

**THE WINCHESTER ASSOCIATION**

**HOUSE RULES**

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540 N. Neville Street

Pittsburgh, PA 15213

The Winchester Association is responsible for the operation of the condominium. By authority of the Code of Regulations, the Board of Directors of the Association is directed to prescribe such house rules as it considers essential to protect the common property of the owners and maintain an appropriate standard of conduct.

In living together, all of us not only have certain rights, but also certain obligations to other owners, and we must be mindful that the restrictions we impose upon ourselves are for our mutual benefit, comfort and security. It is with this understanding that these rules are written. They will be reviewed periodically and changed as experience dictates to reflect the wishes of the majority of unit owners.

#### **SECTION A. INFORMATION, ASSISTANCE AND SUGGESTIONS**

1. The superintendent is available to give unit owners information and assistance in conformity with his duties to the condominium. Such requests should be confined to regular hours except for emergencies.
2. Suggestions or criticism regarding the building, etc., should be submitted in writing to the President and placed in the Winchester mail box.

#### **SECTION B. SWIMMING POOL**

1. Pool hours are from 7:00 a.m. to 11:00 p.m.
2. Persons using the pool do so at their own risk.
3. All persons using the pool must wear proper swimming attire. Blue jeans, long or short are not permitted.
4. No animals or pets are permitted in pool area at any time.
5. Adults and children in bathing attire are required to wear over garments and footwear in the lobby, elevators and all common areas.
6. Floats, rafts, balls and other such paraphernalia are not permitted in pool.
7. Swimming aids are permitted if attached to body.
8. No glassware or food is permitted in pool area at any time.
9. Guests for swimming must be accompanied by an adult unit owner at all times. Our state classification as a "Private Pool" and our insurance contract make strict observance of this rule absolutely essential.
10. Damage to property and injury to people will be full responsibility of the unit owner sponsoring guests.
11. Owners using the pool are expected to leave the pool area and dressing rooms in first class condition. Pool lights, dressing room lights and sauna must be turned off before leaving.
12. Jumping, splashing and any play activities which soak the pool area are strictly forbidden.
13. Children who still require diapers are not permitted in the pool.
14. Diving is strictly prohibited.

**SECTION C. PARTY ROOM**

1. The party room is available to unit owners for small private parties. Arrangements for its use are to be made with the superintendent on a first come, first served basis.
2. The users will be responsible for restoring the room to a clean and orderly condition after its use.
3. Damage caused during a party is the financial responsibility of the unit owner having the party.
4. The pool area may be reserved, if necessary, when a non-swimming party is being held. However, the pool itself is not available at any time for swimming parties because of strict regulations that apply to private pools.
5. Neither the party room or any other common area shall be used for commercial purposes.

**SECTION D. LAUNDRY/UTILITY ROOMS**

1. Owners of apartments who use the utility room are responsible for cleaning that room.
2. It is requested that appliances in utility rooms not be used before 8:00 a.m. or past 9:30 p.m.
3. Trash should be securely bagged to avoid spilling, and then dropped into the trash chute.
4. Vacuum cleaner bags should be securely tied before disposing into chute. Loose dust and papers in the chute are a fire violation and are absolutely forbidden. Never dispose of lighted cigarettes in the trash chute.
5. City ordinances regarding recyclable material require that these items be transported to the garage and placed in separate blue bags:

glass jars and bottles

plastic containers

Please advise domestic help regarding these rules.

6. No unit owner may use the common area electricity and water other than for the sole purpose of providing laundry facilities for the unit owner and those who reside in the unit owner's apartment.

**SECTION E. GARAGE**

1. No vehicle may be kept locked at any time.
2. There will be no specific private parking spaces in the garage.
3. Only unit owners and their families, permanently residing in the building are permitted to use garage facilities. There is a limit of two cars per family and each car must be titled in the unit owner's name or in the name of the owner's business.
4. Non-residents are not permitted to drive their cars into the Winchester garage except to load or unload for unit owners.
5. Carts are not to be left in halls or elevators, but must be returned promptly to garage cart area.
6. All non-postal deliveries of any kind are to be made through the garage. Non-compliance completely nullifies even a minimal security system.
7. Service people should enter the Winchester through the garage. Please inform service people whom you retain that they are to enter and exit via the garage. The same phone system is available in the garage as in the lobby. Touch Phone Button 4 will send elevator to garage when call originates in the garage.

## **SECTION F. PETS**

1. Because of the communal nature of this building and the close proximity of apartments PETS ARE PROHIBITED AT THE WINCHESTER. No resident, guest or professional office is permitted to have dogs, cats, snakes or other pets in or about the building, including "Visiting" pets.

## **SECTION G. SECURITY AND ENTRANCES**

1. The security system is for the protection of all unit owners. To be fully effective, this system requires that outsiders gain entrance to the building only upon authorization of the unit owners whom they are visiting. Although it may seem ungracious at times to prevent callers from entering when you leave or enter, unit owners must insist that callers use the interphone system for admission to the building. Remember every owner wants his visitors announced.
2. A special, non-duplicable key opens all entrances to the building and all public areas of the building. One key is issued to each permanent resident of the Winchester for his/her personal use.
3. This key shall not be loaned or given a domestic or attendant unless such person lives in the building.
4. No one is to be admitted to the building through use of the interphone system unless the owner can identify the persons seeking entry.

## **SECTION H. GENERAL**

1. The Board of Directors concurs that all unit owners have equal rights and privileges regarding the garage, common areas, etc. Therefore, any unit owner desirous of special privileges in the garage, common areas, etc., must submit a request in writing to the President by placing it in the Winchester mail box. Such request will be referred to the Board for appropriate action.
2. There shall be no solicitation by any person anywhere in the building of any charity or for any purpose whatsoever.
3. Unit owners are urgently requested to pay their monthly maintenance charges before the tenth of each month.
4. For your own and your neighbor's comfort, noise should be kept to a minimum. Volume of radio, television, piano, tape recorders, etc. should be kept at an especially low level after 10 p.m.
5. Because of localized sound problems in the building, it is required that owners cover at least 90% of their apartment floors with rugs or carpeting.
6. Violators of above rules and owners whose actions are considered detrimental to the best interests of the Winchester Association will be required to appear before the Board for appropriate action, which could include fines and other sanctions permitted by law.

## SECTION I. FIRE REGULATIONS

1. In case of fire, large or small, pull the building fire alarm, this automatically summons the Fire Department.
2. If fire appears to be controllable, without endangering your life or the lives of others, use fire extinguisher or hose from hose cabinet located in each corridor.
3. The Winchester is equipped with a tracking system, located in the garage, that directs the Fire Department to the location of the fire.
4. In the event that you must evacuate the building, proceed immediately to the ground floor by one of the stairways. Do not use elevators.
5. If you are unable to physically evacuate the building, proceed into the nearest fire stairwell and wait for assistance. (Do not block the stairwell.)