

## Rules & Regulations

Updated May 2025

The purpose of these Rules & Regulations is to help keep your community as attractive and comfortable to live in as possible. We strive to maintain a quality image that will increase property values and give all co-owners a sense of peace and pride about living in Metropolitan Lofts Condominium Association.

The Board of Directors assures that these rules and Rules & Regulations will be strictly enforced. We urge each co-owner to read and understand them. Remember that living in a condominium community means "team" work to achieve common goals. When moving to Metropolitan Lofts, owners also assumed the responsibility of abiding by the rules of the Association.

### **SECURITY:**

Key Fobs for gaining entry to the building should not be given out. Guests shall use the lobby phone to contact a Resident. The Resident can operate the door by pressing "9" from their telephone during a call from the door access system. To program a phone number into the door access system, please contact Tony with Association Management – [tony@amicondos.com](mailto:tony@amicondos.com).

### **ELEVATOR:**

There is no smoking on the elevator. Smoking in the elevator will result in shut down and it will need to be reset. The violator will be charged for the maintenance technician's charge for this service.

### **FIRE DOORS:**

The doors at each stairwell are fire doors and must remain closed at all times. Do not prop these doors open for any reason.

### **THROWN OR FALLEN OBJECTS:**

Co-owners shall not permit any object to fall from or be thrown from the windows, doors, or balconies, nor sweep dirt or other substances from their balcony or walkway onto the common elements. Clothing, bedding, rugs, etc., shall not be hung from windows rail or suspended from the floors or ceilings of the balconies nor shall lines be put up for such purposes.

### **BUILDING NOISE:**

As a courtesy to all residents of the building, any project that makes noise which can be heard outside of a unit needs to be relayed to [tony@amicondos.com](mailto:tony@amicondos.com) so the entire building can be made aware in advance. Please provide a few business days advanced notice to allow time for the information to be email blasted to the residents. When having a gathering of people in your unit, please inform them of the building rules and to be courteous in the common areas. It's recommended to inform your neighbors of the event and the expected conclusion of the event so that they can plan accordingly.

**The board has voted that the building's quiet hours will be 8pm – 7am. This means no work or noise that can be heard outside of the unit can be done during those hours.**

**HARMONIOUS LIVING:**

No obnoxious or offensive activity shall be carried on in any unit or on the common elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other residents of the condominium. Musical instruments, stereos, televisions, recorders, etc., shall be operated in a manner that will not disturb other residents.

Any dispute amongst co-owners that cannot be resolved amicably should be brought to the attention of Association Management.

**TRASH/RUBBISH REMOVAL:**

Dumpsters are emptied on Monday, Wednesday, Friday of each week unless a holiday falls on that day. The following are rules for putting trash out for pickup:

- Trash must be placed inside the container in securely tied plastic bags.
- Do not place trash on the ground if the dumpster is full.
- Keep container lids closed at all times.

If you have any large items for disposal {i.e. furniture, appliances, etc.) you must contact Republic Services at 800-858-0089 to arrange a special pick-up at your expense. If you are replacing furniture or appliances, the company you are purchasing from may haul your old one away for free or for a nominal fee - please check with your salesperson arranging your delivery.

**PET REGULATIONS:**

Owning a pet is a responsibility an owner chooses to assume.

General rules for Metropolitan Lofts Condominium Association are as follows:

- All pets must be registered with the Association.
- No animal may be kept or bred for any commercial purpose.
- Any exotic pets or animals are strictly prohibited, including but not limited to: rodents, reptiles, amphibians, and wild animals.
- Any pets permitted to be kept in the Condominium shall have such care and restraint as not to be obnoxious on account of noise, odor or unsanitary conditions. No animal that creates noise and can be heard on any frequent or continuing bases shall be kept in any unit or on the common elements.
- No animal may be permitted to run loose at any time upon the common elements and any animal shall at all times be leashed and attended by some responsible person while on common elements. No leash shall exceed 12 feet in length, except for retractable leashes that cannot exceed 16 feet in length.
- Pets should be under the control of the resident. Unless invited, pets in the common areas should not approach or jump on other residents, vendors or guests.
- Each Co-owner shall be responsible for the collection and disposition of all fecal matter deposited by any animal maintained by such Co-owner, anywhere in the Condominium Project.
- Co-owners are responsible for any damage caused by their pet. This includes the yellow or brown spotting to grass areas.
- The licensing of pets is the responsibility of the Co-owner.

The above rules are set to allow non-pet owners to enjoy the same Common areas.

**PARKING & ROADWAY:**

The Metropolitan Lofts Roadway is a one-way road. Enter on the east side of the building and exit on the west side. Traveling east around the southeast corner of the building is dangerous and can cause a collision as there is limited visibility as well as residents backing out of the common garage.

Each co-owner shall park his or her vehicle in the assigned garage, carport or parking space provided. Vehicles are described as used as a resident's primary means of transportation. No other types of vehicles may be parked in the Metropolitan Lofts Condominium Association unless stored fully enclosed within an individual garage. This is to include any commercial trucks or vehicles, house trailers, boats, boat trailers, personal watercraft, motor homes, camping vehicles/trailers, snowmobiles, snowmobile trailers, recreational vehicles, off-the-road vehicles, all-terrain vehicles, or vehicles other than automobiles. The following are additional rules:

- Non-operational vehicles or vehicles with expired license plates shall not be parked or stored on the Condominium Premises.
- Maintenance, repair or washing of motor vehicles shall not be permitted on the Condominium premises.
- Non-operational (including those with expired plates) and unauthorized vehicles will be towed by the Association at the Co-owner's expense.
- At no time is it permitted to park vehicles in areas that are not a designated space. Vehicles parked parallel with the building along the patios on the south side are in violation and can be towed and violations issued.
- Please do not park at the entrance of the building on the concrete. That area is reserved for Association vendors to park, so that they do not use co-owner spaces. This is not an approved area for co-owners or residents to park, even temporarily when running into your unit.

**GARAGE DOORS:**

For aesthetic and security reasons, garage doors must be kept closed at all times when not being used for ingress/egress unless work is being done in the garage.

**ALTERATIONS/MODIFICATIONS:**

No Co-owner shall make alterations in exterior appearance or make structural modifications to any unit (including interior walls through or in which there exist easements for support or utilities) or make changes in the appearance or use of any of the common elements, limited or general, without the express written approval of the board of directors, including but not limited to, exterior painting, replacement of windows, or the erection of lights, awnings, shutters, doors, newspaper holders, mailboxes, spas, hot tubs, decks, structures, fences, walls, landscaping, satellite dishes or other exterior attachments or modifications. Changes which would impair the soundness, safety or the appearance of the condominium will not be approved.

**SIGNS:**

No "For Sale" or "For Rent" signs, advertisings or other displays shall be maintained or permitted on any part of the Condominium.

**MAIL:**

Please do not leave mail packages in the lobby. If mail is left in the lobby for extended periods of time, the Association will have it moved next to your unit door by a vendor. The cost of that service will be charged back to the unit owner.

**WATER BILL:**

When selling your unit or renting to a new tenant, it is important to explain the water bill process to the new owner/resident. A final water read needs to be done by the existing owner/resident and relayed to Universal Utilities so that bill can be paid through the move out date. Universal Utilities – 800-788-8287. The new owner/resident is responsible for contacting Universal Utilities to put the account in their name once they take ownership or sign a lease.

If this process is not followed a \$300 water escrow will be held by the title company to pay the final bill after closing.

**SNOW REMOVAL:**

The following are specifications for snow removal of which all residents should be aware:

- I. Contractor responsibilities will entail the following services:
  - a. Removal of snow to commence upon accumulation with at least 1 ½ inches of snow.
  - b. First, the snow must be removed from the roads.
  - c. Second, the snow must be removed from the driveways.
  - d. Finally, the snow must be removed from the walkways.
  - e. Apply de-icing chemicals to roads, drives, walks, as they deem necessary.
  - f. Contractor is to take all necessary precautions to provide a safe condition at all times.
  
- II. Co-owner precautions:
  - a. Vehicles parked in non-designated areas will eliminate the snow removal service from that area. Remember to be cautious of the snow vehicles as they perform their task.
  
  - b. **IMPORTANT:** The roads, walks and drives can be extremely slippery at any given time. Due to the alternate freezing and melting action of the winter, it is virtually impossible to keep surfaces completely safe at all times for walking and driving. **We urge everyone to take the necessary precautions when going outdoors to prevent accidents.**

**ASSESSMENT OF FINES:**

The violation of any of the provisions of the Condominium Documents or these Rules & Regulations by any Co-owner shall be grounds for assessment by the Association acting through its duly constituted Board of Directors, of monetary fines for such violations in accordance with Article XVI Section 3 of the Bylaws.

**AMOUNTS:**

First Violation:	Courtesy Notice
Second Violation:	\$50.00 Fine
Third Violation:	\$100.00 Fine
Fourth and Subsequent Violations:	\$250 Fine

Fines against a leased unit will be charged to the Co-owner of the Unit. Metropolitan Lofts Condominiums will enforce the collection of fines. Fines not paid upon receipt of notice will cause a lien to be placed on the Unit.

**SPIGOT WINTERIZATION:**

When the temperatures stay above freezing you may turn on your exterior spigots by using the valve in your laundry room. Please turn the spigot off from the outside first to ensure water does not flood the patio/terrace. Please check it to ensure it is not leaking also, as sometimes breaks can occur over the cold months if water is accidentally left in the pipe.

When the temperatures start to fall below freezing please turn off your exterior spigots by using the shut off in your laundry room. Please turn the spigot on from the outside to drain any remaining water, once turned off inside the unit. If you do not do this, your spigot line can burst inside the wall and water will get inside your unit.

Please see the Association's approved spigot rule for more details.

*These Rules and Regulations can be added to, modified or revised at any time by the Board of Directors. The Master Deed & Bylaws supersede this document and in the event this document conflicts with them, the Master Deed & Bylaws will govern.*