

# UNIVERSITY SQUARE NO. 1, INC.

## RULES AND REGULATIONS

The following Rules and Regulations, together with the Corporation's Articles of Incorporation, By-Laws, and Occupancy Agreement, comprise the Governing Documents of University Square No. 1., Inc. The Rules and Regulations are made and enforced by the Corporation and its Management and may be revised or amended from time to time at the discretion of the University Square No. 1 Board of Directors.

Shareholders are legally bound to comply with these Rules and Regulations through their contractual arrangement with the Corporation (Occupancy Agreement).

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These Rules and Regulations also apply to all other persons who live in, or may visit, the Shareholder's Unit including, but not limited to guests, contractors, vendors and employees such as care givers.

*In any disagreement between these Rules and Regulations and the University Square No. 1., Inc., Occupancy Agreement, the Occupancy Agreement governs.*

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## 1. AIR CONDITIONERS

Air-conditioning units are the property of Shareholders. Maintenance and repair of these units are the responsibility of the Shareholder. When replacing air-conditioning/heat units, contact the Business Office before installation, and complete the Unit Remodeling Application Form outlining the work to be done.

## 2. ALTERATIONS / RENOVATIONS (See *Occupancy Agreement, Article 11*)

- No Unit shall be altered in any manner that increases sound transmission to any other Unit, including, but not limited to, the replacement or modification of any flooring, or the penetration of any wall, floor or ceiling that increases sound transmissions to any other Unit.
  
- Major alterations or the replacement of permanent fixtures or equipment may only be made with the express, written consent of the Board of Directors. This includes, but is not limited to: changes to plumbing, heating, electrical and air-conditioning equipment; the removal, addition or relocation of interior walls; cutting into or through the walls that separate the individual Units; or cutting into the exterior surfaces of the building.
  
- To secure approval for alterations/renovations, Shareholders must complete the *Unit Remodeling Application Form*, available in the Business Office. Work may not start until the Shareholder has received written approval from the Board of Directors. Shareholders should alert their neighbors on both sides of the Unit AND the Units above and below before the work begins, including informing them of what the construction plans are and approximately how long the work will take.

- Routine work, such as painting, is the responsibility of the Shareholder and does not require approval.

*IMPORTANT: When considering flooring changes, please see #8 FLOORING.*

### **3. COMMON AREAS – Elevators, Garages, Hallways, Laundry, Lobbies, Parklet, Stairways**

All Shareholders are responsible for respectful and appropriate use of the common areas.

Indoor common areas must be kept free of any obstructions. *This is a fire safety issue.* “Obstructions” include, but are not limited to:

- Bicycles
  - Boots
  - Doormats
  - Shoes
  - Shopping carts
  - Strollers
  - Toys
  - Umbrellas
  - Walkers/Wheelchairs
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- No bicycle riding or roller blade use is permitted in the common areas. *This is a risk and liability issue.*
  - No one is permitted to play in the common areas. *This is a risk and liability issue.*

#### **4. DISPOSAL, DISHWASHER, CIRCUIT BREAKER** (See *Occupancy Agreement, Article 10*)

Disposals and dishwashers are the responsibility of the Corporation. Each kitchen sink is equipped with a garbage disposal unit that should be used ONLY to facilitate disposing of scraps from plates and minor food items. (E.g., no bones, pits, corn husks, flower stems, vegetable peelings, eggshells.)

##### *Disposal:*

- **Run cold water before, during, and after using.**
- Take care that no silverware, bottle caps or other small items fall into the disposal unit.
- If there's a problem with the disposal unit, notify the Business Office so that repairs can be made as quickly as possible. *Quick repair is especially important if there is water leakage or sink back-up.*

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##### *Circuit Breaker Box:*

A circuit breaker box is located in each Unit. In case of an electrical outage caused by a short or an overload, unplug the appliance that caused it before you re-set the circuit breaker switch. If in doubt, please contact the Business Office or call the Emergency Maintenance number (see below).

#### **5. EMERGENCY MAINTENANCE CALLS AFTER HOURS**

Shareholders having an emergency maintenance situation (e.g., water leak, sink back-up) *after business hours* can contact a building staff person by calling **412-683-2704**. This number is for maintenance emergencies only

*(Note: If you have called 911 for a medical/personal emergency, please notify the staff as soon as possible. Please note that risk and liability issues prohibit building staff from assisting Shareholders with medical emergencies and/or other personal care needs - See Item 6. Shareholders are encouraged to arrange with a friend/neighbor in the building to assist them with medical/personal emergencies.)*

## **6. EMPLOYEES - BUILDING STAFF**

There always has been a cordial and generous relationship between University No. 1. Inc., Shareholders and our building staff. However, there are risk and liability constraints that staff must observe while on duty in order to protect both the staff and the Corporation. Shareholders are asked to respect the following guidelines as they relate to the services that staff may provide to our residents:

➤ Medical Assistance:

- Building staff may not provide medical assistance of any kind to Shareholders or others (i.e., non-shareholder residents, visitors, etc.). In a medical emergency, staff can and will call an ambulance, but they are not permitted to touch or move a Shareholder, or others, or provide any other kind of “first aid” (e.g., mixing medicines, handling bandages, adjusting slings.)

➤ Personal Assistance:

- It always has been the case that staff, at the staff’s discretion, may assist Shareholders with tasks when they are not on duty. Shareholders are free to make arrangements with staff to provide them with a service (e.g., moving furniture, flipping mattresses,

carpet cleaning, hanging heavy objects) when the staff person is off-duty. Shareholders are asked NOT to ask staff members to assist in personal matters when staff is on duty as it takes them away from their assigned responsibilities. The compensation arrangement for such service is strictly between the Shareholder and the staff member.

Work Orders:

All requests for maintenance repairs/service should be directed to the Business Office. The secretary will issue a work order. (See *Item 15*)

Shareholders are requested not to tip the building staff for work they perform as part of their assigned duties and responsibilities. *[To show appreciation for Staff's service, University Square No. 1 invites Shareholders to contribute to an annual Holiday Fund to which you may contribute as generously as you like. You will receive a notice about this fund in early November of each year.]*

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## **7. FIRE SAFETY**

Be sure to familiarize yourself with the *Fire Safety and Emergency Evacuation Procedures*. (See *Evacuation Floor Plan Resource*)

- Locate the fire alarm stations near the front and rear stairwells on each floor.
- Do not tamper with the smoke or fire alarm devices in your Unit. If you think there is a problem with one of these devices, notify the Business Office.

- Smoking is **NOT** permitted in any common area: elevators, garages, halls, laundry, lobby, parklet, stairwells, storage/locker area.
- The building has a common vent exhaust system. Smokers are asked to smoke in a well-ventilated area and to purchase a room purifier to capture the second-hand smoke. Thank you for your consideration.
- Never smoke in bed.
- Never leave food on the stove or in the oven unattended when the appliances are on.
- No grilling or cooking is permitted on balconies, parking lot, or parklet.
- Do not stack items in your locker higher than the red line indicator taped on the left outside frame of the locker.

## 8. FLOORING

The following information is provided to help ensure that you make a well-informed decision in choosing flooring that avoids creating excessive noise for your neighbors. Before beginning the installation of new flooring, shareholders must complete a *Unit Remodeling Application Form*, available in the Business Office. (See *Article 2, above.*) For shareholders preparing to change flooring, the following is required:

### Padding

Our building is especially vulnerable to the transmission of average, everyday noises because of the older construction, which is largely metal with little noise buffering between floors. Sound is transmitted when hard objects, e.g., hard-soled and high-heeled shoes, furniture, and dropped objects, impact a hard surface. An important component of flooring is the padding, also known as underlayment. The



best guide in the consideration of padding is measured in terms of IIC (Impact Insulation Class). The highest level (IIC) of padding is strongly recommended for our building. A minimum level of IIC-65 or above is required. This is required for all types of flooring.

### **Wall-to-Wall Carpeting**

Considerable research has shown that by far the most effective way to reduce impact noise that travels to the Unit below is wall-to-wall carpet with thick padding (underlayment) underneath - the thicker, the better.

### **Non-Carpeted Floors: Cork, Laminate, Wood**

Cork is an excellent choice for sound reduction. It does more than merely dampen sound; it absorbs it. The key is in the porous structure of the cork. Non-carpeted floors must be 'floating floors' installed over an underlayment of level IIC-65 or above. Also, Units without wall-to-wall carpeting must place area rugs with padding in all locations that have foot traffic or other potential noise, such as the moving of chairs or other furniture, musical instruments, exercise equipment, etc.

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### **Other Flooring Materials**

If you plan to use an alternative flooring material not listed above, you must include complete information on the *Unit Remodeling Application Form* and obtain prior approval.

## **9. INSURANCE** (See *Occupancy Agreement, Articles 6 and 9*)

The Corporation requires every Shareholder to carry insurance on all portions of the Unit. All insurance coverage must be through an insurance company that has at least an A+ rating by *Best's Insurance Reports*, or by an equivalent rating. Your insurance agent can explain the best coverage for you and suggest adequate limits beyond the required coverage. Direct any questions you may have about *general* insurance requirements to the building manager.

The building is insured against damage by fire and other perils under a policy carried by the Corporation. The Corporation will not cover any "betterments" or "improvements" belonging to the Shareholder (e.g., furniture, carpeting, clothing, electrical devices) in the event of a flood, water leakage, or fire.

Shareholders may NOT obtain insurance coverage for any portion of the Corporation property, or coverage that would affect University Square No. 1, Inc.'s insurance policy.

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*Note: Air conditioners are the Shareholder's property and should be covered by your policy. Also, water damage to other units below you that results from tub, sink or toilet overflow, or water leakage that is the result of air-conditioner drain tube blockage, must be covered by your policy*

## **10. KEYS/FOBs** (See *FOB Distribution Policy*)

- **FOB** – This is a secure, keyless entry device which is used for all entry points around the periphery of the building. A FOB is provided to each Shareholder and the FOB number is designated to that Shareholder. Use of the FOB is monitored through the FOB security access system. The FOB must be returned when the Shareholder leaves and will be deactivated at that time. (Procedures for obtaining additional FOBs are found in the FOB Distribution Policy.)
- **Keys** - Three (3) different keys will be given to new Shareholders at closing:
  - *Unit Key(s)* – You may duplicate this key.
  - *Dimpled (Security) Key(s)* – The dimpled (security) key is used to access the locker rooms, the pedestrian gate to Neville Street, and the parklet. This key may NOT be duplicated.
  - *Mail Box* – You may duplicate this key.

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The Shareholder is responsible for obtaining a lock for his/her storage locker.

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## **11. LAUNDRY ROOM** (Refer to *Laundry Room Guidelines*)

*Over 100 shareholders use our laundry on a routine basis. We are dependent on one another to ensure that our laundry equipment is accessible, clean, and in good working order. The following are reminders of the importance of “living cooperatively” when using the laundry.*

- No washers or dryers may be installed in individual Units. The laundry room is available at all hours except for short cleaning periods.

- The washers and dryers are for the use of **ONLY** US #1 Shareholders and non-shareholder residents.
- Familiarize yourself with proper use of front loading washers. Instructions are located on both the front and back wall of the laundry room.
- Only two (2) washers and dryers may be used at one time. Remove clothes from machines in a timely fashion.
- Do not use machines to dye clothes.
- Wipe off the machines when you have finished using them.
- Clean the lint tray in the dryer. *This is a fire safety issue.*

#### **“Value Card”**

- Payment for use of the washers and dryers is made by a ‘Value Card’. You can add value to the card in increments of five, ten or twenty dollars.
  - Clear instructions are printed on the machine.
  - Check your card balance only at the Value Card machine, not at a washer or dryer.
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*Note:* A lost card must be replaced by purchasing a new one at the Value Card machine. It’s helpful to put your Unit # on your card in case you leave it somewhere.

## 12. LOCKER AND STORAGE

### Lockers:

- A storage locker is provided for each Unit. **Do not store combustible materials in your locker.** *This is a fire safety issue.*
- Keep papers and cardboard boxes away from any steam lines that may run through your locker. *This is a fire safety issue.*
- Leave at least 10 inches of free space below the sprinkler heads. *This is a fire safety issue.*
- Do not put any items above the red line on the outside of the lockers. *This is a fire safety issue.*

### Storage:

- No common area can be used for the storage of furniture or other articles.
- Shareholders are not permitted to store any goods or articles in any portion 13 of the building except in their own Unit or assigned locker.
- Shareholders must not ask management or building employees to accommodate their storage needs, temporarily or permanently, by use of the boiler room, locker room, garage, corridors, or any other public area.

Property owned by a Shareholder, or someone representing the Shareholder, that is left with the building manager or employees of the Corporation will be received by the manager or employees as “agents” of the Shareholder, **not** as acting on behalf of the Corporation. *The Corporation is not responsible for any loss or damage to such property.*

### **13. MAINTENANCE** (*See Occupancy Agreement, Article 10*)

- Annual Unit Safety Inspection:
  - Each Shareholder Unit will undergo a maintenance and safety inspection by the building staff on an annual basis. Shareholders will be given a minimum of five (5) days' notice before the inspection. Inspections take place only between the hours 9:00 AM and 3:00 PM during the work week. Shareholders expressly agree to fully cooperate with said inspection and to freely permit access to the Unit for this purpose. (*See Occupancy Agreement Article 10, D*)
  
- Corporation Maintenance Responsibility: (*See Maintenance Chart for Details*)
  - Common Areas
    - All components, contents and equipment
  - Shareholder Units
    - Dishwashers and garbage disposals
    - Plumbing, electrical and heating repairs
    - Entry door locks, if they are standard building equipment
    - Insect extermination (*See Pest Management Plan*)
    - Smoke detector batteries (These are replaced on a regular schedule.)
    - Window and screen repairs
    - Painting of balcony railings, replacement of storm doors and infrastructure repairs
    - Maintenance, repair or replacement of convector heating units

- Shareholder Maintenance Responsibility: (See *Maintenance Chart* for Details)
  - Air conditioning units and related plumbing
  - All decorating, including floors, walls and ceiling treatments
  - Cable, internet and telephone service
  - Fire alarm supplements (plug-in units to increase alarm volume within Units)
  - Kitchen range and refrigerator
  - Light fixtures and bulbs
  - All plumbing fixtures, standard or custom
  - Heating and electrical equipment that is not building standard
  - Water supply lines to sinks, lavatories, bathtubs, shower stalls and toilets
  - Window treatments (*See Item 31, below*); interior and exterior window washing
  - Balcony interior and exterior window washing, general cleaning and maintenance (*See Item 31, below.*)
  
- *Pest Management Plan*: This is a written protocol for monitoring, reporting, documenting, and treating infestations. University Square No. 1 is continuously monitored for any signs of an infestation. The protocol includes a 3-part plan: Education, Monitoring and Reporting, and Treatment. (*Refer to Pest Management Plan for details.*)

- *Plumbing Damage:* Toilets and other plumbing fixtures must not be used for any purpose other than that for which they were constructed. Any damage resulting from misuse shall be charged to the Shareholder of that Unit.
  
- *Responsibility for Repairs:* Should there be a broken water line or other water leakage under Corporate responsibility that results in damage to plaster and decoration, the Corporation will repair the plaster, but the decoration repair is the responsibility of the Shareholder.

**Request for Maintenance:**

It is important that we keep an accurate record of maintenance requests and follow-up service/repairs. *Please direct all requests for maintenance – major or minor – directly to the Business Office.* The secretary will document your request and refer it to our building staff for follow-up. You are asked NOT to go directly to the maintenance staff with your request unless you have an emergency maintenance issue during non-business hours or on weekends. Please help us to better serve you by following this procedure.

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**14. MONTHLY CARRYING CHARGE** (See *Occupancy Agreement, Articles 5 and 9*)

Beginning with Shareholders purchasing shares on January 1, 2018, Shareholders are required to pay the monthly Carrying Charge by **Direct Debit** where the charge is deducted directly from the Shareholder's checking account on the 5<sup>th</sup> of each month. This arrangement is made at the time of sale of the Unit. The Carrying Charge includes a parking fee if the Shareholder rents a space either in the garage



or in the parking lot. (Shareholders using the voucher system prior to January 1, 2018, are not affected.)

The monthly Carrying Charge covers administrative, operating and maintenance costs for the building, and fixed costs (insurance, etc.) for the Corporation. More specifically, it includes:

- the cost of utilities and taxes
- staff salaries and benefits
- building/property management fee
- garbage and trash collection
- building and grounds upkeep

A portion of the Carrying Charge is used to fund the *tax escrow account* and other *reserve accounts* for replacement and maintenance of building equipment and <sup>17</sup> other common area features (hall carpeting, roof, elevators, boiler, etc.). Shareholders are notified of their share of annual real estate taxes. The amount may be deducted on the Shareholder's personal federal income tax return.

The Carrying Charge is reviewed annually by the Board of Directors and can be adjusted at the Board's discretion.

Shareholders may review Corporation income and expense reports at any time and may also obtain a copy of the Corporation's Annual Budget and independent financial review from the Business Office.

## 15. MOVING TIME RESTRICTIONS, WORK TIME

NOTE: All moves, renovations, and deliveries must be coordinated with the Business Office.

- *Moves:* Moving times are restricted to Monday through Friday, beginning at 8:00 AM and concluding at 5:00 PM. *Moving may not be scheduled for weekends or holidays.* Any exceptions require that a written request, explaining the necessity for the weekend move, be submitted to the Board of Directors and that written approval be obtained from the Board of Directors one (1) week prior to the scheduled move. A \$200 moving fee must be paid at that time. Failure to comply with these requirements may result in a \$500 penalty. (See *Moving Requisition Form.*)
  
- *Renovations:* Renovation work – done either commercially or by the 18 Shareholder – must NOT be scheduled before 8:00 AM and must conclude by 5:00 PM, Monday through Friday. *These activities may not be scheduled for weekends or holidays.* (See *Unit Remodeling Application Form.*)
  
- *Deliveries:* Notify the Business Office of your furniture/appliance delivery dates. Deliveries may NOT be scheduled before 8:00 AM and must conclude by 5:00 PM, Monday through Friday. *Deliveries may not be scheduled for weekends or holidays.*

## 16. NOISE

It is important that Shareholders, non-shareholder residents, and their guests and employees be sensitive to, and considerate of, their neighbors regarding sound/noise levels. University Square No. 1 construction has no sound barrier between floors. The steel and concrete structure serves as an “echo chamber” that reverberates across and through several floors.

To ensure that Shareholders enjoy peaceable possession of their respective Units, you are asked to observe the following guidelines (See *Occupancy Agreement, Article 2*):

- Limit noise causing activities between the hours of *10:00 PM* and *8:00 AM*.
- Restrict work such as moving furniture, hammering, or similar activity that causes impact/reverberation noise to the hours of *8:00 AM through 5:00 PM*, Monday through Friday - and *9:00 AM through 5:00 PM* on weekends/holidays.
- Do not play music (including musical instruments), televisions, or similar devices at any time at a level that may disturb other residents of the building. Keep in mind that wall mounted flat screen TVs transmit noise through the walls above and below the Unit.
- Place additional padding under exercise equipment to minimize the machine noise. Limit use of exercise equipment to *8:00 AM through 10:00 PM* each day.
- Notify neighbors in advance when you plan any type of renovation or repair work, extended activity such as moving furniture or heavy cleaning, practicing a musical instrument, or entertaining a large gathering.

**17. OCCUPANCY** (See *Occupancy Agreement, Article 1 and Article 12 (c) – i thru xii*)

- Units must be Shareholder occupied. There shall be no subletting of any Unit by a Shareholder. Any Shareholder who sublets his or her Unit shall be in violation of the Occupancy Agreement, and the Corporation shall have the right to terminate his or her Occupancy Agreement.
- The Unit may only be a primary residence for a non-shareholder resident if he/she resides with a Shareholder of record whose *primary or permanent* residence is University Square No. 1. The non-shareholder resident may then continue to occupy the Unit during the absence of the Shareholder.
- Shareholders are required to submit to the Corporation the names of all persons residing in their respective Units, and to keep the Corporation advised of any changes in such occupancy.
- Shareholders are required to complete the *Verification of Occupancy* <sup>20</sup> *Attestation Form*, on an annual basis, by January 15<sup>th</sup> of each year.

**18. PARKING**

- Shareholders are limited to parking two (2) vehicles per Unit on the premises. Due to space limitations, when there are two (2) vehicles per Unit, only one (1) may be parked in the indoor garage. The other must be parked in the outdoor lot.
- Garage and outdoor parking spaces are assigned by the Building Superintendent.
- A sticker with your Unit number (available from staff) must be visible on the window side of the rear-view mirror.

- You must provide a duplicate key to the staff to be used to move your car when necessary.
- No car washing is permitted on the property.

#### Parking Lot Access and Egress

- **Incoming traffic from Neville Street to the upper parking lot has the right- of- way.** *Drivers exiting the parking lot who have not emerged from the gate, must back up or pull to the side to allow the incoming car to safely move off the street and into the parking lot. Please inform your guests and visitors of this rule.*
- Parking is prohibited on the Neville Street ramp at the lower garage. This area is reserved for deliveries, people working in the building, and emergency vehicles.

#### Guest Spaces:

- When you are expecting a guest to park in the visitor lot, be at the gate by the time your guest arrives. If you are unable to be there in time for their arrival, direct your guests to pull up to the curb on the opposite side of Neville Street and wait for you. *Guests should not pull up to the gate and wait there for you to arrive and open the gate.*
- Guests are not permitted to park in the garages. Guest spaces are clearly designated in the outdoor lot. Guests must have a sign on the dashboard of their car indicating "Guest of Apt. # ". *This is required for safety and security reasons.*
- Visitor spaces are very limited. Shareholders should not park in Visitor's spaces.

### Garages:

- If you choose indoor parking, you will be assigned to one of the two garages, upper or lower.
- A remote-control opener that opens the parking lot gate and the garage door is available through the Business Office. The (refundable) deposit is \$75.00.
- Staff are available 24 hours a day/7 day a week to move cars. Use the GREEN CALL BUTTON to alert staff that you need to have a car moved.
- When parking in a double stall, pull to the front space. Do not park in the aisle unless no other space is available.
- In the lower garage, the use of the designated entrance and exit doors must be strictly followed.
- If you are blocked in by another car, do not maneuver your car out of that space to avoid waiting for the staff to move the other car. You may cause damage to yours or the other vehicle.
- For security reasons, security cameras are located in the upper and lower garage and landing that leads to the outdoor parking lot.

### Bicycles:

- If you would like to park a bicycle in one of the garages, please put a tag on it with your name and Unit number clearly legible. There is a monthly fee for parking a bicycle in the garage. Please contact the Business Office.
- Strollers, toddler bicycles, miscellaneous toys, wheelchairs and other personally owned items may NOT be stored in the garage. These items must be kept in your Unit, locker, or car. Storage cabinets are no longer permitted in the garages.

## 9. PARKLET

University Square No. 1 has an enclosed parklet next to the rear parking lot for the use of Shareholders and their guests. The gates are locked and may be opened using the dimpled (security) key. Please do not feed birds, squirrels, rabbits, or any other animals that may wander into the park. Do not leave food that may attract animals. *Shareholders are asked to close and secure the umbrellas, put the parklet furniture back in order, and clear away trash after use.*

## 20. PETS/SERVICE ANIMALS (See *Occupancy Agreement, Article 3*)

Service animals and/or companion animals (also known as emotional support animals) are permitted for Shareholders with disabilities, based on a reasonable accommodation pursuant to federal law and the Fair Housing Act. The Shareholder must submit sufficient medical documentation and receive prior approval of the Board. Documentation is filed in the Business Office.

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*Otherwise, Shareholders are NOT permitted to have any animals/pets on the premises, nor are guests allowed to bring animals/pets into the building.*

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## 21. RECEIVING ROOM

A package receiving room is located at the Neville Street entrance in the lower garage. All deliveries are made to this entrance.

- The staff will sign for deliveries and leave the items outside the main door of the Shareholder's Unit. *(This does not include meal deliveries.)*
- The Corporation and its staff shall not be responsible for deliveries due to the fact that they have signed for, or delivered, the packages.

- If you are expecting any fragile or “sensitive” deliveries you prefer to handle yourself, please inform the staff. They will notify you when your item(s) arrives so that you can pick-up the delivery personally.
- If you do not want packages brought to your Unit, please notify the Business Office. Your packages will be held in the receiving room. (*See Security #23 for information on food deliveries*).
- Our staff cannot accept COD deliveries.
- If you are going to be out of town, please notify the Business Office to arrange for handling of your deliveries/packages/mail.

## **22. ROOF**

**NO ONE may access the roof at any time for any reason.** The roof may never be used as a sun deck or a smoking area. No exceptions. *This is a security and risk/liability issue.*

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## **23. SECURITY - VISITOR ACCESS**

**All Shareholders are responsible for maintaining the security of the building. If you suspect someone is trying to gain unauthorized entry into the building, notify the staff immediately: 412-683-2704 or 412-683-3900.**

Visitors can enter the building either at the front door on Fifth Avenue or at the Neville Street delivery entrance by calling your Unit using the building directory intercom system that connects to each Shareholder’s telephone.



*Lobby Directory Intercom/Keypad Entry:*

- When a visitor enters your Unit number, located on the building directory intercom system, your phone will ring.
- Answer the phone and speak to the caller.
- *To grant authorized entry, briefly press 6 on your phone keypad. Then hang up.* This will activate the release on the inner security door so the person can enter and proceed to your Unit. (Note: if you are using the phone and you do not have “call-waiting”, or your phone is tied up for any reason, your visitor will get a busy signal.)

*Be Cautious!*

- Remember that all authorized residents of the building should have a security access FOB.
- If someone calls you for admittance to the building, be sure you know who is calling. If you are not expecting a guest or a delivery, hang up.
- If the person says s/he is from the phone, cable or other commercial company and you are not expecting them, hang up.
- If you are entering the building and someone you do not know wants to enter with you, please do not permit their entry. All visitors, service workers, care aides, etc. must dial the Unit number of the Shareholder they intend to visit and wait for the Shareholder to “buzz them in.”
- Direct individuals seeking access to the building for other business purposes to buzz the Business Office using the building directory; OR, you can direct them to the Neville Street delivery entrance where building staff can assist them.

- Individuals seeking entry into the building after Business Hours can ring the night bell at the Neville Street entrance and our building maintenance staff can assist them.

### *Food Deliveries*

Direct your food delivery person to the Neville Street delivery entrance. Either proceed to the Neville Street entrance to retrieve your order or ask our staff person for assistance if you are unable to retrieve the order yourself. Food delivery people must NOT be buzzed into the building. We cannot allow delivery people to have access to the entire building.

### *General Security Procedures*

- Securing building entrances is integral to building security. Entrances should not be blocked open and must be securely closed when not in use.
- When there is a “move-in” or a “move-out,” the access doors to the interior of the building must be monitored to prevent unauthorized entry.
- Keep your Unit doors closed and locked whether or not you are at home.
- Alert the staff to any suspicious activity.

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*Note: Security cameras are located in the upper and lower garage and landing that leads to the outdoor parking lot.*

## 24. SHOPPING CARTS

For your convenience, the Corporation provides shopping carts that are to be used ONLY for help in transferring packages from your car to your Unit or to transport items to and from your storage locker. Carts are stationed in the upper and lower garages.

- Carts are not to be taken off the premises.
- PLEASE! Return the cart promptly after use.
- Carts must not be left in the hallways, lobbies, or elevators. (*This is a fire safety issue.*)
- Shopping carts are not to be used for laundry. (*This is a health/sanitation issue.*)
- Carts are not to be stored in your Unit for any reason.

## 25. SIGNS, ADVERTISING, NOTICES

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- No shareholder is permitted to place a sign, advertisement, or illumination in any window, entry door, common area or other part of the building for the purpose of conducting any business.
- A bulletin board in the lower lobby by the laundry room may be used for business cards and notices of local interest. This board is cleared at intervals to keep the notices timely. No partisan political notices may be posted.
- Note that the bulletin board in the mail room and the frames located in the elevators are used for official notices and communications from the board,

management and building maintenance. Please check these spaces for information of interest/importance to the Shareholders.

- No Shareholder, non-shareholder resident, or representative of a Shareholder may advertise or conduct a sale of household goods on the premises of University Square No. 1, nor may the public be invited into the building to view any household items being sold.

## **26. SOLICITATION**

No distribution of political or charity solicitations or written solicitations for funds of any kind is permitted in the building.

## **27. SUGGESTION BOX**

A secure mail box for Shareholders to place suggestions or return information request forms to the board/management is located outside of the Business Office. The mailbox is NOT to be used for maintenance requests (*See Item #13, above*) or to register complaints.

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### Complaints:

Management and the board take complaints seriously. However, they cannot appropriately respond to complaints if they do not have the name of the complainant and the date of the complaint.

Shareholders are encouraged to personally register their complaints with the Business Office, either in writing, or by explaining the nature of the complaint to the secretary who will record the complaint and refer it to the board and

management. All complaints must be signed and dated to ensure satisfactory follow-up.

Please note that Shareholders are welcome to attend a monthly board meeting to present their suggestions/complaints in person or address other issues. Please contact the building manager or a member of the board to arrange to attend a board meeting.

## **28. TELEPHONE, CABLE TV, INTERNET**

- University Square No. 1 is wired for both Comcast and Fios.
- If you wish to subscribe to either of these services for TV, internet, or telephone service, you must contact the local provider directly and make arrangements with them.
- *No external antennae or dishes are permitted.*
- Payments for services are made directly to the provider. Your cable, internet, or telephone charges are NOT included in the monthly Carrying Charge. Please notify the Business Office when you are expecting service providers in your Unit.

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## **29. TRASH – RECYCLE (See Trash Disposal/Recycle Guidelines)**

There are multiple health and safety issues related to the disposal of trash. All of us are responsible for ensuring a healthy and safe environment. Keeping the trash room neat and free from any material that may attract insects is important to everyone in the building.

*29: Recycling- Amended: January 1, 2020*

The trash room on each floor has three (3) blue bins for recycling. Pay close attention to the guidelines on the wall above the bins, as the recycling rules sometimes change. If you are uncertain, it is better to throw the material out rather than to contaminate a bin. Contaminated recycling can result in fines for the building.

All other waste matter must be tightly secured in a plastic bag and dropped down the trash chute.

**Please adhere to the following regulations when disposing of trash:**

- *Medical disposables, such as needles, require the use of a sharps container.*
- It is imperative that diapers and disposable adult undergarments be cleaned as much as possible before they are placed in the chute and that they be thoroughly and securely wrapped.
- All items disposed of in the trash chute should be as free as possible of liquids or similar substances.
- Do not force oversized or overfull trash bags or boxes down the chute. They get stuck in the chute. Large/oversized bags/boxes should be taken to the ground floor (basement) and left outside the Boiler Room.
- Broken glass, dishes, and light bulbs should be put in a clearly marked bag and left outside the Boiler Room.
- Corrugated boxes, empty pizza boxes, dying plants, mops, brooms, or similar large/cumbersome items must be placed outside the Boiler Room.
- Large boxes (packing, delivery, shipping) should be broken down and placed outside the Boiler Room. Do NOT leave these large, cumbersome items in the trash room or try to force them down the trash chute.

### **30. UTILITIES**

The cost of providing electricity, natural gas and water, and the sewage charge is included in your monthly Carrying Charge.

*Be aware that the cost of utilities is a factor in the determination of the Shareholders' overall Carrying Charges. You are asked to be reasonable in the use of all utilities. Please use water, lights and heat/air-conditioning wisely and do not leave your lights or heating/air conditioning units on when you are not in your Unit.*

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### **31. WINDOWS/BALCONIES**

Windows:

- To maintain a uniform exterior appearance of the windows, Shareholders are required to install window treatments (blinds, shades) that are white on the window side.
  - Colored drapes must be lined in white.
  - No signs (e.g., political, sport team) or decorations (e.g., decals, spray-on designs) are permitted on the windows.
  - Shareholders are responsible for keeping their windows clean, either by doing the job themselves, or by hiring someone to do it.
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Balconies: (See Item # 13, above.)

To maintain a uniform exterior appearance of the building, the front of the balconies must be kept clear of all ornaments or similar items. Shareholders with balconies are welcome to make the space inviting, however certain restrictions apply:

- Nothing may be placed or hung directly above or on the outside of the balcony railings (or ledge, where applicable) including, but not limited to: planters, mobiles, hanging plants, strings of lights, lattices, or other types of barriers/fencing. (Planters may be hung/placed on the inside of the railings and decorative items may be placed in the inner area of the balcony.)
- NO CARPET OF ANY KIND MAY BE ATTACHED OR GLUED TO THE CONCRETE SURFACES OF THE BALCONY FLOOR. *This is a preventive maintenance/structural issue.*
- ONLY outdoor nonskid tile with a rubber water proofed membrane is approved for installation on any concrete surfaces. *This is a leakage prevention issue.*
- No area rugs are permitted. *This is a leakage and maintenance prevention issue.*
- Shareholders may paint the balcony floor using concrete floor paint.
- No signs (e.g., political, sport team) are permitted on the balconies.
- Balconies must not be used as long-term storage space.
- Balconies must not be used for drying clothes.
- Food must not be left unattended nor should Shareholders place water or bird seed on the balconies. *This is a pest control issue.*
- Shareholders are responsible for the cleaning, general maintenance, and window washing of their balconies.

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**Note:** Cleaning items (e.g., dusters, mops, vacuum canisters), table cloths, or similar items must NOT be shaken from a window or balcony.

## **ADDITIONAL RULES**

The Corporation, through its Board of Directors, reserves the right to implement such other regulations, guidelines and/or procedures as may be deemed necessary for the safety, care, and cleanliness of the premises and for securing the comfort and convenience of all Shareholders.

## 32. CODE OF CONDUCT

***The following conduct shall be considered a violation of the University Square No. 1, Inc. Occupancy Agreement (Article 3).***

- Personal attacks on Shareholders, residents, guests or invitees of Shareholders, board members and/or representatives of the management staff, including building staff;
- Any manner of physical assault;
- Use of loud, profane and/or abusive language, including harassment and/or threats to a Shareholder, resident, guests or invitees of Shareholders, management staff, including building staff, contractors or vendors, either in person or digitally or by telephone;
- Actions that cause unsafe conditions or impair the rights or privileges of others in the University Square No. 1, Inc. Shareholder community; and
- Actions meant to intimidate or otherwise cause a Shareholder, resident, guest or invitee of Shareholders, board member, or management staff to feel threatened in any manner.