Out and About the Building

Rooftop Deck

The rooftop deck is for everyone's enjoyment. It is opened from 6am -10pm, weather permitting. We ask that you are considerate to others while sharing the deck space. Please clean up all trash and any other items that you may bring. The deck may be reserved for private parties. To do this, you will need to talk to the building superintendent at least a week in advance. A notice will be placed on the bulletin boards around the building notifying residents that deck is off limits at that time. The event will need to end by 11:00pm. If the deck is not cleared of debris or if there is damage, the party reserving the space will be fined and held responsible for all costs to repair the deck. (See attached Rooftop Deck Rules)

Evacuations

Please acquaint yourself with the location of the nearest fire exit. In the event of fire or evacuation, you will need to use this means to exit the building. The elevators will not be operational. If you are in doubt about the exits, please see the building super or call the management office.

Emergency Repairs & Service

If you encounter a building emergency (flood, gas leak, no heat, security breach, roof leak, stuck elevator, fire, etc) please notify the management company at 412- 550-0003. This office has a 24-hour answering service for EMERGENCY service calls. Non-emergency calls should be reported during regular weekday business hours. Please do not call the Building Superintendent or Board Members.

Move-Outs

The same rules apply to moving out as to moving in. You still need to pick a date and reserve the elevator at least a week in advance. Please contact the building superintendent to arrange this. If possible, please schedule move outs for weekdays rather than Saturday. Also, it is common courtesy to inform your neighbors of the move.

**Resolution of the Board of Directors of the Highwood Condominium Association
(Last Updated 7/9/2020)**

Rooftop Deck Usage: These rules supersede any prior rules in any older documents regarding the deck.

Traditionally, Memorial Day has been the unwritten date for the opening of the rooftop deck.

Dependent upon weather, the Highwood Board of Directors may choose to open the rooftop deck to all residents of the Highwood prior to this date.

- **Note for Owners:** Owners are responsible for all violations of these rules by their tenants and will be charged for any fines or damages. Owners must inform tenants of these rules.
- Nothing shall be hung, projected or shaken, and no dirt or other substance shall be thrown, swept or otherwise emitted from the roof-top deck of the building.
- A broom and trash can are available to clean the deck if needed following use. If trash has been placed in the garbage, please remove the garbage bag, replace it, and take the garbage to the trash room. It is not the responsibility of the maintenance staff (Arnold Jefferson) to remove garbage from this trash can.
- **Scheduling:**
 - Rooftop deck quiet hours occur between 10:00pm and 6:00am in accordance with the Highwood's and City of Pittsburgh's quiet hours. The board reserves the right to close the deck if any noise violations occur during these hours. While using the deck please remember that there are people living below the deck.
 - If you would like to reserve the deck for a private function, contact the building manager (Liz Cantu) at lcantu@rjcmgt.org. When the deck is reserved, non-invited residents from the building are asked to not interfere with that private party. If there are 8 or more people invited for your function, a reservation is needed one week in advance of the event. Upon completion of the event, the unit owner scheduling the event is responsible for cleaning up the deck of any trash and debris which may have been left behind.
 - **Note:** There is a \$50 deposit required at the time the rooftop deck is reserved.
 - **Fine:** If cleaning is required after an event, the \$50 deposit will not be refunded, and an additional fine will be imposed based on the extent of cleaning required.
 - Under no circumstances is anyone permitted to walk on the roof. In addition, standing or sitting on the edge of the deck or planters is not permitted.
 - **Fine:** The unit owner will be fined \$300 for each occurrence, in addition to being charged for any damages that occur.
 - City of Pittsburgh fire regulations stipulate that no cooking or smoking is permitted on the deck. In addition to this, no fireworks, candles, or open flames of any kind are allowed on the deck.
 - **Fine:** There is a fine of \$300 for each occurrence, in addition to being charged for any damages that occur.

- **Rules Regarding Reservations:**

- Reservations can be made for parties no smaller than 6 individuals. Unit owners and renters may reserve the deck only one time-period per day.
- Reservations must fall within one of the following allotted times periods: 10:00am-4:00pm and 4:00pm-10:00pm. Reservations may not exceed the specific 6-hour time-period selected.
- Unit owners are responsible for any, and all damage occurring during their reservation and are required to be present on the deck for the duration of the reservation. Unit owners are responsible for any, and all damage due to their tenant.
- If the unit owner/renter and five other members of their party are not present for their reservation, the reservation becomes null and void, and the deck is open for use by any Highwood resident.

Moving Day

In addition to "5 Easy Steps to Move-In" we would like to emphasize the need for scheduling and organizing your move in advance. This planning will eliminate any undue stress during the move. Please try to keep disruptions to others in the building to a minimum. The condo is not responsible for providing street parking or an unloading zone to accommodate move-ins. No door is to be propped open and left unattended during the move. If a door is propped open a person must stand guard during that time. A fine may be imposed if it is discovered that doors are left open and unattended. At the end of the move, all boxes and other items are to be cleared from hallways. The dumpster on the side of the building is there for discarding trash.

Remodeling Projects

All remodeling projects require the approval of the Board of Directors. All plans are to be submitted to RJ Community Management at least a month in advance of the planned project. No project may be scheduled and started without approval. The attached resolution must be completed and submitted along with the plans. Please make note of the paragraph pertaining to construction times and contractor obligations. Please also understand that there is no "Mr. Fix-It" on the premises. Everyday repairs are to be scheduled by you with your own handyman. Our building superintendent's primary responsibility is to ensure the building is in good working order.

Rules in General

As with any living arrangements in a multi-unit building, it is expected that all residents act in an appropriate respectful manner. We ask that you be mindful of the neighbors around your unit. Floors require 80% covering to minimize the noise transmission into other units. No items are to be left in the hallways, including shopping carts that may be used to transport groceries and other items.

There are restrictions on pet ownership. Dogs, reptiles, or birds are not permitted in the building. Up to two domesticated cats per family are permitted subject to Board discretion. Support animals are not pets.

Parking spaces are assigned by the units that own them. Contractors may not use the parking spaces in the parking lot. Units that do not own a parking space are required to find street parking. You will be towed if you decide to park in a space that is not yours.

Garbage and Recycling

All garbage and recycling from all units is to be placed in the proper bins in the basement Trash room. Please do not leave any bags of garbage/recycling in the hallway. The large garbage bins on the outside of the building are not to be used for disposal of construction materials. The contractor is responsible to remove any debris from the unit. Also, you may not discard large items such as couches or furniture. You can arrange for pickup of these items through local charitable organizations. We now have outside bins marked specifically for recycling. No unrecyclable items are to be placed in these bins. (See attached Memo)

In Conclusion

The purpose of the Rules and Regulations are to ensure each unit owner is treated fairly and under the exact same guidelines, terms and conditions as their neighbors. Successful condo living entails community living where there are neighbors living above, below, and beside you. If for any reason you feel there is an issue, please contact RJ Community Management to discuss at 412-550-0003.

Welcome to the Highwood Condominiums

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE HIGHWOOD CONDOMINIUM ASSOCIATION
Request for Change to interior of Individual Unit

To Wit, on this 27th day of July, 2017, the Highwood Board of Directors has clarified and resolved the following operational policy for the Highwood Condominium.

Approval from the Highwood's Board of Directors must be obtained prior to the start of any remodeling project. Please submit all plans and contractor contact information to Arnheim & Neely for submission to the Board. A copy of the contractor's insurance policy must also be included at the time of submission. Once received, please allow up to one month for Board approval.

If your remodeling plans include alterations to the plumbing in your home, please be reminded that you are responsible for any leaks and/or damage to the unit below you resulting from your project. If remodeling the bathroom, walk in shower stalls are NOT permitted, if remodeling the kitchen, garbage disposals are NOT permitted. The Board of Directors does not endorse any contractor.

Construction work in a private home is permitted during weekdays only and between the hours of 8:00 AM and 5:00 PM. All contractors are required to use the door at the rear entrance of the building and never use the front door, The contractor is responsible for disposal of all of items which have been removed they are NOT to be thrown away in our dumpsters. Fines of \$100 per day maybe levied against any unit owner found in violation of this rule.

I, _____ of unit # _____ understand and agree to the conditions outlined in the preceding paragraphs.

Owner Signature

Date

Owner Signature

Date

Executive Board Action: _____ Recommended _____ Not Recommended

Rationale: _____

(Attach a supplemental page if necessary)

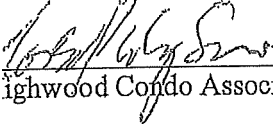
Date: _____ Board Representative: _____

Board Action: _____ Approved _____ Not Approved

Date: _____ Signature, Board President _____

This RESOLUTION is adopted by the Highwood Condominium Association Board of Directors on this 27th day of July, 2017 with an immediate effective date and will be distributed to all owners of record (who are responsible for providing this information to their Tenants, if their unit is used as a rental) as well to all future owners.

By Resolution of Council:
THE HIGHWOOD CONDOMINIUM
Todd Swan,
President
Paul Svoboda
Terrence Knott
Whitney Pittman
Rosemary Fellmeth



Highwood Condo Association, Pres.

Highwood Condo Association, member



THE HIGHWOOD CONDOMINIUM
ASSOCIATION
C/O RJ COMMUNITY MGT.
4900 PERRY HWY BLDG 1 SUITE 300
PITTSBURGH, PA 15229
PH: 412-550-0003
FAX: 412-227-9003
WWW.RJCMGT.COM

MEMO

The Highwood Condominium building is now officially recycling our trash! Previously, we appeared to be recycling, but we were not on the list for our trash service (Republic Services) to pick up trash and recyclable items. They were only picking up trash.

First of all, I want to thank all of you who have separated their recyclables items from the trash. Trash is to be placed in plastic bags which must be fastened by a twist tie or by appropriate material.

Please do not place bags of trash outside of your door in the hallway, even for only a few minutes. If you don't want to smell the trash odor inside of your unit, your neighbors will **not** be happy smelling the odor in the hallway. Over the weekends there are times when our regular trash bins located in the basement trash room become filled and some people then place their trash bags in the recyclable bins. Please discontinue this practice.

The recyclable trash bins are for recycled items only. The two recyclable trash bins sometimes become overwhelmed so therefore a new third trash bin will be added to handle the overflow.

There are four dumpsters which routinely are picked up by our trash contractor. Two of the dumpsters (blue in color) are plainly marked

for recyclable items only. There are times that either contractors or tenants moving out, place their trash items in the recyclable dumpsters. This action is absolutely prohibited. Contractors are **not** permitted to use our dumpsters for their trash as this is clearly stated in the Highwood Condominium Association's Governing Documents.

If you have any questions or concerns, please call me at 412 550-0003 or email me at liz@rjcmgt.com.

Thank you,

A handwritten signature in cursive script that reads "Liz Cantu".

Liz Cantu
Community Manager

5 Easy Steps to Move-In

1. Decide on a date and schedule with Building Superintendent (Arnold Jefferson 412-441-5757 (landline) or 412-660-7391 (cell) at least a week in advance.
2. Move in times are between 8am to 5pm Monday thru Friday. Saturday move in is an additional fee. (check with Building Super)
3. All items must be carried through the basement door off the parking lot. Nothing is to be carried through the front door on Elwood.
4. All items are to be transported via the freight elevator that has been reserved for the move. Nothing is to be transported in the passenger elevator.
5. All boxes and other debris are to be disposed of in the dumpsters on the side of the building. If any materials are recyclable, please dispose of those in the bins marked for recycling. Please do not leave empty boxes in the hallway.