



Ely Walker Lofts Rules and Regulations

Effective as of August 1, 2015

1. AMENDMENTS

These Rules and Regulations may be amended or revised in accordance with the provisions of the Declaration of Condominium Ownership for Ely Walker Lofts, as amended (the "Declaration") and the Bylaws, as amended (the "Bylaws"), there under.

2. BICYCLES

- A. Bicycles may only be stored in the following areas: (a) the bicycle storage racks (b) within your Unit or (c) within your Unit's storage locker. Bicycles stored in any other areas are subject to removal at the Owner's expense.
- B. All bicycles are stored at the Owners sole risk and should be secured with a lock.
- C. No bicycles should be stored on Unit balconies.

3. BULLETIN BOARDS

Association Bulletin boards are primarily intended for displaying official Association communications. All Unit Owners should check the bulletin boards weekly for information regarding meetings and activities, official communications and management notices. No notices, advertisements, propaganda or promotional materials of any kind are allowed to be displayed in any common area unless posted on the community bulletin board.

- A. Unit Owners may post notices on the community bulletin board.
- B. Unit Owners notices may be posted for a maximum of thirty (30) days on the community bulletin board and shall not be offensive or abusive.

4. COMMON AREAS / ELEMENTS

Common areas and elements are fully defined in the Declaration and By-Laws, which every Owner receives at the time of purchase. These documents clearly outline which part of the property is held in common and which part is personal.

The management, repair, maintenance and improvement of all common areas is the responsibility of the Condominium Association. All repairs required or performed within the Unit are at the Unit Owner's sole expense, except when specifically set out in the Declaration, or by the Board as an item to be maintained at the Association's expense.

The Association reserves the right to inspect Units for any changes in equipment affecting the common elements including, but not limited to, vents, plumbing, wiring, door checks, or any conditions not conforming to applicable laws and ordinances. Authorized representative shall be entitled to reasonable access to the individual Units as may be required in connection with maintenance, repairs or replacement of or to the common elements or the limited common elements. There will be reasonable prior notice given in writing to the Unit Owner, except in cases of an emergency.

Common areas are for the use of all Residents of Ely Walker Lofts with the following restrictions:

- A. Smoking is prohibited in any common area of the building including, but not limited to the entrances and lobby areas, elevators, hallways, stairwells, community room, fitness center, basement garage and storage lockers. Smoking is not prohibited on the rooftop deck.
- B. Residents shall not tamper with the fire extinguishers, smoke detectors, emergency lighting systems or other life-safety equipment in common areas.
- C. Residents shall not shake out rugs, mops, brooms, dust cloths, or other items on common areas within the building.
- D. Children and pets of any kind are not permitted to play in any common areas within the building.
- E. Residents shall not attach any fixtures to common areas including, but not limited to, satellite dishes, wires, or antennas, signage or placards of any kind.
- F. Residents are not permitted to decorate or place any objects on walls, floors, doors or ceilings in any common area.
- G. Residents may put seasonal decorations on their door secured by no more than a small nail. The door must be restored to its original condition following removal of any decorations at the expense of the resident responsible for its original installation.
- H. Residents may place a doormat at the foot of their Unit entrance door. They shall not store or place any other objects in the hallway; including but not limited to, shoes, boots, umbrellas, empty boxes, garbage bags and plants.
- I. Owners, residents or their guests shall not damage or vandalize common areas or limited common elements. Units Owners will be held financially responsible for the repair of both interior and exterior common areas and limited common elements damaged by their tenants, family members, employees, agents, delivery persons, guests or pets.

5. COMPLAINTS

- A. Complaints and notice of violations must be reported in writing to the Board of Directors or the Management office.
- B. The complainant may be required to appear at the Board hearing to testify about the complaint. See Enforcement of Rules and Regulations.

6. CONSTRUCTION, ALTERATIONS AND REMODELING WITHIN INDIVIDUAL UNITS

- A. Any Unit alterations that require installation of new plumbing, electrical, partitioning and/or structural elements or other similar work may not proceed unless and until the Unit Owner receives permission in writing from the Association's Board of Directors. All such work must

be done by a licensed contractor. The unit owner shall provide proof in copy form of the contractor's license. All permits by governing authorities shall have jurisdiction and certificates of insurance for both the contractor and the Unit Owner to the Board for review and approval not less than thirty (30) days prior to the scheduled start of construction.

- B. Before construction begins, the Unit Owner shall submit to the Board of Directors a check for \$1000.00 payable to Ely Walker Condominium Association to serve as a damage deposit. The deposit will be credited against damages of any nature to the building, which may be incurred as a result of construction. If no damages occur and inspection after construction is satisfactorily completed, the entire deposit shall be returned to the Owner. The Owner shall be responsible for all damages incurred by the building in excess of the damage deposit.
- C. All outside contractors must be licensed and have obtained all the statutorily required permits.
- D. The unit door must be kept closed during the remodeling process. Any work being performed that generates dust or other airborne debris (i.e. plastering, floor sanding, or demolition) will require the Unit entrance and common area ventilation systems within the Unit be sealed with plastic tarps so as to minimize the effect on other residents.
- E. The Unit Owner will ensure that and shall be held responsible for the legal removal and disposal of all construction debris, carpeting, appliances and the like from the premises at the Owner/contractor's expense. Association building waste containers shall not be used for disposal of debris. If delivery of a dumpster is required, its placement and days on site must be approved by the Board or Management Company, in writing, prior to its delivery.
- F. Workmen shall clean up after themselves when bringing materials in or out of the building and when departing in the evening. Any failure to comply with regulations that necessitates that the building staff clean up common areas will result in a charge to the Unit Owner of \$80.00 per hour paid to the Association.
- G. Failure of any contractor to comply with these regulations after having received notice will result in the termination of access to the building until such problems are resolved.
- H. The Unit Owner shall be responsible for ensuring that contractors and tradesmen working in their Unit are familiar with and comply with these rules. The Owner shall be liable for any damage to the common elements or to any other Unit that may occur because of construction, alterations, additions, improvements, or drilling. The Association may take whatever remedial action it deems appropriate against the Unit Owner, including legal action as necessary to recover all damages including court and attorney expenses pertaining thereto.
- I. The Association reserves the right of entry through the Managing Agent, upon notice to the Unit Owner to inspect and review the installation of any plumbing; electrical; and all special and regular equipment and fixtures that require building permit or as may be necessary, in its sole discretion for preventative maintenance.
- J. Contractors shall not park their vehicles on the property.
- K. Construction and decorating materials may not be stored in the common areas.
- L. When construction materials and tools are being brought into the building, the Property Manager must be advised at least 48 hours in advance so that the elevator may be padded. See Elevators.
- M. Exterior doors may not be propped open or left unlocked

N. Renovations must be completed within ninety (90) days of the start date of work, unless an extension is granted in writing by the Board.

O. Construction and remodeling are permitted during the following hours only:

Monday through Friday:	8:00am to 5:00pm
Saturday(Quiet work only):	9:00am to 5:00pm (elevator use for construction or remodeling purposes prohibited)
Sunday and Holidays:	Not permitted at any time

7. COURTESY TO NEIGHBORS

Following are Rules and Regulations pertaining to courtesy:

- A. **Residents and their guests shall not permit excessive noise that disturbs other residents to emanate from any unit or the common area at anytime.** See enforcement of Rules and Regulations.
- B. Residents and their guests shall not permit parties or social gatherings to take place in, or guests to congregate in, any part of the Common Areas, other than the rooftop deck or community room consistent with the provisions of these Rules and Regulations. See Rooftop Deck and Community Room.
- C. Maintenance or repair work by a contractor, Owner or resident that is likely to disturb other residents must follow the guidelines listed in these Rules and Regulations under the sections titled Construction, Alterations and Remodeling within Individual Units.
- D. Quiet hours (10:00p.m. to 7:00a.m.) shall be observed on the rooftop deck, community room, fitness center, lobby, hallways and all other limited common element areas. Unit Owners, residents and their guests should exercise due consideration of the community and their neighbors in particular when engaging in loud activities.

8. ELEVATORS

In an event of an elevator malfunction, please contact the Property Manager immediately. If any person is trapped in the elevator, please immediately call the 24-hour emergency number. All the elevators are equipped with an emergency phone or call button. Rules regarding the elevator are:

- A. Signs and notices shall not be posted in the elevators or on the exterior elevator doors, except by the Board or the Management Company.
- B. Use of the elevator for delivery of furniture, major appliances, construction materials and other items requires protection of elevator walls and must be scheduled in advance with management. See Moving and Construction.
- C. City ordinance prohibits smoking in elevators.

9. EMPLOYEES OF THE ASSOCIATION

- A. Employees of the Association carry out day-to-day operations and maintenance of the building under the supervision of the Property Manager.

- B. Only the Management Company or the President of the Board of Directors can give verbal instructions or work orders to any building employee.
- C. Residents who hire Managing Agent's maintenance or other personnel to work in their units do so at their own risk. The Association insurance does not cover anyone for accidents or injury when working in any Unit (except under the direction of the Board or Management Company). Neither the Association nor Management Office accepts any responsibility for the quality of work done or for the employee's well being under these circumstances.

10. ENFORCEMENT OF RULES AND REGULATIONS

- A. Unless the Board, through the Management Company, is notified of rules infractions by homeowners (or other authorized occupants) that witness them, the rules cannot be enforced.
- B. Written Violation Notices are issued by the Management Company, or persons authorized by the Board or Management Company to do so, to the party allegedly committing the violation or allowing his family members, tenants, guests, invitees or pets to commit a violation when one of the following occurs:
 - a. The Management Company receives a Witness Violation Complaint. A sample Complaint form is attached as "Exhibit A" to this publication or can be obtained from the Property Manager.
 - b. Should a witness be unwilling to come forward and execute a Witness Violation Complaint for whatever reason; the witness should contact the Property Manager and/or a Board Member at the time of the incident.
 - c. The Management Company receives a letter of complaint which includes 1) the name, address and phone number of the complaining witness, 2) the owner's name and/or address where the alleged violating person resides, and 3) the specific details or description of the violation including date, time and location where it was alleged to have occurred.
 - d. A Board Member or the Property Manager issues a witness statement based on his or her own observations.
- C. Notice of Violation (N.O.V.)

A Notice of Violation for the first offense of a particular rule will be sent by U.S. postal service certified mail to the owner of record within 30 business days of the alleged violation. The Notice of Violation will include the specifics of the alleged violation along with the amount of fine to be imposed by default unless a hearing is requested within 10 business days after receipt of the Notice of Violation. Request for a hearing to protest the Notice of Violation must be given to the Board or the Property manager 10 business days after receipt of the Notice of Violation.
- D. If subsequent violation complaints are received in regards to the same rule within one year of a previous complaint or if the steps outlined in the first Notice of Violation to rectify the situation have not been taken, a successive Notice of Violation will be sent by U.S. postal service certified mail to the owner of record within 30 business days of the alleged violation or lack of compliance. The notice will include the specifics of the alleged violation along with the amount of fine to be imposed by default unless a hearing is requested within 10 business days after receipt of the Notice of Violation.
- E. Hearings

Provided the N.O.V recipient has properly requested a hearing, that person will be given a written notice informing him or her of a time and place where the Board of its duly authorized

committee will conduct a hearing to review the complaint. At that time, the N.O.V. recipient will have the opportunity to respond to the complaint. All hearings will proceed with or without the presence of the accused owner. The person signing the Witness Statement Alleging Violation must be present or the complaint will be dismissed and cannot be brought again for the same violation at the same time and place. The decision of the Board or its duly authorized committee shall be rendered in writing within 5 business days after the hearing and such decision shall be binding upon all parties.

F. Penalties / Fines

1. Rules and Regulations Violations:

- a. 1st offense - \$100 fine
- b. 2nd offense - \$250 fine
- c. 3rd offense - \$500 fine
- d. Subsequent offenses - \$200 weekly cash fine until the problem is rectified in the sole discretion of the Board, its duly authorized committee or the Management Company.
- e. Legal action for units with unpaid accounts of \$200 or more
- f. Rooftop / Community Room Penalties/Fine – See rooftop

2. Cost:

In the event of any violation of the Rules and Regulations, Declaration or By-Laws of the Association, the Board of Directors reserves the right to pursue any and all legal remedies to compel enforcement, legal and equitable. Any and all costs and attorney's fees shall be assessed back to the account of the offending owner.

- G. The foregoing notwithstanding, neither the Board of Directors nor the Management Company serves as the police department or as a referee between disputing residents and may choose not to process a complaint if the Board of Directors or Management Company deems the matter inappropriate.

11. EQUIPMENT AND SYSTEMS

- A. All common area systems, including heating, air conditioning, ventilation and plumbing are to be used only for the purposes which are designed and intended.
- B. No resident may in any way interfere with the operations of these systems, nor may use them for their personal purpose.
- C. Only Association employees may alter or adjust the settings of any common area system or equipment.
- D. Residents shall not prop open doors for use of hallway air conditioning or heating.

12. FIRE SAFETY

- A. Under no circumstances shall any person attempt to remove, dismantle, disconnect or otherwise disable smoke detectors, emergency lighting, fire sprinkler systems, fire extinguishers or other life-safety equipment in common areas or within their Units.
- B. No person shall use any common area fire extinguisher except in emergency situations.
- C. Residents shall not tamper with smoke detectors within their Units. If one of these detectors malfunctions, the Unit Owner must immediately have it replaced or repaired, and be compatible with building systems.

- D. Unit doors should not be propped open and left unattended. This poses a threat to the fire resistance rating of corridors and allows smoke and flames to reach the corridor or Unit unimpeded.
- E. All electrical wiring in Units must conform with all applicable electrical codes. Electrical outlets must not be overloaded.
- F. Except for reasonable quantities of ordinary household products, no hazardous materials may be stored in a Unit or storage unit. The following substance/materials may not be stored or used in the building at any time: flammable liquids, explosives, corrosive, biohazards, poisonous, noxious or radioactive materials or any other substance/material that may compromise the safety of the building or any of its occupants or users. No firearms or ammunition may be stored in a Unit unless the resident has an appropriate firearms permit or is a commissioned Law Enforcement officer.
- G. **Any person tampering with or attempting to remove any Common Area Fire Safety equipment will immediately be fined \$1000.00. Any Insurance increases or fines levied against the Association by Governmental Authorities will also be billed to the offender. Additionally, if anyone is injured or property damaged as a result of such tampering, the offender may be subject to severe civil or criminal penalties.**
- H. Any owner, tenant or their guest causing the sounding of a false fire alarm through violation of any rule will immediately be fined \$250.00. Any insurance increases or fines levied against the Association by Governmental Authorities will also be billed to the offender. Additionally, if anyone is injured or property damaged as a result of such incident, the offender may be subject to severe civil or criminal penalties.

14. GARBAGE CHUTES AND ROOMS

There are trash chutes on each floor of the building. The building has a garbage/dumpster room on the first floor directly below the chutes.

- A. Use of garbage chutes before 8:00 a.m. and after 10:00 p.m. is prohibited. This is in consideration of Units located around the chutes.
- B. All garbage must be securely bagged in leak-proof plastic bags or containers before being transported from Units.
- C. Garbage chutes shall not be used to dispose of large boxes, rugs, brooms, and other large or bulky items. Legal disposal of any such items is solely the responsibility of the Unit Owner(s). All boxes must be broken down and placed into the recycling container provided in the first floor garbage room.
- D. Residents are prohibited from disposing of any glass down the garbage chutes. Instead it should be brought down to the first floor and placed in the garbage room.
- E. Residents are prohibited from disposing of cat litter, diapers and similarly noxious smelling items except in bags or containers which contain such odors.
- F. Residents are prohibited from disposing of burning, toxic, flammable, or other dangerous materials in the garbage rooms or down the garbage chutes.
- G. Residents shall not dispose of any appliances, large furniture, construction debris, and carpeting in the garbage room. Such items must be removed from the premises at Owner's expense.
- H. **Nothing is to be left in any of the small trash chute rooms above the first floor.**

15. INSURANCE AND LIABILITY

- A. The Association carries insurance covering the building structure and liability in the common areas. To obtain a copy of the Certificate of Insurance please contact the Management office.
- B. All Unit Owners are responsible for providing insurance for their Units and contents, in accordance with the Declaration. Unit Owners are responsible for any damage to any other Unit, Common Area or Limited Common Element that arises as a result of the use of their Unit.
- C. At all times, Residents are responsible for their own personal property both in their respective Unit and in any common area. Residents are advised to obtain their own personal property insurance.

16. MOVING

- A. Owners must notify the Association and the Management Company no less than seven (7) days prior to any person moving in or out of their Unit. Moves must be scheduled with the building management.
- B. When any person is moving in or moving out of the building, said person shall deliver a security deposit of Two Hundred Fifty Dollars (\$250.00) to the Management Company, of which \$25.00 is non-refundable. The remainder of the deposit will be held until building management determines that no damage was caused to premises by said person while moving in or moving out. If no damages are incurred, then Two Hundred Twenty-five Dollar (\$225.00) shall be promptly returned.
- C. Prior to any move in or move out, a condition assessment of the lobby and the path to the unit shall be completed.
- D. After the move is completed, a condition assessment will be completed in order to determine whether any damages were caused during the move.
- E. In the event that damage occurs during a move in or move out and the costs to repair the damages exceed the refundable deposit, then the responsible party shall be billed for the remaining costs to repair the damages.
- F. In order for a person to reserve an elevator to be used during a move in or move out, said person, must make a reservation management office at least seven (7) days in advance. Elevators are reserved on a first come, first served basis. Furthermore, the elevator key shall not be given to the person making the reservation until the security deposit referenced in Paragraph B of this Section is received by building management.
- G. A reservation to use the elevators will not be granted for a move in or move out until all current and outstanding assessments related to the respective building unit are paid in full.
- H. To maintain building security during moves, the residents moving must have a person positioned at the building entranceway being used. **Entrance doors shall not be left open and unattended.**
- I. Moving vans and trucks cannot be parked to limit access to a driveway or parking spaces.
- J. If dollies are used, they must have rubber wheels to prevent any damage to floors, stairs and elevators.
- K. Only the large South elevator may be used for moving.
- L. **Only the rear entrance (on St. Charles St.) shall be used for a move in or move out.**

M. Moving in or out of a Unit may take place only during the following hours:

Monday – Friday	9:00a.m. – 9:00p.m.
Saturday	10:00a.m. – 9:00p.m.
Sunday	10:00a.m. – 9:00p.m.

17. OWNER / RESIDENT INFORMATION

In addition to any Owner information required in other sections of Rules and Regulations, each Owner shall provide the Association with an e-mail address, current residential address, and daytime and evening phone numbers. E-mail will be the favored delivery form of communication. Keeping your information current with the Association is necessary. The operation of the building, including implementation of appropriate building security systems, requires the Association and the Management Company to know the identity of all unit owners and other residents of the building.

18. PETS

- A. Residents may house no more than two pets and a reasonable number of fish, small birds, or caged animals normally maintained in households.
- B. No pet shall be maintained for breeding or other commercial purposes.
- C. Pet Owners must register their pets with the Management Company within 10 days of moving into the building or acquiring new pets. Any pets not registered within 10 days shall be permanently removed from the building upon written notice from the Board. The decision of the Board is final.
- D. All pets must be carried, kept on a short lease, or in a carrier when in ANY common area in the building or adjacent grounds.
- E. Pets may not perform elimination functions (i.e. urination or defecation) in any part of the building or nearby premises.
- F. Pet elimination functions (i.e. urination or defecation) are prohibited within 50 feet of any building entrance.
- G. The person walking the pet must remove all pet defecation immediately.
- H. Any accidental elimination functions by a pet in the building must immediately be cleaned up. The cost of any additionally needed cleaning and deodorizing due to pet's elimination shall be charged to the Pet Owner.
- I. Pet Owners are fully responsible for any property damage or personal injury caused by their pets.
- J. Pets that cause injury to any person or other animal on the property: continually disturb Residents; or cause damage to a Resident's or the Associations property shall be permanently removed from the property by direction of the Board.

19. ROOFTOP DECK, COMMUNITY ROOM, FITNESS CENTER

- A. Only residents and guests accompanying residents are permitted to use the rooftop deck, community room or fitness center.

- B. Residents and their guests shall not walk on any areas on the roof outside the deck railings. In view of the seriousness and dangerousness of any such activity, the resident upon the first infraction of this rule will incur **a fine of at least \$500.00 and rooftop usage privileges will be lost for up to one year.**
- C. Nothing may be thrown or intentionally dropped over the edge of the roof and no residents or their guests may walk on the roof surface. In view of the seriousness and dangerousness of any such activity, the residents upon the first infraction of this rule will incur **a fine of at least \$500.00 and rooftop usage privileges will be lost for up to one year.**
- D. Children under the age of 12 must be accompanied by an adult at ALL times.
- E. No fireworks are allowed on the roof.
- F. All pets must be leashed at all times.
- G. All garbage and waste is to be deposited in the provided containers or rooftop trash chute. **A fine of at least \$100.00 for all clean up charges.**
- H. Sleeping and or camping out all night on the roof or community room is not permitted.
- I. Proper attire is required on the roof. No nude or topless sunbathing is permitted.
- J. Radios, CD players and the like should NOT be operated at loud volumes. ALL MUSIC MUST BE TURNED OFF AT 11PM. **A fine of at least \$100 and rooftop usage privileges will be lost for up to one year for ANY noise complaints.**
- K. **Rooftop Deck, Community Room and Fitness Center hours are 6am – 1am 7 days a week. Any residents occupying any of the rooftop spaces after hours will incur a fine of at least \$100.00 and rooftop usage privileges will be lost for up to a year.**
- L. The Community Room is available for functions and social events during the times of 10am - 11pm 7 days a week excluding national holidays. Please contact the Management Office for details and availability.
- M. All garbage and waste is to be deposited in the provided containers.
- N. Any additional rules posted by the Board or Management Company pertaining to the rooftop, community room and fitness center use must be followed.
- O. Community Room is available for functions and social events at the following times:

Monday – Sunday 10:00 a.m. – 11:00 p.m.
- P. The following restrictions apply to the Community Room functions:
 - a. Functions are limited to 50 people
 - b. The rooftop is not able to be reserved.
 - c. The reservation request must be presented to the Board or Management Company at least 7 days prior to the event. Reservations are on a first-come, first-served basis.
 - d. A security deposit of \$150.00 will be required at the time of the reservation.
 - e. A reservation must be made if there are over 10 people expected at the event.

- f. Reservations will only be granted if assessment payments are up to date.
 - g. Only Unit Owners may reserve the Community Room. A lessee can reserve use only through their Unit's Owner.
 - h. Temporary decorations are allowed but MUST be promptly removed at the end of the function. No nail, screws, rivets or other fasteners may be used on any common area property for any decorative purposes whatsoever.
 - i. Trash must be removed from the trash receptacles and the community room by the Owner.
 - j. The Community Room is to be returned to the same condition it was prior to its use, immediately following the event. Failure to do so will result in loss of the deposit and a charge to the Unit Owner of \$80.00 per hour for necessary cleaning. The Resident/Owner may also lose community room and rooftop deck usage privileges for up to three (3) months.
 - k. The Unit Owner is responsible for any damages caused to the Community Room or any other common area by his/her guests.
 - l. All above listed Rooftop, Community Room and Fitness Rules and Regulations must be followed by all guests of the Owner/Resident.
 - m. Failure of a Unit Owner to reserve the Community Room for a function with 10 or more people will result in a fine of at least \$150.00 and rooftop and community room privileges may be lost up to three (3) months.
- Q. Use of Fitness Center and equipment is at your own risk. The Association and Management Company assumes no liability for injuries or accidents that may occur.

20. SALE OF UNIT

- A. All assessments must be paid in full prior to the closing of the sale.
- B. The selling Owner is responsible for transferring his/her copy of the Declaration, Bylaws and the Rules and Regulations to the purchaser.
- C. The Association does not inspect Units at the time of sale, and makes no warranty whatsoever regarding compliance of the Unit with building codes or Association rules.
- D. Processing Fees to be paid to Management Company
 - a. Condominium Questionnaires: \$25.00 per page processing fee paid prior to the release of any information.
 - b. Resale Certificates: \$50.00 fee for standard processing (up to 10 business days); \$75.00 fee for express processing (3-5 business days) or \$100.00 fee for expedited processing (1-2 business days). Processing fee paid prior to the release of any information.
 - c. Transfer of Ownership: \$115.00 processing fee charged at closing to seller.

21. SECURITY

It is necessary that all Owners, residents and guests strictly adhere to all rules so as not to jeopardize the safety of any Ely Walker Lofts Resident.

- A. Entrance doors to the property shall never be left unlocked or propped open. If a resident notices an entrance door in such a state, he/she should immediately close and lock the door, and notify the Management Company of the incident.
- B. No solicitation is allowed in the building by any person, including solicitation by Unit Owners and residents on behalf of others. A resident who identifies someone soliciting in the building during business hours should notify the Management Company immediately and the police if solicitation is taking place after hours.
- C. **When having a social event or open house, residents shall meet anyone they do not personally know at the entrance to the building. They shall not let these people gain entrance using the intercom system.**

22. STORAGE LOCKERS

- A. Each Unit is allocated one (1) storage locker. Storage lockers are located in the basement of the building.
- B. All storage lockers will be identified with the residential Unit number.
- C. Residents using a storage locker other than the one designated may be opened and their contents may become the property of the Association or destroyed, at the full cost to the property Owner.
- D. Storage of items outside the lockers is not permitted, including without limitation, bicycles. Bicycles should be stored in the provided bike racks located in the North East corner and South West corner of the garage.
- E. No flammable liquids may be stored in storage lockers.
- F. The Association is not responsible for the damage or loss of any item stored in a storage locker.

23. WINDOWS

- A. Unit Owners are prohibited from replacing windows
- B. Posters, banners, advertisements, and signs shall not be displayed in Unit windows.
- C. No resident may cover their window with newspapers or magazines at any time.
- D. Unit Owners are prohibited from removing the window blocks.
- E. No item may be placed or stored on exterior window ledges or sills at any time.

END OF ELY WALKER LOFTS RULES AND REGULATIONS



“Exhibit A”

Rule Violation / Incident Complaint

Witness Information

Name _____

Unit # _____

Phone # _____

Violation Information

Name of Violator or Host of Violator _____

Unit #, if known _____

Date of Violation/Incident _____

Time of Violation/Incident _____

Location of Violation/Incident _____

Description of Rule Violation/Incident Complaint

Witness Name _____

Witness Signature _____

Date _____

Please forward your complaint form to the Management Company by placing this completed form in the appropriate mailbox at either entry of the building or by the management office.