

# River Park House

## Rules and Regulations

Revised 2016

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## Welcome and Introduction

Because the high-rise condominium combines close living with home ownership, it is imperative that each resident or owner be respectful of the rights and privileges of neighbors and aware of his or her own obligations and responsibilities to the condominium community. Investor owners are responsible to inform their tenants that they must abide by the rules and regulations. Failure on the part of the tenant to abide by the rules and regulations will subject the owner to warnings or fines.

These Rules and Regulations are designed to provide a clean, quiet, safe, and enjoyable environment for all without infringing on anyone's personal freedom or comfort.

Residents must provide access to management to ensure that these regulations are being followed for reasons of safety and maintenance of common elements.

The rights, privileges, and obligations of each member of the River Park House Homeowners' Association are set forth in the Declaration of Condominium, By-Laws, and House Rules and Regulations mandated by the Pennsylvania Uniform Condominium Act of 1982.

In accordance with Article V, Section 5.3 of the By-Laws -, a Rules and Regulations Committee was established as a standing committee. The Committee's mission is to work with Management and Council to identify rule infractions within River Park House that lessen the enjoyment or safety of resident life. Additionally, the Committee recommends disciplinary choices for rule infractions.

The Rules and Regulations Committee, however, does not make new rules nor does it enforce them. Those responsibilities reside with Management and Council.

Each Owner is invited to share in the responsibility of this Committee by offering suggestions for improvement and/or indicating any concern, in writing, through the Suggestion Box. All suggestions must be signed, dated, and show unit number. (Suggestion Box is located in the mailroom area next to the bulletin board.)

Office staff shall give a copy of the Rules and Regulations booklet to all new residents prior to move. All residents will sign a form at orientation indicating that this information will be read and that said resident agrees to comply with these Rules and Regulations.

## Infractions of Rules

1. EXCEPT FOR INFRACTIONS PERSONALLY OBSERVED BY MANAGEMENT, COMPLAINTS REGARDING VIOLATIONS MUST BE MADE TO THE MANAGEMENT OFFICE. THE COMPLAINANT MUST PROVIDE SUFFICIENT DETAIL TO ENABLE MANAGEMENT TO TAKE APPROPRIATE ACTION. EVERY EFFORT WILL BE MADE TO PROTECT THE IDENTITY OF THE COMPLAINANT, CONSISTENT WITH THE RIGHTS OF THE PERSON OR PERSONS AGAINST WHOM THE COMPLAINT WAS LODGED.
2. In order to encourage compliance with these rules, which are designed to promote a safe and pleasant living environment for all residents, violations ARE subject to fines. (See Appendix A.) The Fine Schedule is subject to change. Current Schedule is available in the Management Office.
3. All alleged violations will be investigated and fines assessed when appropriate. It is intended that these should serve as a deterrent against violations of the rules and not as a source of condominium revenue. Disciplinary procedures will be applied in a reasonable manner. All warnings must be in the form of a written notice, submitted to the violator.
4. If a violation occurs, depending on the violation, a fine may be imposed, or a warning letter will be sent to the violator, describing the violation and, where appropriate, specifying a date by which the violation must cease or be corrected.  
  
If a resident commits three or more violations within any twelve-month period, the resident will be fined the cost of the violation plus an additional \$100 for each subsequent offense.
5. The violator has the right to appeal by requesting a hearing before the Rules and Regulation Committee by notifying the Management Office in writing within ten days. (See Appendix B.) If the violator does not request a hearing, any applicable fine will be billed to the violator the following month.
6. All residents must provide access to their units for scheduled maintenance, extermination services, and emergencies. Failure to comply with a request for access will result in a fine for each incident.
7. In case of emergencies, if a lock or door must be broken, the owner will be responsible for repair/replacement costs. As of 2016, the cost for an L&I-compliant door is ~\$4000.00.

THE PRIMARY PURPOSE OF THE RULES AND REGULATIONS IS TO ENSURE THE RIGHT OF ALL RESIDENTS TO HAVE A CLEAN, QUIET, SAFE, AND ENJOYABLE LIVING ENVIRONMENT.

MANAGEMENT AND COUNCIL, ASSISTED BY THE RULES AND REGULATIONS COMMITTEE, ARE RESPONSIBLE FOR IMPLEMENTING THESE RULES AND REGULATIONS, AND FOR ENSURING THAT ANY FINE IMPOSED IS COMMENSURATE WITH THE SERIOUSNESS OF THE OFFENSE IDENTIFIED.

## 1.0 Balconies/Building Exterior

- 1.1 No cooking devices or portable outdoor fireplaces of any kind are permitted on the balconies, per City ordinance for high-rise buildings.
- 1.2 To prevent accidents, all objects must be secured. Absolutely nothing can be tossed, dropped, or thrown from any balcony.
- 1.3 Residents must take care when watering plants to avoid damage to cars and other units.
- 1.4 Feeding birds is not permitted. Bird droppings can degrade the concrete.
- 1.5 Balconies are not to be used as storage areas. This includes bicycle storage.
- 1.6 Balconies cannot be used for cleaning mops, empty pails, or discarding cigarettes or any other trash.
- 1.7 Patio furniture may be covered and left in place with covers designed for that purpose. No tarpaulins or tarp-like coverings may be placed around the perimeter of the balcony.
- 1.8 River Park House is situated in a high-wind area, therefore all planters attached to the railings must be attached to the inside perimeter as a safety measure. Nothing may be attached to the outside perimeter.
- 1.9 Clear Plexiglas windbreaks may be used as long as they are securely attached and do not exceed the height of the railings.
- 1.10 Carpet may **not** be glued down on balconies. Carpet currently on balconies must be removed. The Management Office can provide samples of acceptable replacement tiles, which will not trap water and damage concrete.
- 1.11 The hanging or displaying of holiday decorations is prohibited.
- 1.12 Satellite dishes may not be installed on **any** exterior part of the building including balconies.
- 1.13 Anything that diminishes or reduces a neighbor's maximum enjoyment of his/her balcony must be eliminated. This includes, but is not limited to, unsightly patio furniture, litter boxes, planters, ice chests, etc.
- 1.14 Fans and air-conditioning units may not be installed in windows.

## 2.0 Balls, Bicycles, Skates, Roller Blades, Skate Boards, Hover Boards, Sleds, and Wagons

- 2.1 Bicycles are **not permitted** in the lobby or the passenger elevators, and they may not be stored or parked on balconies. Bicycles are permitted on the freight elevator **ONLY**.
- 2.2 Bicycles and/or tricycles may not be stored in the garage stalls. The bicycle storage room, located on the Upper Garage Level, or individual unit must be used.
- 2.3 Bicycle owners must obtain a bicycle sticker from the Management Office and key to this storage room from the doorman.
- 2.4 Bicycles must enter and exit at the Upper Garage level. Caution must be exercised regarding automobiles in transit; all bikes must be walked on or off the property.
- 2.5 Bicycling, roller blading, skating, skate boarding, hover boarding, sledding, playing with balls, and use of kiddie wagons are not permitted on the premises since these activities pose a danger to pedestrians and can interfere with traffic.
- 2.6 When a bicycle owner moves from River Park, he/she is responsible for removing the bicycle from the storage room. Management reserves the right to deem property as abandoned 10 days after move out.  
  
**WARNING!** Bicycles left more than 30 days after the owner moves from River Park House will be disposed of by Management.
- 2.7 River Park assumes **NO RESPONSIBILITY** for any loss or damage to stored bicycles or for injury to riders on the premises.

## 3.0 Children

The following rules shall govern the behavior of children to provide for their safety.

3.1 Children under the age of 10 are not permitted to ride in the elevator unescorted.

3.2 CHILDREN ARE NOT PERMITTED TO PLAY IN THE

- ELEVATORS
- LOBBIES
- HALLWAYS
- SC LEVEL
- GARAGE LEVEL OR
- PARKING LOT

ALL CHILDREN SHALL BE SUPERVISED BY AN ADULT IN ALL THE ABOVE AREAS.

3.3 Children are not permitted to play in or around the shrubs and flowerbeds.

3.4 Balls, bicycles, skates, roller blades, skateboards, hover boards and kiddy wagons cannot be used on the premises because they pose a danger to pedestrians and could interfere with traffic.

## 4.0 Condo Unit Renovations

- 4.1 Contractors coming into the building to work must sign in at the Front Desk.
- 4.2 All commercial vehicles MUST park in the back of the property.
- 4.3 Contractor work days must be confirmed on Management calendar. Notification of work schedule must be presented to the Management Office prior to start of project.
- 4.4 Contractors are to provide proof of insurance to the Management Office prior to the work beginning.
- 4.5 All electrical work is to be performed by either an RPH maintenance professional, or a Pennsylvania-licensed electrician.
- 4.6 All plumbing work is to be performed by either an RPH maintenance professional or a Pennsylvania-licensed plumber.
- 4.7 Residents must make a reservation with the Management Office for the use of the freight elevator by their contractor. Use of the passenger elevators by contractors to transport personnel, tools, or materials is prohibited.
- 4.8 Contractors are required to use their own dollies, hand trucks, and carts to transport all materials associated with their work. Use of River Park House property is prohibited.
- 4.9 RESIDENTS MUST PRESENT PLANS FOR RENOVATIONS TO MANAGEMENT NO LESS THAN TWO WEEKS PRIOR TO THE PLANNED START OF CONSTRUCTION TO INSURE THAT THE WORK WILL NOT INTERFERE WITH THE WELFARE OF OTHER RESIDENTS (CAUSE STRUCTURAL DAMAGE, LEAKS, ELECTRICAL POWER INTERRUPTIONS, ETC.). RESIDENTS PERFORMING, OR HAVING THE RENOVATIONS PERFORMED, ARE RESPONSIBLE IF ANY OF THE RENOVATIONS CAUSE DAMAGE TO ANOTHER UNIT OR COMMON AREA.
- 4.10 Noise-producing work requires notification as a courtesy to any neighbor who will be affected by the noise.
- 4.11 No renovations or unit updates may be performed by contractors on weekends or holidays, or before 8:30 AM or after 4:30 PM.
- 4.12 All waste and debris associated with renovation project must be hauled away to an offsite location, not left in trash rooms, RPH dumpsters or common areas.

- 4.13 The contractor must maintain cleanliness in building areas as it pertains to dust and/or debris from the project.

*For further information regarding renovations, please refer to Article VI of the DECLARATION OF CONDOMINIUM OF RIVER PARK HOUSE, a condominium.*

## 5.0 Common Elements

- 5.1 Smoking is prohibited in any of the indoor common areas or outdoor areas designated as non-smoking.
- 5.2 SEATING IN THE LOBBY IS RESERVED ONLY FOR INDIVIDUALS WAITING FOR TRANSPORTATION. The lobby is part of the common area. Residents should share and use this area in a reasonable fashion. Residents may not remain in the lobby for prolonged periods of time. Residents loitering in the lobby continuously and/or repeatedly for more than 45 minutes will be subject to appropriate action.
- 5.3 The lobby is not to be used for recreational or social activities by anyone, including residents, guests, or employees. Areas designated for these activities include the card/library room and hospitality room.
- 5.4 Lobby and hallways may not be used as play areas. Skating, skate boarding, roller blading, hover boarding, kiddy wagons, bicycling, playing ball, and running are not permitted in common areas.
- 5.5 Oversize boxes, large appliances, small tables, chairs, etc., should be transported via the service elevator and not through the lobby or on the passenger elevators.
- 5.6 No obstructions such as mats, rugs, umbrella stands, flower pots, etc. are permitted in the hallways, lobbies or elevators. Benches, chairs, baby carriages, playpens, wagons, toys, bicycles, etc. may not be left in any part of the common elements except in those areas designated for specific storage.
- 5.7 Persons wearing bathing attire must wear a cover-up when traveling through the common areas of the building. Shoes and appropriate attire must be worn at all times in the lobby, hallways, and passenger elevators. Bathrobes, pajamas/nightgowns and slippers are not considered proper attire.
- 5.8 No resident may cause or permit anything to be hung or displayed on the inside or outside of the windows or placed on the outside of the building without prior written consent and approval of Council.
- 5.9 No notices or advertisements are to be posted on the bulletin boards, walls, or elevators.
- 5.10 Eating, drinking, carrying open food or beverage containers, or littering in the lobby, hallways, and elevators are prohibited. Discarding of trash, candy wrappers, tissue, bottle caps, etc. on the floors will not be permitted.
- 5.11 No chairs, lounges, or other types of seating may be placed on the outdoor grounds. Residents are, however, invited to use the benches provided in front of the building.
- 5.12 Feeding birds or other animals on the grounds is prohibited for health reasons.

- 5.13 Cell-phone usage for making or receiving phone calls in elevators, lobbies, and the Fitness Center is **not** permitted. Cell-phone calls in the Main Lobby, for transportation purposes, are allowed.
- 5.14 Satellite dishes may not be installed on any exterior part of the building including balconies.
- 5.15 Residents may not open their doors to allow cooking smoke into the hallways. They are to open their windows and/or balcony doors.
- 5.16 Residents may not access the building roof unless accompanied by a member of Management.

## 6.0 Deliveries/Removals

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- 6.1 The service elevator must be used for all deliveries and removal of furniture, appliances, and any other large items.
- 6.2 To prevent conflict with residents moving in or out, the Management Office must approve delivery/removal dates and times for large items.
- 6.3 Deliveries/removals must be scheduled on weekdays (except legal or religious holidays, which are celebrated on a weekday) between the hours of 8:30 AM and 4:30 PM and on Saturday between 9:30 AM and 1:30 PM with prior approval from Management.
- 6.4 All large packaging materials from delivered items must be removed from the property by the owner responsible for such materials and not placed in River Park House's dumpsters. If the packaging material is found on the property, the owner is subject to a fine.

## 7.0 Exterminating

- 7.1 Routine exterminating services are provided to all units without exception. Note: This includes the use of both glue traps and mechanical traps. The exterminator does not use chemicals in the treatment process.
- 7.2 Any resident denying access for exterminating services shall be subject to disciplinary action (warning, fine).
- 7.3 Non-routine exterminating services, such as bed bug treatment, are the responsibility of the unit owner. Failure to report a bedbug infestation may result in costs and fines being levied.

### Bed Bug Protocol

Because some bed bugs have grown resistant to the pesticides used by exterminators, infestations are on the rise across the country. Often mistaken for ticks or small cockroaches, adult bed bugs are flat, thin, and reddish-brown in color. Female bed bugs are round-bodied, while males are more oval in shape. Bedbugs, which are typically the size of an apple seed, can go several months without feeding and are carried into homes in luggage, clothes, bedding and furniture. They live in the seams of mattresses, electrical outlets, inside cracks and crevices, behind wallpaper and any other object near sleeping areas. Bed bug signs include the actual bed bug, dried feces (which appears as dark spotting and staining), rusty or reddish-colored blood smears, eggs, egg shell casings and/or brownish molted skins.

It is imperative to discover and deal with bed bug activity early, before they have a chance to reproduce and become an infestation. The presence of bed bugs is not related to poor housekeeping. Bed bugs do not discriminate, and can infest the cleanest homes, well-regarded hospitals, and five-star hotels. Dealing with a bed bug infestation is challenging, and the whole ordeal can be extremely frustrating for everyone involved.

**It is required that residents report bed bug infestations immediately to Management. Failure to alert Management can place the entire building at risk.**

The RPH Condominium Association is not responsible for maintaining or repairing the interior of the units; therefore, if a single unit has a bed bug infestation, the unit owner is responsible for the cost of eliminating it. **Do not attempt do-it-yourself treatment.** RPH Management has established relationships with a selection of licensed, professional pest management companies from which the affected owner can select. This will help ensure consistent service, reasonable pricing, and a more successful outcome.

Bed bugs can migrate from one infested unit into another via electrical wiring, plumbing, and adjoining walls. Once the Association is on notice that there are bed bugs in a unit, Management can then investigate and determine whether any bed bugs have infiltrated the common element walls and adjacent units. Management will notify affected unit owners and coordinate with the pest management professionals to insure comprehensive treatment is completed.

The treatments of known bed bug infestations are generally quite invasive. The removal of any clutter, linens, cloth window treatments and possibly even the removal of baseboards may be required. Please ensure proper disposal methods are used (i.e., all items must be sealed in plastic bags and mattresses must be wrapped and removed from the premises – **DO NOT PLACE IN RPH DUMPSTERS** as this will result in a fine). Common treatments include the use of chemicals throughout the unit and the heating of the unit to an adequate temperature to kill all existing bed bugs.

As part of the established protocol, Management will keep records of any bed bug-related activity, including the date and location of bed bug infestation(s), the name and contact information of the pest management company contracted, treatment methods used and the follow-up plan put into place, including routine inspections.

## 8.0 Fitness Center

- 8.1 Paid membership is available on a calendar year basis. New residents may obtain a prorated membership for their first year if necessary. No other prorated arrangements are available.
- 8.2. Fitness center is for members use only. No guests permitted.
- 8.3 Disinfectant wipes are provided to wipe down equipment before and after use.
- 8.4 Please return equipment to its proper place when finished.
- 8.5 If the television is on when you enter the Fitness Center, please consult other users before changing the channel. If you are the last person to leave, please turn the television off when you exit.
- 8.6 Cell-phone usage for making or receiving phone calls in elevators, lobbies, and the Fitness Center is **not** permitted. Cell-phone calls in the Main Lobby, for transportation purposes, are allowed.

## 9.0 Moving

- 9.1. The service elevator must be used for all moving. The passenger elevators are not to be used for moving. Violators will be fined.
- 9.2. Moving arrangements and an available date must be scheduled with the Management Office as soon as a move is contemplated. Confirmation of the reserved date must be made 10 days prior to the move.
- 9.3. Two payments are required for moving:
- A **non-refundable** moving fee of \$250.00 is required for all moves including those moving from one unit to another unit, one (1) week prior to the moving date. If the fee is for moving in the fee may be paid with a check. If the fee is for **moving out** the fee **must be paid with a money order, cashier's check, or cash.**
  - In addition, a **refundable** cashier's check/cash deposit of \$250.00 is to be made with the Management Office at the time of the reservation. This includes the key to the service elevator and is to guarantee that no damage will be done to the elevator or common areas utilized by the movers. After an immediate inspection by the River Park House Staff and with assurance that no damage or loss has been sustained, the deposit will be returned to the resident within seven business days of the move. Electronic key fobs must be returned to the Management Office prior to receiving your \$250.00 deposit back from the office.
- 9.4. Moves must be done on weekdays (when the Management Office is open) between the hours of 8:30 AM and 4:00 PM. A move may not begin after 2:00 PM unless the Management Office approves.
- 9.5. All furnishings, appliances, and major household items must be brought through the entrance on the loading dock platform and transported on the service elevator. The moving people must remove from the property discarded large items and debris of any sort. **Debris cannot go into River Park House's dumpsters. The resident is subject to a fine.** Management reserves the right to deem property as abandoned 10 days after move out.
- 9.6. Oversize boxes, large appliances, small tables, chairs, etc., should be transported via the service elevator and not through the lobby or on the passenger elevators.

## 10.0 Parking, Parking Lots and Garage

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- 10.1 Resident Parking Permits: Cars, vans, mopeds and motorcycles will be tagged so that there will be one type color-coded tag for garage spaces and a different color for outside spaces. **A maximum of two parking tags will be issued per unit.** All residents must display River Park House identity stickers **on the rear-most window on the driver's side** (For mopeds and motorcycles, the sticker is to be placed at the direction of the Management Office.) or be subject to towing. The vehicle owner will be responsible for the towing fee. Items left in a vehicle are done so at the unit owner's or resident's risk.
- 10.2 Garage Parking: To qualify for a garage spot, those leasing spaces in the garage will be required to park their cars in the garage **and not in outside spaces**. Those parking in the evenings or overnight in outside spaces, after warning, will lose their privilege to park in the garage. Items left in a vehicle are done so at the unit owner's or resident's risk.
- 10.3 Garage Space Leases: All leases for the garage will be on an annual basis, and there will be no refunds without extenuating circumstances, such as giving up a car for reasons of illness, moving out, etc.
- 10.4 Garage Parking Rates: Effective January 1, 2015, fees for all levels will be \$55 per month per single space. If a person has a wide space the fee will be \$82.50 per month, or 1-1/2 spaces the rate is 90.00 per month. Rates are subject to change annually.
- 10.5 Garage Parking Availability: No unit will be permitted to lease two separate parking spaces, other than tandem spaces.
- 10.6 Garage Parking Environment: The Management Office will relocate cars as needed to attempt to create more spaces in the garage, by such efforts as moving storage space, providing spaces for compact cars, etc. Management may designate certain spots as "compact cars only" spots and create separate waiting lists for compact cars.
- 10.7 Effective July 1, 2014, parking in the rear of the building will be restricted to residents with outside parking stickers after 9:00pm.
- 10.8 Trucks, vans, etc. (private or commercial) should be parked in the **rear parking area**. The only exceptions are police cars, fire-fighting equipment, ambulances and mail trucks.

10.9 Restricted Parking Areas: Management, with the advice of Council, has the authority to create additional “overnight only” spots, to modify the hours of overnight parking, and to otherwise make changes necessary for the safety and efficiency of our parking lot and garage. As of July 1, 2014, overnight parking in restricted areas is permitted during the following times ONLY:

- 15-Minute Zones from 9:00 pm to 7:30 am;
- Along the fence and in the loading dock areas from 6:00 pm to 7:30 am Monday through Friday, and on weekends beginning Saturday from 2:00 pm through to Monday, 7:30 am (unless there is need for an emergency snow route).

The towing company patrols the property periodically and will tow violators.

10.10 Guest Parking: All guests will need a hangtag for all parking or run the risk of being towed. It is the obligation of the unit owner/resident to make sure that their guests obtain hangtags. The hangtag is also a means for the Management Office to notify you in the event of an emergency or possible damage to your vehicle. We will make an effort to see that the towing company notifies people *before* a car is hooked up to the tow truck, but it is the obligation of unit owners and their guests to follow parking regulations.

10.11 Parking spaces designated for handicapped drivers shall be used **only** by handicapped drivers who have handicapped license plates on the vehicle or handicapped parking authorization hangtags from the Commonwealth of Pennsylvania displayed in the car. A unit may only use one handicapped space. **Vehicles must be moved within any 48-hour period.**

10.12 All registered cars will be required to obtain a key fob to open front gates/garage doors, and to make an appropriate deposit for the key fob.

10.13 The main entrance to the building is a Fire Lane and is to be kept clear at all times except for minimal loading and unloading. Cars cannot be left unattended in the entrance area. The doorman has authority to ask for removal and will report violations.

10.14. Neither the parking lots nor the garage may be used as a storage area for unused cars belonging to owners, their families, or others, or for the sale of vehicles, or for any other commercial purpose. Bicycles and/or tricycles may not be stored in the garage stalls.

10.15 Disabled or damaged vehicles, those with flat tires, or expired registrations/inspections may not be left on the property for more than forty-eight (48) hours. After forty-eight (48) hours they will be subject to towing. Management reserves the right to deem property as abandoned 10 days after move out.

10.16 Vehicle repairs and maintenance and car washing are not permitted. Road Service (e.g., AAA) is permissible.

10.17 The Management Office, with the help of the House Committee, will continually review the signage to make all signs clear and easy to read.

10.18 Garage safety is a critical concern. In order to ensure a safe flow of traffic, residents and their guests are required to enter the garage only through the door located on the Upper Garage level. All vehicles with approved parking spots are required to exit the garage only through the door located on the Lower Garage level. Unless otherwise approved by Management, these are the only acceptable routes for either entering or exiting the garage.

10.19 No resident shall allow a motor vehicle to stand idle with the motor running for more than ten (10) minutes in the garage or outdoor parking areas. Odors and fumes from motor vehicles shall not be permitted to affect the safety, health, and enjoyment of other residents.

10.20 Due to health, fire code, and safety concerns, garage parking stalls are intended **only for registered vehicles and personal shopping carts**. No other items may be kept, maintained, or stored within the parking stall or any other area of the garage. When they are not being utilized, personal shopping carts that are stored in the garage should be empty.

## 11.0 Pets

- 11.1 With the exception of service animals, no animals other than cats, domesticated birds, and tank fish are permitted. No resident may keep more than three (3) cats in a unit.
- 11.2 Residents transporting pets must use the freight elevator. Pets are not allowed in the hallways, lobbies or passenger elevators. A pet owner is responsible for any accident a pet may have while not in the resident's unit. Service animals may use either passenger elevators or the freight elevator. A service animal owner is responsible for any accident that the animal may have while not in the resident's unit.
- 11.3 Pets and service animals must not be permitted to relieve themselves on the balconies or sidewalks, in the parking lot, in the garage, in the hallways, in the grass areas surrounding the building or in any common areas pertaining to River Park House.
- 11.4 No dogs other than Assistance Dogs, as protected under the Americans with Disabilities Act of 1990 (ADA) and Americans with Disabilities Amendment Act, are permitted.
- 11.5 Guests are **not** permitted to enter the building with pets. Service animals as defined by the ADA **are** permitted. According to ADA definition, service animals are **not** pets. The ADA defines a service animal as "any guide dog, signal dog, or other animal trained to provide assistance to an individual with a disability".
- 11.6 Any service animal entering or traversing any common areas, elevators, garage, hallways, grass areas, parking lot or building grounds must be on a leash and kept in full control by the service animal's handler.
- 11.7 Service animals shall not make any disturbing or loud noises in the building, common areas, elevators, balconies, sidewalks, garage, parking lot, grass areas surrounding the building or in any common areas pertaining to River Park House. Service animals shall not be permitted to do anything that will interfere with the rights, comfort or convenience of other residents.
- 11.8 No service animal may reside in a unit **without prior written approval** from the Management Office. Residents are required to provide all necessary documentation to allow Management to render a fair and proper decision.

## 12.0 Public Nuisances

- 12.1 Unit owners, residents, visitors, or domestic help shall not make or permit any disturbing noises in the building, or in the parking lots, nor shall they permit anything to be done that will interfere with the rights, comfort, or convenience of other residents.
- 12.2 Washers, dryers, and dishwashers are not to be operated between the hours of 10:00 PM and 7:00 AM.
- 12.3 TVs, stereos, and musical instruments should not be played at any time loud enough to interfere with the comfort or sleep of other occupants of the building.
- 12.4 No owner, resident, or anyone in the unit shall use hammers or operate any machinery disturbing to other residents between the hours of 7:00 PM to 8:00 AM on weekdays and 7:00 PM to 9:00 AM on weekends.
- 12.5 Home offices are permitted per Section 6.1(a) of the Declaration, as amended by the Third Amendment to the Declaration of Condominium, however any such office shall not create an undue burden regarding package delivery or visitors.
- 12.6 Sound absorbent floor coverings must be used over 80% of the unit floor area.
- 12.7 Cell phones are not to be used in such a way to cause disruption or disturbance to other residents (e.g., elevators, gym, pool, lobbies and other common areas).
- 12.8 Car stereos in use in the parking lot should not be loud enough to disturb others within 25 feet of the building, per Title 75 Sound Reproduction Ordinance.
- 12.9 This is a shared living environment, and people will cook, smoke and burn incense/scented candles within their own homes. Please consider your neighbors when cooking foods with strong odors, or smoking, **and open your windows to limit its movement to common areas (DO NOT open doors to the hallways to alleviate smoke; this can set off the building fire alert system).**

## 13.0 Resident–Employee Relations

- 13.1 Residents shall not engage any employee, porter, doorman, or maintenance person on any private or business errand during the employee’s working hours.
- 13.2 Residents must not socialize with any employee while the employee is on duty in a manner that would interfere with employee’s assigned duties.
- 13.3 Residents shall not harass, demean nor instruct employees on how to perform their tasks or duties, nor order them to perform any chore. Verbal abuse, physical abuse or threats toward any employee will not be tolerated. Complaints must be addressed in writing to the Management Office or Council President.
- 13.4 All routine requests for maintenance or repairs in individual units should be made to the Management Office during regular business hours, Monday through Friday from 9:00 am to 5:00 pm. Requests may not be made directly to the maintenance workers at any time. When the Management Office is closed, emergency requests ONLY are to be made to the doorman (i.e., plumbing, electrical problems, gas leaks, etc.).
- 13.5 Residents requiring porter service for delivery of large packages to your unit must contact the front desk.
- 13.6 Residents shall neither interfere with nor engage in the conduct of business of outside contractors employed by the Association. Such interference or engagement endangers the health, welfare, and safety of all members of the Association. Violators will be subject to fines coupled with the remuneration determined by the cost of the outside service to the Association.

## 14.0 Security

- 14.1 ANY AND ALL VIOLATIONS MUST BE REPORTED TO THE MANAGEMENT OFFICE OR FRONT DESK PROMPTLY.
- 14.2 When entering or leaving the building, a resident must not permit any unknown person to enter the building.
- 14.3 Each resident will be sure that all (unattended) doors are locked behind him/her when entering or leaving the building. Propping any door open is prohibited.
- 14.4 No visitors, delivery persons, or vendors shall be permitted to go to any unit unless the doorman has first received clearance from the resident.
- 14.5 Canvassing or soliciting is not permitted unless sanctioned by the Management Office or Council. The only exclusion is for the collection of signatures for candidates for election to River Park House Council. Neither door-to-door solicitation nor mass leafleting of residents, for any purpose, shall be permitted without express written permission from Council. Nothing in this section precludes mailings through the United States Postal Service.
- 14.6 Any resident who sees a person acting suspiciously should immediately inform the doorman or the Management Office.
- 14.7 Vendors, contractors, and delivery companies must use the LOADING DOCK delivery entrance. In the event the delivery entrance cannot be used, doorman will have authority to permit entry by front door.
- 14.8 Windows in the elevator lobbies, sink rooms, and freight elevator lobby on each floor are not to be opened by residents.

## 15.0 Shopping Carts and Luggage Racks

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- 15.1 Shopping carts and luggage racks are restricted to the use of residents and/or their guests. The doorman is to keep a list of the whereabouts of all carts and luggage racks. Residents are to return carts, luggage racks, and keys promptly to the doorman.
- 15.2 No shopping carts or luggage racks are to be left unattended in the garage, elevator, hallways, or lobbies, or outside the building.
- 15.3 Carts or luggage racks must be returned within 30 minutes or the doorman should be notified of a need for a longer time. **A fine may be imposed if the cart or luggage rack is not returned within the time limit.**
- 15.4 Wheelchairs can be borrowed as available. Please check with the Doorman. Please return promptly as there are limited wheelchairs.

## 16.0 Social Rooms

### Hospitality Room

- 16.1 The Hospitality Room may be used by any RPH Committee for a meeting or condominium activity function without rental charge for the room at times authorized by Management.
- 16.2 Residents (Owners, and Tenants with Owner permission) may reserve the Hospitality Room for private affairs at times authorized by Management (Hours currently available are from 10:00 am through 11:00 pm). Failure to comply may result in forfeiture of deposit and/or loss of privileges:
- a. Reservations must be arranged at least two weeks in advance, accompanied by a rental fee to the Management Office. Residents must complete the appropriate form and provide a guest list for the doorman. Current rates are available in the Management Office.
  - b. In addition, the resident will leave a deposit of \$250.00 to insure compliance with the requirements and the return of the room to its original setting. Any extra charge will be determined by Management and deducted from the deposit. Said deposit will be returned 10 days after inspection of the room.
  - c. The resident renting the room will be held responsible for any theft or damages to facilities, furnishings, equipment, or other items of value, and for the conduct of their guests.
  - d. The resident must advise tradesmen that deliveries and entrance are by the service elevator only.
  - e. Ovens/stoves may be used for warming ONLY. Cooking is not permitted.
  - f. The responsible resident is to make sure that:
    - \*Ovens and stoves are turned off*
    - \*Room returned to original condition*
    - \*All trash is placed in the cans provided/ secured trash bags for porter pickup*
    - \*All doors are locked*
    - \*All lights are turned off*
    - \*The key is returned to the doorman*
- 16.3 Resident reserving the Hospitality Room must supply a guest list to the Management Office or the Front Desk. **Guests must park on the street and not on the property grounds, and must check in at the front desk on arrival.**

## Library/Card Room

- 16.4 The Library/Card room is available non-exclusively to individual or groups of residents for cards, games and reading.
- 16.5 Residents may reserve the Library/Card Room for private use for a small fee at times authorized by Management.
- 16.6 No food or beverages are permitted.

## 17.0 Storage Bins

- 17.1 Each unit owner, with the exception of owners of small studios, shall be entitled to a storage bin on the SC level.
- 17.2 Flammable liquids of any kind are not permitted to be stored in the storage bins. This will result in a fine, and Management reserves the right to cut the lock in order to remove the flammables immediately.
- 17.3 Management shall have the right to inspect the bins from time to time and shall have prohibited items removed. No items are to be left in the storage areaway or common areaways. Management reserves the right to dispose of any such items.
- 17.4 Storage of items in the bins will be done at the unit owner's or resident's risk. Management reserves the right to deem property as abandoned 10 days after move out.

## 18.0 Swim Club Regulations

Observance of the following regulations will add to the safety, comfort, and enjoyment of all pool members. The pool will be open as determined by Management. The pool gate will remain locked until the Lifeguard is available for check-in.

18.1 All members are to sign in each day as they enter the pool. Memberships are non-transferable.

18.2 All members are responsible for signing in their guests upon arrival and presenting guest tickets to lifeguards on duty. NO GUEST will be permitted without being accompanied by a member. Members are subject to a \$10.00 fine plus the guest fee(s), per guest, for failing to sign in their guest.

18.3 Residents of River Park House who are not members of the pool must purchase a Resident Day Pass from the Management Office during business hours. Non-members may not purchase guest tickets.

18.4 An adult pool member (18 or older) must accompany children under the age of fourteen.

18.5 Proper attire (i.e., cover-ups) must be worn by anyone entering the pool area.

18.6 Alcoholic beverages are prohibited in the pool area. Members in violation will be subject to a fine and possible loss of privileges.

18.7 NO cooking is permitted in the pool area; however, electric food warmers are permitted in cabanas only and then only with the installation of a GFI breaker receptacle.

18.8 NO glass, glass bottles, or breakables are permitted in the pool area.

18.9 Members are not permitted to reserve tables and chairs, except those tables, chairs, and umbrellas provided to the Cabana Owners.

18.10 NO running, racing, ball playing, or horseplay will be permitted in the pool or in the areas adjacent to the pool.

18.11 Diving will ONLY be permitted from the Deep End of the Pool at the far end facing the length of the pool. Diving is done at the swimmer's risk.

18.12 Radios and TVs will be permitted only if earphones are used.

18.13 Cell phones should be used only in a way that does not disturb others.

18.14 No pets are permitted in the pool area.

## **Swim Club Regulations (Cont.)**

- 18.15 Rafts are not permitted in the pool. Only small flotation devices are permitted.
- 18.16 Individuals wearing diapers or disposal undergarments are not permitted in the pool.
- 18.17 Management reserves the right to restrict the number of guests on weekends and holidays.

**VIOLATION OF THE ABOVE REGULATIONS MAY RESULT IN SUSPENSION OF YOUR POOL PRIVILEGES WITHOUT REFUND.**

**A RESIDENT POOL MEMBER MUST ACCOMPANY ALL GUESTS. NO GUEST FOR ANY REASON WILL BE PERMITTED WITHOUT GUEST TICKETS. THE LIFEGUARDS ARE NOT PERMITTED TO ACCEPT CASH. PLEASE BE SURE TO PURCHASE YOUR GUEST TICKETS IN ADVANCE FROM THE MANAGEMENT OFFICE MONDAY THROUGH FRIDAY BETWEEN 9:30 AM - 4:30 PM. IF YOU ARE UNABLE TO COME INTO THE OFFICE DURING BUSINESS HOURS, PLEASE CONTACT THE MANAGEMENT OFFICE AND WE WILL MAKE ARRANGEMENTS TO GET TICKETS TO YOU.**

**NOTE: IF UNEXPECTED GUESTS "POP IN," MEMBERS CAN BE BILLED FOR GUEST FEES THROUGH ARRANGEMENTS WITH THE LIFEGUARD.**

## 19.0 Trash Rooms

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- 19.1 All non-recyclable refuse should be placed in plastic bags, and closed securely before depositing down the chute.
- 19.2 Recyclable items, as posted, should be washed out and placed in the special trashcans provided in the trash rooms.
- 19.3 Make personal arrangements with the office for the removal of all large items, including storage/moving cartons. Bulk trash items (i.e., shipping cartons, appliances, carpet etc.) cannot be left in the dumpsters or put down the trash chute. Arrangements must be made with vendors or contractors to remove these items from the property. If items are left in the dumpsters, the resident will be fined.
- 19.4 Everyone must share in the responsibility of keeping this area free from litter.

## 20.0 Washing Machines and Waterbeds

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- 20.1 Residents are required to consult with the Management Office before purchasing a replacement washing machine. This is to ensure that all new/replacement washers will be compatible with the building's drainage system. Upon scheduling with the Management Office, residents must provide the washer's specifications. Washers over 24" are NOT permitted and those that do not conform to the size requirement will be denied delivery. Residents with current washers that are not larger than 24" may keep them but they are responsible for the costs of any damage from flooding.
- 20.2 All washing machines must utilize metal hoses rather than ones made of vinyl or rubber.
- 20.3 Residents are not permitted to have waterbeds.

## **21.0 Windows and Window Treatments**

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- 21.1 All window treatments must be white or almond where visible from the outside. Window tinting is not permitted.
- 21.2 No resident may cause or permit anything to be hung or displayed on the inside or outside of the windows or placed on the outside of the building without prior written consent and approval of Council. Residents are not permitted to close the draperies on the residential floor lobbies.
- 21.3 Window treatments that are tattered, torn, or broken may not be visible from the outside.
- 21.4 Sheets may not be used as window coverings, except as a temporary measure while window treatments are being made (maximum of 4 weeks).
- 21.5 Storage boxes, screens, and similar items may not be stored in front of windows so as to be visible from the outside.
- 21.6 Fans and air-conditioning units may not be installed in windows.

## 22.0 Smoking

- 22.01 Effective January 1, 2020, smoking is prohibited in any and every area of River Park House Owners Association, including Common Elements (including without limitation, the parking garage, entranceways, lobbies, elevators, hallways, service areas, fire towers, laundry rooms, fitness center, hospitality suite, Management Office, Community Room, storage rooms and areas, bicycle storage areas, roofs, shopping plaza and offices, and loading areas), Limited Common Elements (including, but not limited to balconies, if any), Units and other public or private areas, whether enclosed or outdoors, the foregoing to apply to all Owners, tenants, guests, employees, staff, invitees and service-, repair-, and delivery-persons, as more fully set forth below.
- 22.02 All leases for rental of a Unit, whether a new lease, a renewal, or an extension or amendment, entered into or approved after January 1, 2020 shall incorporate language reflecting that River Park House, and the Unit being leased, prohibit smoking, and the Approved Lease Addendum for each such lease shall contain a paragraph substantially setting forth the above prohibition, without exception in any case.
- 22.03 An exception to the non-smoking policy only for smoking inside Units but not in common areas or limited common areas as set forth in Section A above follows. Since current Owners who occupy their Units (and prospective Owners who will live in the Unit after closing, who have an executed Agreement of Sale for a Unit dated prior to January 1, 2020) may reasonably expect to be permitted to smoke in such Units, then, for so long as any such Owner remains in occupancy of his/her Unit, such Unit may be a “smoking Unit” (“Smoking Unit”), and the foregoing prohibition on smoking shall not apply to smoking within such Unit. In furtherance of this, Management shall prepare and maintain a schedule of Smoking Units (and, to the extent it deems advisable, a schedule of nonsmoking Units), and make the schedule(s) available for inspection by other Owners, tenants, and prospective Owners and tenants. As any Smoking Unit is sold, transferred, rented to a third party, or owned and occupied by anyone other than the current Owner, the Unit shall be removed the schedule of Smoking Units, and the Unit shall thereafter become and remain a nonsmoking Unit, subject to the prohibition on smoking set forth in Section A above. Nonetheless, this exception shall not apply if smoking inside the Unit becomes a nuisance to others.
- 22.04 Current tenants (and any prospective tenant who has executed a lease for a Unit dated prior to January 1, 2020) may smoke in his/her Unit, provided that the period of permitted smoking for such Unit shall automatically expire on the end of the current term of such tenant’s lease, and such Unit shall thereafter be a non-smoking Unit.

22.05 Any resident who is disturbed by smoke emanating from a Smoking Unit may file a complaint with Management and, after investigation, Management may require the Owner of such Smoking Unit, at the expense of the Owner of such Smoking Unit, to install or reinforce smoke barriers at the perimeters of the Smoking Unit, install an effective air pressure system, install an air filtration system, and/or take other reasonably practical measures (as available from time to time) to reduce the incidence of smoke penetration out of the Smoking Unit. Any resident who is disturbed by smoke emanating from a non-smoking Unit may file a complaint with Management, which shall enforce the non-smoking policy of this Resolution.

## 23.0 Fire Procedures

It is imperative that all residents are aware of the fire procedures for their own safety and that of other residents. It is expected that everyone will carefully read these regulations and be aware of the procedures in the event of an emergency.

**\*Do not place halogen lamps or heat producing appliances near drapes, curtains, and other flammables!**

The present alarm system is connected to Alert One., which will immediately notify the Fire Department in the event the system is activated.

### **COMMON AREAS:**

There are smoke detectors located on the ceiling of every hallway. If activated by smoke, the entire system will sound.

There are also alarm-stations located next to each exit door that, when pulled, will activate the entire system. At this time, you will hear horns from the hallways. The horns are located at the end of each corridor and next to the elevators.

At the same time, you will hear the unit blaster box, which is located in unit bedrooms and or halls. This supplemental box creates a very loud noise, and is also a speaker for emergency announcements.

### **INDIVIDUAL AREAS:**

**The smoke detectors in your unit will not activate the building alarm system, nor will it call the Fire Department. Alarm pull stations are located next to each exit door at the end of each hallway and next to the elevators on each floor.**

**In the event of a FIRE, pull a hallway Pull Box and dial “9-1-1” to call the Fire Dept.**

**DO NOT CALL THE DOORPERSON;** s/he will need ALL phone lines open to handle the emergency.

**If you are wheelchair bound or bedridden and you hear the alarm,**

DIAL 9-1-1 and tell them your location. Follow the 9-1-1 operator’s instructions until help arrives. When you dial 9-1-1, state the following:

My Name Is \_\_\_\_\_

My address is 3600 Conshohocken Ave

The Building Name is RIVER PARK HOUSE

My Apartment number is \_\_\_\_\_

[SUGGEST YOU FILL OUT THIS PAGE PRIOR TO AN ACTUAL FIRE EMERGENCY]

## **FIRE PROCEDURES (Con't.)**

Once you hear the alarms, it is imperative that you proceed in the following manner:

1. Go to your front door, and touch the door to see if it is HOT.
2. HOT DOOR - Do Not Open! Call "9-1-1" and advise the Fire Dept. of your location. Take a position near an open window.
3. COOL DOOR - Open door and check for smoke. In the event of heavy smoke, follow instruction #2.
4. If your door is COOL and there is little or no smoke in the hallway, proceed to the closest fire tower. Lock your door behind you and try to remember to take your keys!
5. GO DIRECTLY to the Fire Towers - Do not attempt to use the Elevators - THEY WILL BE INOPERATIVE!
6. When entering the Fire Tower - Line up on the stairs of the fire tower exit on the right side - Starting at the floor level below your floor.
7. DO NOT GO DOWN THE STAIRS unless you are instructed to do so by the Fire Dept. or Management. The announcement will be made over the paging system in the Fire Tower or over the hallway speakers.
8. DO NOT come out of the Fire Tower Area until you are instructed to do so or you hear the announcement.
9. Wait in the Fire Tower until you hear the announcement of ALL CLEAR.
10. After you hear the "ALL CLEAR" announcement you may return to your unit.

PLEASE DO NOT CALL THE DESK.

PLEASE DO NOT COME TO THE LOBBY (You will only hinder the Fire Department).

PLEASE FOLLOW THESE INSTRUCTIONS.

THESE INSTRUCTIONS ARE FOR YOUR SAFETY AND WELL BEING!

These procedures were reviewed and approved by the Philadelphia Fire Department. Should you have any questions about this procedure, please do not hesitate to call the Management Office.