

(Revised 8/2024)

Rules and Regulations for Larchmere Lofts Condominiums

The Larchmere Lofts Condominiums are a special place to live. This document includes **Rules** from the Condo Association **Declaration and By-Laws** as well as rules that have been passed by the Board of Directors over the years. The goal is to keep all residents safe and comfortable as well as to maintain the building in excellent condition. Please feel free to ask questions if these instructions are not clear.

Moving In/Out:

Please let the Management Company know at least 5 days in advance of your planned move in or out. With only one elevator we cannot have two moves in one day. Please make arrangements in advance to have the protective pads put up in the elevator before moving in or out. (see Gary Price.) There is a \$500 move in/out fee; two hundred and fifty dollars will be returned if there is no damage during this process.

When loading and unloading the elevator, you must use the “move” (red/top right) toggle button which holds the door open. Using boxes or your hands to hold the door open will cause the elevator to break and is expensive to fix.

*** It is your responsibility to see that someone is present at all times when the doors to the outside are open to prevent strangers from walking in. Delivery persons must be supervised in following this security rule. This includes delivery of appliances, furniture and other large items. A \$250 fine will be charged to owners for violations.***

Security:

All entrances/exits and garage (including east bike storage) doors must be closed and locked at all times when not in use. All visitors and guests should be met personally or permitted access through the entry system provided below. Residents need to report unusual or suspicious activity to the police department. Residents who lock themselves out of their unit may contact the Prices (2C) who maintain a master key. (Since they are not home 24/7 having a backup plan (e.g., contacting another resident) is advisable.) The president of the board also has a master key.

See above re: \$250 fine for not supervising the exterior doors.

When necessary, the Association board officer may enter any unit in connection with emergencies, construction, maintenance, repair or replacement for which the Association is responsible. Every effort will be made to notify residents in advance of any such need to enter units.

Entry System:

The door/security system is a telephone system that operates with landlines or with cell phones. Every unit is assigned a name listed on the directory in the front lobby and when dialed will call the number programmed into the system. Changes in occupancy or telephone numbers must be provided to Gary Price who manages the entry system. **To permit access to the caller, press 99 on the phone. This will unlock the interior front door.** To deny access, simply hang up. Please do not exit through the Trash Room doors except in an emergency.

Delivery persons are requested to leave packages in the *interior* mail area. If you see a package left in unsecured entryway, please take a moment and bring inside. (Amazon has a key to allow admittance for delivery.)

Building keys/Fobs /Garage Door Openers:

The building access keys/fobs/garage door openers and mailbox are the responsibility of the individual unit owner. Replacement of lost fobs or garage door openers is the responsibility of the unit owner and must be obtained by contacting Gary Price who manages the building access. Replacement and/or additional fobs/garage door openers are available for a deposit of \$50 per item. A \$25 refund will be provided when the fob or garage door opener is returned to Gary Price.

Owners are permitted to change unit door locks but they should do so with great forethought. If locks are changed they must be done in coordination with the master key (see Gary Price) so that emergency access is maintained. In addition, if new locks are installed the new door key will no longer access the east stairwell from the garage. If all residents are vigilant about maintaining the security of outside doors there should be no need to change unit door locks.

Larchmere Lofts is a limited access building. Providing access fobs/keys to persons other than immediate family or employees is prohibited.

Fire Alarm:

When the fire alarm is activated, an audible alarm sounds throughout the building. When the alarm sounds, all residents and guests must assume there is a fire. Immediately close all windows and patio doors and exit by way of the stairs. Assemble on the front sidewalk so that the fire department may be advised if anyone remains in the building. The Fire Department has access to a special lock box that contains a fob and master key. (Another reason not to change door locks without coordination with the master key.) If you or any one in your unit is not able to navigate the stairwell the fire department requests that they don a coat and wait on your balcony. **Do not use elevator.**

**Trash, Recycling and Composting:
July 2024 Schedule:**

Recycling pick-up: Wednesday am

Trash pick-up: Thursday am

Composting: Friday am

Trash:

Trash removal is provided by the Association. Trash chutes, located at the west end of each hallway, should be used only between 8:00 a.m. and 10 p.m. Trash and other disposable items that fit within the chute must be bagged and tied securely. Do not force items as this will block the chute. Items that may split when they impact the receptacle should be double bagged or brought down and placed in the bin, i.e. kitty litter. Please utilize the public bins located on Larchmere Blvd. for disposal of dog waste bags. Disposal of burning cigarettes, cigars or embers in the trash chute is prohibited.

The service provider will bill the Association \$250 for any trash that is piled above the top rim of the bin. Please do not “top off” the bin with trash items. Hold until the bin is emptied, Thursdays. Do not allow your service providers, painters, etc. to leave left overpaint and building materials in the Trash Room or Mechanical Room.

Recycling:

Recyclable material should be placed in the recycle bins in the garage. Please do not leave excess recyclables on the garage floor. **Cardboard must be cut down so it fits in bin. Managing the recyclables is a**

volunteer job. Please do not expect others to do your sorting of materials and cutting of cardboard. Residents may also recycle their own items anytime by taking to the city recycle bins located at 55th Street and Carnegie. (Call ahead to make sure the City is receiving that day: 216-664-3711)

Composting:

The composting bin is located in the Garage on the wall by the lobby entry doors. Please participate in the environmentally helpful opportunity. In addition, it keeps the level of waste down from trash bin and alleviates odors from rotting foods. Biodegradable composting bags are easily purchased.

Mail Service:

The postal service requires the **unit number** as part of the mailing address for delivery. Residents are responsible for placing their name and unit number on both the **outside** and the **inside** of the mailbox where the delivery person will see it. There is US Mail slot located there as well and post person will pick up outgoing mail when they deliver daily mail. Neither the Association nor its employees are responsible for the loss of mail or other deliveries.

Packages delivered by UPS, Fed Ex and other courier services are the responsibility of the resident. The courier service will call from the lobby and need you to admit them. Most will not leave packages in the outer lobby. If you see packages, be a good neighbor and bring them into the locked portion of the lobby.

Telephone/Cable Service:

Residents are responsible for making their own arrangements for landlines and cable service. Residents are responsible for providing access into the Mechanical Room for cable/telephone contractors. The Mechanical Room is located on 127th Street. There is a lock box. Contact Gary or another board member for the code.

Common Areas:

Smoking is prohibited in all common areas including but not limited to halls, elevator and garage.

Avoid open beverages in the halls and elevators. Be a good neighbor if you drop something, please wipe it up. Paper towels are located under the

mailbox area. Areas should be kept free of trash and litter. Pouring or spilling any oil, solvent or other volatile or flammable material in the drainage system is prohibited.

Please be courteous and considerate to your neighbors by avoiding making loud noises in the common areas. Please do not post notices or signs in the common areas.

Any damage done to the common areas by an owner, tenant or guest is the responsibility of the unit owner and will be charged against the owners account. Problems or repairs needed to the common areas should be reported to the buildings management company.

Elevators/Roof/Mechanical Equipment:

When loading and unloading the elevator, you must use the “move” (red/top right) toggle button which holds the door open. Do not prop or hold the elevator door open for any length of time as this will cause the elevator operating system to malfunction. Using boxes or your hands to hold the door open will cause the elevator to break. Repairs are very costly and result in “down time” for the use of the elevator.

Access to the roof (5th floor west stairwell) is limited to service providers.. Please make sure the workers close and **latch** the roof access. Tampering with any mechanical equipment may be dangerous and is strictly prohibited. Please report any problems with the elevator or mechanical equipment to the building management company.

Garage/Motor Vehicles:

All motor vehicles on Larchmere Lofts property must be properly licensed and operated by licensed drivers. Owners and residents are permitted to park in the garage in assigned spaces only. An owner may rent his/her space to another resident of the Lofts. Only one car is permitted to occupy each assigned garage space. Additional parking is available for owner, tenants or guests in the parking lot behind the building on a first-come basis.

Garage parking is tight. **Please pull all the way into your space so others can park and turn around.** Other than emergency services, repairs are not permitted in the garage.

Oil leaks and other surface staining fluids must be cleaned immediately and the vehicle promptly repaired. Surface stains not promptly cleaned will be cleaned by the Association and the cost charged back to the unit owner.

Garage storage of a vehicle with any object that projects into the common drive way, any trailer, motor home, camper, or boat is prohibited.