

University Towers – House Rules
Approved February 22, 2017
Additions Approved: September 21, 2021
Modifications Approved: January 16, 2024

University Towers is a housing co-operative which requires a balance between individual and community needs. Some of these rules are made for financial security, some for safety, some for protection of our structure and neighboring units, some to meet legal requirements, some for esthetic reasons and some to achieve the requisite balance between the needs of individual owners and those of the entire building. Each owner, and any other occupants, is responsible to know and abide by these rules and to be sure any guests know them as well.

Use of Appliances and Equipment

1. Any appliance, equipment, or other use that may damage the building or disrupts neighbors, mechanical, or plumbing systems, or other services to the building is not permitted.
2. Anything that interferes with television, internet or radio reception is not permitted.
3. Clothes washing machines, kitchen disposals, and jetted tubs are not permitted due to the plumbing system of the building and the possible transmission of motor vibration noise they can bring between units.
4. Noisy appliances or musical instruments may not be used between the hours of 10:00 PM and 8:00 AM.

University Towers Owners Corporation wants to maintain a dignified, presentable, clean appearance of the exterior of the building. The grounds, the windows, the balconies, the swimming pool, and the parking areas are all essential in this effort. This is important in our role as good neighbors and for the inherent value of the building and each apartment in it.

Balconies and Windows

1. Balcony appearance:
 - a. Balconies may not be used to dry or air out personal belongings and materials.
 - b. No item may be shaken from a balcony. With the exception of window boxes, no item or material may be hung or attached to the inside or outside of the balcony railing or any other portion of the exterior of the building.
 - c. Plants may be set against the inside of the railing and window boxes may be hung **inside** the railing.
2. Balcony use:
 - a. Construction or alteration to balconies or railings in any manner may not be undertaken without the prior permission of the Board.
 - b. Painting of the balcony walls, floors, railings, or privacy panels is not permitted.
 - c. Awnings are not permitted. Collapsible umbrellas are permitted as long as they are well-anchored in a weighted umbrella stand.

- d. Patio furniture and storage boxes placed against the wall, lower than railing height are permitted.
 - e. Signs and advertisements are not permitted.
 - f. Holiday decorations may be hung only **inside** the railings of balconies between December 1st and January 15th.
 - g. No bird feeders of any kind are permitted as they also attract squirrels that can be a health problem.
 - h. No individual radio or television aerials of any kind are permitted on the balconies or roof.
 - i. Electric cooking or warming devices are permitted. No other cooking or grilling devices are allowed.
3. Balcony maintenance:
- a. Balconies must be kept clean.
 - b. Anything used periodically, such as children's toys, must be kept neat and tidy.
 - c. Owners must keep the balcony drains clear of material which could clog the drain. If the drain becomes clogged, please call the management office.
4. Windows:
- a. No window air conditioners may be installed.
 - b. All window treatments or coverings are subject to ongoing aesthetic review by the Board and the building manager. Examples of materials not permitted are materials such as foil, newspapers, posters, brown paper, cardboard, pictures, blankets, bed sheets, towels, plastic film, tarpaulins, and paint.
 - c. Shareholders should not leave windows open overnight if they will be out of their unit as this could permit damage to occur there and in other units.

Fire Safety and other requirements in Hallways and Stairs

1. Hallways and stairs may not be used for any purpose other than entering and leaving apartments. This is a safety measure required by the Fire Marshall.
2. Fire doors to stairways or units may not be left open at any time.
3. For safety reasons, in accordance with Fire Department regulation, no items such as doormats, personal furniture, umbrellas, outdoor boots, skateboards, bicycles, shoes or strollers or the like may be left in the hallways or the stairways at any time.
4. Hallways may not be used for play. In addition to safety concerns it can be disturbing to others.
5. No stickers, flags or political paraphernalia are to be on the hallway side of unit doors.

Noise Control

1. Please reduce radio and television sound to appropriate moderate levels from 10:00 PM until 8 AM daily.
2. Noise from social events should be reasonable at all times, and carefully reduced to appropriate moderate levels between 10:00 PM and 8:00 AM.
3. Any resident may call the front desk to complain about noise and the desk will call the offending unit.
4. Construction and repairs by outside contractors may only be conducted between 8:30 AM and 5:00 PM Monday through Friday; between 9:30 AM and 2:30 PM Saturdays and is prohibited on Sundays. No construction may take place on the following major holidays if not on a Sunday: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Saturday construction hours should be followed on the following religious and civic holidays where shareholders may gather with family and friends: Martin Luther King Day, President's Day, Passover, Good Friday, Juneteenth, Rosh Hashanah, Yom Kippur.
5. If there is a complaint regarding noise transmission from a unit, 80% of floor surface must be covered with rugs, carpeting or noise reducing material, with the exception of kitchens, baths, and closets. This is to assure reasonable quiet for people living beneath the apartment.
6. Dispose of trash quietly, in particular before and after 8:00 AM and before 10:00 PM, so that people in adjacent apartments will not be disturbed.

Parking

1. Parking garage on the south side of George Street:
 - a. A key card for this garage may be obtained at the management office for available spaces and an additional monthly charge will be charged to the owner for the parking space.
 - b. This garage is shared with Madison Towers, but spaces for each building are appropriately marked.
2. George Street lot on north side:
 - a. Between 8:00 AM and 5:00 PM on weekdays and between 8:00 AM and noon on Saturdays **this lot is reserved for patients and clients of commercial tenants and for approved University Tower's guests (see below)**
 - b. During the hours in 2.a. above, guests of University Towers owners may park here if space permits and the person wishing to park the vehicle secures approval and a tag from the front desk in advance of parking.
 - c. Between 5:00 PM and 8:00 AM the next day, Monday through Friday and between noon Saturday and 8:00 AM Monday, University Towers owners may use this lot provided the car has a sticker obtained from the management office.

- d. Guests may use this lot provided they have a current parking pass obtained from the front desk.
3. Crown Street lot:
 - a. Spaces in this lot are to be allocated to Shareholders in University Towers on the basis of a waiting list, approved UT visitors, and staff use with current tags on display. Access also must be kept free for trash removal and delivery trucks.
 - b. Contractors may request to use a tag, if the desk staff determines space open space is available. Desk supplied tags should be placed on the windshield.

Laundry Room- Approved 6/21/17

1. The laundry room will be locked and must be kept locked. Use the key card you have for the front door to gain access.
2. Observe the posted rules and instructions, particularly:
 - a. Please remove your laundry as soon as the cycle is completed so others do not have to do so.
 - b. Clean the lint filter each time in dryers.
 - c. Carts must remain in the laundry room at all times.
 - d. Report to the desk any problems you may encounter with machines.

General Lobby Access - Approved June 21, 2017

1. Messengers, tradespeople, and guests must be told to report to the doorman upon arriving. They will be asked to sign in and out, and to call the resident from the foyer telephone.
2. No resident may ask any employee of University Towers to perform any personal business during that employee's working hours.
4. Any resident wishing to bring a bicycle into the building must do so through the basement ramp and must use the padded elevator. Bicycles may not be stored on balconies, in hallways or stairwells.
5. Any consent given or approval granted under these House rules by the Board shall be revocable at any time and residents (shareholders and tenants) will be so noticed.
6. An University Towers employee, on his/her own time, may be employed to clean or help a resident, provided the resident informs the Property Manager in writing in advance.
7. The Board's consent must be obtained, in advance, for any tour exhibition, auction, sale or large group visitation of an apartment. The listing of a unit with a realty company should be noticed to the Management Office and front desk staff.
- 8 Residents and guests must wear proper attire and shoes in common areas which includes elevators, lobby, mailroom, and laundry room. Night gowns, bathrobes, and bare feet in the common areas are not permitted.
9. There should be no loitering in the Lobby.

10. The Lobby of University Towers is a transition area for people coming into the building and going out. It is not to be used for extended conversation, play area for children, eating or drinking, computer use or any other extended activity.
11. The staff working at the desk are available for questions, but not for extended conversation. They have many duties including answering the phone, monitoring the video cameras and firealarm systems, greeting visitors, handing out packages and dealing with vendors. Therefore, shareholders and guests should not be carrying on extended conversations with the staff or near the desk. Because the work of the staff is so essential to the well-being and security of those who live in University Towers, violators of the above rule will be reported to the Property Manager.

Pest control and trash safety

1. Every apartment must be kept clean and free of garbage and debris to discourage the spread of insects and vermin.
2. Kitchen, bathroom, and storage areas should be carefully monitored for evidence of vermin. If there is a problem, immediately request vendor extermination assistance for rodents/cockroaches – **none should be tolerated.**
3. Should pests become a persistent problem due to failure to maintain their unit in a sanitary condition, shareholders will be charged for extra exterminating visits.
4. Trash and garbage, in small bags, tied and closed, must be dropped into the chute in the trash room. Large bags of trash, pizza boxes, cardboard and bags of cat litter must be taken to the dumpster and not left in trash rooms.
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9. Newspapers, similar sized paper, and flattened cardboard must be piled neatly on the rack to be bundled by staff for recycling. Please follow posted Trash Room rules.
10. For disposal of large items take them down to the dumpster or consult the staff. For batteries, light bulbs and electronics consult the Office or staff.
11. Excessive trash such as accumulated newspapers, magazines etc. in an apartment is potentially a serious fire hazard and owners are required to promptly remove it. If excessive accumulation is noted and not remediated by the advised shareholder, it may be necessary to schedule the removal of items at the shareholder's expense.

Pets

No pets are permitted in the building with two exceptions:

- a. Service animals and therapy or emotional support animals whose owner has a medical professional's letter and has submitted an application to the Management Office in advance and received a letter of permission from the Board before bringing the pet into the building.
- b. Any cat resident in the building as of 1/1/2017 may remain until the animal's death or the owner decides to remove the cat(s) from the apartment, **provided the owner registers such existing cat(s) with the Management Office no later than 4/1/2017.** After 4/1/2017 any unit owner or tenant may have one cat in the unit. All unit owners or tenants who have cats must register the cat with the Management Office. A fee of \$25 will be charged for overseeing compliance with the rules governing pets.
- c. Any animal in the building must have up to date vaccinations and copies provided to the management office as part of the registration.
- d. Cat litter cannot be thrown down the chute. It must be disposed of in a closed bag and taken to the dumpster.
- e. Cats are not permitted to roam the common hallways and must be carried out of the building either in a carrier or in the shareholder's/tenants arms.
- f. No other pets are allowed.

Plumbing, Electrical, and Construction General Requirements

1. An owner or lessee must secure, in advance, permission from the building manager for any work in an apartment that involves changes in the walls, floors, plumbing, electrical or other construction work. Those doing the work must have proper insurance and the safety of the structure and its systems must be assured.
2. Alteration Agreement Type A must be completed for home improvement tasks, such as comparable appliance replacement in the same location, painting and decorating.
3. Alteration Agreement Type B is a submission for the review of the scope and duration of work that includes demolition, electrical work, or plumbing work. It must be completed and submitted to the Management Office for review prior to the start of any work. All forms must be signed by the shareholder(s) and any applicable administrative fees paid. The expense of a consultant architect's or engineer's review, should that be needed, is the responsibility of the shareholder.
4. Certificates of Insurance and Indemnity agreements are required for submission to the Management Office to be kept on file for all contractors performing work in the building. Licenses may be requested for trades/scopes requiring them.
5. Front Desk staff be given a list of each apt. undergoing renovation, including the name/phone number of the supervising contractor should contact be needed.
6. Shareholder letters to immediate neighbors advising them of your project scope and planned duration, are required at least one week before a project start date.
7. Contractors, tradespeople, and guests must be told to report to the doorperson upon arriving. They will be asked to sign in and out, and to call the resident.
8. Messengers will not be sent to units. The resident or tenant is asked to sign for their package in the lobby or to pick up packages not requiring signature that at left there.
9. No resident may ask any employee of University Towers to perform any personal business during that employee's working hours.
10. Fines will be levied for violation of these rules.

Plumbing

1. "Wet over Dry" relocations of plumbing fixtures over formerly dry areas in units below are not permitted.
2. Relocations cannot be made over 36" from the current location/connection to the riser and drain piping.
3. The installation of properly installed dishwashers adjacent to the kitchen sink location is permitted.
4. The installation of "sharkbite" connections is not permitted.
5. Clothes washing machines, kitchen sink disposals (Q: and jetted tubs?) are not permitted in apartments due to the impact of washers and disposals on the older plumbing system and the possible transmission of vibration during use.
6. Any noted leaks or dripping should be reported to the front desk for maintenance assessment as quickly as possible.
7. Sinks, bathtubs, and toilets must not be permitted to overflow.

8. Leaks from fixtures and piping outside of the common walls and ceiling chases are the responsibility of the shareholder.
9. If a sink, toilet, shower, or bathtub is replaced, shareholders are required to install new shut off valves (and access panel if needed), near that upgraded fixture or fitting.
10. The installation of a Laticrete waterproofing membrane may be required in projects with a substantial renovation of an area with plumbing fixtures.
11. Fines will be levied for violation of these rules.

Right of Entry and Keys

1. University Towers Owners Corp must have at least one key or combination code (or keys where appropriate) for **every** apartment in the building. That key or code will be kept in a safe that may be accessed only by Management. Shareholders should notify management in writing of planned extended absences from their unit.
2. In the case of lost shareholder keys, if Management is not available and that key cannot be brought out of the safe, an owner losing his or her key will have to wait or contact a locksmith to enter his or her apartment.
3. Any owner who wishes to may also leave a second key(s) with the front desk so that in the event of a key being lost or locked in the apartment the owner can gain quick access. This key may also be given out by the desk, with the owner's written permission, for such people as house cleaners and workmen.
4. For routine building maintenance, staff may enter unit provided information regarding the nature and timing of maintenance is posted in advance next to the elevator on the affected floor, with email copies sent to owners who have provided email information to the Management office. Approved 6/21/17.
5. In the event a lock is changed, the owner must give University Towers a new key on the day the change is made.
6. In the event of an emergency, staff may enter without notice and if the owner has not provided a key to the front desk or staff, emergency personnel may break in at the owner's expense without prior notice.
7. An owner or lessee must secure, in advance, permission from the Property Manager for any work in an apartment that involves changes in the walls, floors, plumbing, electrical or other construction work. Those doing the work must have proper insurance and the safety of the structure must be assured.
8. All moving companies transporting contents into or out of units, deliveries of furniture, appliances, materials, etc. that require delivery through the lobby or lower level through the building elevators/stairs to a unit require the prior submission of a Certificate of Insurance to the Management Office. Once the office has reviewed the document, Front desk staff must be notified of the need to reserve time to travel through the elevator/stairs. Approval must be granted prior to access to a unit.
- 10 Complaints regarding the building service should be made in writing to the Property Manager.
- 11 An outdoor bicycle rack is provided; use is at the shareholder's own risk.

Non-Smoking Building-Adopted September 21, 2021

1. As of the date of adoption of this rule University Towers is designated as a non-smoking building. The use of any smoke producing tobacco products shall be prohibited from all areas of the building, public spaces, service spaces, balconies, or exterior spaces within 25 feet of any entry door or the perimeter of the building. Smoking is already prohibited from the swimming pool enclosure.
2. All individuals submitting an application to purchase, rent, or sublet a unit in the building shall be asked to sign a document acknowledging their awareness of the smoking prohibition and shall agree to constrain themselves and any guests or co-inhabitants from smoking anywhere in or around the building as described in paragraph No. 1 above.
3. All current renters and shareholders are exempt from the non-smoking provisions of the House Rules in so far as the use of these prohibited substances is concerned but only as it applies to their use within the confines of their own apartments. The non-smoking provisions apply to them for all other spaces in and around the building, including all balconies.
4. If smoking by current shareholders becomes an irritant to any other occupants of the building, they will be asked to take reasonable measures to mitigate the problem such as installing management approved smoke filters or confining their smoking to rooms that are not contiguous with rooms in adjacent units.

REVISED HOUSE RULES APPROVED BY THE BOARD OF DIRECTORS EFFECTIVE MARCH 24, 2004
“Pursuant to Article X, Section 2 of the By-laws of University Towers Owners corp., the Board of Directors at a duly called meeting on January 27, 2004, at which all members of the Board of Directors were present, passed the following amendment to the By-laws of the University Towers Owners Corp. to be effective January 28, 2004:

Article II, Section 8 of the By-laws of University Towers Owners Corp., is hereby deleted in this entirety, and the following is substituted therefore:

Section 8. House Rules. The board of directors shall have power to make and change reasonable rules applicable to the apartment building owned or leased by the corporation whenever the board deems it advisable to do so. All house rules shall be binding upon all tenants and occupants of the apartment building. Copies of changes in the house rules shall be furnished to each shareholder and shall be binding upon the delivery thereof in the manner provided in the proprietary lease. By resolution, following Notice and Hearing, the board of directors may levy a fine of up to \$50 per day for each day that a violation of the House Rules persists after such Notice and Hearing, but such amount shall not exceed that amount necessary to insure compliance with the rule or order of the board of directors.

Effective date January 28, 2004