

THE EASTMAN CONDOMINIUM ASSOCIATION

HANDBOOK OF RULES & REGULATIONS

Date enacted: March 15, 2021

Date enforced: April 15, 2021

Welcome to The Eastman Condominiums:

Whether you are a new resident or have lived here many years, we hope you enjoy living in The Eastman Community. In order to maintain The Eastman Condominium Association as a very inviting place to live, we have established these Association's Rules and Regulations.

These are common sense rules, which are consistent with our Declaration and By-Laws, the legal documents which established our Condominium Association, and which govern our affairs. They take into consideration the safety, comfort, and property rights of all our unit owners and residents. We trust you will find them reasonable and that you will cooperate by upholding them.

The Board of Directors is given authority to establish, implement, and enforce these Rules and Regulations by the Declaration of Condominium Ownership and the By-Laws.

We ask that you familiarize yourself with these rules; keep them handy and refer to them when necessary. If something arises that may not be covered in the booklet, please do not hesitate to contact the Lawrence Community Management Group. Additional Rules and Regulations are also contained in The Eastman Declaration and By-Laws.

Thank you,

The Board of The Eastman Condominium Unit Owners Association, Inc.

Managing Agent:

Lawrence Community Management Group

1507 Lear Industrial Parkway, Suite No. 1

Avon, OH 44011

Phone: 440-937-2800

Email: info@lawrencemanagement.com

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I ENVIRONMENT OF COMMON ELEMENTS

A.GENERAL

Common elements are those parts of the condominium property outside the confines of the individual units, such as hallways, parking spaces, drive and all landscaped areas.

1. Alterations to the common or limited common elements may not be made without the prior written consent of the Board of Directors. This includes any modification to the suite doors, WINDOWS, and the balcony exterior including the installation of screens or blinds. All proposed changes must be submitted to the Board of Directors in writing AND RECEIVE THE WRITTEN APPROVAL OF THE BOARD OF DIRECTORS.
2. Items included but not limited to: lawn furniture, bird baths, statues or grills, are prohibited from being placed in the common elements.
3. Smoking in the common element entranceways and hallways of the building is prohibited.
4. The Association will post notices on the bulletin boards at the mailboxes and entrances to make residents aware of upcoming projects. All residents are asked to please pay attention to these notices.

B. NOISE AND NUISANCE

1. Noise that causes a disturbance or creates a nuisance is prohibited.
2. Residents are responsible for controlling their party noise and commotion. Partying in common or limited common areas is restricted. All party noise must stop at 12:00 midnight.
3. Washers and dryers must not run past 10:00 PM or before 8:00 AM as out of balance loads cause noise that affects your neighbors. The vacuuming of floors must stop at 10:00 PM and must not start before 8:00 AM.
4. Smoking is allowed in the unit's confines, unless prohibited by the landlord for their tenants.

c. MOTOR VEHICLES, BICYCLES, MOTORCYCLES

1. Motorcycles, mopeds, and motorized bikes are prohibited to be driven on the property except for ingress and egress purposes.
2. Bicycles must be parked only in designated common areas, or in a resident's own storage locker.
3. The parking of Commercial vehicles in the Eastman Condominium's gated parking lot is prohibited. A commercial vehicle is defined as any vehicle that does not fit in the lined/marked parking space. Vehicles should not overhang the front or sides of the marked parking space. Motor homes, boats, trailers, and other recreational vehicles are prohibited from parking in the lot. Oil or other vehicle fluids leaked on to the parking lot surface must be cleaned up by the motor vehicle owner within 48 hours. Any neglected oil/ fluid spills and or leakages not cleaned up within 48 hours will be cleaned at the expense of the vehicle owner. The Association assumes no responsibility for damage, stolen property, or theft of vehicles.

D. PARKING & PARKING GATE

1. No engine or other car repairs or maintenance is permitted to be performed in the parking spaces or other common areas. Minor repairs of an emergency nature such as changing a flat tire or minor maintenance items such as adding windshield washer fluid are permitted.
2. Only current, licensed, operable passenger vehicles are permitted in the lot.
3. Each unit is allowed one parking space. A resident's primary vehicle must be parked in his or her assigned parking space. If another parking space is needed and available, the owner must pay an additional monthly fee and it will be assigned by the Management Company.
4. In addition to all other remedies, vehicles in violation of these Rules and Regulations are subject to towing and storage at the owner's expense as stated on the towing notice signs posted at each entrance to the property.
5. Vehicles parked so that they block access to a sidewalk, stairs or other outside parking spaces are prohibited.
6. The speed limit in the drive is 5 MPH. Watch out for pedestrians, pets, bicycles and joggers.

ILLIMITED COMMON ELEMENTS

A. GENERAL

Limited common elements are those common elements reserved for the exclusive use of a particular unit, such as decks, balconies, assigned storage units, and assigned parking spaces.

1. Damage to any common or limited common elements caused by an owner or his tenant, guest, pets, personal employees, or contractors will be repaired by the Association, and all cost of repairs or replacements will be assessed back to that owner.

B. PATIOS AND BALCONIES

1. Decks shall not be painted or stained except by the Association as part of an ongoing maintenance program. Residents may install a throw rug or indoor/outdoor carpet of their choice on their balcony without any advance approval provided that the color of the carpet is not visible from the ground.
2. No hanging planters or baskets, flags, or flag poles shall be permitted to hang OUTSIDE of the balconies or patios. This is for the safety of those below and to avoid damage to cars below.
3. Bird feeders are Not Permitted. Throwing bird seed, bread and any other food is prohibited as this behavior attracts rodents. Management tries to deter the birds from nesting or perching on the decks and railings for safety and cleanliness.
4. Shutters or screens are prohibited from being affixed to the decks or balconies.
5. The installation of any roll-up sunshades or blinds must have prior written approval of the Board of Directors and must be rolled up when not in use.
6. Garbage and trash may not be stored on decks or balconies. Each resident must dispose of their trash in the appropriate dumpster on the Eastside of the parking area.
7. No open flame Charcoal BBQ grills may be used on the decks.

III SECURITY, FIRE ALARM SYSTEM & INTERCOMS

Security is one of the major concerns of all residents. Your cooperation with the following will be appreciated:

1. Report any strange person or activities promptly to the Cleveland Police Department at 216-621-1234. If there is an Emergency Call 911.
2. Report any thefts to the Cleveland Police as well as to the Management Company. Keep car doors locked and valuables out of sight.
3. The front and rear building security doors must be closed and latched at all times. Do not prop these doors open.
4. Both the front and rear doors to the building use ASSA security keys. These keys cannot be duplicated. Please contact LCMG if you need to purchase another copy of this ASSA key.
5. The intercom system is located in each front lobby. The intercom "buzz in" can be sent to a home phone or cell phone number. YOU MUST CONTACT THE PROPERTY MANAGER to arrange to have the lobby directory updated with your last name and to have your phone number programmed into the system. If the power goes out, please use your ASSA key to enter the building.
6. The fire alarm system is tied to all three buildings. The central control panel is located in the center building, 11020 Detroit Avenue. When the alarm goes off, it is monitored by a company that will send out the fire department immediately.

IV.SOLICITATIONS

- A. Solicitation is prohibited.
- B. Literature and envelopes are prohibited from being left in the lobby of any building.
- C. Problems with outside solicitors must be directed to the Cleveland Police Department Non-Emergency line at 216-621-1234.

v. UNIT RESTRICTIONS

A. PETS

1. Dogs, cats, birds, fish, and other commonly recognized household pets are permitted to be kept in the Units provided they are not kept, bred, or maintained for commercial purposes,
2. Pet owners are responsible for the complete and immediate clean up of pet waste on Condominium property. A plastic bag or other device to pick up dog waste must be carried when walking dogs.

3. Each pet owner is responsible for any damage or injury caused by his or her pet and will be assessed by the Board of Directors for necessary repairs to landscaping, fences, personal injury, or any other common property.
4. Pets are prohibited from being staked, chained, or tied up anywhere in the Common Elements or Limited Common Elements.
5. Dog breeds that are Prohibited: American Pit Bulls, Rottweilers, Dobermans, Bull Mastiffs, Huskies, German Shepherds, Malamutes, Dalmatians, Great Danes, Akitas, Boxers, and Chow Chows.
 6. Pets must always be on a hand-held leash of no more than six feet in length and accompanied by and under the complete physical control of the owner when outside of their Unit. **Except for the following addendum, which was revised August 2023:** *Dogs are allowed off the leash from the hours of 7am-8am and 6pm-7pm. Dogs off leash during this time are restricted to the front yard and must be under control of the owner. If anybody enters the front yard, the dog owners must physically restrain their dogs until that person is no longer in the front yard. A first violation of this rule will result in a warning. A second violation will result in a \$50 fine. A third violation will result in loss of front yard privileges for the dog and the owner. Any aggressive action by a dog to another dog will result in that dog losing front yard privileges when other dogs are out.*
7. Any pet creating or causing a nuisance or unreasonable disturbance can be permanently removed from the property. Nuisance behaviors include:
 - a. Pets whose unruly behavior causes personal injury or property damage.
 - b. Pets who make noise continuously, and/or incessantly for a period of 10 minutes, or intermittently over a period of two hours or more to the disturbance of any occupant at any time of the day or night.
 - c. Pets in Common Elements that are not under the complete physical control of a responsible human companion, and on a

hand-held leash of no more than six feet in length, or in an animal carrier.

- d. Pets who exhibit aggressive behavior or other dangerous or potentially dangerous behavior

8. A resident observing any violation of these rules or having any other complaint concerning a pet may report such to the Management Company in writing in a timely manner. It is necessary to include the name or address of the pet owner and/or a complete description of the pet and what the issue is, and when it happened. A photo or video may also accompany the complaint. The complainant must identify himself/ herself to the Board. See Enforcement Procedures and Assessments for rule violations in section VIII and IX.

B. MOVING

1. The Management Company must be advised in writing of a sale or rental prior to any move-in or move-out. Rental unit owners must fill out and submit an owner/tenant information form and a signed receipt for a set of Rules & Regulations. Failure to advise the Management Company at least 72 hours prior to the move-in may also result in an enforcement assessment against the unit owner.
2. Damage to the common or limited common elements as a result of a tenant move-in or move-out will be assessed to the offending unit owner's maintenance fee account. A \$250.00 deposit will be required of any unit owner that leases their Unit and will be monitored and maintained by the property management office. Moving shall only be conducted on the rear stairwells of the buildings. No moving should be done in the interior stairwell or halls. *DELIVERIES are permitted at the front entrances.
3. Moving in or out may take place only between the hours of 8:30 AM and 9:00 PM.
4. Empty boxes, packing materials, etc. must be disposed of by collapsing, bundling, and placing them in the recycling dumpster.

5. The common elements will be inspected after each move for damage or litter. The cost of any repair or clean up shall be the responsibility of the unit owner.

C. RUBBISH REMOVAL

1. All rubbish and/or trash must be disposed of in accordance with regulations issued by the city of Cleveland.
2. Rubbish and/or trash are prohibited from being stored on the balconies/ deck areas as this becomes a health hazard attracting pest and vermin.
3. Rubbish and/or trash are prohibited from being thrown off the balconies.
4. Please call the Management Company for any large items that you may need assistance with placing in the dumpster. Any item that does not fit in the dumpster may be removed at an additional cost to the unit owner.
*Please collapse boxes and place them in the recycle bin.

D. SIGNS & FLAGS

1. No signs or flags should be placed in the windows of any unit.
2. No political signs or advertising signs may be placed in the common areas.

E. LIVE CHRISTMAS TREES

1. LIVE Christmas trees in the units are strictly prohibited.
2. Anyone found to have a LIVE Christmas Tree will be held responsible for its immediate removal and assessed the cost for cleaning common elements. In addition, the board may impose a violation assessment against the unit in addition to any other remedies available to them.

VI. LEASE OR SALE OF A UNIT

A. Lease of a Unit

1. The unit owner must submit a signed copy of the lease to the Management Company along with the phone and email contact of the Lessee.
2. The unit owner must advise the Management Company within one week of a scheduled move-in/ move-out date for their tenant.
3. The unit owner must sign a receipt for a set of Rules and Regulations which they must pass along to their tenant. Failure to advise the Management Company at least 72 hours prior to the move-in may result in an enforcement assessment against the unit owner.

B. Sale of a Unit

1. All unit owners are required to notify the Management Company in writing of any changes in occupancy within 30 days of such change.
2. The unit owner is responsible for providing their realtor a copy of the current By-Laws and the Rules & Regulations. Please reach out to the Management Company if you need a copy. Copies can be provided for a fee.

Vii. MAINTENANCE FEES & COLLECTION PROCEDURES

- A. Maintenance fees are due by the first of each month. Fees can be sent directly to the Management company, or you can contact the Management company to provide an automated payment directly from your checking account.
- B. A \$50 late fee will be assessed for any payment that is more than 10 business days late. This fee will be assessed directly to your maintenance fee account.
- C. If you are unable to pay your monthly maintenance fee, please reach out to the Management Company in advance for advice.
- D. If your maintenance fees are in arrears, any legal fees required to collect the past due amount will be assessed to your maintenance fee account.

VI". COMPLAINT PROCEDURE

Any resident observing any violation of these rules and regulations or having any other complaint concerning a neighbor, or a pet issue may report such to the Management Company in writing or by email. It is necessary to include the unit owner's name and address, and/or as much information as you can to describe the problem you are experiencing. The complainant must identify himself/herself and provide their preferred contact information. The management company will in most cases contact the alleged

violator after the receipt of each complaint and a reasonable effort will be made to gain the violator's agreement to cease the violation.

- A. If the reasonable efforts to gain compliance are not successful, the violator will be subject to enforcement action.

IX.ENFORCEMENT PROCEDURE AND ASSESSMENT FOR RULE VIOLATION

- A. If any unit owner or his tenant violates a rule in a manner which, in the determination by the board of managers, affects the rights of others or their property, immediate legal action will be initiated.
- B. The entire cost of effectuating a legal remedy to impose rule compliance, including legal fees, shall be added to the account of the Unit owner.
- C. In accordance with the complaint procedure outlined above, an assessment may be levied by the board of managers on any owner found in violation of the rules and regulations. In the case of a tenant who is in violation, the owner of the unit in which the tenant resides will be held liable for the fine.
- D. In addition, the cost for extra cleaning, repairs/and or replacement stemming from violation of the rules and regulations will be added to the assessment.
- E. Prior to the imposition of an assessment for a rule violation, the following procedure will be followed:
 - 1. Written demand to stop the alleged violation will be mailed to the alleged violator specifying:
 - a. The alleged violation.
 - b. The action required to stop the violation.
 - c. A first offense warning to stop the violation will be issued before a \$50.00 fine is imposed.
 - d. The \$50 fine will continue per occurrence until compliance to rule is satisfied.

x. HELPFUL INFORMATION

- A. If you are planning to replace the WINDOWS in your unit, you must seek approval from the Board of Directors before any work is started. The goal is to have a uniform appearance. The standard windows specifications include: double hung,

architectural bronze colored windows with full screens. Window World is an approved vendor.

B. The Board of Directors host an Annual meeting each year in late spring. All unit owners are invited to attend. You will receive the meeting notice by US mail and be provided a proxy to assign your vote to someone else in case you are unable to attend. If you are interested in serving on the Board of Directors, this is your chance to put your name in the running. The Annual Meeting is a review of the current state of the building, including a review of recent and planned projects, a question-and-answer session, and an election of officers. (President, Vice President, Treasurer, and Secretary and Board Member at Large)

C. Parking spaces, storage lockers, common area keys, and gate openers are assigned to each unit owner and transfer with the sale of their unit. Please check with the management company to verify your assigned space number. Additional parking spaces may be rented for an additional monthly fee based on availability.

XI.PARTY ROOM RENTAL AND WORKOUT ROOM USE

- A. The West building basement (11024) has a community party room. This room is an open space that also includes a small kitchenette with a sink and refrigerator. There is also a bathroom in this space. As a unit owner in the Eastman, you are able to use this space by sending a request to the Management Company to make sure it is available. You are responsible for maintaining proper noise levels and cleaning up the space immediately after your event.
- B. The East building basement (11014) has a community workout room. This room is an open space that has exercise equipment that has been placed by unit owners. Unit owners are welcome to use this space and the equipment at their own risk. Please be courteous and clean equipment before and after use.