

Updated October 19, 2023

## Hampton Hall Condominium

### Residents' Manual

Emergency Telephone Numbers

Fire Evacuation Procedures

House Rules & Regulations

Bylaws

Declaration of Condominium

## **EMERGENCY TELEPHONE NUMBERS**

Fire, police, or paramedics	911
Hampton Hall Maintenance Office	412-687-5500
Rj Community Management	412-550-0003 (24/7 emergency answering service)

### **SAFETY EMERGENCIES**

Your smoke alarm will alert you to smoke in your unit, but it does not trigger the building alarm system. If you have a genuine fire emergency, you should immediately **PULL THE LEVER ON THE FIRE ALARM IN THE HALLWAY**. The hallway device sets off the alarm for evacuation of the building, plus it automatically calls the fire department.

Always activate fire alarm or **call 911 first**, and then call maintenance (during working hours) or Rj Community Management (after working hours).

The person sending the alarm must designate someone (family member or neighbor) to meet the emergency personnel at the front door when they arrive.

### **WATER EMERGENCIES**

In the event of a water leak, risk of imminent property damage, or other emergency, call maintenance immediately. After hours, please call Rj Community Management at 412-550-0003 who will coordinate appropriate response parties. If your emergency requires fire, police, or paramedics, your first call should be 911.

### **LOCKOUTS**

The Association and Rj Community Management are not responsible if you forget or lose your key. During maintenance staff's normal working hours, you can ask maintenance staff to unlock your door. The association does not provide after-hours lock-out services. Residents are encouraged to leave a key with a trusted neighbor.

## **FIRE EVACUATION PROCEDURES**

1. When the fire alarm sounds, it is notice to evacuate the building. Take the nearest stairs to the ground floor and exit the building. Congregate at a safe distance away from the building and remain there until the Fire Department says it is safe to re-enter. (Do not use the elevators during a fire evacuation. Do not go to the roof unless there is no other means of escape.)
2. If you are trapped in your apartment, place wet towels at the bottom of your doors to help block smoke from entering your apartment. If there is smoke in your apartment, lie on the floor; the air there will be the most breathable. Beware of opening windows, as that can draw the fire toward you.
3. DO NOT call the Maintenance Office or Management Company to ask if it is a false alarm; this ties up the phone lines and could interfere with evacuation and rescue.

Our central fire alarm system is directly tied into the Fire Department reporting system. When the alarm goes off, the Fire Department responds and takes charge. The alarm must not be silenced, and residents must not re-enter until the Fire Department completes its inspection and gives the "all clear."

### **Don't Cause a False Alarm**

- ▶ DON'T vent cooking smoke into the hallway; it will set off the fire alarm. If you burn the toast, **open a window, not your door** for ventilation.

*Amended and republished October 19, 2023.*

## Hampton Hall

### House Rules & Regulations

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## **INTRODUCTION**

Hampton Hall, a landmark building, is a wonderful place to call home. It was built in 1928 as a luxury apartment building and is now a condominium. The building is admired for its lovely brass entrance doors, its richly textured stucco, its gracefully arched doorways, its handsome lobby tile, its roof garden, and many other amenities. In 1985, the Pittsburgh History and Landmarks Foundation awarded the designation of historic landmark to Hampton Hall on the basis of its architectural distinction. Hampton Hall is entirely residential.

The Hampton Hall Condominium Association consists of the owners of the 55 apartments. The Association's affairs are governed by an elected Executive Board. The Association's Governing Documents consist of the Declaration of Condominium, the Bylaws, and the House Rules & Regulations. All owners are bound by these governing documents and any duly adopted additions or amendments.

The Executive Board employs a professional Management Company to assist it with the management of the building and of the Association's financial affairs. The day-to-day operation and maintenance of the building are handled by staff headed by the Facilities Director. If you have questions or problems, you should contact the Facilities Director or the Management Company. As a general rule, you should not call members of the Executive Board with your questions and problems (except in an emergency), as they are volunteers who are not compensated for their service.

## **Duties of Owners**

**Specific Responsibilities:** Each owner and resident is responsible to be familiar with and to comply with the Governing Documents of Hampton Hall, which consists of the Declaration of Condominium, Bylaws, and these Rules and Regulations. Violations may result in fines or other penalties.

**General Duty:** In addition to complying with the specific requirements set forth in the Governing Documents, it is the duty of each owner and occupant to exercise reasonable care, so as not to infringe on the rights of the Association or of individuals at Hampton Hall. This includes conducting oneself so as not to cause harm or undue risk of harm to persons or property, and so as not to cause undue annoyance or inconvenience to others. Owners and other residents are responsible for the conduct of their invitees (whether social guests, contractors or others).

## House Rules & Information

### Air Conditioners

In choosing a window air conditioner, the Association encourages energy-efficient, low profile units. Units that leak and stain the exterior of the building are not permitted. Units should be installed in such a way as to not detract from the appearance of the building (see Windows and Exterior). Owners are encouraged to remove window air conditioners in the winter months. They may be stored in the bicycle storage room, with Unit number clearly marked.

### Alterations and Repairs

An owner may undertake repairs or alterations only within the confines of his/her own apartment. Work shall be restricted to the hours between 8:00a.m. and 5:00 p.m., Monday through Saturday. It is considerate to forewarn neighbors - up, down, and sideways - if it is anticipated that the work may be noisy or otherwise create a disturbance. Our Management Company or Facilities Director can suggest experienced contractors who charge reasonable rates, including plumbing, electrical, painting, appliance repair, etc. Because a building of this vintage requires special care, you are encouraged to use these suggested contractors. For any work on the plumbing pipes, you are **required to use a licensed plumber**. The Facilities Director can assist you in arranging for contractors. (This is offered as a convenience. The Association does not profit by nor warrant their work.)

If you cannot be present, you can arrange with the Facilities Director to let the contractor into your apartment.

Fumes and dust must not be vented through doors leading to the hallway or utility corridor. For painting or other work which might involve fumes or dust, ventilation must be provided through windows or exhaust fans.

Before beginning any alterations, including but not limited to plumbing and electrical work, the unit owner must obtain written approval of the Executive Board. The following should be submitted to the Management Company, in order for the Board to consider a request for approval:

- A plan showing the scope of alterations, particularly as it affects any interior boundary wall, exterior walls, exterior doors, screening, windows, structural or load-bearing members, electrical, and plumbing facilities.
- Building, plumbing, and electrical permits. All work performed must comply with all existing building, fire, electrical, plumbing and safety codes and insurance requirements.
- A list of an contractors you intend to use.

- o Electricians must be registered and licensed to do business in the City of Pittsburgh. Plumbers must be registered with the Allegheny County Health Department and approved by the Board.
- o Contractors must submit certificates of insurance showing that they carry general public liability insurance coverage in a minimum of \$300,000 combined single limit for bodily injury and property damage, completed operations insurance, workers' compensation insurance, and automobile liability insurance.
- Descriptions of any appliances you intend to install. See section on Appliances & Fixtures regarding restrictions and need for board approval.

Maintenance staff should not be asked to do repairs or other work for individual owners during regular working hours, except in an emergency. However, outside of working hours, staff members are free to make their own individual employment arrangements.

### **Animals**

No pets or other animals of any kind are allowed in Hampton Hall, either permanently or temporarily. Your guests must leave their pets at home.

### **Appliances, Fixtures, etc.**

**No space heaters** or other auxiliary heating units shall be installed or used in the building. Any owner wishing to install a new appliance, such as a central air conditioner or a washer/dryer, must obtain prior written approval of the Executive Board (except to replace an existing unit). Board approval will only be given for high efficiency clothes washer and dryer combination units. Sink disposal units are not allowed (except to replace an existing unit). See "Air Conditioners" re window units.

### **Bulletin Boards**

Residents may post personal notices on the bulletin boards in the mail room and laundry room. Notices should be small (e.g., a 3x5 card). Please date notice and remove them within two weeks. Residents may not post notices anywhere else in the building. No business or commercial signs, solicitations, or the like shall be posted anywhere on the property.

### **Cables**

Management must be notified if you wish to install television or other cables visible from outside the building. The main concerns are to avoid damage and maintain a neat appearance. Cables must be securely anchored, and converge neatly with existing cables, to avoid an unsightly spaghetti appearance. Contact management for more information.



### **Carts**

Grocery carts and a luggage cart are stored in the basement laundry room/utility corridor and are available for use by all residents. Do not take these carts on the passenger elevators; use the freight elevator. **Please return carts promptly to the laundry room when done and ensure that the elevator doors are completely closed.** Nobody else will put the cart away for you, and your neighbor may be waiting to use it.

### **Deliveries**

Furniture, appliances and other large items should be brought in through the back door and carried in the freight elevator. Do not use the front door or passenger elevators for such items. When scheduling delivery, coordinate with the Facilities Director to make sure the freight elevator is available, and so he can direct and oversee delivery people in use of the parking lot, back door, and freight elevator.

### **Dress**

Appropriate attire in public areas is expected. Although bathing suits and bare feet are acceptable in the roof garden, footwear and a shirt or top must be worn in other public areas, including hallways, elevators, lobby, and ground floor outdoor areas.

### **Elevators**

Our vintage passenger elevators with their brass gates are lovely, but they must be operated properly to avoid injury. These are not like modern elevators where you can stick your hand in front of the door to stop it from closing. Hands should be kept away from the gate, and the door should be opened promptly when the gate opens. Residents are responsible to ensure that their guests use the elevators properly.

Do not use the passenger elevators for transporting items which could scratch, soil, or otherwise damage the paint, wallpaper, carpet, or any other part of the elevator. For example, and without limitation, the passenger elevator should not be used for carrying furniture, grocery carts, luggage carts, or bulky equipment. Use the freight elevator.

On the freight elevator, both the door and the metal gate need to be opened and closed manually. Be sure to close both gate and door when you exit the elevator, so that it can be called from other floors.

## **Fire Safety & Smoke Alarms**

Your smoke alarm will alert you to smoke in your unit, but it does not trigger the building alarm system. If you have a genuine emergency, you should immediately **PULL THE LEVER ON THE FIRE ALARM IN THE HALLWAY**. The hallway device sets off the alarm for evacuation of the building, plus it automatically calls the fire department.

If you do not have a real emergency -- e.g. if your apartment alarm was set off because you burnt the toast - what should you do? Open your window and fan the smoke away from the smoke detector until the noise stops. But **DO NOT OPEN YOUR DOOR TO GET RID OF THE SMOKE IN A NON-EMERGENCY**. Venting your smoke into the hallway can set off the building fire alarm - resulting in evacuation of the building and the arrival of the fire trucks.

What if your neighbor's apartment alarm goes off, and they don't respond to knocking on the door? Better to be safe than sorry: pull the hallway alarm.

All fire alarm devices, whether located inside individual units, or hallways are considered to be Common Elements. This means that the devices are maintained and replaced by the Association. Anyone removing, dismantling, or intentionally damaging any of the devices will be subject to maximum penalties by the Association and possibly by the City of Pittsburgh.

## **Insurance**

Insurance agents advise that condominium owners should purchase an H06 policy to cover your personal belongings and a liability policy. Loss Assessment Insurance is also recommended. To assess your individual insurance needs, your agent will need to review the Association's governing documents and the Association's Master Policy. You or your agent may consult the Association's insurance agent concerning coverage provided by the Master Policy. Copies of the governing documents and contact information for the Association's insurance agent may be obtained from the Management Company.

## **Keys & Security**

Security requires the cooperation of all owners and residents. The building and parking lot are secured areas. Keys to the building should be used only by the owners or their tenants. Keys must never be given to nonresidents, including employees and contractors. Doors and gates must never be left open and unattended. Do not admit anyone you don't know. It may seem impolite not to hold open the door for someone, but it could be dangerous. Never buzz in anyone you don't know. For example, if you have a pizza or UPS delivery, meet them at the locked door; don't buzz them, sight unseen, into the lobby.

It is essential that staff have access to all apartments. This is both for your protection (e.g. to render assistance in the event of illness, accident, or fire) and for the protection of the building (e.g. to respond rapidly to water leaks, fire or pests). Accordingly, all owners

are required to provide the Facilities Director with a key to their apartment. The keys are deidentified, coded, and accessible only to Management and Staff. They are used only in the event of emergency or as authorized by the unit owner. If you do not provide a key, the Association reserves the right to have a locksmith drill the lock or otherwise gain access forcibly for good reason - e.g. for emergency investigation and/or response to a water leak. You will be responsible for any attendant expense and repair damage.

Dead-bolt locks may be installed on apartment doors, so long as the original hardware is not removed and the additional hardware is brass.

Lost building keys (common area keys / parking gate operators) can be replaced at a fee of \$250.00. If you need an extra key temporarily for a houseguest, it will cost \$250.00 non-refundable.

### **Laundry Room**

Laundry facilities are provided in the basement for the exclusive use of residents. An assigned laundry room locker is provided for each residence. Clean the lint trap each time before using a dryer, because lint build-up can lead to overheating and fire risk. Improper use of the facilities (which could harm the equipment, plumbing or the next person's laundry) is not allowed. For example, do not use any dyes; do not wash/dry oily rags; do not pour chemicals down the drain. Because the basement facilities are shared by all, no resident may use more than two machines at a time (two washers, two dryers, or a combination of one washer and one dryer), and laundry should be removed promptly at the end of a cycle. Please clean up after yourself, to keep the laundry room clean and neat for others.

### **Library**

Adjacent to the mailroom is a library of books donated by residents for the enjoyment of their fellow residents. Guidelines for borrowing books are posted. If you wish to donate books, there is a box in the room where you may leave them.

### **Lobby, Hallways, etc.**

Our beautiful brass doors, tiles, carpet, walls, etc., need to be properly respected. Bulky items (e.g. furniture) or anything that is rough, dirty, or for other reasons might scratch, soil or otherwise cause harm, should not be carried through the brass doors or the lobby area.

Common areas such as the lobby, hallways, utility corridors and stairwells should be kept clear, both for aesthetic and safety reasons. Personal belongings are not to be left in common areas. This includes umbrellas and boots, which are not to be left in the hallways. Leaving winter gear to drip in the hallway is harmful to the carpet; please take it into your own apartment to dry. Any lockboxes or other utilitarian items must be discreet. Any decorations on unit door must be in keeping with the tasteful aesthetic of the building. An owner may be required to remove any decorations deemed by the board to be offensive or inappropriate.

## **Maintenance**

As an owner, you are responsible to maintain your unit in good repair and clean condition in conformity with the bylaws, and so as not to unreasonably interfere with the use and enjoyment of other apartments or Common Elements. If there is any damage to other units or Common Elements resulting from failure to properly maintain your unit, you will be responsible.

Maintenance of the common areas is the responsibility of the Association and is handled day-to-day by our maintenance staff. Problems should be reported to the Facilities Director or the Management Company.

## **Monthly Condo Fees**

Your monthly fees cover your share of the cost of operating and maintaining Hampton Hall, based on the budget which is adopted each year by the Executive Board and distributed to all owners. Your fees also include an averaged monthly charge for electricity, based on your apartment's usage in the prior year (unless you are billed directly by Duquesne Light). Each year, the Management Company may provide a coupon book for mailing in your payment. If you prefer to arrange automatic debit from your bank account, contact the Management Company. Payments are due and payable on the first of each month. Late payment of fees and other assessments is subject to stiff penalties and interest.

## **Moving**

**All moves must be scheduled and approved in advance by the Managing Agent. THERE ARE NO EXCEPTIONS.** This is essential because the building equipment and staff can only accommodate one move at a time. If you are planning to move in or out, contact the Managing Agent. These requirements apply to all moves, regardless of whether handled by a professional moving company or by the resident.

Regular Hours for moving in or out of the building are limited to Monday through Friday, from 8:00 a.m. to 3:00 p.m. By special advance arrangement with management, a move can be extended into Overtime Hours, which are 3:00 p.m. to 6:45 p.m. Monday through Friday, and 9:30 a.m. to 2:00 p.m. Saturday. A fee of \$25 per hour (or in an amount prescribed by the Executive Board) is charged for moving during Overtime Hours, as we must have a staff person on duty during all moves. There is a minimum 2-hour charge for Overtime. No moving is permitted on evenings or Sundays. The violators will be fined \$. If your move-in or move-out cannot be completed during permitted hours on the date scheduled, it will be necessary for you to have the moving firm hold your household goods until the following available day.

No more than one move will be allowed on any date, so it's important to get your desired date on the schedule as early as possible. Parking of moving vans or trucks,

loading/offloading, staging, etc., must all be done in accordance with instructions from the Facilities Director, in order to minimize inconvenience to other residents, avoid damage, and protect security. The sign identifying a Unit number and a contact phone must be temporarily displayed on the moving van/truck during loading/unloading. Household goods must be moved only on the freight elevator, not on the passenger elevators. Access must be through the rear door, not the front entrance or side door. Owner-lessors are responsible for ensuring that their tenants make the necessary arrangements with the management and comply with all rules.

Moving firms must submit certificates of insurance showing that they carry general public liability coverage in a minimum amount of \$300,000 single limit bodily injury and property damage, completed operations insurance, workers' compensation insurance and automobile liability coverage.

The unit owner is responsible for the security of the building during his/her move (or the move of his/her tenant) and for any damage done to the building, its grounds, or the property of other unit owners or residents.

### **Noise**

As a matter of common courtesy, take care not to make (or permit your visitors to make) excessive noise that might disturb your neighbors, especially after 10:00 p.m. Sounds from common areas (e.g. hallways, utility corridors, stairways, the front porch and walkway, roof garden, and the parking lot) carry into neighboring apartments. Please act considerately when using these areas, especially after 10:00 p.m. The city of Pittsburgh has a noise ordinance ([https://apps.pittsburghpa.gov/dcp/Noise\\_Amendments\\_-\\_FINAL.pdf](https://apps.pittsburghpa.gov/dcp/Noise_Amendments_-_FINAL.pdf)).

The thick walls of Hampton Hall provide good - but not perfect - soundproofing. Television, music, and other noise within your apartment should be kept to a reasonable level. The hardwood floors are lovely, but they tend to amplify noise. Residents should take care to avoid excessive noise that might disturb neighbors. This might involve, for example, the use of rugs or removing shoes indoors. Inherently noisy activities, such as vacuuming and running the dishwasher, should be avoided after 10:00 p.m. when neighbors may be trying to sleep. If necessary to resolve a noise problem, the Executive Board may require an owner to install carpeting.

### **Parking Lot**

Every numbered parking space is individually owned by a unit owner. Unfortunately, we have no extra parking spaces for guests in our lot. Parking without authorization, and any obstruction of the facility, is prohibited. Vehicles improperly parked anywhere in the lot are subject to fine and towing. Cars parked without authorization in a numbered space are subject to towing by the owner. If an improperly parked vehicle belongs to a nonresident, the owner of the unit being visited is also subject to a fine and charge for any attendant expenses.

If you have a special need for temporary parking, e.g. a contractor who needs access to equipment in a van, contact the Facilities Director then they will try to find an available space. By the same token, if you know your space will be vacant - e.g. during a car trip out of town - we encourage you to let the Facilities Director know that your space will be temporarily available.

The space with the RESERVED sign is for the use of the maintenance staff. The maintenance staff may authorize temporary use of that space by someone with a special need, such as a contractor or an overnight guest from out of town. Such temporary use is allowed only by pre-arrangement with the Facilities Director, who will issue a parking tag indicating the date and time the vehicle is authorized to park. Any vehicle parked in the RESERVED space must have a current tag prominently displayed and showing the unit number and a phone number where the driver can be immediately contacted.

Our lot is small and cramped. It is important that no vehicle create an obstacle, by reason of either its size or manner of parking. Vehicles should be parked far enough inside the painted lines, so that the doors of neighboring cars can be easily opened for passenger loading and unloading. Further, vehicles should be parked all the way forward to the concrete bumper, so that other vehicles can maneuver in and out of nearby spaces.

**Only passenger vehicles may be parked in the lot. Commercial vehicles recreational vehicles, etc., are not allowed, except for temporary parking of contractor or delivery vehicles explicitly authorized by management or staff. The Executive Board may make arrangements or exceptions for other specific parking needs at its discretion. Motorcycles, or other vehicles emitting excessive levels of noise, are not allowed.**

All vehicles must be properly licensed and registered and be in good working condition.

### **Entry Code**

An entry system to the parking lot is located on the right hand pillar as you enter the lot. Two codes are programmed for access to the lot by residents and by contractors or other workers. Residents may obtain the codes by contacting the management company. Residents are not permitted to disclose the code to anyone except authorized persons.

### **Plumbing**

Like any vintage building, Hampton Hall's plumbing requires tender loving care. Plumbing work should only be done by plumbers experienced and attentive to the problems of antique plumbing. Maintenance staff can assist you in arranging for an approved plumber. If you wish to use a particular plumber not already on the approved list, contact the Management Company to request approval.

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**REPORT CLOGGED DRAINS TO MAINTENANCE IMMEDIATELY.**

**NEVER POUR DRANO OR OTHER CHEMICAL PRODUCTS  
DOWN THE DRAIN.**

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Clogged drains must be fixed promptly, or they can cause major problems. Repairs are paid for out of maintenance budget. Ordinary chemicals destroy the pipes. If a chemical agent is needed, maintenance will apply a special product that does not damage the plumbing.

**Report water leaks immediately** to maintenance (or to the Management Company after hours, in case of imminent property damage). If the staff cannot resolve the problem themselves, they can arrange for an approved plumber. Unchecked leaks, whether from faulty plumbing or other sources, can cause damage not only to your apartment, but to other apartments and common areas as well. You may be responsible for damage to other apartments or common areas that result from failure to maintain your apartment properly or from failure to notify the Association of a problem.

Residents must maintain easy access to pipes and valves. Some access panels are in closets; even here residents must avoid blocking access to the shut-off valves, because water damage may occur in minutes if valves cannot be shut off quickly.

For both environmental and budgetary reasons, we should make an effort not to waste water. If you have a dripping faucet or running toilet, notify maintenance. Maintenance staff or a plumber may be able to adjust fixtures to eliminate or minimize these problems.

**Rental of Units Prohibited**

Hampton Hall is a residential condominium of owner-occupied units. Rental of units is not permitted under the Bylaws except in limited circumstances and with advance approval by the Executive Board. If rental is approved, it must be by written lease for a minimum of one year and must include a required Lease Addendum. **Tenants will not be permitted to move in until the Board approves the rental of the unit.** The Owner must inform tenants of all rules and requirements and must ensure compliance. In the event of any violation, the owner will be jointly and severally responsible with the resident for any fine, costs or other consequence of a violation. The Board may require a security deposit be posted by the Owner to cover damages to the Common Elements and/or any infractions of the governing documents. No sublets are allowed. Consult the Management Company if you have questions.

(Note: Some owners purchase units to provide a home for a relative. A unit occupied by a close family member - meaning a parent, child, grandchild, or sibling of the owner -- is not considered a rental unit.)

### **Roof Garden**

The common roof garden is available to residents from 8:00 a.m. to 10:00 p.m. Residents may use the grassy area and the deck. Users are not allowed on the graveled area, which can be damaged by traffic and the occupancy permit does not permit it, nor in the two small fenced gardens, which are private property. Please clean up after yourself, so others can enjoy the garden. Nothing is to be left littering the garden, nor ejected from the roof. Windows are open in summer and sound carries, so noise must be kept to a reasonable level. As with all common areas, use at your own risk.

Smoking is not permitted on the rooftop common areas.

**Open flames (charcoal grills, bonfires, lighters, candles, chimineas)** are not permitted in the rooftop common areas. Serving and consumption of alcohol must be in compliance with the laws of the Commonwealth of Pennsylvania. Place trash in the trash cans. Carry your own bottles, cans, and other recyclables downstairs.

Residents may entertain guests in the roof garden, subject to certain restrictions. If you will have a group of 6 or more persons (including residents) for an hour or more, please register at least 2 days in advance with the Facilities Director. The maximum number of persons allowed for a garden party is 16 (including residents). You may be required to post a security deposit or meet other conditions. As host, you are responsible for your guests' actions and compliance with all rules. Violations may result in penalties in excess of the security deposit, depending on the circumstances, as well as forfeiture of future garden privileges. A notice will be posted that a private party is planned. Other residents still have the right to use the garden, but they generally avoid doing so if a private party is in progress.

### **Sales and Signs**

An owner wishing to place his/her unit on the market should consult the Management Company about rules and requirements. No signs. A real estate open house may be held only with advance permission of the Executive Board and in accordance with requirements designed to protect the security of the building. The realtor must have a person on duty at the front door at all times during the open house.

The Management Company will provide the required documents to the real estate agent, at the owner's request. A fee is charged for this purpose.



The Association has a right of first refusal for the purchase of any apartment under Article 6.4 of the Declaration of Condominium. If selling your unit, you need to comply with this Article and you need to make reference to the right of refusal in your sales contract.

No non-real estate sales (such as "garage" and "yard" sales) may be held in Hampton Hall, and no advertisement for any sale or any service offered may make reference to Hampton Hall or its address.

### **Smoking**

Smoking is prohibited in all common areas of the property, including the front steps and walkway, parking lot, hallways, laundry room, and rooftop. A resident may smoke in his/her own apartment, so long as the doors are closed to prevent smoke from drifting into the common areas. Marijuana smoking is not permitted.

### **Solicitors**

No solicitors - whether commercial, charitable, or political - are allowed in Hampton Hall. If an unauthorized person comes to your door, you should alert the Facilities Director or Management immediately. Do not open your door to strangers.

### **Storage**

Each unit is assigned a basement storage locker. Each owner must clearly label his/her locker and is responsible for keeping it clean and secure. No materials that would pose a safety hazard may be stored in lockers, including combustible or flammable substances (paint, solvents, etc.). No food or other materials likely to attract pests may be stored in lockers.

Bicycles, window screens, and air conditioners may be stored in the bicycle room accessed through the laundry room. No bicycles are permitted in any other part of the building. Bicycles must enter the building through the side or rear doors, not through the front door.

Aside from ordinary home/household consumer products, no person shall keep in his/her apartment any combustible or flammable materials, which would pose a safety risk to the building.

No storage of personal property is permitted in common areas except as stated in these rules. All personal property kept anywhere in the building or grounds, including your storage locker, shall be at the sole risk of the owner. The Association and its employees and agents are not liable for loss, destruction, theft, or other damage.

### **Trash and Recycling**

Rubbish and recycling containers are located in the utility corridor on each floor. All rubbish must be enclosed in plastic trash bags before leaving your unit, both to avoid

odors and pests, and to avoid accidental damage to the carpet. Please note that any trash chutes **in** the building are for historic purposes/aesthetics and are not operational. **DO NOT place any trash in the trash chutes.**

Recyclable bottles, cans, etc. should be rinsed before depositing in the container to avoid odors and pests. Please consult the Recycle Information Sheet (available from the Facilities Director) to see what items may be recycled. Please do not place anything in the recycle containers other than recyclable items.

Empty corrugated cardboard boxes may be placed in the trash area for pick-up, taking care not to obstruct the corridor or any doorway. As a courtesy to the maintenance staff, please break down cardboard boxes. Large, heavy, or sharp items should be placed in the dumpsters in the parking lot. Disposal of oversized items should be arranged with the Facilities Director. Any additional charge by the trash hauler will be charged against the owner(s)' account.

### **Windows and Exterior Walls**

The windows are an important part of the aesthetic appearance of our landmark building. Individual units are subject to restrictions to avoid compromising the harmonious appearance of the building.

Owners have the option, at their own expense, of upgrading to approved custom windows manufactured by Kolbe and installed by an approved vendor. The Association has approved window specifications, the style and color of which are intended to blend **in** with the building facade. Only approved windows may be installed. The management company can provide the names of approved vendors, as well as other helpful information. As with all remodeling projects, prior approval is required. (See Alterations & Repairs.)

Window coverings (shades, blinds, drapes, etc.) visible from outside the building must be white or off-white. No colors, and no other neutrals, are permitted.

If a unit purchased on or before March 31, 2014, has window coverings in a different neutral shade, the owner may request an exception from the board. The board will grant an exception if the non-compliant window coverings do not detract from the harmonious appearance of the building. If the unit is sold, the exception passes to the new owner. But when the non-compliant window coverings are replaced, the exception terminates, and the new coverings must be white or off- white.

Any decorations in unit windows must be in keeping with the tasteful aesthetics of the building. The board retains the right to compel removal of any decorations which, in its sole discretion, are offensive or inappropriate.