

MANOR HOUSE ASSOCIATION
425 N. Neville Street
Pittsburgh, PA 15213

RULES AND REGULATIONS

The Manor House Association is responsible for the operation of the condominium. Pursuant to its Articles of Incorporation and its Amended and Restated Code of Regulations, the Board of Directors of the Association is directed to prescribe such House Rules as it considers essential to maintain reasonable decorum, and to protect the common property of the owners.

In living together, all of us not only have certain rights but also certain mutual obligations to the other owners. We must be mindful that the restrictions we impose upon ourselves are for our mutual benefit and comfort.

It is with this understanding that these rules are written. They will be reviewed periodically and changed if necessary to reflect the wishes of the majority of the owners. The Board of Directors has the power to adopt, amend, and enforce these house rules.

Section A. GENERAL

1. The Board of Directors concurs that all unit owners have the same equal rights and privilege regarding the garage, laundry room, and other common areas. Therefore, any unit desirous of special rights or privileges in the garage, common areas, etc, must submit a request in writing to the President of the Board of Directors.
2. No awnings or other projections shall be attached to the outside walls of the building without the permission of the Board of Directors.
3. No lines, clothing, curtains, rugs, brooms, or mops shall be shaken or hung from any of the windows, doors or balconies.
4. No unit owner shall make or permit any loud disturbing noise in the building by himself, family domestic help, employees, agents, visitors and licenses, nor permit anything by such persons that will interfere with the rights, comfort or convenience of other unit owners.
5. No radio or television aerial installation shall be made without the written consent of the Board of Directors. Anyone who erects an aerial without the written consent of the board of Directors is liable for its removal without advance notice.
6. Disposals, drains and toilets in the building shall no be used for any purpose other than those which they were designed; nor shall any sweepings, rubbish, rags or any other articles be thrown into the same. Any damage resulting from misuse of such apparatus in the building shall be repaired or replaced and paid for by the owner of such unit whose occupants, domestic help or visitors caused the same.
7. The repair and maintenance of the outside fences and patios are the responsibility of the unit owner.

Section B. GARAGE

1. Only permanently residing occupants are permitted to use the garage facilities, with the limit of one car per unit. Exceptions must be approved by the Board of Directors.
2. Carts are not to be left in halls or elevators but must be PROMPTLY returned to proper cart area and stored in an orderly fashion.
3. The outside parking area is to be used only by assigned residents of the building. Guest parking will be for properly identified vehicles. These vehicles must visibly display, through the windshield, a parking card obtained from the unit owner. Non-compliance incidents will result in the police being called, the vehicle will be tagged and then towed at the violators expense.

Section C. UTILITY ROOMS

1. All residents and domestic help who use the utility rooms for any purpose whatsoever, are responsible for the cleanliness of that room.
2. It is requested that appliances in the utility room not be started before 7:00 a.m. nor after 9:00 p.m.

Section D. TRASH

1. All trash or containers should be put in a plastic bag, securely tied to avoid spilling, and then dropped into the trash chute.
2. All newspapers should be put in paper bags and placed in the proper receptacle provided in the trash room.
3. Emptying loose dust and papers into the chute is a fire violation and is absolutely forbidden.
4. Boxes, cartons, and wire hangers which are too large for the chute must be placed in the disposal area at the chute in the trash room.

Items to be recycled should be bagged and tied closed and placed in containers specifically meant to hold recyclable materials

Section E. PETS

1. Pets are not permitted to live in the building except qualified service animals permitted pursuant to federal law upon the prior written approval of the Board of Directors.

Section F. SECURITY AND ENTRANCES

1. The front entry door security system is for the protection of all residents. To be fully effective this system requires that outsiders gain entrance to the building only upon authorization of the unit resident whom they are visiting. Although this may seem ungracious at times, residents must insist that outsiders use the access system at the front entrance of the building to gain admission. The key to the Lobby shall not be

loaned or given to a domestic or attendant unless arranged by special authorization from the Board of Directors.

2. No one is to be admitted to the building unless one can identify the person seeking entry.
3. Should you be in the Lobby, do not open the ENTRY DOOR unless you know the identity of the person seeking entry.
4. Duplicate keys to all condominiums should be given to the President or the President's designate (typically another Board member) for use only in case of emergency.
5. Garage and other doors are to be closed and secured upon entering and leaving the building.
6. Security keys to the basement doors for entering or leaving the garage area will be provided to each unit owner. (This pertains to owners only.) Since this key cannot be duplicated without considerable expense, a charge of \$50.⁰⁰ will be made for deposit and replacement. (Non-owners must obtain a key from the unit owner(s).)
7. Violators of the above rule (owners and other than owners) whose actions are detrimental to the best interest of the Manor House Association will be required to appear before the Board of Directors for appropriate action.

Section G. MAINTENANCE

1. Maintenance fee must be paid by the 5th day of the month in which it is billed. A late fee will be imposed after that date.

Section H. MISC.

1. Since the Manor House building is not designed to handle private laundry facilities in each unit, no unit owner is permitted to install laundry equipment in his unit without approval of a written request from the Board of Directors.
2. There will be a \$100.⁰⁰ nonrefundable fee to supply any person, seller, buyer, or real estate agent with necessary documentation that they may request in order to buy or sell a unit.
3. There will be a \$500.⁰⁰ refundable deposit payable by both the seller and buyer upon moving in or out of the building. Any damage sustained upon the exterior or interior of the building by them or their agents shall be deducted from the deposit. Should the damage exceed the amount of the deposit, the difference shall be due and payable immediately upon the presentation of the invoice. The moving in or out should be supervised by the owner or his representative.
4. Smoking is not permitted in any Manor House Association common area.
5. Should it become necessary to enforce the rules of the Manor House Association in a court of law, the cost of attorney fees, filing fees, and any other court costs shall be borne by the Defendant. In addition, the Defendant shall pay the Association \$1,000.⁰⁰ for its time and inconvenience.

6. These rules and regulations may be amended by vote of the Board of Directors of the Manor House Association.

Section I. IN CASE OF FIRE

1. If fire appears to be controllable, use fire extinguisher or fire hose in hall.
2. Should fire appear to be out of control, pull lever DOWN on the fire alarm in your hallway.
3. If it is possible, stand by to direct those coming to your aide.
4. If the fire is out of control, proceed immediately to the ground floor by way of one of the stairways. DO NOT USE THE ELEVATORS.
5. In emergency for FIRE, POLICE, OR AMBULANCE, CALL "911".

IN WITNESS WHEREOF, the Board of Directors, adopts these Rules and Regulations this _____ day November, 2016.

ATTEST:

MANOR HOUSE ASSOCIATION

Secretary

President