

WHITTIER MANOR CONDOMINIUM ASSOCIATION

C/O SNOWS MANAGEMENT INC
2701 FAIRBANKS STREET SUITE A
ANCHORAGE, AK 99503

House Rules (updated 08/16)

The primary purpose of these House Rules is to protect all occupants from annoyance and nuisance caused by improper use of the Whittier Manor, and also to protect the reputation and desirability of the Manor by providing maximum enjoyment of the premises. These rules may be amended at any time by the action of the Whittier Manor Board of Directors.

The full authority and responsibility of enforcing the following rules is delegated to the management company and the Building Manager by the Board of Directors. All owners, occupants and their guests shall be bound by these rules and standards of reasonable conduct, whether covered by these rules or not, provided however, that neither the Board of Directors, the Management Company, nor the Building Manager shall be responsible for any noncompliance or violation of the rules by any owner, occupant, tenant or their guests.

A. General Provisions:

1. No occupant shall make or permit any disturbing noise in the building, nor permit anything to be done That will interfere with the rights, comfort, convenience or privacy of any other occupants, especially Between the hours of 10:00 p.m. and 7:30 a.m..
2. No personal items shall be stored in hallways and, per Fire Marshal regulations, no furniture or any other obstructions are permitted in hallways or on stairs that would impede any emergency egress from the building.
3. Pets:
 - a) With the exception of fish, **a maximum of two (2) pets per household are permitted.**
 - b) Domestic pets are birds, cats, dogs and fish which are not raised or bred for commercial purposes.
 - c) Pets may not cause a nuisance to others. Any pet outside of a unit on common areas shall be attended and restrained at all times.
 - d) Owners may not allow pets to defecate or urinate on WMCA property. All pet owners must utilize "pooper scoopers" when allowing pets to "relieve" themselves.
 - e) Residents shall file a complaint with the proper authorities and forward a copy to the Association if there is any injury to a person as a result of a domestic pet or other animal.
 - f) Any cost resulting from damage or injury caused by a pet may be assessed against the owners' unit.
 - g) Owners may be fined or be requested to remove their and/or their tenant's pets for failure to observe the above animal control rules.
4. No welding or open flame devices shall be used in the basements or apartments except for equipment necessary for building maintenance and repair. No combustible or obviously hazardous materials may be stored in common areas, apartments or storage areas. **Barbeque grills of any kind are not allowed to be within ten (10) feet of the building when in use.**

5. The Manager or designee shall retain a pass key to each unit and storage area. The owners of all units shall provide said key to the above. The Manager or designee shall not enter the premises without prior consent except in a bona fide emergency. If emergency access to the unit is necessary, the Manager or designee will leave a note to the occupant explaining the reason for entry.
6. It is not permitted to tamper with any fire alarm, fire protection device or extinguishing equipment. These are to be used for their intended purpose only.
7. No appliances, furniture or trash shall be placed in the common area of the basement without prior approval of the Building Manager or Board of Directors. Any unauthorized item(s) left in basement over 30 days will be removed at the home owners expense.

B. OFF LIMITS AREAS:

1. THE ROOF OF THE BUILDING.
2. THE MECHANICAL (BOILER) ROOMS.
3. THE ELECTRICAL ROOMS, INCLUDING THE MAIN FUSE BOXES IN EACH BAY.

C. TRASH AND GARBAGE RULES:

1. All garbage must be placed in the dumpster, securely bagged or boxed in leak-proof containers.
2. Spilled trash or garbage must be cleaned up immediately by the responsible person.
3. All empty boxes must be broken down, flattened or cut up before being placed in the dumpster.
4. Do not block dumpsters during designated pickup times. Summer pickup times are Friday mornings 6:00 to 8:30 a.m., Winter pickups are every other Friday between 8:30 and 11:30 a.m..
5. **Appliances, furniture and materials from demolition, construction or remodeling will be hauled away at owner's expense and not placed in the dumpster.** If a dumpster is needed for the above reasons, **the occupant will be required to furnish it at their expense.**

D. LAUNDRY FACILITIES:

1. The users of the laundry facilities are responsible for the cleanliness of the area, and will keep them in a neat and orderly manner.
2. All spilled soap and/or water must be cleaned up immediately.
3. Laundry facilities are provided for homeowners or their designated tenants only. These facilities are not for public use. Also, these facilities are for personal use only, they are not to be used for commercial laundry purposes.

E. OCCUPANCY:

1. The occupancy of any unit shall not be in excess of three (3) persons for an efficiency unit and four (4) for a one bedroom unit per State and Federal regulations.
2. The unit owner is responsible at all times for the reasonable conduct of all persons allowed occupying or visiting a unit, and when requested by the Building Manager, to take action respecting the conduct of themselves and/or others, they will comply promptly. When the conduct of the person or persons constitutes a nuisance or disturbance, the Building Manager may use any and all such reasonable means necessary to have them removed from Whittier Manor property.

3. Owners will be held responsible for any and all actions and conduct of their children or the children of their guests.
4. Any person(s) visiting the Whittier Manor for any reason must abide by these house rules. Any visitor violating the House Rules may be asked to leave the property.

ALL PEOPLE MUST REMEMBER THAT WHITTIER MANOR IS PRIVATE PROPERTY!

F. PARKING:

1. **All occupants with valid vehicles as described below must obtain and display a parking validation tag. This tag is available to owners and their tenants from Building Management. They are valid for the designated unit only and are not transferable. They must be redeemed to the Building Manager upon moving. Lost or misplaced tags will only be re-issued after paying a \$15.00 replacement fee.**
2. Each unit shall be entitled a space to park one (1) vehicle in the designated parking area. **Multi-unit households will be entitled to park a maximum of two (2) Vehicles.** Multi-unit households are defined as two or more standard units permanently united by remodel and recognized by the Board of Directors as such.
3. Parking in the designated **Fire Lane or Bay 1 Loading Zone** may result in a fine of fifty (\$50.00) dollars per day.
4. Each occupant will be responsible for directing of proper parking of their guests.
5. **All vehicles are required to have current legal vehicle registration and be in operating order.**
6. **VEHICLES NOT ALLOWED:**
 - (a) VEHICLES OVER 24 FEET**
 - (b) BOATS AND/OR TRAILERS**
 - (c) CAMPING OR LIVING IN VEHICLES WILL NOT BE ALLOWED**
7. Vehicles to be left unattended for more than seven (7) days must make parking provisions with the building manager.
8. All vehicles must be removed for snow removal or grounds maintenance upon request of the management.

G. DAMAGE ASSESSMENTS:

THE PUBLICATION AND MAILING OF THESE HOUSE RULES SHALL SERVE AS NOTICE OF VIOLATION AND NO FURTHER NOTICE SHALL BE REQUIRED FOR THE ASSESSMENT OF FINES FOR VIOLATIONS.

1. The Building Manager shall levy a damage assessment of twenty five dollars (\$25.00) per violation, which will be assessed each month against the owner of record of any unit until the violation is corrected. The owner is responsible for any occupant in violation of these house rules as authorized in the by-laws of the Whittier Manor Condominium Association.
2. The building Manager will present the occupant of the offending unit with a written notice of the violation of the house rules, or, in the case of a renter occupant or guest, shall mail a copy of the notice to the owner of record. A copy will be retained by the Building Manager for record and notice to the Board of Directors.
3. Any owner receiving and assessment shall have the right to appeal that assessment at the next regular meeting of the Board of Directors. The decision of the Board shall be final. In the event of a failure to appeal, the violation and subsequent assessment shall be deemed valid.

FINE SCHEDULE/PROCEDURE

The above rules, in addition to provisions of the declaration and bylaws, will be enforced with minimum fines of \$25.00 per violation. At the discretion of the Association Manager or Board of Directors, minor "first offenses" may result in a warning before the imposition of a fine. Violations which are deemed to be "serious" may warrant larger fines, up to any amount deemed "reasonable" by the Association. Ongoing, recurring or intentional violations will result in progressively severe fines which