



The  
**ADMIRALTY**  
CONDOMINIUM RULES & REGULATIONS

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**TABLE OF CONTENTS**

Promulgation	1
Building	2
Unit and Common Areas	3
Enclosed Balconies	4
Parking Lot	5
Pets	6
Refuse	7
Bicycles	7
Guests	7
Disturbances	4
Moving	8
Children	8
Violations	9
Enforcement Procedures	9
Channels of Communication	12
Complaint Procedures	13
Rules for Contractors	13
Complaint Form	



## **CONDOMINIUM RULES & REGULATIONS**

### **PROMULGATION May 23, 2004**

Welcome to the Admiralty Condominium. We hope that you will enjoy this facility as much as all of us who have come before you. We appreciate the high quality of life available here and want to preserve your investment. These rules and regulations may appear to be strict, but they have developed over the years in an effort to ensure your peaceful enjoyment of your home at the Admiralty.

The Admiralty Rules and Regulations relating to the condominium property, the common area, the condominium units and the condominium in general shall apply to and be binding upon all unit owners and tenants. Unit owners are responsible to see that their families, guests, and renters observe them.

Violation of these Rules and Regulations may subject the violator to any and all remedies pursuant to the terms of the Declaration of Condominium and the By-laws of the Association. Violations should be reported in writing to the Property Management Company or the President of the Admiralty Condominium Association



## **BIDLING**

1. Elevator protective pads are required for use on the elevators to move large furniture and/or construction materials. These pads are Admiralty property and are free for your use. Please contact the Property Management Company or a Board Member in advance of need.
- ,2. Lobby or any rear exit doors should not be propped open and left unattended.
3. Occupants are responsible for cleaning up any dirt tracked into the building. Trash should not be placed in the cigarette containers. Cigarette butts shall not be deposited on the lawns, parking lot, or other common area.
- 4. Noisy or disorderly conduct will not be tolerated in the building.
- 5. The courtesy carts should be returned to the rear entrance promptly.
6. Personal items in the storage room should be kept in an orderly manner. All packages, boxes and other items should be clearly marked with both name and unit number. Empty cardboard boxes may not be stored by order of the fire marshal.
- 7. In the event the fire alarm sounds, all occupants and guests must vacate the building using the stairways.
- 8. Property Management Company must be furnished with a set of working keys for each unit's entry door to be used in emergencies or with owner's permission. Failure to provide these keys will cause a monthly fine to be charged against your unit.
9. Exterior changes/antennas are prohibited.
10. Window air conditioners and fans are prohibited.

11. Soliciting on premises is prohibited.
12. Unit owners must not impair the structural integrity of the building.
13. Owners shall include requirement for contractors to clean up all common areas as needed in all contracts for work to be performed in the building. And may be required to place a \$100.00 deposit with Property Management Company to ensure clean up before starting work.

### **UNIT AND COMMON AREAS**

1. An owner is responsible for violations of these rules and for any damage to common or limited common Association property caused by him/her self, family, guests, tenants, or contractors.
2. Occupants are expected to maintain the uniform exterior appearance of the units. No signs shall be displayed in or on the building, patios, and common areas or placed in windows. Exterior appearance of window and door coverings must consist of a neutral color. Sheets and blankets are prohibited as window coverings
- 3. Building security is to be maintained at all times. Buzzes unlock the front door only when you know who is requesting entry. Do not block open unattended building entry doors. Do not admit strangers.
- 4. TV sets, radios, stereos, record players and musical instruments, or any noise source must be controlled to a reasonable, non-disturbing volume at all times.
- 5. Personal belongings (boots, shoes, bicycles, skateboards, scooters, etc.) are not permitted in the hallways, stairwells or common areas.



6. Individual unit temperature should be maintained at a minimum of 55 degrees Fahrenheit at all times.
7. Proper dress, including shoes or sandals and cover-up, shall be worn upon entering the building and elevator, within the main lobby of the building.
- 8. The interior common areas, including the elevators, are designated nonsmoking areas.
- ↪ 9. Owners and tenants are requested to use the rear entrance by the elevator doors when moving furniture or general household goods into or from their unit.
- ↪ 10. Persons using association grills shall clean the grill and any other area used and place trash in provided receptacle.
- ↪ 11. Short-term rentals (less than one <sup>month</sup> ~~week~~) are prohibited.

### **ENCLOSED BALCONIES**

1. All drapes, blinds or other window coverings will have to be approved by the Board. (The Board has approved Vista V-28 Solar Control film for the balcony and patio windows. Contact North Coast Property Management, 734-6139, for more information.)
2. Patios/balconies will not display political, religious or advertising materials (exception: appropriate holiday seasonal items and American flags).
3. Walls of the enclosed balcony must be maintained in their unpainted state. Ceilings may remain natural or be painted off white.
4. Balconies are not to be used as storage areas or additional bedrooms. Usual and customary furniture is allowed. Items such as file cabinets, storage chests, storage lockers, hot tubs, clothing, boxes, will not be

stored on balconies. Questionable items will be subject to review and determination by the Board.

5. For safety reasons, no electric gas/propane grills/tanks, or charcoal grills are permitted on the enclosed balcony or the grounds except as provided by the Association.
6. Permission of the Board is required for hanging of items on patio walls, other than framed pictures, swags, or similar items.

### PARKING LOT

1. Trailers, boat trailers or mobile camping vehicles are not permitted in the parking areas except for purposes of loading and unloading. If the vehicle is to remain on the property overnight, a permit must be obtained from the Building Management Company. One single overnight parking is permitted for above said purposes.
2. No vehicles, pleasure craft, trailers or other on-road vehicles or watercraft are to be marked "for sale." No signs of any manner are to be displayed in vehicles.
3. No large commercial vehicles are permitted in the parking lot overnight.
4. Parking is restricted to the designated parking areas. Only authorized vehicles are permitted to park in the designated handicapped area. Unauthorized vehicles will be towed away at owner's expense.

5. Parallel parking in front of the steps is pennitted only for loading and unloading purposes. Cars should not be left unattended.
6. Any automobile or other vehicle, which is not currently licensed or is in obvious disrepair must be removed from the common property - if not by the owner within a short period of time, then by the Association with costs billed to the owner.
7. Mechanical repairs requiring a period of time greater than one day may not be made on any vehicle in any common area. Changing of oil or flushing of radiators is prohibited.
8. All vehicles must be in operable condition and actively used.

### PETS

1. All pets must be registered with the Property Management Company.
- 2. Pets must be maintained on a 6 foot or less leash by a responsible person while on common property. Owners must maintain complete control of their pet.
- 3. Pets should be relieved only in the area between the parking lot and Lakeshore Drive. Any elimination" must promptly remove by the pet owner. *+ placed in the dumpster*
- 4. The pet owner shall promptly clean up pet eliminations within the building, entranceway, parking lot or common areas.
5. Complaints registered with the Building Manager relative to pets (barking, unleashed, lack of cleanup, etc.) will be subject to trustee action. Repeated

complaints will be cause for permanent removal of the dog from the condominium unit.

6. No lease or rental shall include the right of owning and maintaining a dog in the building.

### REFUSE

1. All trash is to be secured in a plastic bag and placed in the dumpster located in the parking lot.
2. No refuse is to be placed in the hallways or other common areas.
3. Boxes should be broken down to conserve space prior to placing in the dumpster.
4. Please keep door and lid shut on dumpster.
5. Items too large to be placed in the dumpster are the responsibility of the owner to dispose of through commercial hauler.

### BICYCLES

1. A bicycle rack has been provided in the dumpster enclosure area. Bicycles must be placed or stored in this designated area. Bicycles cannot be stored in the building hallways or porch enclosures.

### GUESTS

1. Unit owners and renters shall notify the Building Management Company in writing in advance giving the dates of arrival and departure for guests who have permission to occupy the unit in the absence of owner/renter.

## **DISTURBANCE**

1. No one is permitted to run, shout, or create loud noise in the interior public areas of the condominium.
2. No business, which involves regular public access, shall be conducted in this facility.

## **MOVING**

1. Unit owners are responsible for any damage or debris left in the common areas during moves or deliveries.
2. Do not permanently block the entrances during moves to permit our residents to have access.
3. Elevators have pads, which can be obtained from the President or the Property Management Company. Do not risk damage to the elevator walls by not using these pads. Tie up only one elevator at a time for the move. Release the elevator when the items are removed from the elevator.
4. Do not leave elevator doors blocked open and unattended during a move.

## **CHILDREN**

1. Children are not permitted to play or run in the building, hallways, lobby, elevators, or create a disturbance therein.
2. Bicycles, skateboards, etc. should not be used within the proximity of the building and/or in a manner that such use creates a disturbance.

## VIOLATIONS

Owners are fully responsible for their own actions and the actions of long-term lessees, renters and personal guests. The Board of Trustees will review any violation and resultant penalties may be assessed.

The Admiralty Condominium Association Trustees reserve the right to change, amend or terminate these Rules and Regulations at any time. No individual unit owner, occupant or agent of the unit owner has the authority to enter into any agreement contrary to the foregoing.

## ENFORCEMENT PROCEDURE

- A. The owner shall be responsible for any violation of the Declaration, Bylaws or Rules by the owner, guests, or the occupants, including tenants, of his/her unit.
- B. Notwithstanding anything contained in these Rules, the Board shall have the right to proceed, immediately or otherwise, with legal action for any violation of the Association's governing documents, as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorney fees, shall be added to the account of the responsible owner.



- C. All costs for extra cleaning and/or repairs stemming from any violation will also be added to the responsible owner's account.
- D. In addition to any other action and in accordance with the procedure outlined in Section E below, actual damages and/or an enforcement assessment of up to but not exceeding \$50.00 per occurrence, or if the violation is of an ongoing nature, per day, MAY be levied by the Board against an owner in violation.
- E. Prior to the imposition of an enforcement assessment for a violation, the following procedure will be followed:
  - 1. Written notice(s) will be served upon the alleged responsible owner specifying:
    - a) A reasonable date by which the owner must cure the violation to avoid the proposed charge or assessment; and
    - b) A description of the property damage or violation; and
    - c) The amount of the proposed charge and/or enforcement assessment; and
    - d) A statement that the owner has a right to, and the procedures to request, a hearing before the Board to contest the proposed charge and/or enforcement assessment
  - 2. To request a hearing, the owner must mail or deliver a written "Request For A Hearing" notice, which must be received by the Board not later than the tenth day after receiving the notice required by Item E-1 above.

- a) If an owner timely requests a hearing, at least seven days prior to the hearing the board shall provide the owner with a written notice that includes the date, time, and location of the hearing. If the owner fails to make a timely request for a hearing, the right to that hearing is waived, and the charge for damages and/or an enforcement assessment will be immediately imposed; and
  - b) At the hearing, the Board and alleged responsible owner will have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence or written notice to the owner to abate action, and intent to impose an enforcement assessment shall become a part of the hearing minutes. The owner will then receive notice of the Board's decision and any enforcement assessment imposed within thirty (30) days of the hearing.
3. The Association may file a lien for an enforcement assessment and/or damage charges, which remains unpaid for more than ten (10) days.
- F. Violations of vehicle regulations, May, in addition to all other remedies, result in the vehicle being towed at the Owners expense. Vehicles will be taken to and can be recovered from towing service, retained by the Association, upon proof of ownership and paying of tow.

## CHANNELS OF COMMUNICATION

The Board of Trustees consists of six individuals who are unit owners and are elected by their fellow unit owners. Board members serve without compensation and are responsible for making the decisions affecting our property. Decisions concerning the property are made during the Board's meetings.

In between the Board meetings, the Association relies on the Management Company to carry out the Board's decisions and handle all communications by and between the Association's owners, contractors and vendors. If you have questions or concerns about the maintenance of the property, please direct the matter to the Management Company, in writing. In case of an emergency, such as a fire, you should contact the fire/police departments.

The Board requests and appreciates your cooperation in respecting that Board members are not employees and should not be contacted directly on Association related matters outside of Board meetings. Board members are not individually responsible for solving Association matters and can only decide on issues brought to their attention by the Management Company. Again, all other communications must be directed through the management Company to assure that your concerns and questions are properly addressed and answered.

## **COMPLAINT PROCEDURE**

Complaints against anyone violating the rules must be submitted to *The Managing Company* in writing and must contain the date, signature, address, and telephone number of the individual filing the complaint.

## **RULES FOR CONTRACTORS**

We welcome you to our condominium and are glad you have the opportunity to help one of our owners upgrade their unit. In order to make your work here more profitable and pleasant, we want you to be aware of some of the rules under which we expect you to operate.

1. The owner will provide you access to the unit. He will have paid a security deposit to ensure that any minor problems are corrected. Obviously, you do not want to make him/her pay extra for your work, so make sure that you do not damage any of the common property (inside or outside) of the facility.
2. Generally, we request that you load and unload through the rear door. Please do not block the door open when it is not attended. Do not block either entry door or access to the elevators or access through the hallways to permit our owners to have usual access. Please pay particular attention to the needs of our disabled residents when accessing our facility.
3. The common areas are not work areas Do not saw, sand, paint, dust, spray, weld, etc in common



areas (including the stairwell, the grounds, the parking lot, the hallways, the elevators). Keep our common areas clean. We know that some work necessitates making a mess. Just clean it up as soon as you make it.

4. If you accidentally damage something, please report it immediately to the property management company. You will be permitted to make any repairs, but if they are not made, charges will be assessed.
5. If you need to move construction equipment on the elevator, use the pads provided to protect the walls of the cab. Contact a member of the Board of Trustees for access to the pads.
6. If your work involves noisy evolutions, please limit such work to the normal working hours of the normal working days. Loud radios are prohibited.

The Admiralty Condominium  
Complaint Procedure  
*This Form Must Be Signed*

NATURE OF COMPLAINT (i.e. Pet, Noise, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION: \_\_\_\_\_

NUMBER OF OCCURRENCES: \_\_\_\_\_

DATE(S) OF VIOLATION: \_\_\_\_\_

TIME(S) OF VIOLATION: \_\_\_\_\_

NAME OF OFFENDER (IF KNOWN): \_\_\_\_\_

DETAILS. BE SPECIFIC PLEASE: \_\_\_\_\_

NUMBER OF OCCURRENCES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WAS ANY ATTEMPT MADE TO RESOLVE THIS PROBLEM: YES NO

IF "YES", WHAT WERE THE RESULTS? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECEIVED BY ASSOCIATION: \_\_\_\_\_  
NAME (PLEASE PRINT)

DATE

SIGNATURE

MANAGER OR OTHER

YOUR UNIT #

DISPOSITION: \_\_\_\_\_