

QUEEN CITY CONDOMINIUMS

COMMUNITY POLICIES

Welcome to Queen City! These Community Policies are designed to promote enjoyment of the Community by you and by your neighbors. Please read these Community Policies carefully. As in the Lease, the Manager is called “we,” “us” and “our.” The Resident is called “you” and “yours.” Your unit and the Community, including all buildings, common grounds, amenity and parking areas, are collectively called “the Premises.” These provisions are deemed incorporated into your Lease.

GENERAL

1. **SPEED LIMIT:** Limit your speed within the Community to 10 MPH. Obey all signs and traffic control devices within the community, such as stop signs, fire lanes, directional arrows, restricted and handicapped spaces..
2. **VEHICLES:** Recreational vehicles such as boats, campers, trailers, etc. are: not permitted; to be parked on Queen City Property. Unsightly cars (such as cars with flats, broken windows, extensive damage, etc.) and vehicles with expired tags will not be permitted to remain on the Premises. Vehicles are not to be repaired or serviced on the Premises. A repair is anything that requires the vehicle to have the hood open or to be up on a jack. Please do not empty car ashtrays onto the parking lots. Vehicles will be towed at owner’s expense, and possibly without notice, that are (a) not properly registered with the city and state, (b) parked in a fire lane or in a designated “NO PARKING” area, and (c) parked in a space other than the assigned space for that vehicle, where parking spaces have been assigned. If required, you must register your vehicle with the office.
3. **BALCONIES AND WINDOW TREATMENTS:** Do not hang laundry, brooms, mops, rugs, towels, etc., on your balcony or in front of your unit. Mops, clothes, rugs, etc, must not be shaken from balconies or windows. Dirt, debris or water must not be swept over the edge of any balcony. Cigars, cigarettes and other objects shall not be the thrown from balconies and windows, or build up in ash trays or receptacles. Bird feeders, planters and flower boxes, if allowed, must be secure and well maintained so that there is no danger of them falling. Drying clothes on balconies is prohibited. No household appliances, mechanical equipment or trash are to be kept on balconies. The use of gas grills on patios & balconies is NOT permitted, per OHIO Condominium law. Charcoal grills, wood burning containers and any open flames are prohibited. No satellite dishes are permitted on the balcony or attached to the building in any way. Electric grills are permitted.

There will be no tin foil, sheets, blankets, or any type of coverings over the windows to darken rooms. However, you may purchase window shades that will serve the same purpose and still maintain the uniformity of the Community. You may hang your own drapes provided they have a white backing.

4. **EQUIPMENT:** The equipment in the bathrooms and kitchens are not to be used for any purposes other than that for which it was constructed. No sweepings, rubbish, rags, disposable diapers, sanitary napkins, tampons, ashes or other obstructive substances shall be thrown therein. Do not place metal, string, grease, coffee grounds, nut shells, glass, olive or fruit pits, corn cobs, paper, wire, bones or non-food in disposal. You are responsible for all damage resulting from the misuse of such equipment and you agree to reimburse us for the costs incurred to repair such equipment and related damages. Washers or dryers not approved in writing by us are prohibited.
5. **NOISE:** Be considerate of your neighbor. Control the volume of radios, stereos, TV’s, musical instruments and other amplified devices so that they do not disturb residents of other units. From 11:00 P.M. to 8:00 A.M. volume on all such devices should be kept as low as possible. Further, please do not vacuum or use washers or dryers in you unit (if present) during such times. We recommend that stereo speakers not be placed directly on the floor. Noisy or disorderly conduct that annoys or disturbs other residents will not be permitted.
6. **LAUNDRY FACILITIES:** There are coin-operated laundry facilities located in the lounge area in the lower level of the A Door. Please report to us machines that are not operating properly. Washers and dryers can be dangerous, so please keep small children away from these machines at all times and never allow them to loiter or play in or around the laundry facilities. Please do not use the laundry trash receptacles for your household trash. We appreciate your help to keep the laundry facilities clean. Clotheslines and hanging clothes outside to dry is prohibited.

When using the laundry facilities, please do not wash or dry shoes in the machines. Shoes may bump up against and damage the machines. You agree to be responsible for damage resulting from the misuse of the laundry equipment and to reimburse us for the costs incurred to repair the laundry equipment.

7. **WALL HANGINGS:** Please use nails suitable for hanging picture frames. Please **DO NOT** use adhesive hangers, since they damage the wallboard. No holes shall be driven into the cabinets, woodwork, ceiling or floors. Please do not use a nail or any other hanger on wallpaper.
8. **TRASH:** Trash is not to be left outside of your condominium or on the balcony or decks, and is not to accumulate in your unit. Trash containers are located at the east end of the upper parking lot on the south side of the building for your convenience. Please make sure **ALL** trash is bagged and properly secured and **NO** trash is left on the ground and the container doors completely closed. Boxes must be broken down before being placed in a trash container. Furniture items such as desks, chairs, beds, mattresses, sofas, etc., are not to be left on the Premises for disposal. You are responsible for the removal of these items at your own expense. Residents not complying with these policies regarding trash are subject to being charged for the cost of each bag or item removed, at the discretion of the Community Manager and Board of Directors.
9. **CLUTTER:** Hallways must be kept clear at all times. Do not obstruct them with trash, boxes, toys, shoes, bicycles, baby carriages, plants, etc. Likewise, no such items are permitted in the parking areas, courtyards, sidewalks, or lawns of the building. All such articles will be impounded, and a charge may be made for their return.
10. **STORAGE LOCKERS:** Storage lockers are located in the Lower B Level and available for rent at \$100.00 per annual lease and due upon signing rental agreement. Items placed in storage lockers for storage purposes, where permitted, must be nonflammable. We reserve the right to inspect these areas. Failure to comply with this storage requirement may result in the removal of the items by us or in the revocation by us of your use of the locker.
11. **NOTICE OF DAMAGE TO PREMISES:** Notify us of any damage that in your opinion requires repair, including water and fire damage. Please advise us immediately of spills on carpeting that may cause permanent damage. We may be able to get the stain out if notified promptly.
12. **SMOKING:** Some units may be considered smoke free. Smoking is not permitted in any interior common area, including the hallways or stair wells. Smoking is likewise prohibited in the common room or the recreational facilities. Cigarette butts are not to be discarded on the Community grounds. Ash trays left on outside balconies and patios must be emptied and not allowed to accumulate. **DO NOT THROW CIGAR or CIGARETTE BUTTS IN THE MULCH OR IN PROXIMITY TO THE CONDOMINIUM BUILDINGS – THIS IS A SEVERE FIRE HAZARD. Repeated violations will result in a \$50.00 fine, and the lease may be terminated for non payment.**
13. **AMENITY AREAS:** Amenity areas (exercise room, grill & picnic area, reading/study rooms, laundry rooms, business centers, etc.) are to be utilized for their intended purposes only. Proper-soled shoes must be worn to prevent damage to flooring. Skateboards, rollerblades, etc., are not to be used in parking lots. We reserve the right to deny any of the amenities to any resident found in violation of any of our policies.
14. **AGE REQUIREMENT:** Residents under the age of 14 may not use the weights and other potentially dangerous equipment at the fitness center at any time without a parent or responsible adult being present.
15. **WATERBEDS/HOT TUBS:** Waterbeds and portable hot tubs are not permitted.
16. **HEATERS:** Kerosene heaters, space heaters or other heaters using combustible materials or fluids will not be permitted on the Premises.
17. **COOKING:** You must cook in a manner that will not offend or annoy other residents and use the oven fans during cooking.

18. **DOORS:** Please shut and keep closed all doors leading from and into building at all times. Never leave doors propped open for any reason. This minimizes the security for all residents. We may close all such doors in the event they are left open. Report any malfunctioning door to the manager immediately.
19. **LOCKOUT:** If you request us to unlock the door of your unit, the following charges will apply: \$25.00 for the resident manager, \$50.00 if a maintenance trip is required, and \$75.00 for nights after 5:00 or on the weekends. Replacement of any locking devices will incur a \$ 100 charge.
20. **MOVING:** Moving furniture is permitted to and from the units only between the hours of 8:00 A.M. and 8:00 P.M. Moving during such hours is permitted 7 days per week. Any packing cases, barrels or boxes which are used in moving must be removed by you. If packing cases, barrels, boxes or other containers are removed by us, you will be billed for the cost of such removal.
21. **SAFEKEEPING OF ARTICLES:** Our associates, other than as specifically set forth in these Community Policies dealing with dry cleaning and packages, are not authorized to accept keys or other articles. If packages, keys, or other articles are left with the employees of this Community, the sole risk of loss or damage is upon you.
22. **WIRING:** Do not install any wiring in, on or about the Premises or install any aerial for television or radio on the roof or exterior of building.
23. **WEIGHT LIMITATION:** Do not keep anything in your unit that, in our sole judgment, exceeds the permissible load or jeopardizes the safety of the floors or structure. You agree to remove immediately any such item upon demand in writing from us.
24. **RECYCLING:** You agree to cooperate with any and all recycling programs that we put in place or which are required by law.
25. **EXTERMINATION:** You agree to, upon our request, permit us to exterminate pests in your unit and you will take all steps that may be necessary to permit us to perform such extermination. QC currently has a quarterly extermination program. If additional extermination is required to an individual unit, the lessee will be responsible for payment.
26. **SOLICITATIONS:** Door-to-door solicitation and/or circulation of any materials is prohibited. Please report solicitors to our office.
27. **LIGHT BULBS:** Electric light bulbs are supplied to each unit home at the time of move-in. Thereafter, it becomes your responsibility to replace all bulbs. All light bulbs must be working when lease is terminated.
28. **SMOKE DETECTORS:** You will maintain the smoke detectors and replace the batteries when necessary.
29. **GUESTS:** You agree to inform your guests of all Lease provisions and Community Policies regarding use of the Premises. We have the right to bar individuals from the Premises. If your Lease provisions or the Community Policies are violated by your guests, they may be barred and, in the event they receive from us a notice that they have been barred from the Premises, arrested for trespassing. If you allow any barred person on the Premises, it is grounds for termination of your Lease.
30. **SATELLITE DISHES:** Satellite dishes are strictly prohibited.
31. **PETS:**

The following rules are to be observed by pet owners residing in the Community:

- (a) Pets, including dogs and cats, are permitted at the Community ***ONLY WITH OUR PERMISSION***. Some units are completely pet free. Certain types of pets and or breeds are not allowed. These include, but are not limited to, Pitt Bulls, American Staffordshire Terriers, Doberman Pinschers, Rottweilers, monkeys, ferrets, rabbits and snakes. There is a 30 pound weight limit for approved pets and weight verification will be at the expense of the resident. If such permission is granted, it will not be revoked as long as the resident pet owner abides by these policies, controls the pet, and shows due consideration of other residents of the Community.

As set forth in the Lease, if a pet is approved and acquired, a non-refundable pet fee is required to be paid by you.

- (b) Dogs under the age of seven (7) months are not permitted without the written consent of the Manager and the unit Owner. Additional security deposit may be required.
- (c) A pet may not exceed 30 lbs. in weight. A pet that was under such weight limit that grows to greater than the weight limit may no longer remain at the Community and must be removed from the Premises.
- (d) No more than 1 pet per unit. Some units may restrict pets entirely.
- (e) Pets must be restrained whenever a maintenance service call is requested.
- (f) In order to keep the grounds clean and sanitary, all pets must be taken on leashes to the outside perimeter and away from the picnic area of the Community for their toilet purposes. It is mandatory to clean up after your pet.
- (g) Pets must be on a leash at all times when outside the unit.
- (h) Pets are not to be tied or staked outside the unit. Residents living in upstairs units with a balcony may not leave the pet on the balcony for extended lengths of time.
- (i) Patios should be kept clean of pet droppings. During hot weather, especially, odors can be extremely offensive to neighbors. Also, please avoid leaving pet food outside for prolonged periods as it will attract pests. Feeding animals outside on Queen City Premises is prohibited.
- (j) Pets are not allowed in common amenity areas at any time.
- (k) Residents violating these policies regarding pets must reimburse us for any damage or loss incurred, for each violation, at the discretion of the Community Manager and Board of Directors.
- (l) You agree to remove any pet that in our opinion disturbs other residents, whether inside or outside, or that constitutes a problem or obstruction to our employees or to service providers from properly performing their duties. If you fail to remove a pet following a request from us, you agree that we may terminate your lease.