



The Residence at Morningside Condominiums
Handbook

March 2017

www.morning-side.com

Introduction

We are proud of our active adult community and hope you will enjoy living at the Residence. We have 48 units in Buildings 1 and 2, and the residents are very active property owners. Most of the residents purchased their unit three or more years ago and plan to live their retirement years in this quiet, active community. Simply, it is our home and we take pride in its care and environment.

We want to keep a beautiful, attractive neighborhood and we ask that everyone abide by the rules that govern our neighborhood. We believe you will find the following information valuable.

Please read carefully.

Thank you for your time and attention,

The Residence at Morningside Board of Directors

Table of Contents

Safety.....	1
Security/Guest Access.....	1
Smoking.....	2
Parking.....	2-3
Laundry Rooms.....	3
Noise.....	3
Cleaning.....	3
Pets.....	4
Leasing Guidelines.....	5-6
Change of Residency Procedure.....	6
Condo Insurance.....	7
Water is not an Amenity.....	7
Cable-Internet-Phone.....	8
Rubbish Removal.....	8
Smoke Detectors/Fire Exits.....	8
Work Order Procedure.....	9
Frequently Asked Questions.....	9
Important Telephone Numbers.....	10

SAFETY

The safety of all homeowners and tenants is a primary concern of the Residence Board. Please be aware of dangerous situations and notify Continental Management or a Board Member of any unsafe conditions. Suspicious activity can also be reported to the Block Watch Committee or call 911 if a serious situation arises.

SECURITY & GUEST ACCESS

Guest access is provided from the front entrance way only. Your local cell phone or land line number must be programmed into the system in order for a visitor to call and notify you of their presence. Call Continental Mgmt. to arrange this service @ 800-525-3404.

Do not prop or unlock doors to allow visitors to enter the building. If you need to unlock a door for any reason, please note that the doors do not automatically lock. You must turn the lock counter clock wise in order to relock the door.

Please keep in mind that anyone can gain access to the entryway foyer. Please be sure that you know whom you are letting in the building.

GIVE ACCESS ONLY TO YOUR OWN GUESTS.

SMOKING

There is a NO SMOKING policy in the COMMON AREAS. This includes the garage, stairwells, and hallways. While we do not necessarily fall within Ohio's Department of Health Smoking Ban Laws, we ask that those who smoke outside of our residences do so away from the building as smoke can migrate into windows and doorways.

DO NOT LITTER CIGARETTE BUTTS.

STREET AND GARAGE PARKING

We have some residents that are handicapped and need access to the drop-off area in front of the buildings. Please leave a car length on each side of the walkways.

LIMIT PARKING IN THE DROP-OFF AREAS TO 15 MINUTES.

Parking in front of the building during snow events complicates effective plowing. Please park in the south parking lot next to Building One.

Each Unit has a designated parking place. Assigned parking may have to be changed from time to time. Please try to stay toward middle and between the two lines when parking.

For additional and/or oversized vehicle parking, a parking space may be rented in the RV/Boat Lot. Contact the HOA Board for more details.

You may store items against the wall in FRONT of your car, the width of space and not deeper than 2 feet. The parking area is for your vehicle rather than storage (per Fire Marshal).

Drive slowly in the garage while entering, leaving, and when driving on the access drive to the Condos.

LAUNDRY ROOMS

Laundry room must be kept neat and orderly. The lint trap must be emptied after each use. Turn off lights each time you leave the room. All clothes must be laundered before using dryer. Close doors of appliances when finished. Spilled laundry detergent must be cleaned up. Please wipe out the washer/dryer if items are exceptionally soiled.

NOISE

Most residents have another resident next to, beneath them, or above them. Noises, pounding, stomping, heavy exercising, machines, etc. can make it disruptive to your neighbor, please be aware and considerate, particularly from 10:00 p.m. to 7:00 a.m.

CLEANING

The Board has contracted with a local cleaning firm to help maintain the Common Areas. This however does not mean that we have a license to abuse the property. If you make a mess, clean up after yourself.

Soiled shoes and boots should be left in the garage area by your cars, not worn throughout the building.

PETS

Rules established by the Board limit the size, number, and types of pets that can be kept at the Residence.

- ♦ One dog not exceeding 40 lbs.
- ♦ Up to two declawed and spay/neutered cats.
- ♦ Caged birds are permitted.
- ♦ All pets **MUST** be leashed in all Common Areas, **NO EXCEPTIONS**. Fines can be issued if not compliant.
- ♦ Inoculated.
- ♦ Pet owners must clean up all solid waste from their dogs.

The garbage containers placed throughout the Common Areas are not designed to handle pet waste.

Rules relating to pets can be found in Section 15 of “The Declaration for The Residence at Morningside Condominiums”.



LEASING GUIDELINES

- ♦ No rental for any period of less than thirty (30) days.
- ♦ No rental under which occupants are provided customary hotel services such as room service, maid service, etc.
- ♦ No rental to roomers or boarders, that is, rental to one or more persons of a portion of a Unit only.

Access to the Clubhouse for tenants must be arranged through Continental Mgmt. Tenant access can be delayed up to two weeks after Continental Mgmt. has been notified.

Age restrictions for occupancy are identified in the *Declaration of Covenants, Conditions, Restrictions, and Reservation of Easements for Morningside at Martin's Run Homeowners Association Inc.* A summary of Article 9.2 is shown below for age restrictions:

The Morningside at Martin's Run is a development for older persons as established in the Federal Fair Housing Act. Eighty percent (80%) of the Condominium Units and single family houses must be occupied by at least one person fifty-five (55) years of age or older. In addition, occupancy by individuals under age eighteen (18) is forbidden for more than 90 days in a calendar year.

Leasing Guidelines Continued...

Any Homeowner who leases his or her Unit shall provide a copy of the signed lease agreement to the Board through Continental Mgmt. fifteen (15) days prior to occupancy. An affidavit indicating the age of the occupants is preferred at that time, as well.

The Owner is responsible to ensure the lessee complies with all of the regulations stipulated in all Morningside at Martin's Run and The Residence at Morningside COA documents. Failure by the lessee to comply with the terms of these Guidelines shall be a default under the lease.

CHANGE OF RESIDENCY PROCEDURE

Fifteen (15) days **prior** notification is to be made in writing to the management company regarding:

- A new Renter moving in.
- A new Occupant moving in (an additional person moving in with an established occupant).
- Change of ownership for dwelling (unit has been sold).

Date for closings/move outs must be sent in writing to the Board of Directors and the Management Company on or prior to the date of change.

When ownership changes, please pass on/leave copies of Declaration/Bylaws to new owners.

CONDO INSURANCE

The Condo Bylaws (section 16.1) requires all owners to carry appropriate insurance.

Make sure that you are carrying condo insurance. You are responsible for the unit interior walls, windows, etc., if there is damage in your unit. It is also recommended that you carry assessment insurance. In case of major damage, there would be a “special assessment” that may be a burden to the owner.

All renters should carry “Renter Insurance” to cover claims on personal items.

WATER IS NOT AN AMENITY

Each building has a large meter that supplies all the units.

Water is included in your monthly maintenance fee. LEAKS ARE COSTLY! If you have a leak or toilet running, please have repaired ASAP.

Each unit has a water monitor meter in their utility closet just above the hot water tank. If you suspect a leak check the monitor meter. The dial spins when water is flowing through it. If it is spinning when all your water is off, you have a leak. Check the monitor weekly just to be sure there are no leaks.

Know where your shut off valve is (in utility closet by water monitor meter). Shut off the water when away from your unit for an extended period of time.

CABLE, INTERNET, & PHONE

Access to the electrical room will have to be arranged for connection of these services to your condo. Please see a Board member for arrangements.

No satellite dishes are permitted.

RUBBISH REMOVAL

- All trash must be put into the dumpster.
- No trash is to be put in the hallway. If arrangements are made to have a neighbor or friend to help with disposal, trash is to be left in your unit until it is picked up.
- There is no free bulk pickup. Anyone witnessed leaving bulk items will be responsible for the pickup charge.
- All cardboard boxes must be broken down.

SMOKE DETECTORS/FIRE EXITS

The smoke detectors are extremely sensitive. The alarm can be set off when cooking food, burning toast, or when something spills over in your oven. **TO AVOID FALSE ALARMS, USE THE STOVE VENT FAN WHILE COOKING!**

The Fire Department is required to respond to all fire alarms. If the Fire Department charges for false alarms, the person responsible will bare the cost.

When the fire alarm sounds, the stairs (not elevator) are to be used as a fire exit route. Meet in the first floor lobby/front entrance for further instructions/messages.

WORK ORDER PROCEDURE

If there is a repair that is determined to be the Association's responsibility and not the Owner's, the management company will issue a work order to the appropriate contractor for the job.

Please call Management and state that you are a resident at the Residence at Morningside Condominiums.

Continental Management.....800-525-3404

FREQUENTLY ASKED QUESTIONS

What do monthly maintenance fees cover?

Covered items include: owners' water, sewer, garbage fees, Common Area expenses of snow removal/lawn care, utilities, fire & security services, elevator maintenance, administration/legal, general maintenance, insurance, cleaning, and the reserve fund.

Where do these rules come from?

There are four (4) primary documents filed with the county and state that have rules and regulations providing the framework for the Board of Directors to establish additional rules and regulations. There are numerous additional rules and restrictions in these documents that are not published here.

You should have been provided with the following Governing Documents:

The Declarations & Bylaws of The Residence at Morningside Condominium Inc.

The Documents you should have received are:

- ◆ The Declaration of The Residence at Morningside Condominiums.
- ◆ Bylaws of The Residence at Morningside Condominium Association Inc.
- ◆ Disclosure Statement to Declaration of Condominium Ownership.
- ◆ The Declaration of Covenants, Conditions, Restrictions, and Reservation of Easements for Morningside at Martin's Run Homeowners Association Inc.

IMPORTANT TELEPHONE NUMBERS

Continental Management.....	800-525-3404
Emergency.....	911
Lorain Police Dept.....	440.204.2100
Lorain Police Chief.....	440.204.2103
Lorain Fire Dept.....	440.204.2221