

SHAWNEE CARLTON HOUSE

CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

REVISED FEBRUARY 14, 2025

UNIT # _____

SERVICE DIRECTORY

Call 911 for Law Enforcement, Fire, and Emergency

Shawnee Fire and Rescue Department (419) 991 - 4055

Shawnee Township Police (419) 227 -1115

Lima Allen County Paramedics (419) 224 - 4075

Allen County Sheriff (419) 227 - 3535

Lima Memorial Hospital (419)228 -3335

St. Rita's Medical Center (419) 227- 3361

In case of emergency and you are unable to complete your call to any of the above numbers, please dial "O" and ask for the operator's assistance.

UTILITIES

AEP Ohio (800)672-2231

Spectrum (844)348-2999

TSC (Telephone Service Co) (419)739-2200

TO ALL SHAWNEE CARLTON HOUSE OWNERS

To most of us, living in a condominium is a new experience. Although we each own our own unit, we share in owning and using the common areas and facilities.

To allow us all to live in peaceful harmony, certain standards of conduct and respect for other owners is essential.

We, your Board of Trustees, have developed these Rules and Regulations which are established within the framework of the binding legal documents, the Declaration and By-Laws.

It is our intent and hope that this information fosters a sense of cooperation and satisfaction offering us all a safe and peaceful home.

BOARD OF TRUSTEES

Shawnee Carlton House

LIST OF CONTENTS

Monthly Maintenance Fees

Lobby and Desk

Moving Dates

Furniture and Appliance Deliveries

Contractor Services

Security

Garage and Parking

Vehicles

Safety

In Case of Fire

Smoking Policy

Laundry

Trash Disposal

Heating and Cooling

Social Room

Amenities

Employee Gratuities

Suggestion Box

General Information

Maintenance Forms

Formal Complaint

Violation Resolution

Pet Rules

In Case of Damage to your Condo

1. Immediately, or as soon as possible, clean up to aid in having a safe area.
2. If the time frame is applicable alert the desk. Other hours call a Board Member.
3. Each homeowner affected should notify their own insurance as soon as possible and follow their advice for remediation.
- 4 Carlton House will only get involved if contacted by homeowner's insurance companies.

As stated in the Bylaws and Declaration document, the Carlton House is not responsible for any damage that occurs within the inner shell.

HOUSE RULES FOR THE GENERAL BENEFIT OF ALL SHAWNEE CARLTON HOUSE CONDOMINIUM OWNERS

MONTHLY MAINTENANCE FEES

The maintenance fees are due monthly from the 1st to the 5th. The fee is based on the square footage of your condo. Fees may be mailed, dropped in the slot of the Manager's office door (not the Mail slot at the Front Desk) or given to the desk attendant who will take it to the office.

Another option is to establish a reoccurring payment with your bank. Once set up, the bank will issue a check and mail it to the Carlton House. To do this, ask for a "Reoccurring Payment" for the amount of your monthly fee and tell them it needs to arrive at the Shawnee Carlton House, Mailbox #709, Lima, OH 45805 no later than the 5th of the month. There will be a \$50.00 late charge for fees not received by the 10th of the month.

LOBBY AND DESK

The desk will typically be attended from 8:00 a.m. to 6:00 p.m. The desk is closed on New Year's Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

All types of solicitation are prohibited in the Shawnee Carlton House.

Mailboxes can only be opened by the owner or U.S. Postal Service or a person the owner has provided a key for the purpose of collecting mail.

Deliveries other than packages by U.S. Mail, Amazon, U.P.S., and Fed-Ex during desk hours will be announced to the resident by phone. Example: Flowers, gifts, dry cleaning.

The resident may then choose whether to come to the lobby to receive the delivery or have the delivery person deliver to their door after signing in. If no one is home, the delivery will be left at the desk.

Packages delivered via U.S. Mail, U.P.S., Amazon, and Fed-Ex will be registered by the desk attendant and kept behind the desk or in the back room.

Residents will be notified of package arrival as they come through the lobby or by phone.

Please be punctual in picking up your packages and expect to do your own handling of said packages, especially if they are heavy and/or bulky.

All service personnel must register at the front desk. The condominium number, the time of arrival and departure into and from the building should be noted.

All visitors must register at the front desk.

Please report any problems to the desk attendant so the Board will have a record.

In the event of an unruly occurrence, the desk attendant or Board Member will contact the proper law enforcement agency.

When the desk is not attended, please call 911 to report an unruly occurrence.

Proper attire must be worn in the lobby and common areas. (i.e. no nightgowns or pajamas, bathrobe. Shoes must be worn at all times.

Visitors must register at the desk except if brought in by the owner.

MOVING DATES

Moving dates are to be limited to Monday thru Friday between the hours of 8:00 a.m. to 5:30 p.m. and must be cleared through the Board President. Applications for moving are at the Front Desk and a 3-day notice is strongly preferred.

FURNITURE AND APPLIANCE DELIVERIES

Please notify the desk when you are expecting the delivery of any large furniture or appliance. Ramps and elevator pads may need to be put in place. Deliveries are preferred to be made on Monday through Friday. Anything other than that needs prior approval.

CONTRACTOR SERVICES

Any structural, major plumbing or electrical modifications in the units may affect plumbing or electrical access in other condominium units, Let the front desk know when you schedule any contractor service.

Carpenters, carpet layers and other tradesmen will be allowed on site from 8:00 a.m. to 5:30 p.m. Monday thru Friday. Other hours may be granted by the Board on rare occasions. Owners doing their own work must follow the same times.

Only licensed tradesmen may deal with common areas including water and electricity but if an owner chooses to do their own work, they must assume all liability if problems occur.

SECURITY

Residents are issued a "Fob" for the electronic locks located at the door from the garage to the lobby, the front entrance door and the door from the rear parking lot into the garage.

Entry into the Shawnee Carlton House will be by the front entrance door, the pedestrian door from the back parking lot into the garage and by the door from the garage to the lobby when the front desk personnel are on duty. All other doors will be always locked.

To enter the building after 6:00 p.m. your security fobs are required to unlock the doors. They will automatically re-close and LOCK after you enter.

When leaving the building after 6:00 p.m. by the front door it will automatically lock behind you.

Condo Entrance door lock devices must accommodate a key and not just the electronic keypad. Chains are not to be used except at owner's risk. The Shawnee Fire Department and Rescue Squad would like to see these eliminated. It is strongly advised that residents provide a copy of the key to their condominium unit to the Front Desk. Otherwise the door to your unit would have to be broken in order to gain entry in the case of an emergency.

GARAGE AND PARKING

When entering the garage area, once the garage door has opened it has a 60 second timer and will then close automatically. If the door is up, it is always safer to use your remote to activate the door to start down, then again to reopen the door to restart the 60 second cycle.

It is common for the garage door entrance to be open from 8:00 a.m. until shortly before the attendant leaves at 6:00 p.m. **if** the temperature is above 55 degrees. In that case, when you activate your remote opener, the door will not come down and you are assured that it is safe to enter.

When exiting the garage, if the door is open, it is always safer to wait the 60 seconds unless you are sure the door is in the locked up position, or you have just seen another car exit. There is no way to activate the exit door with your remote, and driving over the hose does not extend the 60 second time frame.

Condominium Unit Owners are assigned ONE reserved parking space in the garage as recorded on their deed. The rear parking area should be used for Unit Owners additional vehicles. Motorcycle parking is not permitted in the garage area except on an outside wall provided both the auto and motorcycle fit within the yellow lines of your parking space. If your parking space is in the center area of the garage you may choose to park your auto in the rear lot and motorcycle in your assigned inside space.

Store bicycles in the rack near the lobby.

The front parking area is reserved for Guests Only.

Please note the first row of 6 spaces in the rear lot are reserved for service personnel only, Monday through Friday from 8:00 a.m. to 5:00 p.m.

VEHICLES

The parking of inoperable vehicles, any boats and other recreational vehicles on the common areas is restricted.

This restriction also applies to the Carlton House garage, as all spaces are either owned or rented to another owner for vehicles only. No space may be used for any inoperable vehicles or storage.

All vehicles, whether parked in the garage or rear parking lot, must have valid license plates. If the plates have expired and have not been renewed after receiving a warning, the vehicle will be towed at the owner's expense.

Long term parking or storage of a vehicle not belonging to an owner is prohibited. Any other parking issues will be addressed by the Board

SAFETY

The personal safety of all our residents is one of the most important considerations for the Board of Trustees.

1. Please keep in mind the posted speed limit signs in the driveway – 15 mph. Reduce your speed in the garage to a minimum.
2. Drivers and pedestrians please use caution and be aware that sunlight can often be blinding and can impair the vision of the driver entering the garage.
3. Balcony cooking is restricted to electric grills.
4. No flammable materials such as paint, chemicals or gasoline shall be stored in the lockers.
5. Fire extinguishers are in white metal cabinets with glass doors mounted on the walls near the ends of short and long corridors on each floor.
6. Two elevators are provided. Residents shall acquaint themselves with elevator operations. "Emergency Stop" and "Emergency Bell" buttons in

each car are push types. Emergency call button with instruction for use is in each elevator.

7. Decorating your door for the seasons is permitted. Doormats are permitted. please be aware of a tripping hazard

8. Stairways are located near the end of short and long corridors. Access doors are identified by "EXIT" signs on each floor. Short corridor (West) stairway terminates at ground level corridor. Long corridor (East) stairway terminates at second floor.

IN CASE OF FIRE

In the event of a fire, call 911 to notify Shawnee Fire Department.

Check your door before opening. Close the door as you leave but do not lock.

Pull an alarm in the hallway to alert other residents.

Do not use an elevator; use inside of stairway.

Do not try to remove your auto.

Assemble across the street at Terrace Arms parking lot. Do not return until you are advised.

SMOKING POLICY

Due to the interconnected air transfer duct work that travels from floor to floor, cigarette smoke and odor can become very invasive throughout the building as well as the immediate effect to your adjacent neighbors. Smoking in the privacy of your own condo is your decision. That is the only area that you may smoke since all the common areas are non-smoking.

What we hope you will choose to do is Be Kind to Your Neighbor. There are residents on oxygen as well as those with potentially serious health concerns such as COPD, asthma and allergies. Stepping out on your balcony and/or buying an air

purifier for your condo to limit the smoke from impacting the building's atmosphere is not only showing kindness and respect for your neighbor but will also be of benefit to you.

LAUNDRY

Shared laundry facilities are available for residents only on each floor. Residents can make reservations for the use of the laundry facilities by signing the schedule which is posted in each laundry. Laundry drying is not permitted on the balconies. Please keep the laundries tidy by wiping out washers and cleaning the dryer screens after each use. Start and finish your laundry on time and never use time scheduled for another resident without permission.

TRASH DISPOSAL

Trash chutes are in each laundry room on floors 2 thru 6. Receptacles are provided in each location for glass items, as glass may not be put down the chute as it poses a safety hazard.

All trash must be **double bagged** in plastic and fit easily through the door opening. Heavy items such as cat litter, magazines, etc. need to be taken to the trash room instead of down the chute.

Empty boxes should be broken down and placed in the cart provided by the entry door to the trash room.

HEATING AND COOLING

Residents desiring to merely circulate the air in their condos may do so by moving the living room thermostat switch from "AUTO" to "ON". When this is done the fan in the air conditioner will run until the switch is returned to the "AUTO" position.

SOCIAL ROOMS

The social rooms are available for use by owners at any time unless the space has been rented for a particular closed event by an owner.

To make exclusive use of the social rooms, reservations must be made in advance using the form available at the Front Desk. The cost is \$50.00 and includes set up and arrangement of tables and chairs and placement of table pads and tablecloths.

The owner is responsible for cleaning up after the event as soon as possible. Tablecloths must be laundered and returned to the social room. Items used from the kitchen should be washed and put away. Dish clothes and dish towels are available for your use but need to be washed and returned to the kitchen. Trash must be bagged and taken to the trash room.

All items in the kitchen and social rooms are property of the Carlton House. They are provided for your use and convenience. However, nothing is to be removed from the area for private use.

Please remove all of your own property that you bring for use during your event. All items that are left will be subject to community use or disposal. This also includes food in the refrigerator and freezer.

The tables, chairs, and table pads will be taken care of by staff. If the rooms are not left in satisfactory condition, you will be invoiced for \$50.00 payable immediately.

Because holidays are popular rental times, if there is more than one resident desiring the same day, the room will be rented to the first person making the request. However, no one owner can use the room for the same holiday every year if another resident has also requested it. It will then be rented on a rotation basis.

AMENITIES

Please also alert the desk when you are going to be gone for a period of time.

An ice machine is in the first-floor service corridor. Please close the ice cube storage door after use. The ice scoop should be left on top of the machine and not inside.

Exercise Rooms are located on the first floor in the north corridor. After using a machine, please clean the equipment with the wipes which are provided.

Storage Lockers are also located on the first floor in the north corridor. Each condo unit has an assigned storage space.

No articles may be stored outside of the lockers.

A library for all residents to use is located under the stairs at the second floor east exit. It is open all hours. There is no need to sign out a book when borrowed. Please place all books in the tub inside the door. DO NOT put books back on the shelf.

Carts are available in the garage to assist residents in bringing items from the garage to their condo, (i.e. groceries, boxed items, etc.) Carts should be returned immediately to the cart corral after use for the continued use of all. Do NOT keep the carts in your condo or in the hall. Carts are not to be left in the garage except in the cart corral.

EMPLOYEES GRATUITIES

A Christmas Fund is the proper vehicle for gifts for employees by condominium owners and is encouraged.

Employees are not allowed to do private work for residents during their work schedule.

SUGGESTION BOX

A box is located at the Front Desk for the purpose of submitting suggestions or concerns. There are also forms provided for your use. Please date and sign the notice or it will not be acknowledged.

GENERAL INFORMATION

Only cats are allowed. They must always remain in the units and are not to be wandering the halls or visiting any common area. Note: If you are taking the cat out of your unit it must be in a closed carrier.

No bird feeders or bird houses are allowed.

The Shawnee Rescue Squad and Shawnee Fire Department have access to the front door and back garage door of the Shawnee Carlton House. Please remind them of this information when the desk is unattended.

When you or a family member decides to sell your condo, the Board or desk personnel must be notified. There is a form at the Front Desk for you to complete.

Each condo copy of By-Laws and Rules and Regulations must be passed on to the new owner. A summary of rules should be provided to the realtor at listing. Summaries are available at the front desk.

In order to maintain accurate records of condo owners, please notify the Board Treasurer within 5 days after the condo has been officially transferred to a new owner.

Owner demographics should be updated annually.

No appendages can be attached to the exterior structure and balconies such as satellite dishes, antennas, or solar panels.

MAINTENANCE FORMS

There are Maintenance Request forms available at the front desk for non-urgent issues. If urgent, contact the Desk and they will contact the maintenance person.

If there is an emergency after hours, contact a Board Member who will determine if it is necessary to contact maintenance directly or if it can wait until the next day.

FORMAL COMPLAINT

In the event a conflict occurs between unit owners and cannot be resolved on a one to-one basis, a written complaint can be submitted to the Board of Trustees. Forms are available at the Front Desk. The Board will review and respond accordingly.

VIOLATION RESOLUTION

It is the duty and responsibility of each owner to know and abide by the Rules & Regulations.

The number one goal in a violation is to achieve voluntary compliance.

The following steps may be taken depending on severity and Board discretion.

1. Verbal warning with documentation.
2. Written warning citing the offense with attached copy of the rule violated and statement of what measures may be taken for non-compliance.
3. Arbitration — A written complaint may be submitted to the Board. The Board will arrange for a hearing of the dispute in accordance with the By-Laws. A written decision will be made within thirty days. No legal action can precede arbitration.
4. A fine may be levied depending on the circumstance.
5. Legal action if necessary.

PETS

Only cats and service dogs are permitted. All animals must be neutered or spayed and up to date on all vaccinations. Nuisance behaviors, such as excessive barking, property damage, and aggressive behaviors will not be tolerated. Owners are required to clean up after their pets. There is a trash can at the exit to the garage to put your dog's waste. Dogs must exit through the garage door. Walking dogs is permitted on the north side of the building.

CATS

Cats are permitted but are limited to 2 two per condo. Cats must be in a carrier while in common areas. No kitty litter is to be put down the trash chutes. No litter boxes are to be cleaned in the laundry room sinks. Cat litter is not to be put in drains (sink or toilets).

DOGS

Only "Service" or "Emotional support" dogs are allowed. Only dogs under 30 pounds are permitted. Only one dog per condo. Vicious breeds are not permitted and include Pit Bulls, Rottweilers, German Shepherds, and Dobermans.

A "Service" dog is a dog that is trained to assist a person with a disability. The HOA Board will require full documentation on dog training, the services the dog provides, and the disability needs of the owner.

"Emotional" support dogs require training and documentation as well.

The dogs must be kept on a leash no longer than 6 feet and maintained by a responsible person when they are in any common area.

The HOA Board may prohibit any dog from accessing the building that it deems out of control or a threat to the residents.

Exotic animals are strictly prohibited. (i.e. snakes, iguanas, pot belly pigs)

IN CONCLUSION

As your Board, we are dedicated to making positive changes leading to improvement in our image, esthetics, and safety of our residents.

With the concerted effort of all, to be kind and considerate, to keep noise to a minimum, and to use dignity in how we present ourselves and treat others, we hope to be proud to say, "we live at the Carlton House.'

We do value your input and urge you to use the suggestion box provided at the Front Desk for new ideas or concerns. We promise to evaluate each item thoughtfully.

THE SHAWNEE CARLTON HOUSE
BOARD OF TRUSTEES