

Windmere Condominium Association

**INFORMATION,
RULES & REGULATIONS
FOR OWNERS**

Information and Rules and Regulations for Unit Owners

- The information in this "handbook" is not meant to replace the Declaration of Condominium or the By-laws, Rules and Regulations of the Windmere Condominium Unit Owners' Association. It is offered as an easy reference and to explain some of the by-laws in greater detail.

Each unit owner should have a copy of the Declaration of Condominium and the By-laws, Rules and Regulations of the Windmere Condominium Unit Owners' Association, and should be familiar with them.

General Information

1. Common areas are the responsibility of all unit owners. Please treat these areas with the same care you would use in your own home.
- 2. It is permissible for the occupants of each floor to decorate or furnish their lobby in any tasteful manner upon which they can mutually agree.
3. The entryway of each unit may be decorated by the unit owner; however, this space is defined as a "limited common area." As such, all residents may pass through it.
- 4. The housecleaners come only once a week, so if you drop or spill something, clean it up.
- 5. Smoking is not permitted in the common areas.
6. Use of the common room for a private party or a meeting requires prior approval by the board.
- 7. The storage area off the first floor lobby is for storage of grocery carts and the
• wheelchair. Bicycles may be stored in the outside storage room near the receiving area. Bicycles should be labeled with owner's name.
8. Post no notices except on the bulletin board. Items must be dated when posted.
- 9. The shutoff of the sprinklers on each floor is located inside the hatch on the ceiling just outside the A unit.
- 10. The main shutoff valve for water in each unit is located in the hot water heater closet. It is in the top right corner where the main water pipe enters.

11. Mortgages, deeds and leases should be registered with the Executive Board of the Condominium Association. A Certificate of Homeowner's Insurance showing the company name and date of expiration should also be filed with the Board.
(Declaration - p. 38) (By-laws, R & R - p. 36)

Security/Safety

1. No exterior doors should be "propped open" or left unlocked except for temporary use, i.e., loading/unloading. Remember to lock up after doing so.
2. Each of us can enhance security by checking to see that exterior doors are locked when we're in the vicinity.
3. Appendix A contains a detailed discussion of the fire alarm system and its use.
4. Please supply keys to two other unit owners for access to your apartment in case of an emergency. Members of the Executive Board will maintain a list of key holders.
5. Please be sure the secretary has a current out of town address and telephone information if you spend part of the year away from the Ridgeway.

Elevator: Use and safety

1. Delivery people and movers should be informed that elevator walls and floor should be protected from possible damage when moving large items. Wall pads and instructions for their use are found in the storage room off the main floor lobby. Protective material must be placed on the tile floor in the lobby to prevent breakage.
2. In the event that you are on the elevator when it stalls, look for information in the telephone box. Telephone numbers are available for Otis Elevator and the residents of the building. Remain calm. Elevators have the best safety record of any form of transportation.

Pool: Use and restrictions

1. To prevent damage, umbrellas should be used with care. Lower umbrellas and replace bungee after use.
2. To prevent staining of the straps by body oils, the entire chair or lounge should be covered with a towel during use.
3. No glassware or breakable items are allowed in the pool area.
4. Children 14 and under must be accompanied by a responsible adult. Diving, pushing and horseplay are not allowed.
5. Use of the pool is at the swimmer's own risk. We suggest that you do not swim alone.
6. Residents wishing to use the pool for private parties must have prior written approval from the Board.
7. The pool is professionally cleaned weekly. It should be vacated during cleaning and for 1 to 2 hours after cleaning.
8. No pets are permitted in the enclosed pool area.

Vehicles and Garage

(Declaration - p. 22) (By-laws, R & R - p. 32)

1. No motor vehicle other than a private passenger type shall be parked in the garage or on the property. No unit owner shall have vehicles on the premises for purposes of services or hobby, such as tearing down or putting together motor vehicles, other than washing same. No storing of old, junked, or hobby type cars is permitted.
2. Each unit is assigned two parking spaces. Your parking area number is recorded by the secretary. If a parking space is not in use by a resident, that resident may permit another resident to rent or use the vacant space. If there are no vacant spaces available in the garage, a unit owner with more than two cars will be obligated to remove the excess cars from the Ridgeway property. Please ask your guests not to park in the garage unless they use your assigned parking space.
3. Outside parking is to be reserved for guest parking. Residents are to park their vehicles in the garage. Occasional overnight outside parking by resident may be permitted.
4. Nothing is to be stored in the garage with the exception of bicycles and folding grocery carts.

Terraces

(Declaration - p. 21) (By-laws, R & R - pp. 31, 32, 33)

1. No unit owner may paint, decorate, or otherwise modify the outside of his unit. No unit owner may display, hang, or store anything outside his unit.
2. This is not meant to prohibit the display of flowers or other decorative plants.
3. No antenna or dish for television or microwave system may be installed.
4. No signs of any kind may be displayed.
5. No outdoor clotheslines.
6. No noxious, offensive or loud activity shall be carried on in any unit, nor shall anything be done which may become an annoyance or nuisance to the other unit owners in the quiet enjoyment of their unit. Examples could include loud music, radio or television, musical instruments and wind chimes. (Declaration - p. 23)
7. Cooking is not permitted on the terraces.

Noise

(Declaration - p. 23) (By-laws, R & R - p. 33)

1. No noxious or offensive activity shall be carried on, nor shall anything be done which may become an annoyance or a nuisance to the neighbors. Avoid the playing of loud music, radio or television or any loud activity which could disturb others.
2. Without prior permission of the board, no contractor or workmen employed by a unit owner shall do any work in any unit (except for emergency repairs) between the hours of 6:00 p.m. and 8:00 a.m. or on Sunday or on legal holidays, if such work is likely to disturb other unit owners.
3. Seventy-Five (75%) percent of the floor covering of any unit, other than the kitchen, bath and entryway, shall be carpeted or covered with sound resilient material.

Pets

(Declaration p. 23) (By-laws, R & R - p. 33)

1. No pets shall be permitted unless approved in writing by the Board. One dog, cat, or other domesticated household pet may be kept, provided that they are not kept, bred or maintained for any commercial purposes and provided that no more than one pet of less than 40 pounds is kept in any unit. Pets must be housed indoors and conform to all local ordinances and regulations.
2. Pets must be on leash when outside the unit.
3. Pets should not be "walked" near the building, nor on lawns and landscaped areas. Pet waste must be picked up and disposed of properly.

Lease

(Declaration - p. 19 & p. 20)

1. A unit may not be leased or rented except to a family member for residential purposes for a term of at least one month.
2. The leasee/renter is subject to all by-laws, rules and regulations as affect the unit owner.
3. For reasons of health or safety, a Unit Owner may apply in writing to the Executive Board requesting a waiver of the rule that only immediate family members of the unit owner may occupy a unit. The Board is empowered to grant requests when it is satisfied that the proposed occupancy arrangement is reasonable and does not jeopardize the interests of the other unit owners.

Trash/Waste Disposal:

With proper handling, we can keep our "dumpster room" as clean and odor-free as possible.

1. All garbage (food waste) should be in sealed plastic bags intended for this purpose, tied tightly. Plastic grocery bags and paper bags should never be used for garbage disposal because they burst, tear easily and often leak. (Declaration - p. 21)
2. Corrugated cartons overfill the dumpster and should not be placed there. They should be broken down, bundled and tied and set aside near the recycling bins. If corrugated cardboard is in small pieces, it may be placed in a brown paper bag, not plastic.
3. Trash rooms and chutes should be kept clean. Report spills and cleaning needs to Housekeeping Chairperson. Centre Regional Govt. building code requires that these areas should not be used for storage other than recycling (see below).
4. The dumpster is emptied twice weekly.

Recycling

By using the recycling bins in the dumpster room as marked, we can avoid overfilling the dumpster, and also comply with township requirements.

1. Glass and plastic jars and bottles, newspapers magazines and catalogs can now be separated from food waste, according to the chart posted.
2. Each unit owner can keep a container (carton, laundry basket, etc.) in the trash room on each floor to accumulate recycling, for convenience. This should be brought to the dumpster room periodically.
3. Recycling is collected once weekly.
4. Martha Rabinowitz has volunteered to act as a reference for questions regarding recycling and/or disposal of hazardous materials or large bulky items such as furniture.

APPENDIX A

TO: RIDGEWAY UNIT OWNERS
From: James W. Powers, Sr.
Building Committee
Date: August 27, 2002

RE: RIDGEWAY FIRE ALARMS SYSTEM

The smoke detectors, sprinkler flow sensors and fire alarm "pull stations" will sound the fire alarm horns in the Ridgeway building ONLY. If upon investigation there is a fire condition, it is necessary to phone the FIRE DEPARTMENT by calling 911. THE ALARM SYSTEM IS NOT MONITORED by Vigilant. You must call the Fire Department to have them respond.

The common area smoke detectors, pull stations, and sprinkler flow sensors are connected to the building alarm system. Individual residence smoke detection systems will not sound the building alarm system. Unless your unit is connected to a security service, it will be necessary to phone the fire department. [911]

If the building alarm system should sound, the following procedure should be followed:

1. If you detect a fire call the FIRE DEPARTMENT, 911. EXIT BUILDING.
2. If you DO NOT detect a fire, proceed to the electrical/power room in the Lower Level next to the elevator room.
3. Press keypad "A" on Vigilant keypad, this will shut off alarm. The display will identify what detector has been activated. Investigate to see if there is a fire or not. If there is a fire call the Fire Department, 911. Remember the alarm system is not connected to the Fire Department.
4. If the alarm is sounded because of a sprinkler head going "off" due to fire or damage, the panel display will show "water flow" and the floor where the sprinkler is activated.
5. Upon confirming there is not a fire press "B" on the keypad, this resets the detector. Wait two minutes [2] and press "C" on the keypad to clear the display.
6. Use the elevator key to reset the elevator. Reset location is on first floor to the right of the elevator door. The reset key is located in the lower fire control panel box. When the fire alarm sounds the elevator will descend to the first or lower level floor and the door will open. Until the elevator is reset the elevator will not operate.

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FIRE ALARM SYSTEM RIDGEWAY

If the fire alarm continues to sound and it is determined that the detector in question is malfunctioning and there is not a fire, proceed through the above sequence except for step 5. With a defective sensor the elevator will not operate. Instead of step 5 use the following procedure.

1. Go to Power/telephone room, lower level.
2. Open top Red Fire Control Panel Box above the display/keypad.
3. Push toggle switch located on right side of box to disable. If elevator is on the first floor push upper toggle, if on the Lower Level push lower toggle. This action will allow elevator to operate on a temporary basis until the fire alarm system can be serviced.
4. Advise a member of the Building Committee so they can contact Vigilant Security to service unit.

Bill Babcock	238-8158
Arnold Gasche	861-0999
Jim Powers	234-0628

One of the major causes of false alarms is dust in the detectors. If you observe a high dust situation around the detectors contact the building committee. The detectors should be covered with a plastic bag when there is considerable dust.

Posted: Electrical/Powers Room Lower Level

Doc: Ridgeway Fire Alarm System 8-27-02

WINDMERE CONDOMINIUM UNIT OWNERS ASSOCIATION
ANNUAL MEETING OCTOBER 6, 2009

NEW BUSINESS:

1. Approval and/or discussion of the following items to the Windmere Condominium Association (WCA) Information, Rules and Regulations for Owners: The following items have been approved by the Executive Board. Please file this memo with your copy of (WCA) Rules and Regulations for Owners.
 - A. Posting Signs on WCA property: Information, Rules, and Regulations for Owners will be revised to state that placement of any signs on individual units or on any portion of condominium property by individual owners or their representatives; e.g. contractors, realtors, etc. is not permitted.
 - B. Open Houses for the purpose of Condominium Unit Sale: Windmere Condominium Association – Information, Rules, and Regulations for Owners will be revised to include – entry to the building for realtor open houses and other visitors to any portion of the building interior. Outside entrance/exit doors are not to be propped open.
 - C. Non-payment of WCA monthly fee: The Windmere Condominium Association-Information, Rules, and Regulations will be amended to include a 10% late fee on the balance due for those Unit Owner accounts 45 days past due. These charges would include the monthly fee, assessments, collection costs etc. Non-payment may result in disqualification of the unit in voting WCA meetings and preclude qualification for the unit owner to hold a position on the WCA Executive Board.