

Condo Living RRII: A User's Manual
Architectural and Use Standards
Revised July 3, 2017

All spaces and building components that are part of the common elements of the Roundwood II Condominium, as well as any building components that are the responsibility of the condominium association to maintain, repair or replace are subject to the architectural and use standards outlined in the Condominium rules and regulations as well as to any additional requirements established by your Board of Directors (the "Board"). This document will reiterate the published rules that were provided prior to purchase as well as those additional rules deemed necessary by the Board.

Any changes to your unit that will affect the exterior appearance of the building or any portion of the common or limited common elements must be approved by the Board prior to entering into project contract or purchasing any materials.

General Requirements

1. **No Smoking:** All common areas within RR II are non-smoking at all times. This includes the elevators, stairways, hallways, foyers, lobbies, storage rooms, trash chute rooms, garage, trash compactor room, supply rooms, mechanical rooms, and the third- floor community room, kitchen and bathroom.
2. **Common Area Furnishings:** All furnishings and accessories located in the common areas of the building are to remain where they are located at all times. Please do not relocate any of the chairs, tables, lamps or decorations without the prior consent of the Board. However, furnishings may be moved temporarily to accommodate the needs of a social event, etc. Whenever it is necessary to move any furnishings they should be replaced in their original locations at the conclusion of the event.
3. **Use of Main Lobby:**
 - No walkers or wheelchairs should be left in the lobby when leaving the building. We should not resemble an assisted living building.
 - No sporting equipment, including bicycles, should be brought through the lobby. All ingress and egress of this type and similar activity should be through the rear door or garage.
 - No vendors, workers or deliveries (except U S Postal Service, UPS and FedEx) should enter through the lobby. They should park in the back lot and enter the building through the rear door.
4. **Emergency Exits:** The emergency exit doors are to be used exclusively for emergency purposes.
5. **Moving In or Out:**
 - When completely moving in or out of the building, see the "Move in Move out Rules". Contact our management company for a copy of these rules.
 - When moving daily items in or out of the building:
 - ❖ Carts are furnished on the ground level for your use. When using them please return them as soon as possible so others can use them.
 - ❖ Do not bring any leaking item into the building that that will cause damage to the rugs or flooring. If by accident you do have a spillage, please clean it up.

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- 6. Dress Code:** Please wear appropriate clothing, which includes shirts and footwear (hosiery is not acceptable), when in the common and surrounding areas of the building.

Condo Unit

- 1. Reporting Emergencies:** All emergencies should be reported to 911 and our management company.
- 2. Reporting Non-Emergencies (as light out, spots on rugs, etc.):** Can be written on the pad that is located in the mailroom under the shelf on the right side of the room and/or to our management company.
- 3. Vacation Preparations:**
 - When leaving the unit for days at a time the unit's main water supply should be turned off and during winter months the heat should be left on with a setting of at least 58 degrees to prevent pipes from freezing.
 - Some neighbor should have your front door key and car keys in case of an emergency.
 - For courtesy to your neighbors, your car should be placed in the back-parking lot on the west side by the wall instead of leaving it out front. Contact the management company to register your away and emergency contact information and telephone numbers.

Common Hallway

- 1. Hallways:** Do not place anything on the hallway floors. The carpets must be kept clear of rugs, mats, umbrella stands, etc, so that the custodial crew can vacuum.
- 2. Key Shelves:**
 - May be used to display small decorative items. Please refrain from displaying anything that our neighbors and visitors might find offensive.
 - Do not place anything on the shelf that might damage the walls, shelf, or carpeting, including anything flammable, liquid, etc.
 - If you display live plants please place them on a watertight tray to collect any runoff.
- 3. Seasonal Decorations:**
 - Seasonal decorations may be hung from your door using over-the-door hangers with appropriate backing to prevent scratching the paint.
 - Unit owners may not change the color of the door, drill any holes into the door or affix permanent stickers, plaques, or decorations to the door surface.
- 4. Key Shelf Lights:**
 - The light above your key shelf is hard wired to your unit's electrical panel. It is your responsibility to replace the bulb when it burns out.
 - As this light is on 24/7 a regular incandescent bulb will only last about 6 weeks. If you replace the bulb with a 14-watt energy efficient compact fluorescent or LED bulb you can save money on your electricity bill and the bulb will last longer than a standard bulb.

5. Windows:

- No signs, antennas, awnings, flags, satellite dishes, etc may be attached to or from the windows or window frames.
- Signs (such as For Sale or political campaign signs) may not be displayed in any way that is visible from outside your unit.

Balconies and Patios

1. Storm or Screen Doors:

- The approved storm door is the Pella One-Touch Full View Storm Door, Model #: 3900 in white. No other storm door may be installed.
- A fully retractable screen door may be used in lieu of a storm door. Acceptable doors include the Phantom Retractable Screen or the Larson Ultrabreeze Retractable Screen.

2. Protection of Exterior Surfaces:

- Exterior surfaces, including the walls, balcony (and patio) floors, ceilings and balcony railings may not be altered by drilling any holes or placing any permanent fasteners in the brick, mortar, concrete or aluminum railings.

3. Balcony and Patio Ceilings (floors 1 thru 7):

- It may be painted using Behr's Masonry, Stucco, & Brick exterior paint, color: P-5W Granite. This paint is only available from Home Depot.

4. Balcony & Patio Floors:

- Balcony and patio floors may not be painted, tiled, or covered with any fixed covering.
- Mats or rugs can be used but must be removable and porous enough to allow rainwater to quickly dry. Water trapped beneath a mat or rug will cause damage to the concrete.

5. Awnings:

- Can be installed on the front and/or side of balconies or patios, but require prior submittal (and approval by the Architectural Committee) of the Request for Structural Addition or Modification form.
- The only approved awning is the Sunbrella, Drop-Roll Shade, Style #: 4633 with the Linen color. This shade is currently available from A. Hoffman Co. It must be securely installed and when in use the bottom must be securely lashed to prevent flapping in high wind.
- Torn awnings must be promptly repaired or removed.
- Unit owners will be solely liable for any damage or personal injury resulting from failure of the awning or its hardware.

6. Advertising Signs and Flags:

- No advertising signs may be placed on the balcony or railings.
- Flags may be displayed by firmly securing them in a freestanding container, such as a bucket filled with cement or dirt.

7. Holiday Decorations:

- Holiday decorations on balconies and patios may not be setup more than 30 days prior to and must be removed within 30 days after the relevant holiday.

8. Balcony Railings:

- Nothing may be hung over the outside edge of the balcony railings, including planters, towels, etc. Bird feeders and wind chimes may not be used on any balconies or patios.

9. No Sweeping Off:

- Nothing shall be thrown, or swept from the balcony, including water, floor sweepings, table crumbs, etc.
- Do not shake mops, rugs, dust cloths, table cloths etc on or over the balcony.

10. Planters and Flower Pots:

- Planters and flower pots should be placed on stands or bases to allow air to circulate under the planters so not to damage the concrete.

11. Balcony Furniture:

- All furniture and decorations must be heavy enough so that they will not blow off your balcony in a high wind.
- Furniture designed exclusively for indoor use shall not be used on balconies or patios. Balconies and patios shall not be used to store furniture, appliances, boxes, building materials, sporting or exercise equipment, etc.

Exterior

1. Grounds:

- All grass and landscaped areas are common property.
- First floor units with patios are not permitted to place any personal property, plants, or paving stones on the common area.

Parking

1. Parking:

- Residents should only have two vehicles parked on our lots. When owning more than two, the extra vehicles should be parked on the main Roundwood Road.
- When entertaining a large group, guest should be asked to park on the main Roundwood Road.
- Parking is allowed only in the designated parking spots.
- Vehicles cannot park along any of the curbs in front, alongside or behind the building or in front of the trash containers.
- Do not park in the front driveway since this could block emergency vehicles.
- All parked vehicles must be operational with current registration.
- No boats, trailers, campers and trucks or vehicles that have commercial signs on them can be parked in the designated or assigned spaces.
- All vehicles of contractors and vendors must park in the back-parking lot.

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2. **Leaking Fluids:**

- Vehicle owners are responsible for the cost of cleaning up and/or repairs to any damage caused by the excessive leakage of fluids such as gasoline, motor oil, transmission fluid, anti-freeze, brake fluid, etc. from their vehicle. These chemicals can damage the paving and cause dangerous walking conditions.
- If you have an assigned spot inside the building and your vehicle leaks fluid, you can place a drip pan under your vehicle. Otherwise you must take steps to repair the source of the leak or only park your vehicle on the main Roundwood Road.

Social Room

1. **Third Floor Social Room:**

- The third-floor community room is for the exclusive use of the owner's of Roundwood Ridge II and their guests.
- There is no charge to use the room and it is available on a first come first served basis.

2. **Reservations:**

- Requests to use the room must be made in advance by contacting Paul Douglas in unit 402, 410-560-9026.
- In order to ensure that the room is available on the date and time you want it, please submit your reservation request as early as possible.

3. **Responsibility for Damage:**

- Owners using the room are responsible for any damage to the room or its furniture.
- All trash must be removed and the room swept clean after use.
- Any expenses for damage or excessive cleaning will be charged to the unit owner reserving the room.

4. **No Commercial Use:**

- The social room may not be used for any commercial or business purpose.

Storage Rooms

1. **Items Stored:**

- All items must be kept completely inside the Unit Owner's storage locker.
- No items may be placed on top of any lockers or on any of the common area floors or leaning up against any walls.

Repairs to Your Unit

1. **Servicemen Access:**

- Visits by any type of service/repairmen must enter our building through the rear door.

2. Repair Work:

- None of your private repair can be done in the common areas:
 - ❖ No prep work by repairmen, such as cutting of wood, mixing of paint, pasting wallpaper etc. should ever be done in the hallways or other common areas.
 - ❖ The above type of work must be done within your unit, on your balcony, or at the rear of the building.
 - ❖ Power outlets are available at the rear of the building.
 - ❖ Access to a hose water bibb can be provided with advanced arrangements.
 - ❖ During inclement weather arrangements can be made on a case-by-case basis for your workmen to set up inside the garage.

Dogs

1. Walking:

- We ask you to start your walk by entering the garage area from the elevator lobby on the ground level. When in the garage proceed west and exit the garage through the door on the west wall. This will allow all dogs to start their messing in the same area.
- Following the above request will keep our grass in the front of the building and by the rear door free of yellow spots.
- Please pickup after your dog.
- If your dog creates a mess in the elevators or common areas, please clean up the mess as you did when owning your home.

Trash Disposal:

1. Using the trash chute:

- Normal trash that fits in a tall kitchen bag is the only items that can be placed in the trash chute. We ask you to use the chute between 9 am and 10:15 pm while the lights are on.
- All trash must be bagged. Glass jars, wine bottles etc. should be wrapped in paper before they are placed in the bag to keep them from breaking. No heavy items like phonebooks should be placed in the bag.
- How the trash chute operates:
 - ❖ Your bag is placed in the chute located in the trash room on your floor. The bag goes down the chute into the compactor located in the compactor room in the garage, **See picture A**. The bag is pushed automatically from the compactor into a trash container. **See picture B**. The trash container when filled is exchanged for an empty one and the filled one is moved to the back parking lot so it can be dumped into a trash truck.
 - ❖ When boxes, heavy items, items not placed in a bag, bags larger than a kitchen bag or large items that will not fit in the kitchen bag are put into the chute, the plunger can become jammed. The jam automatically turns off the

Compactor and the chute starts to backup. **See picture B** that shows the inside of the compactor where a box has jammed the plunger.

- ❖ Please follow our rules of using the trash chute.



Picture A



Picture B

2. Large and heavy items:

- They should be placed in the large container located on the back parking lot.
- Please **do not** leave items on the ground by the container because the trash truck driver does not step out of his truck when making pickups.

3. Recycling items (this information copied from Baltimore County's website):

- **Recycling items:**
 - ❖ Plastic bags of any type must **not** be used because they jam the machinery.
 - ❖ Empty food containers should be rinsed; caps, labels, lids and rings can stay on.
- **Acceptable Paper & Cardboard:**
 - ❖ Newspapers, magazines, phone books, catalogs, other mail, envelopes, books, writing paper, computer paper, fax paper, letterhead paper, copy paper, card stock, paperboard (such as cereal, frozen food & shoe boxes), cardboard flattened, milk & juice cartons & boxes, ice cream containers, non-metallic wrapping paper, paper bags & shredded paper placed in a cardboard box or paper bag.
- **Non- Acceptable Paper & Cardboard:**
 - ❖ Paper or cardboard covered by wax, plastic or food (the portion of a pizza box not covered with grease or food is accepted, facial tissues, napkins, paper towels, foil gift wrap & photo paper.
- **Acceptable Metal & Glass:**
 - ❖ Aluminum & steel food & beverage cans, empty aerosol cans, aluminum foil, aluminum pie pans & glass bottles & jars (all colors).

- **Non-Acceptable Metal & Glass:**
 - ❖ Propane cylinders, pots & pans, scrap metal, paint cans, dishes & cookware, ceramics, drinking glasses, window glass, light bulbs, mirrors & crystal.
- **Acceptable Plastic:**
 - ❖ Narrow-neck plastic bottles & jugs with a #1 through 7 recycling symbol or without a # or recycling symbol, wide-mouth plastic containers (such as butter, cottage cheese, peanut butter, yogurt, mayonnaise, sour cream & whipped topping containers), rigid plastics (such as buckets with or without metal handles, drinking cups, coolers, drums, 5-gallon water bottles, flower pots, lawn furniture, pallets, plastic window well covers, clothes hangers & totes: pieces **must not** exceed 3 X 5 feet in size).
- **Non-Acceptable Plastic:**
 - ❖ Plastic bags, Styrofoam (including bowls, cups, plates, to-go containers & foam packing material of any kind), clam shells (such as salad bar, berry & bakery containers, as well as clear packaging for toys & batteries), CD jewel cases, motor oil containers, VHS tapes, plastic electronics, candy bar & food wrappers, plastic cutlery (forks, knives & spoons), beverage can plastic ring holders & bubble wrap.
- **Light Bulbs & Paint Cans: (we will take these items to the dump)**
 - ❖ Place light bulbs in the box marked for them located in the compactor room.
 - ❖ Place paint cans in the compactor room.

Smoke Alarms

1. There are two types of smoke alarms used in our units: one is to detect smoke and the other is to detect smoke and carbon monoxide (CO). The smoke only unit is used in the bedrooms and dens. The smoke/CO unit is located in the hallway. Both types are electrically hardwired so all alarms in your unit work together to announce danger of smoke or CO.
2. Both have battery backup. When the battery is fully charged, a green light is noticed in the alarm but when the green light is blinking or the alarm is beeping, it indicates that a new battery should be installed. The batteries for the smoke only alarm are located on the outside of the alarm but are in the inside of the smoke-CO alarm. This alarm must be unscrewed from the ceiling base and unplugged from its wiring to open the battery holder.
3. If you install a new battery and the unit still beeps, a new unit must be installed. These units last about ten years. Units can be purchased at Home Depot, Lowe's or hardware stores. The smoke only for hardwired and battery is Kidde Model # i4618. The smoke/CO for hardwired, battery and voice alert is Kidde Model # P/K21010408-N

Gas Odor

1. If you notice a strong odor of gas in your unit immediately open your balcony door, several windows and prop open your hall door to create a cross ventilation.
2. Then check the burner knobs of your stove to see if they are completely off (we have found that these knobs have caused all the gas smells in our building).
3. After turning the knob off, leave your condo until the odor dissipates.
4. If the stove is not the cause, turn off the gas at the main shut off valve (It's a red or blue knob on the metal pipe on the wall in your utility room (See picture below).
5. In the off position, the red knob will be at a right angle to the pipe (The below picture shows the red knob running in the same direction as the pipe which is the on position).
6. Then leave your open unit and call BGE (1-800-685-0123) from your cell phone or from a neighbor's unit. **Do not use the phone inside your unit because it could cause a spark.**

Gas turnoff valve



Turning Off Your Unit's Main Water Supply

1. The turnoff valve is in your utility room on the wall by the hot water tank.
2. The off position is when the handle is at a right angle to the pipe. (The picture below shows the main turnoff knob in the open position running in the same direction as the pipe).
3. **If you are going to be away, the water should be turned off.**

Water turnoff valve



Dripping or Flooding Water from Your Ceiling

1. If you see water dripping from your ceiling, it can either be coming from a leaking water pipe in your unit or a leak from a unit somewhere above you. The first thing to do is turn off the water to your unit (see page 9). If the water flow stops then you have a leak in a water supply line located in the ceiling of your unit. Leave your water off and call a plumber to come ASAP to locate and repair the leak. Call our management company to report the problem.
2. After turning off your water supply and the water continues to drip or if it's a heavy flow, immediately call the resident above you to see if they have water in their unit. Have them turn off their water. Call our management company for help with the problem.
3. You might not be able to reach the people above you or the source of the leak could be several floors above you. You should try to locate the source and get them to turn off their water while waiting for help from our management company to arrive.

Major Flooding from Sinks, Toilets, Etc.

1. Call our management company for their assistance.

Clogs in drains

1. **Major clogs** – call a plumber.
2. **Minor clogs** – use a plunger first to remove the clog but if this is not successful, use a chemical. It is **hazardous** to use a plunger after using a chemical. For your last resort call a plumber.
3. **To keep drains running freely** – use biological enzymes (read below).

Drain Cleaners

Mechanicals, Biologicals, Chemicals and Detergents:

1. **Mechanicals - Plunger – Snakes – Gas powered or Water devices** are almost universally safe, effective, fast-acting, in-expensive and environmentally friendly. plungers for most of us are the easiest to use. Read directions on the product to use it effectively.
 - Before employing a plunger, stuff wet rags into any overflow drains like your double sinks. That way the pressure from the plunger will be directed entirely at the clog.
 - Then fill the sink, tub etc. to above the lip of the plunger, so that you'll force water, not air, at the clog when using the plunger.
 - Finally, vigorously push and pull the plunger until the clog is forced free.

2. Biologicals - Zep Drain Care, Enzymes

- This product is recommended by Consumer Reports and is sold inexpensively by Lowe's and Home Depot. There are other brands on the market.
- Read directions on the product on how to use it effectively.
- It is ineffective on major or minor clogs.
- It is very effective on keeping slowly or freely running drains open by eating anything in your pipes that was once a living organism e.g. food, grease, hair etc.
- We want everyone to use this product for the kitchen sink and garbage disposal. After starting to use this product, read directions, and having it where you are only applying it once a month; **we want everyone to apply it at night before you go to bed on the first day of each month.** The Condo Association will apply it to the main pipe. We need to do this together so no water from kitchen sinks will enter the pipes for six hours.

3. Chemicals

- Liquids, gels and crystals can be used for minor clogs but they can be hazardous and are not environmentally friendly. Read directions on the product on how to use it effectively.

4. Detergent

- Many people recommend using Borax or baking soda for the kitchen sink and garbage disposal.

5. Methods to Remove Clogs

- First use mechanicals (Plunger) – then biological ones – then use **chemicals only as last resort.**

Toilets:

1. If your toilet is not draining - ninety-nine percent of the time it is clogged because of too much paper and not a problem with the common building's pipe. To tell whether the problem is with your toilet only, turn on the sink next to your toilet and let it run for several minutes.
 - If the sink drains then the clog is confined to your toilet. In most instances, it can be opened with a plunger. If the plunger does not open the line after a few tries, wait a couple of hours until the paper dissolves so you can try again with the plunger. If it still will not drain, use a chemical and/or call a plumber.
 - If the clog is also preventing the sink from draining, then you will need to use a chemical and/or call a plumber.
 - Flushing twice between using a lot of paper helps to prevent clogs.

Bathroom Sinks, Showers and Tubs:

1. If clogged use a plunger first, then chemicals or call a plumber.
2. To keep pipes running freely (clogs are mostly caused from soap and hair), follow these suggestion:
 - Daily remove hair from the drain covers.

- Monthly use a plunger to force water into the drain to dislodge any buildup of hair and soap.
- Monthly use the enzyme cleaner following instructions on the package.

Kitchen Sink – Garbage Disposal – Dish Washer

These 3 item's drains are attached to one another. The dish washer drains into the disposal and the disposal drains into the same pipe used for draining the sink.

Kitchen Sink

1. If you have black material backing up from your drain, we suggest you call a plumber to correct the situation before you have a major backup.
2. When the sink and disposal are draining slowly, first use a plunger to remove the clog, secondly use chemicals and when if this does not work call a plumber.
3. To keep pipes running freely use the following suggestions:
 - Read the section on garbage disposal.
 - We want everyone to use enzymes for the kitchen sink and garbage disposal. After starting to use this product, read directions, and having it where you are only applying it once a month; **we want everyone to apply it at night before you go to bed on the first day of each month.** The Condo Association will apply it to the main pipe. We need to do this together so no water from kitchen sinks enters the pipes for six hours.

Dish Washer

It is a good idea to scrape your dishes before placing them in your dish washer so food does not become clogged in the dish washer's drain.

Garbage Disposal

Good practices today can prevent major plumbing and drain problems tomorrow.

Garbage disposal do's:

1. Do keep your garbage disposal clean. Run cold water for a minute into the disposal after using it.
2. Do run your disposal regularly. Frequent use prevents rust and corrosion, assures that all parts stay moving and prevents obstructions from accumulating.
3. Do grind certain hard materials such as small chicken and fish bones, egg shells, small fruit pits, etc. A scouring action is created by these particles inside the grind chamber that cleans the garbage disposal's walls.
4. Do grind food waste with a strong flow of cold water. Why cold water? It will cause any grease or oils that may enter the unit to solidify so that they can be chopped up before reaching the trap.
5. Do cut large items into smaller pieces. Put them into the disposal one at a time instead of trying to shove a large amount in at once.

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6. Do place every month about eight ice cubes into the disposal and grind them with water to keep the blades sharp.
7. Monthly apply a little Borax or baking soda into the disposal and let it sit for an hour before turning on the hot water to flush it away. This will help keep the drain clean and remove stubborn odors.

Garbage disposal don'ts:

1. The most important rule of thumb: Don't put anything in the disposal that is not biodegradable food. The disposal is not a trash can. It is for food scraps only. Non-food items can damage both blades and the motor. When in doubt, throw it out.
2. Don't pour grease, oil or fat into your disposal or drain. Grease will slowly accumulate and clog the drain. Poor cooking grease in an old can and put it into the trash when filled.
3. Don't use hot water when grinding food waste. Hot water will cause grease to liquefy and accumulate causing drains to clog.
4. Don't put expandable foods like pasta and rice into the disposal because they can expand in the pipes and cause clogs.
5. Don't put coffee grounds in the disposal because they can accumulate and cause clogging.

Clothes Dryer

1. Clean off the lint filter every time you use the dryer.
2. Periodically vacuum out the housing that holds the filter.
3. The vent line will be scheduled by the condo association to be professional cleaned every two years.

Hot Water Tank

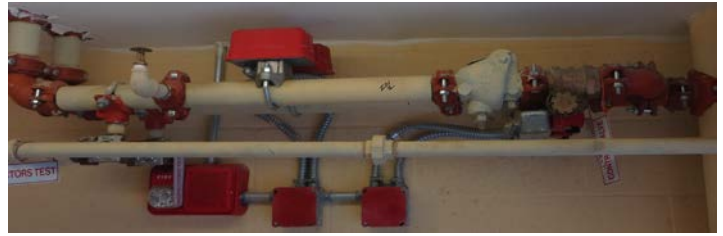
1. It is mandatory by your condo association to have a new tank installed every ten years.
2. You should periodically check for leaking water.

Fire Sprinklers

1. Notice where the sprinklers heads are in your unit especially those in the closets so you do not hit them or block them from distributing water in case of a fire.
2. If they ever start spraying water from being hit, immediately report it to our manage company.
3. The sprinkler's water can be turned off if spraying when there isn't a fire. The turn off valve for your floor is in the stairwell of the North Stairs. The turnoff is marked **control valve** west (units' numbers 1 through 5) or control valve east (units' numbers 6 through 10).



Control Valves 8th floor



Control Valves 1st through 7th floors

Washing Machine

Washing machine-related failures are one of the top 10 leading sources of residential water losses. These failures cost an average of \$5,308 per incident.

1. The drain hose should be placed in the drain pipe and use a plastic tie to hold it in place by tying it to the hot and cold water hoses.



Tie

2. Washing machine hoses in our building must be replaced every 5 years with hoses that have a 5-year **warranty** or preferably every 20 years with hoses that have a 20-year **warranty**.
3. Contact your plumber for recommendations concerning washing machine hoses.
4. Many articles on washing machine hoses recommend the Floodchek hose that has a **guaranty** for 20 years or the life of the machine. Their phone number is 1-800-845-9089 and their email address is <http://www.floodchek.com>.

Furnace, Air Conditioner and humidifier

1. Most unit owners have a service contract for their furnace and air conditioner that takes care of all the required maintenance. However, you should make sure that they also maintain your humidifier if you have one.
2. To prevent mold, every spring and fall you should pour a shot glass full of bleach down the air conditioner drain pipe. This is the rigid white pipe that comes out of the

front of your furnace at chest height and drops down to a drain hole in the floor. To access the pipe, lift off the cap at the top of the vertical portion of the pipe. You should also pour some bleach into the clear plastic tube that drains your humidifier.



Cap ^



Drain Hole in floor ^

Compressor for Air Conditioner

1. For your air conditioning to work efficiently, its compressor's piping should be wrapped with an insulation cover.
2. Your service contractor or you can do the work.
3. Below in picture A you can see 4 pipes leading to four separate compressors. One line is wrapped with an outer cover of tin foil, one with a rubber cover, one with half of its cover and one with no cover at all.
4. In picture B you see piping to four separate compressors, one with a deteriorating cover and the other four with no covers.
5. These pictures were taken of compressors located on our roof.
6. Units on floors 5 through 8 are located on the roof.
7. Units on 1 through 4 are located on ground level

A



B



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Fireplace

1. The fireplace should be serviced and cleaned every few years.
2. Whether you use your fireplace or not you should keep the gas pilot light on during the winter so the heat from the pilot light keeps a positive flow of air out of the flue and prevents cold air from coming in.
3. If turned off in the summer, you will save on gas and reduce the heat load on your air conditioner but some service companies recommend leaving it on to prevent moisture and bugs in the venting.

Air Vents Returns

Vents are located in each bedroom, den and living room

1. You should not block these vents with furniture.
2. Periodically use a brush attachment on your vacuum to clean the grills.

Zone Parking

1. See page 17 for the zone diagram.
2. Parking spaces 1 and 2 of zone 4 are use for residents when moving in or out. Signs will be posted when these spaces need to be used.
3. When you are going on a trip and you use outside parking, please park your car in zone 5.

Snow Plan

1. Zones parking see page 17.
2. Snow Plans, #1, see pages 18 and 19 and Plan #2, see page 20.
3. Names of residents and their parking zone that are needed for completing the above snow plans will be gathered and distributed every October or November.

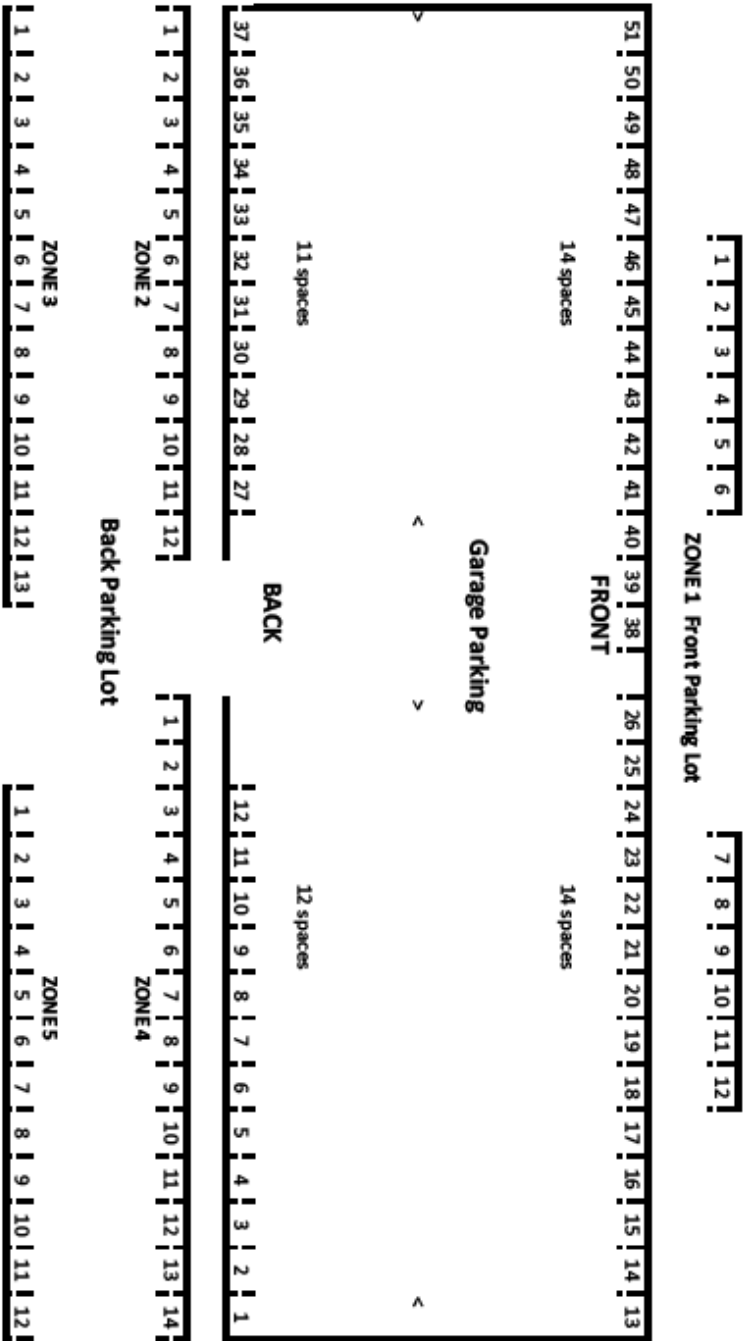
Vacation

1. Leave your away phone number with our management company and a neighbor.
2. Leave your unit's key and car keys with a neighbor. Tell your floor captain the neighbor's name.
3. For outside parking, leave you car in zone 5.
4. Turn your unit's main water supply off.
5. During the winter months, leave your heat on 58 degrees.

Floor Captain

1. See Resident's Phone Directory list for names of the captains.

Zones Parking Diagram



Snow Plan #1

For forecasted snow storms of more than 6”

Board Of Directors Planning Prior To Storm:

- The day before a forecasted snow storm of 6 inches or more, the notice of Snow Plan #1 going into effect will be posted on the bulletin board, the doors going into the ground floor’s small lobby and announced over the building’s intercom system.
- On the day of the storm, notices will be posted notifying the hour the plan will go into effect and announced several times over the intercom system.

When the plan goes into effect (before the storm):

- Residents that park their car outside but would like it parked in the garage will be informed to bring their car keys to the community room. Only 38 – 40 cars fit in the aisle so the first 38-40 residents that come will obtain the spaces. Keys will be placed in an envelope marked with the resident’s name, unit number, tag number and where their car is parked (front or back on the East or West lot). Also the resident’s name and unit number will be marked on a sheet of paper and placed in the envelope. This sheet will be placed on the dashboard of their car.
- The Board and its helpers will take in charge of the garage parking.
- Residents with a garage parking space are requested to have their vehicle in its designated space prior to the plan going into effect. They can relinquish their designated space to another resident. Residents who relinquish their space or are late parking in their space will be assured of a space in the aisle of the garage.
- After filling all designated parking spaces, vehicles will be driven into the garage and lined up two wide in the aisle (in the style of loading a ferry boat).
- The sheet containing the name and unit number of the resident will be placed on the dashboard of those vehicles allowed to park in a designated space and in the aisle.

- Two 4-wheel drive vehicles will be parked just inside the entrance to the garage in the event of an emergency.
- If you do not obtain a space in the garage, please park your vehicle in zone #1 or #5 (not in the last 2 spaces because they are needed to pile snow).
- A list will be maintained of those parked in a designated parking space that does not belong to them (name, unit #, space # and tag #).
- A list will be produced in the order of how the cars are parked in the aisle showing name, unit # and tag #.
- Keys will be placed in an envelope with the resident's information. These envelopes will be placed by unit number order in a container and locked in the Control Room until needed for removal of cars from the aisle.

After the Storm (once the storm has ended and the back lot has been plowed and salted):

- Volunteers will remove snow from the front and back windows of the cars in the aisle.
- Keys will be organized on a table according to the list of how they are parked in the aisle.
- Cars will be moved from the aisle and those parked in someone else's designated space. Keys will be placed back into their envelope; the parking zone will be marked on the envelope and returned to the completed box.
- An announcement will be made over the intercom system informing residents that their keys are going to be returned.
- Volunteers will return the keys and tell them where their car is parked.

About the plan:

- This is a voluntary procedure for those who park outside. Residents are not required to move their vehicle from the outside lot but are requested to park in zone 1 or 5.
- The Association and the volunteers assisting with this procedure are not responsible for any damage which may result from using this plan.

Proposed Snow Plan #2

Snow Plan for forecasted snow storm of 2 to 6 inches.

Planning Prior To Storm:

1. Board of Directors will post notices and make announcements over our intercom system that a Snow Plan will go into action.
2. Residents when hearing by radio or TV that we are expecting a snow fall of 2 inches or above, should look for a notice to see when one of our plans will be activated, **so your car can be moved to its designated area.**

Plan #2: Please see Snow Parking Diagram

1. **Garage parking: Park as usual.** Garage door will remain open so snow can be properly removed from entrance way.
2. **Outside Parking:**
 - a. All cars that are left outside when going on trips or those not being moved until the snow melts, should park their car in zone 5 starting from space #1 going to #10. Leave 11 & 12 open for placing snow.
 - b. **Those who park outside that leave by 9:00 am** please see list on page 2 for parking instructions and the requested time the car should be moved. **No one else in the building should park in zone 2 or 3 when Snow Plane #2 is activated.** In the morning, all cars should be moved by your requested time so snow can be removed from those areas and salt applied.
 - c. Those who park outside that have **requested help removing** snow from their car, please see list on page 3 for parking instructions. **No one else in the building should park in zone 1 when Snow Plane #2 is activated.**
 - d. **All other outside parkers should park in zone 4:** after seeing zone 2 & 3 are free of snow and have been salted, please remove the snow from your car and move to zone 2 or 3 by 1:00 pm. This will allow zone 4 to be cleaned and salted.