

**WOODLAND MANOR CONDOMINIUM**

**RULES AND REGULATIONS**

**MAY 2000**

# WOODLAND MANOR CONDOMINIUM RULES AND REGULATIONS

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## **RULES AND REGULATIONS**

WOODLAND MANOR CONDOMINIUM  
5825 and 5903 FIFTH AVENUE  
PITTSBURGH, PA 15232

Superintendent: 362-3411  
Management: 391-1900

The following rules and regulations were approved by the Woodland Manor Condominium Council on May 24, 2000. They were adopted per the Code of Regulations, Section V (2) (e) and are effective immediately. These Rules and Regulations supplement the Declaration and Code of Regulations, but supersede all previously adopted Rules and Regulations. If there is any discrepancy between these Rules and Regulations and the Code, the Code will prevail.

### **FIRE CODE RULES**

#### **SMOKING**

There shall be no smoking in the lobbies, hallways, stairways, laundry rooms, party room, or elevators. No cooking, roasting, or grilling may be done in any common area, including the grounds, patio, porches, and balconies.

#### **STORAGE**

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

#### **REFUSE**

Garage, trash, and magazines may not be put in or left in the garages or any other common area other than trash rooms or on each floor of each building. Staff should be contacted to dispose of large cartons (broken down if possible) and other large items. All garbage must be placed in plastic bags and securely closed or tied before being placed in the garbage cans. Magazines go in the garbage cans as well. Bottles, jars and cans are to be bagged and placed in the recycling cans, newspapers placed only in the bins provided.

#### **FLAMMABLE MATERIAL**

Flammable liquids must be stored in approved containers. No flammable materials such as boxes, rages, etc. may be stored in the garage space.

#### **SMOKE DETECTORS**

One or more smoke detectors **MUST** be installed in each unit. Purchase, installation, and replacement of batteries may be arranged through the superintendent who will make appropriate charges for same.

#### **UNIFIED FIRE ALARM**

Each unit is equipped with a supplemental fire alarm which is property of Woodland Manor. The fire alarm system is tested at regular intervals. Fire evacuation procedures must be followed in the event of a fire.

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### **USE OF INDIVIDUAL UNITS/ STORAGE AREAS**

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

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

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

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

The exterior surface of all curtains, draperies, blinds, or other window coverings must be white. For units sold after July 1, 1984, all non-conforming window coverings must be removed or brought into compliance with this rule within 60 days of the date of closing.

Televisions, phonographs, radios, other electronic devices, and musical instruments may not be played at high volumes. Exercise equipment, disposals, and dishwashers may not be operated after 11 P.M. or before 7 A.M.

Eighty percent (80%) of the floor area of each room other than the kitchen and bathrooms of each unit **MUST** be covered by padding and carpeting.

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

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

No laundry equipment is permitted in individual units without approval of Council. Each unit owner should determine the amounts of insurance for unit contents necessary to protect themselves against possible liability or loss by fire, water, or other perils, as well as to cover improvements.

Each unit owner is liable for the cost of repairs or replacement as a result of any damage caused by a condition or any other source within their unit.

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

Resident management/staff on the premises in Building A is to be called after hours only for emergencies, which do not include changing/furnishing light bulbs or batteries.

Non-emergency service requests for performing work within a unit may be undertaken by staff during working hours if they are scheduled after staff has completed their common area maintenance responsibilities. Determination of whether a request is an emergency or non-emergency will be made by staff and management. Those minor repairs which staff is authorized by Council to perform must be completed within one-

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half hour. Unit owners or residents will not be charged for labor, but will be responsible for the cost of materials used. If staff determines the work will take longer than one-half hour, the work must be performed on staff's own time. Compensation for such work will be matter to be determined by agreement between the unit owner or resident and the staff member. Examples of minor repair work which Council has authorized staff to perform, providing it is completed within the half-hour time limit, are:

Plumbing Repairs: faucet, toilet, caulking, clogged drains

Electrical Repairs: bulb replacements, light switches, receptacles, breakers (reset only)

Appliances: adjustments to dishwashers and disposals.

General: reinstall bi-fold doors, adjust windows, install or repair smoke detectors or replace batteries, repair or adjust heating, ventilating, and air conditioning.

### **LEASING**

Per Article VII (16) of the Declaration and Section XVII of the Code of Regulations, any unit owner who wishes to lease their unit must give written notice to Council of the term of such lease which shall initially be not less than one year and shall specify the name and address of the lessee and use a lease form approved by the Council.

### **ALTERATIONS**

Prior to making alterations, including but not limited to plumbing and electrical facilities and partitioning, the unit owner must first obtain written approval for the project from the Council. The project description must first obtain written approval for the project from the Council. The project description must show the scope of alterations, particularly as they affect any interior boundary wall, exterior walls, screening, structural, electrical, and plumbing facilities.

All work performed must comply with all existing building, fire, electrical, plumbing and safety codes and insurance requirements.

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

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

All work must be coordinated with the Superintendent and performed only on Monday- Saturday between 8:00 am and 5:00 pm.

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

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

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contractor or unit owners each day before the contractor leaves. Debris in the garages must be swept up.

### **USE OF COMMON AREAS**

The front driveways may be used **ONLY** for emergency purposes and to pick up or drop off residents or visitors. The driveways must be kept clear for emergency vehicles at all times, and shall not be used for parking except for handicapped vehicles. No other unattended vehicles may be left in the driveways.

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

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

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

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

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

At all times, common area doors, including outer lobby doors, are to remain locked. Visitors are admitted by the owner/resident using the income system. No person may be admitted to the building unless that person's identity is known to the person who admits them. This rule applies to delivery persons as well. If in doubt, refer that person to the office in Building B.

### **EXTERIOR DOOR KEYS**

Each resident is automatically entitled to one key. Extra keys will be issued only upon application to and approval by Council. Deposit for each extra key is \$5.00.

A resident may have an extra key for a family member or other party where use is essential or for emergency needs.

Owners are responsible for all keys given to them.

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

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

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

These rules regarding keys will be administered by the Superintendent, with special cases referred to Council for resolution.

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### **PARTY ROOM**

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

There will be a per diem fee of \$25.00 for the use of the room. The resident reserving the room is responsible for the payment (via monthly billing) of the per diem fee and all other charges incident to the use thereof, including charges assessed for damage or excessive cleaning if necessary.

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

The room may be used only upon advance registration except as otherwise indicated below. Reservations may not be made more than ninety days prior to the requested date. Reservations are limited to three consecutive days. If cancellation of a reservation is made fewer than 3 days prior to the date reserved, one more diem charge will be made unless the reservation is transferred to another resident. Council may grant special exceptions to these conditions.

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

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

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

No furniture, furnishing, fixtures, or equipment are to be removed from the room.

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

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

Lost party room keys or A-Building keys not returned to the Superintendent will be charged a replacement cost of \$50.00.

Overnight use of the Party room is not allowed.

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

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

### **GARAGE AREAS**

Only unit owners may lease garage spaces. To the extent possible, each unit owner who wishes to lease a garage space shall be leased one space on a monthly or annual basis. If there are extra spaces, unit owners may lease additional spaces on a monthly basis. If a unit owner who does not have a garage space wishes to lease one, an owner leasing an extra space (preferably in the same building) must relinquish the extra

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space. The extra space leased most recently shall be the first to be relinquished, and so forth. Unit owners must enter into a garage lease. **NO LEASE MAY BE SUBLET TO ANYONE OTHER THAN A RESIDENT.**

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

Garage spaces may not be used for storage of property that interferes with the cleaning or maintenance of the garages. No obstruction or impediments may be put or left in the garages. No vehicles may be blocked in or from the space for which it is leased. Minor repairs to or maintenance of vehicles is permitted within the leased space. Vehicles may not be washed inside the garages. Washing is permissible on the patrons outside the garage.

Garage doors must be kept closed at all times other than when a vehicle is entering or leaving. Those entering and leaving should confirm the garage doors are closing. If it is necessary to keep doors open (such as when moving things in and out), someone must always be in attendance to monitor the entrance. Council may deny a garage space to anyone who violates these rules.

### **DELIVERIES, MOVING**

Unit Parcel Services (UPS) and similar services will deliver all packages to Woodland Manor residents who are home. Any undeliverable packages will be received and signed for by a member of the staff and delivered. If a resident prefers, the package can be left in the mail room or outside the resident's door. A log is kept by staff of all deliveries. Any resident who signs the delivery from accepting a package addressed to another resident is responsible for the package. Household moves are permitted only Monday through Saturday between 8:00 am and 6:00 pm. All household moves are subject to the approval of management. All moves and any large deliveries must be made through the garage.

A \$200 Security and Damage Deposit is required at the time reservation for the move is made (at least one week prior to the scheduled move). Any damage to common areas will be deducted from this deposit.

For all moves, a security guard will be hired to watch the garage and hall doors to insure no unauthorized person gains access to the building. The cost of the security guard will be charged to the person moving. (That cost averages 40.)

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

### **FINANCIAL OBLIGATIONS**

Common charges for any month, including garage rent, are due by the fifth day of that month. Common charges not paid by the 15<sup>th</sup> day of that month shall incur a late charge penalty of \$25.00. Council may refuse to renew the garage lease or may deny use

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of the party room to nay unit owner more than 30 days delinquent in payment of their common charges.

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

Those who violate any of these Rules and Regulations may be fined by Council in an amount not exceeding five dollars (\$5) per day for each day the violation continues.

May 25, 2000

To: Residents and Unit Owners  
From: Woodland Manor Council  
Subject: Rules and Regulations

At its meeting on May 24, 2000, Council adopted the new set of Rules and Regulations attached to this memo. Please review this document carefully, and **discard any previous set of Rules and Regulations**, which have now been superseded.

These Rules and Regulations have been established to provide guidance to all residents so that our community will be as good a place as possible in which to live. The Rules now incorporate the rules for keys and the party room which had been separate pieces. Some of the rules relate to safety, other relate to keeping our operating systems functioning well, while still others concern consideration for neighbors in such things as noise.

It is the responsibility of each resident and owner to communicate these Rules & Regulations to others who may be visiting here, as well as to any tenants who rent.

Council adopted these Rules & Regulations following a review and recommendation by a committee established by Council. This committee met numerous times, held an open meeting where all residents and owners could comment, and receive comments from others who were not at the meeting. Council would like to acknowledge the valuable work done by this committee, whose members were Rick Booth, Lois O' Connor, Will Sell, and Ann Werner, chair.