

04-01-2018

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Rules and Regulations
Julius Hobson Plaza Condominium
April, 2018

Preamble-Per Section 6.8A of the By-Laws: The Board of Directors is authorized to promulgate, amend, and enforce Rules and Regulations concerning the operation and use of the Condominium; provided, that such Rules and Regulations are not contrary to or inconsistent with the Act, with Declaration or these By-Laws.

With the aforementioned authority, the Board of Directors has adopted the following Rules and Regulations on this 1st day of February 2018.

For definition purposes, "you" and "your" refer to the Homeowner (Member), his/her Member(s), and his/her Guests and Members. "Board" or "BOD" refers to the Board of Directors. "Members" refers to any Unit Owner, resident, or any person living at JHP.

Members, family members, and guests must be informed of the Rules and Regulations of JHP, and all Members are held liable for the actions of their family members, guests, Members, and Member's guests. If a violation has occurred, all correspondence will be conducted with the Member, and it is the responsibility of the Member to communicate with his or her Member(s).

Also, these Rules and Regulations shall apply to and bind Member's family members, their guests, tenants, and vendors.

The following Rules and Regulations shall be punishable by fines set forth by JHP's Violation Policy in section 24, unless otherwise noted within a specific section.

Member/Tenant Information:

Each Member is required to have a **Unit Owner/Resident information form** on file with the Property Management Company which will be shared with the Board of Directors.

In addition, all Unit Owners are required to have any additional Member's forms on file required by the PM (the forms are subject to change based on BOD needs) Examples include, but are not limited to, parking applications, Google number form, direct deposit --if applicable, etc.

1. Common Areas- inside and outside:

- a. Smoking is PROHIBITED In the inside Common Elements of JHP. Smoking in the inside common elements is a building code violation, fire hazard, and health hazard. If you smoke outside, you must clean up your cigarette butts. Smoking within 25 feet of any JHP building is not allowed to deter from smoke going into resident's windows;
- b. Members are prohibited from holding the doors open or letting anyone inside of any of the buildings unless they know them personally. If anything is damaged or any illegal activity takes place in a building, the Unit Owner will be held

responsible per the violation policy; if entry is granted to unauthorized people, the Unit Owner will be held responsible and assessed fines per the violation policy.

- c. There are no recreational facilities or children play areas at JHP. Therefore, recreational activity of any type is prohibited on the parking lot and any of the other Common Element areas. JHP is not liable for any injuries or deaths resulting therein;
 - d. Radio, television or other electrical equipment installed or used in each Unit shall comply fully with all rules, regulations, and requirements of the District of Columbia Government. Each Unit Owner shall be liable for any damage or injury caused to others by faulty radio, television or other electrical equipment in his or her Unit;
 - e. Follow all signage left by management or the landscaping company. Walking and sitting on the grass should be avoided when possible;
 - f. The purpose of the pedestrian entry/exit gate at Building 55 M St. NW is for entering and exiting onto the JHP complex. Please do not sit on the stoop of the property. Swinging, hanging or jumping over any of the gates, fences or railings of JHP is prohibited;
 - g. Bicycles, motorcycles, furniture, mattresses, box springs, tools, sporting goods, storage cartons, packages, garbage cans, milk, water containers or other discernable objects of any kind shall not be placed in the hallways, stairwells, walkways, dumpster area, alleyways or other Common Element areas per JHP Bylaws;
 - h. Urinating, vomiting, defecating or any other similar actions are strictly prohibited in common areas from humans or pets. Any of these actions will result in a fine per the violation policy, plus all cleaning expenses; and
 - i. Bike Rack: All bicycles parked on the bike rack should be in "operable" condition and neatly parked on the rack. "Operable" condition shall be determined by the Board and those bicycles that do not meet these requirements shall be removed immediately.
2. **Trash:** Members should deposit all trash in the dumpsters located in the parking lot and adhere to the following:
- a. Your trash must be placed in tightly sealed plastic bags to prevent foul odors from emitting from your bags, which could possibly attract rodents and insects;
 - b. Do not leave bags full of trash in the hallways and stairways of your building;
 - c. Do not drag trash bags from your Unit into the elevator or down the stairwells;
 - d. Do not allow children to deposit trash into the trash dumpster;
 - e. If you drop trash anywhere in/on the Common Areas, please pick the trash up and place it in the dumpster or a trash receptacle;
 - f. Occupants must bag, tie, and place trash and recyclables inside the designated trash and recycling receptacles;
 - g. Occupants must clean any spills in Common Elements inside or outside the building immediately and effectively. Failure to do so will result in fines to the Unit Owner, who will also be responsible for cleaning fees;

- h. Trash service is limited to ordinary garbage. Occupants must make separate arrangements to dispose of debris, large household items, other debris resulting from repairs and renovations, bulk items such as mattresses, appliances, and furniture, and Christmas trees; see attached DC guidelines for recycling;
- i. Hazardous wastes (e.g. paint cans, car batteries, medical waste, oil, etc.) must be disposed of privately, and in accordance with applicable health and safety laws and regulations. Please do not place hazardous wastes in the garbage bins;
- j. Under no circumstances may Occupants leave trash in Common Elements; and
- k. Any dumping of oversized items will result in a \$250 fine to the Unit Owner for each item or at the discretion of the board. Continual violations will be reviewed by the BOD and fines may be assessed per the violation policy.

3. Dumpster Area:

- a. Oversized items (refer to above section) are PROHIBITED in or around the dumpsters;
- b. No items shall be left outside of the dumpsters;
- c. Furniture shall not be discarded in or around the dumpsters at any time;
- d. Only recyclable items shall be placed in the recycling bin: no household items unless properly marked with a recycling symbol and meet Washington D.C.'s guidelines shall be placed in the recycling bin;
- e. All boxes MUST be broken down before being put in the recycling bin (this maximizes space);
- f. Members should refer to the Washington D.C. recycling guidelines to understand what items are recyclable;
- g. Recycling is highly encouraged at JHP; and
- h. Any dumping of oversized items will result in a \$250 fine to the Unit Owner for each item or at the discretion of the board. Continual violations will be reviewed by the BOD and fines may be assessed per the violation policy. Bulk trash removal is the responsibility of the unit owner or tenant to dispose of.

4. Care of Units and Systems within Units: Each Unit Owner/Member is responsible to adhere to the normal standards of use and care of their individual Units, infrastructure, and systems within their individual Units. This includes, but is not limited to:

- a. The proper disposal of paper products and chemicals;
- b. The proper upkeep of individual Units;
- c. Pest and rodent control;
- d. Sanitation and cleanliness of individual Units;
- e. The proper use of appliances such as disposals, dishwashers, and washer/dryer units; and
- f. Regularly scheduled preventative maintenance of the HVAC unit, washer/dryer vents, and plumbing systems.

5. Insurance: Each Unit Owner is responsible for obtaining and maintaining insurance

covering those portions of his/her Unit to the extent not insured by policies maintained by the Association. This includes but shall not be limited to:

- a. Condominium Unit Owners must provide personal property coverage, loss of use, "building" or "dwelling" coverage and public liability coverage in amounts as determined to be necessary by each Unit;
- b. The policy should provide coverage for casualties occurring inside the Unit and loss or damage caused by fire or flooding; and
- c. A copy of your insurance policy should be sent to the Management Company within 10 business days of receiving the policy, attached to the Parking Application, or whichever comes first.

6. **Laundry:** On-site laundry room facilities are in Buildings 55 M Street NW, 66 New York Avenue NW, and 76 New York Avenue NW. The following applies to each laundry room:

- a. No soaking of clothes in the washers is allowed at any time;
- b. Remove lint from the lint baskets before and after using the dryers. Lint remaining in dryers over a period of time could cause a fire;
- c. Make sure you follow all instructions for the use of the washers and dryers. The instructions are posted on the machines and make sure you use the proper detergents in all washers. Unit Owners will be held liable for any damage to the washers and dryers due to improper use.
- d. Leave the laundry rooms in a clean state and wipe down all washer machines from excess detergent after each use;
- e. Remove all your personal belongings from the washers, dryers and the laundry room prior to turning the light out and locking the front gate door of the laundry room;
- f. If personal laundry is not removed within 15 minutes of the cycle completion, your laundry will be removed from the machines so that the next person waiting will be able to use the machines and dryers; and
- g. Disposing of personal garbage/recycling in the laundry room garbage cans is strictly prohibited and will result in fines per the violation policy.

7. **Leasing (Renting) Units:** Unit Owners shall not lease a Unit for less than six (6) months. A copy of the lease must be submitted to the Management Company within seven (7) days of execution (JHP bylaws 6.88 (13)) and a copy of the tenant's renter's insurance. In an effort to protect tenants, the Board of Directors asks all Unit Owners to cross- out or "white-out" all private/personal information (social security numbers, credit card information, email addresses, etc.) prior to submitting a copy of the lease to the Management Company and adhere to the following:

- a. The Unit Owner is always responsible for the Tenant and their actions in case of a leased unit;
- b. Any damage by a tenant or their guest(s) to Common Elements shall be communicated to the Unit Owner and fines will be assessed to the Unit Owner per the violation policy;

- c. The lease must contain a clause stating that the lessee agrees to abide by all Covenants, Conditions and Restrictions, Governing Documents, Bylaws, all Rules and Regulations, and policies of the JHP Condominium Association. Unit Owners are required to distribute copies of these documents to their Tenants, prior the Tenant's move-in date;
 - d. Unit Owners must report all move-ins and move-outs to the Property Management Company 7 (seven) days PRIOR to move-in or move-out;
 - e. It is the responsibility of the Unit Owner to ensure the Tenant has all proper forms on file with BOD and management company; and
 - f. Rules and regulations must be given to all tenants and attached to the lease form.
8. **Pest Control:** It is the responsibility of the Member to ensure his or her unit is in a condition to deter pests by ensuring their unit adheres to proper living conditions per D.C. law. The BOD is responsible for pest control in all Common Areas, but is not responsible for pest services in individual units. If the condition of the unit is found to be in a condition that would attract pests of any kind and results in an infestation of pests of any kind in the common areas or other Units, the Unit at fault is responsible for any extra costs incurred by the BOD outside of the scope of work within the contract. Additionally, if an infestation occurs in neighboring units, it is the responsibility of the Members to reach an agreement with said Member on how to proceed with treatment and payment. It is at the discretion of the BOD to decide what pest treatment they will provide outside of Common Areas. Any food deliveries must be delivered inside the building as to not attract pests. Reoccurring offenses will result in fines per the violation policy. Additionally, plugging any points of entry that is not covered by the pest service, is the responsibility of each unit owner.
9. **Noise:** It is the responsibility of the Member to be considerate of our neighbors. Everyone should refrain from being loud, noisy and boisterous when they are in a unit or on the Common Elements. JHP adheres to D.C Noise Control Act and pursuant to the act, from 7:00 am to 9:00 pm maximum decibel is 60 and from 9:00 pm to 7:00 am maximum decibel is 55. The Board encourages Members to respectfully approach their neighbors if noise is a problem and if necessary contact the police. However, if the problem is excessive and ongoing, a Member should report it to the PM who will take further action with the BOD per the violation policy.
10. **Pets:** Household pets are allowed provided they do not constitute a public nuisance to Members of JHP. Members with Pets must adhere to the following rules:
- a. To mitigate the increased maintenance costs associated with the care of the lawn increased hallway cleaning due to animal traffic, and maintain the poop stations, beginning July 1, 2018, Unit Owners/Residents with a dog are subject to an annual pet fee of \$100 per dog, regardless of size/breed/weight. The Management Company will collect this fee on an annual basis, from the Unit Owner and the Unit Owner is responsible for collecting it from their tenant. The

BOD reserves the right to change this fee at any time if deemed necessary based on how many dogs are living on the premises. All new residents will pay a pro-rated fee depending on their move-in date. If the BOD discovers an unregistered dog living on the premises, fees will be assessed per the violation policy;

- b. Residents must register and pay the pet fee for all pets with the management company within two weeks of moving in or acquiring the pet. The information will be used to inform service people if it is necessary to enter a Unit in the absence of the Owner/Member. The pet owner must register the pet through the supplied form from the Management Company, provide a recent photograph of the pet if possible, and provide proof of rabies vaccinations;
- c. Pets must be on a leash or carried at all times while on the Common Elements;
- d. The owner of the pet or the person responsible for the pet must immediately remove any feces left upon the Common Elements. Members must never leave unsupervised pets within the Common Elements;
- e. Members may not breed pets for any purposes on the property;
- f. Members shall be responsible for physically controlling their pets whenever on the Common Elements, as to not become a nuisance or danger to other Occupants;
- g. All pets must have up-to-date medical care and a written record of most recent shots/immunizations; and
- h. Any harm, damage, done to any persons or structures is the responsibility of the Unit Owner where the pet resides per the violation policy. Urinating, vomiting, defecating or any other similar actions are strictly prohibited in common areas from pets. If there is a mess that goes uncleaned, it will result in a fine per the violation policy, plus all cleaning expenses. If something of this nature does take place, when you clean it up, please notify Milton if you think a deeper clean is necessary. Proper notification will NOT result in a fine.

11. **Plumbing:** Do not place items such as garbage, hairnets, grease, hair, sanitary items, etc., in drains and toilets. Such items will clog sewage lines and cause backups in your Unit. Periodically use a liquid drain cleaner to keep kitchen and bathroom sink drains clear and free of debris. If a plumbing problem occurs in your Unit, the Member is required to have a **licensed** plumber fix the problem immediately.

12. **Satellite Dishes:** Satellite dishes are prohibited from being used, installed, and connected to any JHP Unit. Any satellite dish that is currently installed on the roof of the JHP Property shall be removed immediately. The installation and failure to remove the dish will result in removal by the Board and the Member will be billed for the related expenses and be assessed fines via the violation policy.

13. **Secured Areas:** The roofs of each building and designated rooms in the basements are considered secured areas. All roof hatches are locked at all times. The Maintenance Technician is responsible for securing the hatches to the roofs of each building. Members shall not attempt to open roof hatches by themselves. The Maintenance

Technician or Management Company must clear requests for access to the roof of your building (with 48 hours' notice). Members are not allowed access to locked rooms in the basements because these areas house important electrical and mechanical system. Any access to secure areas must be conducted during regular business hours and coordinated with JHP's Management Company.

14. **Security:** It is incumbent upon each Member to help keep the buildings and grounds as secure and safe as possible. All Members must adhere to the following security steps:
- Do not permit anyone that you do not know to enter the building. If you have any problems with outsiders, call the police at 911;
 - Do not release the front door security latch by your own in-house intercom phone system for someone whom you are not familiar with;
 - Control your guests (no guests should be loitering in halls, littering, or allowing children or pets to play in the Common Areas);
 - You must escort visitors and delivery persons out of your building at all times;
 - Check building entry doors to ensure they are tightly locked once you enter or leave the building;
 - Do not prop the building entry doors open for anyone or any reason without monitoring at all times;
 - Keep laundry room gates locked always; and
 - Call the Police at 911 if you see strangers loitering on or around JHP property.
15. **Signage:** All postings, signs, or notices, in, on, or around the Common Elements must be approved by the Management Company. Any unapproved postings, signs, or notices found in, on, or around the Common Element will immediately be removed and disposed of at the expense of the violator.
16. **Storage:** The JHP Condo Association does not provide individual storage spaces in its Common Elements. A Member, Member, or guest cannot convert any Common Element area into storage space. No member of the Board of Directors or any Member/Member has the authority, to grant any Member the permission to exclusive use of any of JHP's Common Elements for their own personal use.
17. **Window Dressings:** In accordance with the JHP Bylaws, no clothing, laundry, rugs, radios or televisions, satellite dishes, antennas, fans, air conditioning units, aeriels, awnings, sunshades, flags, linens or similar items shall be attached to, or hung from, the exterior of the Units or its windows. The Board recommends white or off-white window coverings, including blinds, shades, or curtains, in good repair, to maintain a uniform appearance and protect the value of our property. The final decision of "appropriate" window dressings will be left to the Board's discretion; it is recommended that you contact Management or the Board of Directors prior to investing in new windows. No signage in the windows is allowed unless approved by the board. Violations will be assessed per the violation policy.

18. **Windows and Screens:** All broken windows and screens must be repaired immediately. Violations will be assessed per the violation policy.

19. **Parking Policy:** JHP has very limited parking. There are not enough parking spaces available for each of our Residents. No reserved/assigned parking, nor guest parking, is available. The following rules apply to Unit Owners and Residents and will be referred to as Members where applicable:

- a. All Residents are required to have a parking application on file with the Property Management Company;
- b. Residents/Owners who do not have a parking application on file, are delinquent on their condo fees or have unpaid fines will not be allowed to park a vehicle on the parking lot and will not be issued any JHP access cars or parking permits;
- c. If a Unit Owner becomes delinquent after being issued a parking access card and parking permit, the access card will be deactivated until the Unit Owner becomes current on his/her account and the Resident's vehicle will be subject to ticketing and towing at the Unit Owner's expense and is responsible for notifying their Tenant when applicable;
- d. As of April 1, 2018, to receive a parking permit and access card, all Members must satisfactorily complete a Parking Application and any other required forms. The Board of Directors shall charge a fee for parking permits;
- e. If a Resident purchases a new vehicle that will park on the lot, they are responsible for notifying the Management Company of the new vehicle and satisfactorily completing a new Parking Application (fees will not be collected when updating vehicle information);
- f. Only one parking permit is available per Unit and is Non-Transferrable;
- g. All parking permits must be in clear view from each Member's vehicle and placed inside the car per the PM directions-placement will be dictated by the PM;
- h. Any vehicle or unregistered vehicle on the parking lot without a valid parking permit or associated with a delinquent Member shall immediately have their access card deactivated, shall have a warning notice placed on the window of the vehicle, shall be subject to ticketing by the Metropolitan Police Department, and shall be subject to towing at the Member's expense;
- i. Retrieval of access card and parking permits should be worked out between the Member and PM;
- j. JHP is not responsible for lost or stolen access cards and/or parking permits;
- k. DC law requires that all vehicles housed and operated in the District be registered in the District, unless the owner displays a reciprocity sticker issued by DMV. Persons moving to the District, who have a valid registration from another jurisdiction, have 30 days from the date of entering JHP to obtain a registration. Any vehicle parked on the JHP parking lot must be registered in the District of Columbia, unless the vehicle displays a District of Columbia reciprocity sticker (six-month nonrenewable permit for visitors or a one-year renewable permit for Students, Military, Elected and Appointed Gov't. Officials, and Diplomats) or have approval from the BOD. Any out-of-state registered vehicle, without a

reciprocity sticker or an agreement with the BOD, will be denied a parking permit and access to the JHP parking lot;

- l. Members moving to JHP, who have a valid registration from another jurisdiction, shall contact Management in writing, and request a 30-day temporary permit to park on the JHP parking lot. Members must fully complete the Parking Application prior to the temporary permit being issued;
- m. Parking permits will only be issued to Members who have satisfactorily completed the Parking Application and the Member is considered in "good standing" with their condo fees;
- n. No Member shall rent, lend, sell, or allow any other Member or guest to use their parking permit at any time. Violation of this offense shall result in a 60-day suspension of parking privileges and will subject fine per the violation policy;
- o. All vehicles parked on JHP's parking lot must have current license plates and valid inspection stickers displayed in the front windows of the vehicles. No inoperable, unlicensed or abandoned motor vehicle of any type shall be parked or stored on the parking lot;
- p. No vehicle can be stored on the JHP parking lot. "Stored" is defined as parked on the lot for more than 14 consecutive days, without the vehicle leaving the JHP lot. No vehicle shall be left on the parking lot for more than 14 consecutive days (including weekends and holidays) without written notification to the Management Company and approval from the Board. Any vehicle found on the lot for more than 14 consecutive days, without written approval from the Board, shall have a warning notice placed on the window of the vehicle, shall be subject to ticketing by the Metropolitan Police Department, and shall be subject to towing at the Member's expense, and be subject to fines per the violation policy;
- q. A Member shall not repair, overhaul, paint or perform work of a similar nature on a vehicle on the JHP Parking lot or other Common Element areas associated with the parking lot while their vehicle is parked on the parking lot. Any such vehicle may be towed from the Condominium at the offending Unit Owner's expense. Work of a "similar nature" shall be determined by the Board;
- r. Do not park in the fire lanes. Violation of this offense will result in a 14-day (including weekends and Holidays) suspension of parking privileges. In addition, the offending Member is subject to ticketing by the Metropolitan Police Department (MPD);
- s. No vehicle shall be parked in such a manner as to impede or prevent ready access to a parking space, as well as the entrance or exit from the JHP parking lot. Violation of this rule will result in a 14-day suspension of parking privileges and be subject to fines per the violation policy;
- t. Please use caution when entering and exiting the parking lot. Wait until the gates are completely opened so that your vehicle can safely pass through. Members who damage the entrance and and/or exit gates shall be held liable for any costs incurred to repair the damaged entrance or exit and the Member will be billed for any expenses;
- u. Do not manually pull, push, open or close the parking lot gates;

- v. Please Note: The Bylaws state, in part, that "no trailer, truck, boat, camper, house trailer or similar types of vehicles shall be parked on the parking lot." "Similar types of vehicles" shall be determined by the Board; and
- w. All violations are subject to suspension of parking privileges, ticketed and towing, any fines mentioned above, or fines per the violation policy.

20. Move-in/Move-out:

- a. Security and protecting the walls, floors, ceilings and doors should be the #1 priority for anyone moving in or out;
- b. The Unit Owner is required to tell the PM when there is turnover is a unit;
- c. Every time there is turnover in a unit, the Unit Owner will be assessed a nonrefundable move-in fee of \$250 occurring on or after March 1, 2018.
 - i. This fee covers any incidentals that occur during the move-in process;
 - ii. The move-in fee should be sent to the PM via the Unit Owner;
 - iii. It is the Member's responsibility to assess this fee to their Tenant if they so choose;
 - iv. Parking permits, access cards, and new keys (when applicable) will not be issued until all required Member forms are satisfactorily completed and the \$250 move-in fee is paid in full;
- d. Move-ins/outs must occur during the hours of 7:00 am to 7:00 pm Monday through Friday and 9:00 – 8:00 on the weekends. Vehicles are subject to the same rules as construction vehicles, unless approved by the Board or Property Management;
- e. Unit Owners must monitor their move-in/out process, and collect all access cards and keys;
- f. Any expenses from damage to walls, carpets, ceilings, etc. in the Common Elements that exceed \$250 will be assessed to the Unit Owner;
- g. The Management Company will be required to deactivate all access cards of any vacant unit. The access cards will not be reactivated until the Management Company receives the \$250 move-in fee, any additional payments when applicable, and all required forms a satisfactorily completed;
- h. Safety should be considered always. The following is prohibited:
 - i. DO NOT leave the building doors open unless you are standing at the door;
 - ii. DO NOT let strangers enter the building while you are in the process of moving-in or moving-out;
 - iii. DO NOT hold the elevator doors open for prolonged periods of time;
 - iv. DO NOT leave trash or unwanted items on the Common Element areas;
- i. It is the responsibility of the people moving in or out to make sure the space used is cleaned once the moving process is complete. Any damage or messes that exceed \$250 will be assessed to the Unit Owner; and

- j. The Unit Owner is responsible for the behavior, actions and cooperation of the moving company employees.

21. Repairs/Construction/Renovations to Units:

Construction hours are from 7:00 a.m. to 7:00 p.m. Monday through Saturday, except Holidays, BUT contractors are only allowed to park in the JHP lot between the hours of 7:00 a.m. and 5:00 p.m. – MONDAY thru FRIDAY with a pass provided by the Property Manager displayed on their dashboard. Any parking violations will result in a parking ticket from MPD and towing. The Management Company must be contacted and informed of all major installations (exceeding \$1,000.00), deliveries of major appliances, major renovations, major construction and repairs of individual Units. Maintenance and repairs to the inside of individual Units are the responsibility of the Unit Owner. If repairs or maintenance entail shutting off the main water supply or electricity, the Maintenance Technician must be notified at least 48 hours prior to work, unless it is an emergency. The Maintenance Technician shall immediately post signs to notify Residents. If it is after work hours, the Unit Owner or Tenant is responsible for posting signs with the permission of the Property Management company or BOD.

a. Procedure For Repairs Within Your Unit

- i. For any repair within an individual, the owner is responsible to arrange for the repair and use license contractors who supplies proof of insurance;
- ii. If the repair turns out to be the responsibility of JHP, contact the PM immediately who will discuss next steps;
- iii. Once next steps are decided, the Unit Owner may submit the invoice from the contractor to the PM for direct payment to the contractor. The licensed contractor can send the invoice for the repair directly to the Association for direct payment; or the owner can drop the invoice into the drop box in the lobby for direct payment to the contractor;

b. In order to determine whether a repair is the responsibility of JHP, the following criteria will be used by the Board of Directors:

- i. If the repair is related to the heating/cooling water loop, JHP will be responsible if the repair is up to, or including, the threads on the outgoing side of the last valve before the heat pump, or at or after the incoming threads on the first valve after the heat pump;
- ii. If the repair is related to plumbing (water supply or drain), the Association will be responsible if the repair is within the Common Element wall, floor, or ceiling, but only to the extent that the repair is plumbing on the unit side of the shut-off valve for that unit;
- iii. The cost of all other repairs will be the responsibility of the individual unit co-owner, unless approved by the Board of Directors before the repair is made;

- c. Please review the Bylaws for repairs that require prior approval of the Association, such as fixtures attached to common element plumbing;
- d. Any expenses associated with damage or unnecessary messes to common areas

- or neighboring units will be assessed to the Unit Owner;
- e. All contractors who wish to park inside JHP's lot must register their vehicle 48 hours prior to the start of the project and will be supplied a parking permit to place in the dashboard and should be visibly displayed throughout the entirety of the project. The PM will then notify the maintenance technician and BOD. Parking hours for vehicles will be strictly enforced between the hours of 7:00 a.m. and 5:00 p.m. Please note, just because contractors have the permit, this does not guarantee a spot to park. Parking is based on a first come, first served basis;
 - f. Contractors must never leave the door propped open at any time for any reason, even a quick trip to their vehicle to grab an item. Proper accommodations must be made by the Unit Owner to ensure the safety of each building; and
 - g. Any violations of said rules will be subject to fines per the violation policy plus the cost of repair or cleanup.

22. Renovations/Construction:

Each owner who proposes to update, renovate, or make a substantial repair to a unit (above \$1,000) in the Condominium shall provide to the Association a completed Request for Modification Approval form as prescribed by the Board of Directors, together with the required documentation described in the form. **NO WORK SHALL BEGIN UNTIL AN APPROVAL OF THE REQUEST IS RECEIVED BY THE OWNER.**

- a. If the Approval requires inspection(s) by the Property Manager (or other person designated to represent the Owners Association), then the Owner shall pay, upon receiving the Approval from the Board, an inspection fee of between \$25.00 and \$150.00, depending upon how many inspections are required. The Board of Directors may require a recordable Modification Agreement be entered into by the owner(s) as a pre-condition of any Approval;
- b. All debris generated by any updating, renovation, or substantial repair to a unit shall be removed from the unit by some means that avoids the indoor common areas of the Condominium and may not be distributed in the dumpsters on the property;
- c. The trash and debris generated as a result of work within an individual unit shall not be disposed of in the trash receptacle used for common trash disposal by businesses and Unit Owner in the condominium. Rather, the owner must arrange for the removal, at their expense, of all trash and debris generated by the work. The trash and debris must not accumulate in any common area of the condominium (indoors or outdoors) without the express written approval of the Association. Violation will result in a \$250 fine assessed to the current Owner;
- d. Any expenses associated with damage or unnecessary messes to common areas or neighboring units will be assessed to the Unit Owner;
- e. All contractors who wish to park inside JHP's lot must register their vehicle 48 hours prior to the start of the project and will be supplied a parking permit to place in the dashboard and should be visibly displayed throughout the entirety of the project. The PM will then notify the maintenance technician and BOD.

Parking hours for vehicles will be strictly enforced between the hours of 7:00 a.m. and 5:00 p.m. Please note, just because contractors have the permit, this does not guarantee a spot to park. Parking is based on a first come, first served basis;

- f. Contractors must never leave the door propped open at any time for any reason, even a quick trip to their vehicle to grab an item. Proper accommodations must be made by the Unit Owner to ensure the safety of each building; and
- g. Any violations of said rules will be subject to fines per the violation policy plus the cost of repair or cleanup.

23. Third Party Liability of Julius Hobson Plaza Condominium Association:

Julius Hobson Plaza Condominium Association assumes zero liability for any work done within an individual unit if and when JHP recommends a licensed contractor of any kind or work done by an employee of JHP outside of his or her workhours.

24. Violation Policy:

In accordance with the Rules and Regulations and Bylaws, the Association can temporarily suspend the rights and privileges and/or can assess monetary penalties against any Owner for any violation of the governing documents.

Any notice of violation by a unit owner or resident should be submitted to the management company, who will then notify the BOD. Once submitted, the PM and BOD will take proper steps to investigate the violation and move forward as deemed necessary per the bylaws and rules and regulations.

A notice of violation will first be sent to unit owners via email, when possible, as an initial warning with a firm date to correct the violation. If an email is not on file, a letter will be left at the door of the unit and mailed, when applicable. If the violation is not corrected by said date, fines will begin to be assessed based on the Schedule of Fines below.

Unless expressly written otherwise by the BOD, the following is the Schedule of fines as adopted by the Board of Directors:

First Fine	\$50 and suspension of parking access card
Second Fine	\$75 and suspension of parking access card
Third Fine	\$100 and suspension of parking access card
After \$100 Fine	Per Decision of BOD and suspension of

04-01-2018

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	parking access card until a meeting with the BOD takes place
Assessment	As necessary to reimburse Association expenses

PROPERTY UPDATES

1. You may have seen the posted letter, Delbe Real Estate has been purchased by EJF Real Estate. EJF is in D.C. on U Street NW. To learn more about them please visit their website at www.ejfrealestate.com. The purchase was finalized on May 1. Leslee Behar has transitioned with Delbe and will remain JHP's property manager. Additionally, our property management fees will remain the same for the next fiscal year – July 1 – June 30. Thus far, I have received very good feedback about EJF. All payment processes will remain the same until further notice. Any questions can be directed to Leslee Behar at lbehar@delbe.com or leslee.bekar@ejfrealestate.com.
2. Going forward, all resident updates and forms – including parking applications, change in residents, etc. need to go through Leslee Behar. EJF maintains all resident information, collects payments, provides the parking access cards and stickers, and more – so it is imperative they have all the information related to your unit.
3. Communication with the property management company needs to come from you, the unit owner or your property manager, and all payments need to come from you or your PM. Leslee and EJF will no longer accept payments or instruction from tenants. This is to maintain an accurate and efficient line of communication and to ensure all transactions are accounted for.
4. Per the letter that was sent out in October of 2017, leases under six months are NOT allowed. This means any short-term rentals i.e. AirBNB, sublets, etc. are not allowed at JHP.
5. You will see a few upgrades and additions to the property.
 - a. We have negotiated a new contract with a new landscaping company to add flowers and plants around the community to make it a bit more welcoming and cheery. We were able to achieve this and still stay within our landscaping budget. Also, for people who live on site or visit the community often – you may remember there is a large grassy area between building 66 and 76. I would like to begin the discussion of adding a community garden to this space and composting. I had the landscapers evaluate the space and they believe a community garden would thrive in this area. If you are interested in being a part of this or have other ideas for this space, please reach out to me.
 - b. You will find in the updated version of the rules and regulations that our pet policy for residents with dogs has been updated. All pets must be registered using the proper resident form and can be supplied by Sarah Lakey or our property manager. Beginning July 1, 2018, any unit with a pet will be assessed an annual fee of \$100. As a unit owner, you will find the pet fee on your July bill. If there is a turnover of tenants throughout the fiscal year, the annual pet fee will be pro-rated. Immediately, JHP will be adding waste stations throughout the community (location suggestions are welcome), and JHP will maintain the waste stations and provide waste bags. If the BOD finds a unit has an unregistered dog living on the property, fines will be assessed per the violation policy until the dog has been properly registered with EJF.
 - c. JHP is a smoke-free community in all of the common areas and the rules and regulations have been updated to reflect no-smoking with 25 feet of the buildings. To help keep our community free of cigarette butts, JHP is adding appropriate cigarette disposal stations.

- d. Recycling containers will be added to each entry way in the buildings to allow residents to recycle their junk mail. These containers are for junk mail only; no other recyclable materials are allowed in these containers and no trash is allowed. JHP will ensure the contents are emptied on a regular basis.
6. In this packet, you will find the approval letter for a camera system. I ask that you read it carefully. The BOD is requesting up to \$20,000. We are asking for approval of this amount in the unlikely event there is an unexpected cost, however, based on the estimate and rebate program with DC, we anticipate the cost being much less. Because we need approval from you, the Unit Owners, for this project, we do not want to risk not having approval for the stated amount or we would have to resend the approval letter.

The cameras would be very valuable for the community. It would allow us to monitor the parking lot 24/7 and capture a clear picture of the parking lot activity. Recently, we have had an increased number of trespassers on the property, we can ensure residents are abiding by the parking rules, we can monitor the entrances of the buildings and monitor who is coming in and out of the buildings. We can monitor the activity around the buildings and if a crime is committed around or within JHP, we will have video that can be provided to the police. Myself, Sarah, and our maintenance man, Milton Fernandez, would be the only two with 24/7 access to the footage, but all Unit Owners can request access to specific footage when necessary.

If you have questions regarding the cameras, please reach out to me directly at stlakey@gmail.com

7. Per the rules and regulations, sections 17 and 18 state the following about the conditions of unit windows and dressings:
- i. 17. The Board recommends white or off-white window coverings, including blinds, shades, or curtains, in good repair, to maintain a uniform appearance and protect the value of our property. The final decision of "appropriate" window dressings will be left to the Board's discretion; it is recommended that you contact Management or the Board of Directors prior to investing in new windows. No signage in the windows is allowed unless approved by the board.
 - ii. Windows and Screens: All broken windows and screens must be repaired immediately.

Please ensure you are adhering to the window rules and regulations by June 15. If the BOD believes your unit windows are not abiding by the rules and regulations, you will be receiving a letter stating as such and will be asked to bring your windows up to the appropriate standards of JHP.

8. Update on projects- Since the beginning of the year, we have completed several important capital improvements:
- a. ventilation and fire safety upgrades in all the water heater closets;
 - b. an upgrade to all electrical systems to the common areas including laundry rooms;
 - c. removal of unused and potentially dangerous gasoline tanks buried underground in the garden area and basements of a few of the buildings;
 - d. installation of a ventilation system in all the hallways in all buildings; and,
 - e. roof and masonry repairs to building 76.

We continue to evaluate the list of required capital improvements projects as identified on the reserve study and make educated decisions on how to proceed with each one. Currently, we are getting proposals for masonry work on each building and having the building's roofs evaluated with the understanding building 55's roof is priority.

Parking Application

PARKING APPLICATION

Vehicle Owner's
Name _____

Unit Address:

Unit Number: _____

Make: _____

Model: _____

Color: _____

License Plate #: _____

Registration State: _____

PARKING PASS/ACCESS CARD REPLACEMENT

IMPORTANT – please read carefully

JHP will be switching all parking placards to orange decals and replacing all parking access cards. **ALL OLD ACCESS CARDS WILL BE DEACTIVATED ON August 1 at 9:00 a.m. and EVERY CAR IS REQUIRED TO HAVE THE NEW DECAL ON THIS DATE. ANY VEHICLE WITHOUT THE NEW ORANGE DECAL WILL BE SUBECT TO TICKETING AND TOWING AT THE OWNER'S EXPENSE.**

Here are the steps you need to take to ensure you or your tenant are prepared for the switch-over.

1. To receive the new parking decal and the new parking access card you will need to supply the following to JHP and EFJ.
 - a. All resident forms in this packet must be filled out and presented to Leslee including:
 - i. JHP Resident form
 - ii. Parking application
 - iii. Call-box form
 - b. If you are a landlord, a copy of your lease must be on file with and EJF. If you have not provided your lease to our manager in the last 60 days, we ask that you please submit it to her and appreciate your understanding.
 - c. Your account must be at a \$0 balance. (For ease of payment, we highly encourage you to sign up for direct debit, the form is attached in this packet and is available digitally.)
2. Sarah Lakey and Leslee Behar will be in the basement of building 66 on Thursday, June 21 and Sunday, June 24 from 6:00 p.m. – 8:00 p.m. collecting all appropriate documents. Once the documents have been received, we have verified your account is completely current and if applicable, a lease agreement is on file, you will receive the new parking access card and parking decal. **PLEASE NOTE – THE NEW ACCESS CARD WILL BE ACTIVATED ON JAUGUST 1 at 9:00 a.m. AND ALL OLD CARDS WILL BE DEACTIVATED.** Do not discard your old parking access code until we have confirmed the switch over via posted fliers around the building.
3. If you are a landlord, you can send your tenant in your place, however it is your responsibility to supply your tenant with the documents to complete, ensure your information has been filled out properly, and that a copy of your current lease is on file with the PM.
4. These documents are available electronically. If you would like to complete these documents electronically, please email me at stlakey@gmail.com. You can send the completed documents back to me **ALL TOGETHER**. Please note – I will not accept completed documents piece-meal. They need to be sent back to me all together to ensure nothing is missed.
5. If you or your tenant are **NOT** able to come pick up the new access card and decal on June 4 or 5, please email stlakey@gmail.com **AND** leslee.behar@ejfrealestate.com to make arrangements to receive both before the June 15 switch-over. Please remember that you must be 100% current in your fees to receive a new parking pass.

6. Once again, to receive the new orange parking decal and orange access card, all documents stated above must be completed. If you have recently moved-in, we are asking that re-fill out the documents and appreciate your understanding.
7. If you do not own a car, we still ask that you fill out the resident forms so we have an accurate account of current unit owners and residents.

Dear unit owner,

The safety of our community is extremely important, and the Board of Directors has recently been soliciting bids to install a complete security camera system around our community with the help of the Metropolitan Police Department (MPD).

After extensive evaluation with JHPC residents and MPD, the Board of Directors has concluded that a proper security camera system is in the best interest of our community. We evaluated what a proper security system will require, and after careful consideration, we are requesting your approval to make an investment of up to \$20,000 on a security system for the Julius Hobson community. The system will include the following:

1. 10 - 12 day/night cameras that are appropriate for outdoor use in all weather conditions, vandal resistant, set-up to view and record activity around our community.
2. The ability to install up to 16 cameras if needed
3. The ability to have 30 days of footage
4. On-going training and maintenance of system
5. All necessary cable, mounting equipment, electrical equipment
6. All necessary labor to install and program system

The cameras will monitor the parking lot, all gate entrances, all building entrances, the perimeter of the grounds, and surrounding sidewalks of the community. The placement of the cameras is to deter crime happening around our condominium community, and if something were to happen, the cameras would provide a valuable resource for MPD to use. However, having this system is no guarantee crime will not happen around us or on the property.

Additionally, in the new year, the BOD is reviewing the move - in fees assessed to every new resident of JHPC, unit owner or renter, the move - in process to ensure the BOD can properly review rental agreements and have them on-file, ensure the BOD is receiving proper information for all new residents, and ensuring new residents are receiving all proper move-in information. To do this, we are creating an up - to - date directory and are asking that you please fill out the Resident Information Form and email to stlakey@gmail.com or return to Milton Fernandez. We will also be reviewing the by-laws and rules and regulations and assigning fines. We will begin assessing fees to any violators in 2018.

By digitally or hand-signing this letter and returning to Milton Fernandez, when applicable, you are agreeing that BOD can invest up to \$20,000 in a security system.

For any questions regarding this letter, please contact Sarah Lakey, JHPC president, at stlakey@gmail.com.

Signature:

Printed Name:

Date:

Unit Number(s):

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PARKING REMINDER

Please make sure your tenant has received
this, if applicable

Per the rules and regulations all residents must adhere to the following:

Parking Policy: JHP has very limited parking. There are not enough parking spaces available for each of our Residents. No reserved/assigned parking, nor guest parking, is available. The following rules apply to Unit Owners and Residents and will be referred to as Members where applicable:

- a. All Residents are required to have a parking application on file with the Property Management Company (in this packet);
- b. Residents/Owners who do not have a parking application on file, are delinquent on their condo fees or have unpaid fines will not be allowed to park a vehicle on the parking lot and will not be issued any JHP access cards or parking permits;
- c. If a Unit Owner becomes delinquent after being issued a parking access card and parking permit, the access card will be deactivated until the Unit Owner becomes current on his/her account and the Resident's vehicle will be subject to ticketing and towing at the Unit Owner's expense and is responsible for notifying their Tenant when applicable;
- d. As of April 1, 2018, to receive a parking permit and access card, all Members must satisfactorily complete a Parking Application and any other required forms. The Board of Directors shall charge a fee for parking permits;
- e. If a Resident purchases a new vehicle that will park on the lot, they are responsible for notifying the Management Company of the new vehicle and satisfactorily completing a new Parking Application (fees will not be collected when updating vehicle information);
- f. Only one parking permit is available per Unit and is Non-Transferrable;
- g. All parking permits must be in clear view from each Member's vehicle and placed inside the car per the PM directions-placement will be dictated by the PM;
- h. Any vehicle or unregistered vehicle on the parking lot without a valid parking permit or associated with a delinquent Member shall immediately have their access card deactivated, shall have a warning notice placed on the window of the vehicle, shall be subject to ticketing by the Metropolitan Police Department, and shall be subject to towing at the Member's expense;
- i. Retrieval of access card and parking permits should be worked out between the Member and PM;
- j. JHP is not responsible for lost or stolen access cards and/or parking permits;
- k. DC law requires that all vehicles housed and operated in the District be registered in the District, unless the owner displays a reciprocity sticker issued by DMV. Persons moving to the District, who have a valid registration from another jurisdiction, have 30 days from the date of entering JHP to obtain a registration. Any vehicle parked on the JHP parking lot must be registered in the District of Columbia, unless the vehicle displays a District of Columbia reciprocity sticker (six-month nonrenewable permit for visitors or a one-year renewable permit for Students, Military, Elected and Appointed Gov't. Officials, and Diplomats) or have approval from the BOD. Any out-of-state registered vehicle, without a reciprocity sticker or an agreement with the BOD, will be denied a parking permit and access to the JHP parking lot;
- l. Members moving to JHP, who have a valid registration from another jurisdiction, shall contact Management in writing, and request a 30-day temporary permit to park on the JHP parking lot. Members must fully complete the Parking Application prior to the

- temporary permit being issued;
- m. Parking permits will only be issued to Members who have satisfactorily completed the Parking Application and the Member is considered in "good standing" with their condo fees;
 - n. No Member shall rent, lend, sell, or allow any other Member or guest to use their parking permit at any time. Violation of this offense shall result in a 60-day suspension of parking privileges and will subject fine per the violation policy;
 - o. All vehicles parked on JHP's parking lot must have current license plates and valid inspection stickers displayed in the front windows of the vehicles. No Inoperable, unlicensed or abandoned motor vehicle of any type shall be parked or stored on the parking lot;
 - p. No vehicle can be stored on the JHP parking lot. "Stored" is defined as parked on the lot for more than 14 consecutive days, without the vehicle leaving the JHP lot. No vehicle shall be left on the parking lot for more than 14 consecutive days (including weekends and holidays) without written notification to the Management Company and approval from the Board. Any vehicle found on the lot for more than 14 consecutive days, without written approval from the Board, shall have a warning notice placed on the window of the vehicle, shall be subject to ticketing by the Metropolitan Police Department, and shall be subject to towing at the Member's expense, and be subject to fines per the violation policy;
 - q. A Member shall not repair, overhaul, paint or perform work of a similar nature on a vehicle on the JHP Parking lot or other Common Element areas associated with the parking lot while their vehicle is parked on the parking lot. Any such vehicle may be towed from the Condominium at the offending Unit Owner's expense. Work of a "similar nature" shall be determined by the Board;
 - r. Do not park in the fire lanes. Violation of this offense will result in a 14- day (including weekends and Holidays) suspension of parking privileges. In addition, the offending Member is subject to ticketing by the Metropolitan Police Department (MPD);
 - s. No vehicle shall be parked in such a manner as to impede or prevent ready access to a parking space, as well as the entrance or exit from the JHP parking lot. Violation of this rule will result in a 14-day suspension of parking privileges and be subject to fines per the violation policy;
 - t. Please use caution when entering and exiting the parking lot. Wait until the gates are completely opened so that your vehicle can safely pass through. Members who damage the entrance and and/or exit gates shall be held liable for any costs incurred to repair the damaged entrance or exit and the Member will be billed for any expenses;
 - u. Do not manually pull, push, open or close the parking lot gates;
 - v. Please Note: The Bylaws state, in part, that "no trailer, truck, boat, camper, house trailer or similar types of vehicles shall be parked on the parking lot." "Similar types of vehicles" shall be determined by the Board;
 - w. All violations are subject to suspension of parking privileges, ticketed and towing, any fines mentioned above, or fines per the violation policy.

Landlord Reminder

Per the rules and regulations, all landlords must adhere to the following:

Please note, the move-in fee has been raised to \$250 and Unit Owners must pay the fee every time there is a change in tenant.

Leasing (Renting) Units: Unit Owners shall not lease a Unit for less than six (6) months. A copy of the lease must be submitted to the Management Company within seven (7) days of execution (JHP bylaws 6.88 (13)) and a copy of the tenant's renter's insurance. In an effort to protect tenants, the Board of Directors asks all Unit Owners to cross-out or "white-out" all private/personal information (social security numbers, credit card information, email addresses, etc.) prior to submitting a copy of the lease to the Management Company and adhere to the following:

- a. The Unit Owner is always responsible for the Tenant and their actions in case of a leased unit;
- b. Any damage by a tenant or their guest(s) to Common Elements shall be communicated to the Unit Owner and fines will be assessed to the Unit Owner per the violation policy;
- c. The lease must contain a clause stating that the lessee agrees to abide by all Covenants, Conditions and Restrictions, Governing Documents, Bylaws, all Rules and Regulations, and policies of the JHP Condominium Association. Unit Owners are required to distribute copies of these documents to their Tenants, prior the Tenant's move-in date;
- d. Unit Owners must report all move-ins and move-outs to the Property Management Company 7 (seven) days PRIOR to move-in or move-out;
- e. It is the responsibility of the Unit Owner to ensure the Tenant has all proper forms on file with BOD and management company; and
- f. Rules and regulations must be given to all tenants and attached to the lease form.

CONSTRUCTION REMINDER

Per the rules and regulations, all Unit Owners must adhere to the following when doing any sort of construction on their unit:

Repairs/Construction/Renovations to Units:

Construction hours are from 7:00 a.m. to 7:00 p.m. Monday through Saturday, except Holidays, BUT contractors are only allowed to park in the JHP lot between the hours of 7:00 a.m. and 5:00 p.m. – MONDAY thru FRIDAY with a pass provided by the Property Manager displayed on their dashboard. Any parking violations will result in a parking ticket from MPD and towing. The Management Company must be contacted and informed of all major installations (exceeding \$1,000.00), deliveries of major appliances, major renovations, major construction and repairs of individual Units. Maintenance and repairs to the inside of individual Units are the responsibility of the Unit Owner. If repairs or maintenance entail shutting off the main water supply or electricity, the Maintenance Technician must be notified at least 48 hours prior to work, unless it is an emergency. The Maintenance Technician shall immediately post signs to notify Residents. If it is after work hours, the Unit Owner or Tenant is responsible for posting signs with the permission of the Property Management company or BOD.

- a. Procedure for Repairs Within Your Unit
 - i. For any repair within an individual, the owner is responsible to arrange for the repair and use license contractors who supplies proof of insurance;
 - ii. If the repair turns out to be the responsibility of JHP, contact the PM immediately who will discuss next steps;
 - iii. Once next steps are decided, the Unit Owner may submit the invoice from the contractor to the PM for direct payment to the contractor. The licensed contractor can send the invoice for the repair directly to the Association for direct payment; or the owner can drop the invoice into the drop box in the lobby for direct payment to the contractor;
- b. To determine whether a repair is the responsibility of JHP, the following criteria will be used by the Board of Directors:
 - i. If the repair is related to the heating/cooling water loop, JHP will be responsible if the repair is up to, or including, the threads on the out-going side of the last valve before the heat pump, or at or after the in-going threads on the first valve after the heat pump;
 - ii. If the repair is related to plumbing (water supply or drain), the Association will be responsible if the repair is within the Common Element wall, floor, or ceiling, but only to the extent that the repair is plumbing on the unit side of the shut-off valve for that unit;
 - iii. The cost of all other repairs will be the responsibility of the individual unit co-owner, unless approved by the Board of Directors before the repair is made;
- c. Please review the Bylaws for repairs that require prior approval of the Association, such as fixtures attached to common element plumbing;
- d. Any expenses associated with damage or unnecessary messes to common areas or neighboring units will be assessed to the Unit Owner;
- e. All contractors who wish to park inside JHP's lot must register their vehicle with the PM with make, model, and license number to park in the JHP parking lot, who will then notify the maintenance technician and BOD. Parking hours for vehicles will be strictly enforced between the hours of 7:00 a.m. and 5:00 p.m.;

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- f. Contractors must never leave the door propped open at any time for any reason, even a quick trip to their vehicle to grab an item. Proper accommodations must be made by the Unit Owner to ensure the safety of each building; and
- g. Any violations of said rules will be subject to fines per the violation policy plus the cost of repair or cleanup.

Renovations/Construction:

Each owner who proposes to update, renovate, or make a substantial repair to a unit (above \$1,000) in the Condominium shall provide to the Association a completed Request for Modification Approval form as prescribed by the Board of Directors, together with the required documentation described in the form. **NO WORK SHALL BEGIN UNTIL AN APPROVAL OF THE REQUEST IS RECEIVED BY THE OWNER.**

- a. If the Approval requires inspection(s) by the Property Manager (or other person designated to represent the Owners Association), then the Owner shall pay, upon receiving the Approval from the Board, an inspection fee of between \$25.00 and \$150.00, depending upon how many inspections are required. The Board of Directors may require a recordable Modification Agreement be entered into by the owner(s) as a pre-condition of any Approval;
- b. All debris generated by any updating, renovation, or substantial repair to a unit shall be removed from the unit by some means that avoids the indoor common areas of the Condominium and may not be distributed in the dumpsters on the property;
- c. The trash and debris generated because of work within an individual unit shall not be disposed of in the trash receptacle used for common trash disposal by businesses and Unit Owner in the condominium. Rather, the owner must arrange for the removal, at their expense, of all trash and debris generated by the work. The trash and debris must not accumulate in any common area of the condominium (indoors or outdoors) without the express written approval of the Association. Violation will result in a \$250 fine assessed to the current Owner;
- d. Any expenses associated with damage or unnecessary messes to common areas or neighboring units will be assessed to the Unit Owner;
- e. All contractors must register their vehicle with the PM with make, model, and license number to park in the JHP parking lot, who will then notify the maintenance technician and BOD. Parking hours for vehicles will be strictly enforced between the hours of 7:00 a.m. and 5:00 p.m.;
- f. Contractors must never leave the door propped open at any time for any reason, even a quick trip to their vehicle to grab an item. Proper accommodations must be made by the Unit Owner to ensure the safety of each building; and
- g. Any violations of said rules will be subject to fines per the violation policy plus the cost of repair or cleanup.

UNIT MAINTENANCE

It is in the best interest of all Unit Owners and required by the bylaws and rules and regulations that Unit Owners properly maintain their units, including, but not limited to HVAC units, duct work, and if you have a dryer, your dryer vents. It is important to remember that your HVAC unit on the rooftop belongs to the unit and it is the responsibility of the unit owner to maintain it. Please review the following for recommended maintenance from the owner of Youngblood HVAC:

1. HVAC Preventive Maintenance:

- a. A properly maintained HVAC unit will not only keep a home warm or cool, but it will prevent problems and at the same time preventive maintenance can contribute to lower power utility bills, prolong life of system and efficiency, prevents costly breakdowns leading to less emergency repairs, etc.
- b. JHP has negotiated a maintenance contract for all JHP Unit owners which includes visits two times per year, one during Spring/Summer to service your Air Conditioner system, and one during Fall/ Winter to service your Heat Unit. As a contract holder, you will also benefit from:
 - a. Priority service
 - b. Emergency service within 24 hours of first call
 - c. 20% off parts and labor
- c. The cost of this contract has an annual cost of \$119, which the unit owner is responsible for. If you are interested, please contact stflakey@gmail.com

2. Duct Cleaning - Air Ducts

- a. Central heating and air conditioning systems transfer air throughout your house via air ducts.
- b. Debris can build up in your ducts that needs to be removed to ensure proper operation and to improve air flow.

3. Duct Cleaning - Dryer Vent

- a. This important service protects your home from fires, smoke and pollutants.
- b. It reduces energy costs allowing dryers run more efficiently, last longer, and dry clothes faster.
- c. Please note that Duct cleaning services are not part of our Annual Maintenance Contract Service price.