

STRATH HAVEN CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

INTRODUCTION

Welcome to the Strath Haven Condominium Association. As a member of the Association, you have an important role in fostering a welcoming, safe, and enjoyable environment in which to live.

Living harmoniously and safely in a condominium requires a balance between our rights as individual homeowners and our obligations as members of a community. "Condominium" means "owning together," and this "togetherness" permits the pleasures of participation in a community but also requires compliance with rules established by that community.

These rules and regulations are based on the Strath Haven Condominium Association Bylaws and subsequent revisions. They have been adopted for our general welfare, mutual benefit, comfort and security.

Courtesy, respect and an expectation of civility are the standards of behavior for all residents and staff and will promote a positive community experience for everyone.

Please familiarize yourself with the following rules which were adopted by the Board of Managers on February 22, 2022. If you have any questions about the interpretation or application of these rules, please reach out to the Association Manager, the Board of Managers or the Rules Committee.

MOVES AND DELIVERIES

For problem-free moves and deliveries, please review Section 3.0 and notify the Management Office **before** you plan any move or delivery to arrange elevator access and to ensure compliance with these rules and regulations.

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1.0 GENERAL CONDITIONS: Rules and their Enforcement

1.1 AUTHORITY

The Board of Managers of the Strath Haven Condominium Association has adopted the following rules and regulations pursuant to the powers vested in them by the Declaration Document and Bylaws and by Section 3302(a) (1) and (11) of the Pennsylvania Uniform Condominium Act. Article XVII Section 3(s) of the Declaration specifically provides that *“the Board may also adopt such reasonable rules and regulations, not inconsistent herewith, as it may deem advisable for the maintenance, administration, management, operation, use, conservation and beautification of the property, and for the health, comfort, safety and general welfare of the Unit Owners and occupants of the property.”*

These rules are adopted for the general good of the Association and shall be enforced at the direction of the Board through the Association Manager and through any Committee established for that purpose.

1.2 DISTRIBUTION OF RULES

A copy of these rules and regulations will be provided to each Owner and Renter prior to occupancy and posted on the Association’s website. Amendments will become effective on a date specified by the Board and will be posted in both lobbies and mail rooms, on the Association’s website and distributed to all Owners and Renters.

1.3 APPLICABILITY OF RULES

These Rules and Regulations apply equally to Owners and Renters.

It is the responsibility of all Owners and Renters (hereafter referred to as “residents”) to ensure that their guests, employees, contractors, etc. are always informed of these rules and regulations and to require and oversee their compliance. In the event of a Rules infraction, the Owner will be held responsible.

1.4 ENFORCEMENT OF RULES

Without limiting the authority of the Board, the following procedures have been established for the enforcement of the provisions of the Declaration, the Bylaws and these Rules and Regulations:

- (a) The President of the Board of Managers will appoint a member of the Board to chair the Association’s Rules Committee, and at least two additional Owners to serve as members. The Rules Committee Chair may recommend additional Owners to serve as members. The President of the Board must approve any additional appointments.
- (b) The Rules Committee is empowered to investigate infractions reported by residents or Management personnel and will recommend follow-up actions to the Board of Managers.

- (c) Reports of possible infractions may be relayed to the Association Manager by phone, email or by using the Complaint/Incident forms available from the Management Office or on the Association website. Infractions may also be observed by Management personnel on the Association's video security system or in the course of their duties and reported to the Association Manager.
- (d) All infraction reports and Complaint/Incident forms are confidential. All information relating to particular cases of rules enforcement, including but not limited to the names of residents and other personal information, enforcement actions, sanctions or fines, as well as Rules Committee minutes relating to particular cases, are confidential.
- (e) **Following are the steps for Rules Enforcement.**

Reasonable effort should be made by all parties to resolve the reported issue amicably and with the least amount of intervention possible.

1. The Association Manager or Chair of the Rules Committee will attempt to verify and document the facts of the reported rules infraction.
2. If either the Association Manager or the Chair of the Rules Committee determines that the reported infraction primarily involves a dispute between neighbors, a member of the Rules Committee or Board of Managers or the Association Manager will make an informal attempt to facilitate the resolution of this dispute.
3. The Association Manager or Chair of the Rules Committee will call or email the resident to discuss the reported rules infraction and clarify the relevant rules as appropriate.
4. The Association Manager or Chair of the Rules Committee will send a follow-up letter to the resident and non-resident Owner, where applicable, confirming the phone or email conversation and, if appropriate, listing any actions that need to be taken to resolve the infraction and the deadline for taking these actions.
5. If the resident does not take the necessary actions by the required deadline and a Complaint/Incident form had not been submitted, the Association Manager or Chair of the Rules Committee will contact the resident who brought the matter to light to see if they wish to file a written complaint.
6. Once a written complaint is received, the matter will be referred to the Chair of the Rules Committee for additional action. The Association Manager or Chair of the Rules Committee will send a formal letter directly to the unit, and by mail to non-resident Owners, specifying the details of the reported infraction including the pertinent provisions of the rules and regulations. The letter will provide a date, time, and place for a meeting with the Rules Committee, at which time the resident or non-resident Owner may respond to the infraction report. The resident or non-resident Owner is not required to attend this meeting and may alternatively submit a written response to the Chair of the Rules Committee by the date and time of the scheduled meeting.

7. After either this meeting has occurred or the written response has been received, the Rules Committee will determine if an infraction has taken place. It will decide by majority vote the type of sanction (including the amount of a fine, if any) to be recommended to the Board of Managers. The Board of Managers will review this recommendation and may reject, modify, or approve the sanction recommended by the Rules Committee. Sanctions may include a warning, reprimand, suspension of Association privileges (e.g., Pool, Van Service) or the levying of fines up to \$1,000. Repeated infractions may result in increased fines.
8. Written notice of the Board's decision will be sent directly to the unit of the responsible resident and by mail to non-resident Owners by the Association Manager. This letter will detail any fines due and the date payable and will give notice of the right of appeal.
9. An appeal may be made to the Board of Managers by the resident or nonresident Owner by giving written notice to the Association Manager not later than thirty days after receipt of the written notice of the Board's decision. The Board will give written notice to the appellant and nonresident Owner of the date and time when the Board, meeting in Executive Session, will hear the appeal. The presence of the appellant and nonresident Owner, where applicable, is required at this date and time. After hearing the appeal, the Board will notify the appellant(s) in writing of its decision. This decision is final and binding. Unpaid or overdue fines are subject to the same interest charges and legal actions as any other unpaid assessment or fee.

2.0 COMMON ELEMENTS

This section details rules concerning the use of the Common Areas, including but not limited to lobbies, hallways, fire towers, storage areas, Library and Meeting Rooms, public restrooms, and elevators

2.1 SMOKING

Smoking, vaping, or holding or using a cigarette, cigar, pipe, e-cigarette, or other smoking apparatus, whether lit or unlit, is prohibited in all indoor common areas, as well as the balconies and patios which are limited common areas. These prohibitions also apply to the pool area and the van.

2.2 DAMAGE TO COMMON ELEMENTS

- (a) Any damage caused by a Unit Owner, resident, guest, or anyone acting on their behalf, to a common element shall be repaired or replaced at the expense of the Unit Owner responsible.

The extent and methods of repair or replacement is at the sole discretion of the Association Manager as directed by the Board of Managers.

If an emergency situation requires overtime or prolonged use of Management personnel, or the retentions of technicians, plumbers, special cleaners, etc., those costs will also be billed to the responsible party.

- (b) Intentional damage will be immediately referred to the Rules Committee for further action, including fines, in addition to payment of repair or replacement costs.

2.3 USE OF COMMON AMENITIES

Courtesy, respect and an expectation of civility are the standards of behavior for all Residents and staff and will promote a positive community experience for everyone.

Common Elements and Amenities must be shared by all residents with consideration for the health, comfort, and safety of all residents. Intimidating, harassing or abusive language or conduct towards other residents, their guests, or staff will not be tolerated and will be referred to the Rules Committee. This may result in fines or other sanctions. The Board of Managers may withhold the use of condominium amenities, including without limitation, the van and swimming pool, if a resident or guest engages in any conduct or act that interferes with the use of the amenity by others.

2.4 HALLWAYS

- (a) All hallways must be kept free of any and all articles or obstacles, including, but not limited to bicycles, tricycles, carriages, strollers, shopping carts, plant stands, holiday decorations, packages, umbrellas, footwear, empty cartons, trash, foot mats and furniture.

- (b) The hallways must be passable and may not be used temporarily or permanently as a storage area or as a work area by anyone.

Association personnel or contractors hired by the Association and engaged in authorized maintenance are exempted.

- (c) Decorations are limited to wreaths or similar decorative items affixed only to the exterior of unit entrance doors. Any person placing such decorations expressly waives any claim against the Association for damage to or theft of the decoration.

Any door decorations with lights must be battery operated.

- (d) Signs, notices, legends, or advertisements shall not be placed on any portion of the common elements or on any unit door or window.

- (e) Fixtures attached permanently to the bottom of unit doors that completely block the under-door air flow generated by our Air Handler System to ensure the air throughout our buildings is properly ventilated are prohibited.

- (f) Defacement of Association notices and postings is, of course, prohibited.

- (g) By order of the Fire Marshall all hallway windows must remain closed (unless opened by Fire Department personnel).

- (h) The unit number must be clearly visible and readable on all unit doors.

- (i) Running or playing is not permitted in the hallways, lobbies, stairways, elevators, or parking lots. Parents are at all times responsible for the conduct of their children. Residents are responsible for the conduct of guests of any age visiting their unit.

- (j) The mounting, installation, placement, or use of any item on or near a unit door, including Ring-style doorbells or any other devices which have the capacity to record, store, capture, or transmit sound or images is strictly prohibited. REV 4/2023

2.5 ENTRANCE LOBBIES

- (a) Wheeled vehicles, including shopping carts, may not be taken in or through the lobbies. They must be taken through the following entrances: Princeton building Service, Princeton building 1st floor, Yale building 3rd floor; Harvard building 5th floor Service.

Wheelchairs, walkers, ambulance gurneys, strollers and wheeled suitcases are exempt.

- (b) Personal shopping carts and other assistive devices may be taken through the lobbies when transporting a delivered package to the resident's unit or storage room.

- (c) Contractors must bring in materials and equipment through the Princeton Service entrance and the Harvard building 5th floor Service entrance and are prohibited from taking materials or equipment through the entrance lobbies.

Contractors or delivery persons servicing units 618 through 626 may enter through Harvard 5th floor service entrance and cross through the 6th floor lobby to reach those units. Units 618 through 626 may also be served through the 6th floor poolside entrance.

- (d) The Association's grocery and "bellman's" carts, are restricted to the entrances listed above in (a), and must not be brought through the Princeton and Harvard building front doors.

The Association "bellman's" luggage carts are for the exclusive use of residents for the conveyance of luggage, clothing, and other small articles. All Association carts, including shopping carts, must be returned within 20 minutes to their assigned storage areas.

They may not be used to move large articles, furniture, carpeting, appliances or construction materials.

Contractors and tradespeople are prohibited from using any Association carts.

- (e) Bare feet, underclothes only, and swimming attire without a cover-up are not permitted in the lobbies or in any indoor common area.
- (f) The Resident Bulletin Boards in the Harvard and Princeton lobby mailrooms areas are for resident information only. Notices for posting should be submitted to the Bulletin Board Administrator. See Appendix A for the criteria for bulletin board postings. The Administrator will confer with the Management Office regarding items that do not meet these criteria.

Neither the Board of Managers nor the Management Office endorses, verifies, or recommends any of the information displayed on the Bulletin Boards.

2.6 FIRE TOWERS – There are four fire towers located as follows:

A - next to the **#23** riser in the Harvard building

B - next to the **#17** riser in the Yale building.

C - next to the **#30** riser in the Yale building.

D - next to the **#09** riser in the Princeton building

- (a) Fire towers must be kept free of any articles or obstacles.
- (b) Fire towers must not be used for storage, or as a work area, by any person at any time.
- (c) By order of the Fire Marshall fire tower windows must remain fully closed and locked at all times.

2.7 PARKING AREAS

- (a) Parking areas are primarily for the use of Residents only.
- (b) Parking is limited to currently licensed and inspected vehicles in operating condition, including in carports which are limited common elements.
- (c) Vehicles must not be parked in driveways or fire lanes, which must be kept clear at all times.
- (d) Carports, which are limited common elements, must not be used for any purpose other than vehicle or bicycle parking.
- (e) Residents must obtain and properly display a Strath Haven Condominium parking permit to be displayed in the lower right-hand corner of their vehicle's rear window or rear fender on their motorcycle or motor driven cycle. Parking permits are available in the Management Office during normal business hours.

Residents with a rental or other temporary vehicle while their vehicle is unavailable should notify the Management Office to obtain a temporary resident parking permit.

- (f) Only residents' compact cars may park in the spaces designated as "Compact Cars Only".
- (g) Visitor parking permits are available from the Management Office, during normal business hours, for expected overnight guests.
- (h) Visitors and patrons of commercial units must vacate the Harvard and Upper Yale lots by 9 PM.

Parking in the visitor's area, (the lane immediately facing the meadow) in the Princeton lot is not time limited.

Violation of this regulation will result in the vehicle being ticketed. On the third violation, the vehicle may be towed at the owner's expense.

- (i) Spaces designated HANDICAPPED are reserved for vehicles with official, current, Handicapped plated or hangtags. Hangtags must be properly displayed. Non-handicapped drivers must not use these spaces, even for short-term loading and unloading.

A fine will be issued for violation of handicapped parking restrictions or blocking access to the wheelchair accessible Princeton and Harvard entrances. See current **Fee Schedule** for fine amount.

- (j) Vehicles must comply with all posted instructions, including the twenty (20) minute restriction for drop-off in the Harvard lot. Violators are subject to ticketing and towing; multiple violations may be referred to the Rules Committee for further action, including fines.

NEIGHBORLY SUGGESTION

The number of units in the Harvard and Yale buildings far exceeds the number of parking spaces in the Harvard parking lot. If you can, please consider parking in the Upper Yale lot to make more spaces available in the Harvard lot for those who may have difficulty with the stairs to the Upper Yale lot.

If you will be away or not using your vehicle for a period of time, please consider parking in the visitor's section of the Princeton lot.

Residents with handicapped parking permits, if you are not planning on using your vehicle for a few days, please consider using another close space, if available, rather than a handicapped space.

Owners of carports are urged to use their covered spaces.

(k) Campers, boats, recreational vehicles, trailers and other vehicles over 10,000 pounds gross weight are not permitted to park in any lot. Any vehicle wider or longer than the standard parking place is not permitted in any lot.

Contractor and service vendors' vehicles are permitted only while work is actually being performed on Condominium premises. Such vehicles owned by Residents are exempted.

(l) Weather protectors or car covers are not permitted, including in carports which are limited common elements.

(m) Weather protectors of neutral color and in good repair are permitted on registered motorcycles or motor driven cycles parked in the bicycle rack area in the northern area of the Harvard parking lot, so long as parking does not restrict the use of carports or the bicycle rack.

(n) Business employees are urged to park in the upper Yale lot facing Yale Avenue, or in the visitors' section of the Princeton lot.

(o) Contractors may park at the Harvard Service entrance or at the Princeton Service entrance to load or unload material or heavy equipment. Contractors may not leave their vehicle in the Harvard parking lot if it is wider or longer than the marked parking spaces. They must then move their vehicles to the Upper Yale lot or to the Princeton visitors' area.

It is the responsibility of Residents to make these regulations known to the contractor and ensure compliance.

(p) Unattended vehicles may not obstruct any parking spaces.

(q) If any moving van or delivery vehicle accessing the Harvard service entrance obstructs the exit of cars in parking spaces, the resident responsible for the move or delivery must be available to ensure that the vehicle's driver will move the vehicle immediately when a resident or visitor wishes to exit from the obstructed space.

(r) Non-emergency vehicle repair work of any kind is not permitted in the parking areas.

(s) Washing or polishing of vehicles is not permitted in the parking areas.

(t) Back in parking is not allowed along the sidewalks adjacent to the Harvard and Princeton buildings.

2.8 TRASH

- a) Trash Chute rooms, Compactor rooms, and Dumpsters are for resident use only.

Residents are responsible for ensuring that their contractors, delivery persons, or other tradespersons do not use the dumpsters and that they remove all debris and demolition trash from condominium property.

Residents are also responsible for ensuring their guests and caregivers are familiar with these protocols.

- b) Disposable diapers (adult or children's) must be placed in double plastic bags, securely sealed and taken directly to the dumpster in the Harvard or Princeton lot. Any other disposal is prohibited.
- c) Recyclable materials (cans, glass, and plastic containers) must be emptied, and placed in the proper receptacles in the first or fifth floor compactor rooms or in the designated outdoor bins in the Harvard or Princeton lots.

See **Appendix B** for current recycling information and guidelines.

TRASH CHUTE ROOMS are located adjacent to the elevator lobbies on floors 6-12 in the Harvard building and floors 2-12 in the Princeton building.

- (d) Permitted trash may be disposed of via the trash chutes between 8:30 AM and 10 PM only. No glass, liquids, gels, or grease of any sort, hazardous materials, or disposable diapers (infant or adult) may be placed in the chutes.
- (e) All items to be placed in the chutes must be bagged and securely closed with twist ties or other methods.
- (f) Whenever possible, garbage disposals should be used to dispose of all food wastes. When that is not possible, all such refuse must be placed in securely sealed double plastic bagging for disposal in the chute.
- (g) The only items permitted on the floor of the chute rooms are newspapers and magazines, which must be neatly stacked or bagged.

COMPACTOR ROOMS are located by the elevator lobbies on the Harvard building 5th floor and the Princeton building 1st floor.

- (h) Empty cartons and trash bags too large for the chute must not be placed on the chute room floor, but either taken to the Harvard 5th floor compactor room or taken directly to and placed in the dumpster in the Harvard or Princeton parking lots.
- (i) Use of the Princeton 1st floor compactor room is limited to 8:30 AM to 10 PM only. If something must be disposed of outside those hours, the Harvard 5th Floor is available.
- (j) No loose trash or garbage may be placed in the compactor rooms except in the containers provided.
- (k) Grocery and Bellman/Luggage carts are not to be used for trash or recycling purposes.

NEIGHBORLY SUGGESTION

Please make every effort, if possible, to break down boxes and take them directly to the designated paper recycling dumpster in the Princeton parking lot. This is particularly important for residents in the Harvard and Yale buildings because of the limited number of recycling containers in the Harvard parking lot

DUMPSTERS are located in the Harvard and Princeton Parking lots.

- (l) Dumpsters are for normal residential use only. Large items, such as furniture, carpeting, mattresses, box springs, appliances and fixtures must not be placed in the dumpsters.
- (m) Residents wishing to dispose of such items must make arrangements with the Management Office to have our trash contractor remove the items at the resident's expense.

2.9 BICYCLES

This section pertains to bicycles owned by residents as well as bicycles ridden onto our property by visitors and guests.

- (a) Bicycles are to be stored in the bicycle owner's Units, Storage Units or in the rear of carports. They are not permitted to be stored in hallways, lobbies, elevators, stairways, or balconies.

Bicycles may also be stored in the bike racks in the Harvard parking lot between carports #42 and #43 or the Upper Yale parking lot by carport #58. Bicycles stored in the bike racks must be registered with the Management Office.

If a bicycle stored in a bike rack or carport is covered, the SHC registration sticker must be displayed on the cover.

Bicycles kept in the carports and bike racks must be rideable. Notice regarding the removal of unrideable bicycles will be posted or provided in advance.

- (b) Visitors and guests must "park" their bicycles in the Harvard parking lot in the bike racks between carports #42 and #43 or the Upper Yale parking lot by carport #58.
- (c) Bicycles may not be locked to any condominium common elements other than in the Owner's carports or the bike racks in the Harvard parking lot.
- (d) Bicycles may only be ridden in the condominium parking lots. They may not be ridden on the sidewalks or grass.
- (e) Electric bicycles are not permitted within our buildings.
- (f) The Association is not responsible for theft or damage to the bicycles, or any parts thereof.

NEIGHBORLY SUGGESTION

When entering an elevator with your bicycle, please be considerate of your neighbors and if possible, wait for an unoccupied elevator.

2.10 MEETING ROOM AND LIBRARY

These facilities are located on the 5th floor and are provided for the convenience, comfort, and relaxation of residents and for Association meetings and events. The meeting rooms are not available for resident use during meetings of the Board and its committees, or during any duly scheduled private events.

- (a) These rooms are available for use between 8:30 AM and 10 PM.
- (b) Children under the age of 18 must be accompanied by an adult.
- (c) Residents and commercial unit Owners may reserve the meeting rooms in advance for private parties and events with up to fifty guests. See current **Fee Schedule**. Arrangements are made with the Management Office.

The rules posted in the rooms must be followed. (See **Appendix C**)

There is a non-refundable charge to use the Meeting Room and a refundable **CASH** security deposit is required (see current **Fee Schedule**).

A refundable deposit (see current **Fee Schedule**) is required for the television remote.

The lawn area next to the meeting room and library is not to be used as extensions to the patios or as a playground.

2.11 SWIMMING POOL

- (a) A current SHC pool membership tag is required for admission to the pool.

One tag is provided to each registered permanent resident in an owned unit or in a unit leased for a year or more. Residents' unknown to the Management Office will be asked to provide verification of SHC residence in the form of Pennsylvania driver's license, Pennsylvania identification card or bank statement.

Tags may be obtained for non-resident children of permanent residents if the children are under age 18 or are full-time college students.

Owners of commercial units are entitled to one tag for each recorded owner of the unit(s) regardless of the number of units owned.

Accounts must in good standing with the Association. Non-resident owners' account must in good standing for their tenants to receive membership tags.

An application to receive pool membership tags must be completed and returned to the Management Office each year. Owners must be in good standing with the Association.

Pool membership tags are non-transferable.

- (b) Guest Passes may be obtained from the Management Office during regular business hours at a nominal cost. They are non-refundable, but do not expire.
- (c) Pool rules and regulations are issued each season and distributed to all residents when they receive their pool tags. These rules include details about the permitted number of guests and the charge for the guest passes.
- (d) All persons using the pool do so at their own risk.

2.12 HOBBY SHOP

This room is located on the 4th floor and is provided to enable residents to complete small woodworking, refinishing or painting projects and provide storage of flammable materials.

The room is not for storage of unused furniture or other items. The room will be periodically decluttered, and those items donated to a local charity or disposed of.

- (a) This room is available for use by residents only between 8:30AM and 10PM. It may not be used by outside contractors.
- (b) Children under the age of 18 must be accompanied by an adult.
- (c) Projects must be actively worked on and completed in a reasonable amount of time.
- (d) The rules posted in the room must be followed. (See Appendix D)

2.13 VAN

As a convenience to residents, the Strath Haven van provides weekday transportation to the Swarthmore Train Station, local grocery stores and shopping areas. Some trips require sign-up in advance.

Current schedules are posted in the elevators, on the bulletin boards and on the website. Schedules are subject to change.

- a) Residents utilizing the van must be able to enter and exit the van independently or be accompanied by someone able to assist them.
- b) Children under the age of 18 must be accompanied by an adult.
- c) Instructions and requests from the driver must be followed.
- d) Smoking, vaping, or holding or using a cigarette, cigar, pipe, e-cigarette, or other smoking apparatus, whether lit or unlit, is prohibited in the van.
- e) Seating in the van may not be reserved. While a passenger may make a single polite request for a fellow rider to move to another seat as a courtesy, all seating will be on a first come, first served basis.

3.0. MOVES; DELIVERIES/PICK-UPS; PACKAGES

3.1 MOVES

This section concerns moves into, out of or within the condominium complex, including the use of elevators.

(a) Prior to a move into, out of or within the building, the resident will need to:

- 1) reserve a move-in date with the Management Office. There is no guarantee that a certain date will be available until you reserve it. Sometimes dates are not available even a week or two in advance, so be sure to reserve early.
- 2) remit the required **CASH** deposit to the Management Office to cover possible damages to the common areas. See current **Fee Schedule**. The cost of any damages to the elevators or any other common areas shall be charged to the resident.
- 3) remit a nonrefundable moving fee to the Management Office. See current **Fee Schedule**.
- 4) get the document "Moves and Deliveries" from the Management Office or from our website at:

<https://strathhavencondo.files.wordpress.com/2021/02/moving-form.pdf>

Return a copy of it, signed, to show that you received it and understand the rules contained in it.

(b) Owners leasing their unit to a renter must also meet all the requirements and deadlines listed in "Section 7.0 Lease Requirements" in these Rules and Regulations.

(c) Moves into, out of or within the building are permitted **ONLY** on **Monday through Friday from 8:30 AM to 4:30 PM**.

Absolutely no moves into, out of or within the building are permitted on Saturdays, Sundays or holidays.

(d) Only the service elevators may be used for a move, and arrangements must be made with the Management Office at least 24 hours in advance to reserve and prepare the needed elevator.

(e) Moves must take place through the Princeton Service Entrance. The Management Office may grant permission for a move through the Harvard Service Entrance under extenuating circumstances.

When a move through the Harvard Service Entrance has been approved, someone must always remain with the truck during the move so that the truck can be moved if needed.

(f) In the event that a properly scheduled move begins **before 8:30 AM** or extends **after 4:30 PM**, an hourly fee (or any portion of an hour) will be charged to the resident. See current **Fee Schedule**. This charge will be deducted from the **CASH** deposit.

- (g) If a complaint has been filed alleging any other infraction, a further fee will be withheld from the deposit return until it is determined whether a fine is approved by the Board.

If a fine is approved by the Board, the additional fee charged will go toward that fine, and any remaining amount will be returned.

- (h) The resident moving will be responsible for the cost of repairs to damages to the Common areas in excess of the amount of the original **CASH** deposit.
- (i) The resident is responsible for ensuring that the movers are in compliance with SHCA Rules.

NEIGHORLY SUGGESTION

If possible, please have two people present to monitor the move to ensure compliance with the Rules and help with any issues that may arise. The resident may contact the Welcome/Orientation Committee Chair to request a volunteer to assist with this monitoring.

- (j) Temporary moving pods are not allowed on the property, including carports.
- (k) Any truck with a Belly Box is not permitted in the parking lot as it cannot navigate it.
- (l) Tractor-trailers of any kind are not permitted.
- (m) Indoor areas, such as hallways and elevator lobbies, must be kept free of all articles or obstacles and may not be used for temporary storage or staging during a move or delivery.
- (n) The service entrances also serve as handicapped entrances and exits, so they must not be blocked for any period of time.
- (o) The luggage carts may not be used for anything other than clothing and luggage.
- (p) SHC shopping carts may not be used for moves.
- (q) Discarded furniture, carpets, bedding, pallets, appliances (or their cartons) and other such items may not be placed in the condominium trash dumpsters and must be removed from the premises.

Residents wishing to dispose of such items must make arrangements with the Management Office to have our trash contractor remove the items at the resident's expense.

- (r) Elevator doors may not be held open by blocking them with items. This may cause the elevators to malfunction and necessitate an expensive repair for which the resident will be responsible.

3.2 DELIVERIES AND PICK-UPS

This section applies to items being delivered by delivery people and taken directly to a unit. It also applies to items being removed from the building. It does not apply to grocery and food deliveries or deliveries of emergency medical supplies.

NEIGHBORLY SUGGESTION

Please do not schedule grocery or food deliveries between the hours of **10:00 PM and 8:30 AM**.

- (a) Deliveries and pick-ups of any item that cannot be easily managed by one person to avoid touching walls, ceilings, interior of elevators, etc., must be arranged at least 24 hours in advance with the Management Office to reserve and prepare the required service elevator.
- (b) A security deposit is required in **CASH**. See current **Fee Schedule**. The cost of any damages to the elevators or any other common areas shall be charged to the resident.
- (c) Unscheduled deliveries may be denied access and incur a fine for the resident.
- (d) Deliveries must be met by the resident or his/her appointed agent and taken directly to the resident's apartment or storage locker. Deliveries may not be left anywhere inside or outside of the condominium complex.
- (e) All deliveries or pick-ups must take place during these times only:

Monday through Friday - 8:30 AM to 4:30 PM

Saturday - 9:00 AM to 4:00 PM

- (f) Deliveries or pick-ups must be conducted only through the service entrances on the ground floor of the Princeton building or the 5th floor of the Harvard building. If the delivery vehicle accessing the Harvard service entrance obstructs the exit of cars in parking spaces, the resident responsible for the delivery must be available to ensure that the vehicle's driver will move the vehicle immediately when a resident or visitor wishes to exit from the obstructed space.
- (g) Luggage carts and shopping carts must not be used for these deliveries or pick-ups.

3.3 PACKAGES

This section applies to packages arriving by USPS, UPS, FedEx, Amazon, etc. and left by the carriers in our mail rooms, package closets, lobbies and vestibules. These are condominium common areas used by everyone. They must remain unobstructed and uncluttered.

If possible, please refrain from ordering items for this type of delivery if they will not fit in our package closets.

Residents expecting a package should check for its delivery regularly. Please keep an eye on tracking information, emails from the shipper, and any other information about when the package is scheduled to be delivered, so it can be picked up promptly the same day/next day.

- (a) The Management Office may notify a resident whose package has been in a common area for more than 2 days. If the package is not picked up within 24 hours after such notification, the resident will incur a fine per day until the item is picked up. See current **Fee Schedule**.
- (b) If a resident still has not picked up a package for 3 days beyond this notification, the matter may be referred to the Rules Committee for further action.
- (c) If there is a pattern of the Management Office having to repeatedly contact a resident about picking up packages, the matter may be referred to the Rules Committee for further action.

NEIGHBORLY SUGGESTION

Please check the mailroom and package closets periodically, even if you are not expecting a package. Packages are also, occasionally, left in the lobbies and vestibules by delivery people. There may be an unexpected package in any of those locations.

Please refrain from having packages delivered during times when no one will be available to retrieve them.

Please arrange for someone else to pick up your packages if you will be away from the building or contact the Chair of the Social Committee to arrange for a volunteer to assist, if necessary.

4.0 INDIVIDUAL UNITS

This section covers noise, quality of life issues, safety, repairs and alterations, and other items pertinent to individual units. These rules ensure the general welfare, mutual benefit, comfort, and security of all residents.

Quiet hours in our condo are between 10 PM and 8:30 AM

4.1 ACTIVITIES WITHIN A UNIT

- (a) Within a unit, residents must not make, or permit to be made, any disturbing noises that will interfere with the health, comfort, or safety of other residents.
- (b) Electronic devices and sound systems, radios, televisions, and musical instruments must have their volume adjusted so that they will not disturb other residents, and so that the sound cannot be heard outside the unit between the hours of **10 pm- 8:30 am**.

NEIGHBORLY SUGGESTION

Please do not place TVs or audio systems on the shared walls between adjoining units.

- (c) In order to prevent noise transmission between floors, at least seventy-five percent (**75%**) of the floor area of a unit must be carpeted. New flooring must have soundproof padding.
- (d) Smoking is permitted in individual units. However, if secondhand smoke infiltrates another resident's unit where it interferes with the health, comfort, or safety of other Residents, the smoker in the original unit will have to take measures to curb the smoke in his/her unit.
- (e) Residents must activate the kitchen exhaust fan when cooking to prevent cooking odors from permeating the building.
- (f) Live Christmas trees must be removed by Association staff by **January 10th**. Contact the Management Office to arrange to have your tree wrapped and removed. Residents must not attempt to dispose of their trees themselves.
- (g) Effective April 20, 2011, all washing machine hoses must be reinforced and guaranteed against bursting for a minimum of ten (10) years. The water supply **MUST** be turned off when the washing machine is not in use. Hose ruptures or leaking valves will result in a minimum fine of \$100.00 plus all costs entailed in cleaning and drying all affected areas.
- (h) All laundry shut-off valves to washing machines shall be replaced by single lever ball valves. Staff shall check for compliance with laundry plumbing and hose requirements when performing seasonal convector maintenance." **REVISED JULY-17-23**
- (i) Portable self-evaporating Air Conditioning (AC) units may be used under the following conditions:
 - 1) During the "**shoulder**" season which is the week(s) when convectors are switched from heating (in the late spring) to air conditioning (for the summer) and in the fall from air conditioning to heating for the winter months.
 - 2) When the heating system is still in operation, but outside weather is extremely hot or the pollen count is very high affecting residents with allergies. Individual residents can decide when these conditions apply to them.

The amps on the portable self-evaporative AC unit must not exceed 15. The exhaust pipe of the portable AC unit must be installed in the slider section of the balcony door or in a window. A filler panel needs to be installed and be constructed of insulated foam board that is white on the exterior.

4.2 SAFETY

- (a) Residents must not use or store anything in units or storage lockers or commit any acts which may jeopardize the property. Units and storage units must comply with fire and hazard insurance carriers.
- (b) The use or storage of any flammable fuel or chemical (gasoline, kerosene, propane, etc.) within the building or on balconies is strictly prohibited. Kerosene heaters of any type are prohibited.
- (c) Paint, turpentine, and paint thinner containers must be tightly sealed.
- (d) No alterations may be made to existing electrical connections in storage units. No new electrical connections.
- (e) Gas fireplaces are prohibited

4.3 WINDOW DECORATION:

All window draperies, blinds and sliding door draperies or blinds must be white or lined in white and in good repair.

4.4 BALCONIES

Balconies are limited common elements. This section covers items that may or may not be permitted on balconies.

- a) On the balcony, residents must not make, or permit to be made, any disturbing noises that will interfere with the health, comfort, or safety of other residents.
- b) Smoking, vaping, or holding or using a cigarette, cigar, pipe, e-cigarette, or other smoking apparatus, whether lit or unlit, is prohibited.
- c) Shaking or hanging any carpet, rug, towel, clothing, tablecloth, bedding or sheets, mop or any other article from any balcony or any railing visible from the exterior of the unit is not permitted.
- d) Hummingbird feeders are the only bird feeders permitted on balconies.
- e) No flowerpots or hanging baskets on any part of the balcony may extend more than 6 inches above the railing.
- f) Anything affixed to the railing must be done so with plastic or rubber coated fixtures. Bare metal or anything that would abrade the railings are not permitted.
- g) Windbreakers or privacy screens may not be installed. As an exception, the Association may grant approval to units in the 12 and 26 risers.
- h) Residents should not store items on balconies with the exception of outdoor patio furniture and plants. Specifically prohibited are wind chimes, flower boxes hanging outside railings, and any hanging baskets with or without plants.
- i) Residents should not use or store on any balcony any barbecuing equipment, including electric grills, or any other devices with an open flame. Outdoor cooking of any kind is strictly prohibited anywhere on condominium property, including but not limited to balconies, parking lots, lawn areas, etc. This includes the use of any type of barbecue grill.
- j) When cleaning balconies, be mindful of your neighbors by not throwing or sweeping off any debris from your balcony. Power washing is prohibited. Use care when watering plants.

- k) Carpeting on the concrete patios or suspended concrete balconies is not permitted (except in the 18 riser where the construction is plywood on steel).
- l) Balcony/patio railings may not be painted.
- m) Balcony/patio concrete deck, bricks, and mortar may not be penetrated in any manner.
- n) Electric outlets may not be installed on balconies/patios.
- o) Drying, airing, hanging and displaying any article outside a unit, or in any area visible from outside a unit is not permitted.
- p) A United States flag, not to exceed 3 feet by 5 feet, may be displayed on a pole not longer than six feet mounted securely on a balcony railing in compliance with the Federal Flag Code. [Federal Flag Code \(uohyd.ac.in\)](http://uohyd.ac.in). Contact the Management Office for a paper copy of the Federal Flag Code.
- q) Christmas and other December holiday displays are permitted from the day after Thanksgiving through January 10th. Displays for other holidays are permitted two weeks before and one week after the date of the holiday.

Use of electricity on balconies for decorative or other purposes is permitted from sunset to midnight. Balcony lighting should not impact neighboring units or balconies.

- r) Any owner wishing to make modifications around the balcony guards for safety purposes must first inform the Association Manager in writing of the specific products planned for use. The Manager's written approval is required before modifications can begin. This is intended to prevent any modifications being made that could compromise safety, the balcony, the guards, or the building.

These safety modifications must not:

1. Involve structural alterations to the existing balcony (e.g., not involve drilling into or otherwise damaging existing railings, concrete, or brick)
2. Use wires or ties made of materials other than stainless steel
3. Exceed the height of the existing balcony guards
4. Have solid panels (to avoid increasing the balcony's risk of experiencing wind damage)
5. Have sharp exposed edges (to avoid cuts)
6. Have openings that could be climbed on
7. Be brightly colored. Colors must be neutral, e.g., gray, or muted. No fluorescent colors.

4.5 STORAGE UNITS

This section applies to all storage units (rooms, closets, or wire cages). Individual or clustered setting storage units are limited common elements whether owned or rented.

- (a) Storage Units are not to be used for any purpose other than storage of non-hazardous items.
- (b) Hasps and padlocks are not permitted on storage unit doors.

- (c) Keys to all storage units must be provided to the management office. (**See Section 4.7 c, KEYS**).
- (d) When available, residents may rent up to 2 storage units.
- (e) Management and utility companies may need to enter storage units for access to any apparatus or equipment contained in or accessible through the storage unit. Entry is not limited to emergency situations. Management will endeavor to give prior notice of any needed access to the storage unit's owners/renter. Entry, however, is not dependent on such notice. Management will always notify the owner/renter as soon as possible when entry has been made.
- (f) Please see **Section 4.2 SAFETY** regarding activities and storage that are prohibited in storage lockers for safety purposes.
- (g) The hallways in clustered storage areas must be kept free of all items. Anything found in the hallways and/or alcoves in the storage area will be disposed of.
- (h) The entry doors of clustered storage areas must be closed and locked upon entry and exit.
- (i) The SHC Association is not responsible for any claims of damage to or loss of storage unit contents whatever the cause, including negligence.

4.6 ALTERATIONS, ADDITIONS, AND IMPROVEMENTS

The Association must safeguard the structural integrity, safety and security of the building. Renovations, repairs or leaks in one unit can negatively affect other units and overall building operations.

The following rules are designed to safeguard the structural integrity and safety of individual units and the building and ensure the general welfare, mutual benefit, comfort, and security of all residents.

- (a) A mandatory Contractor Agreement Packet must be completed and approved by the office and Board of Managers. The Contractor Packet can be found on the Association's Website, under Residents, Forms and Documents.
REVISED JULY 17 2023
- (b) Major improvements or alterations of any unit will require a refundable **CASH** security deposit, and a construction plan that has received prior approval from the Board of Managers. See current **Fee Schedule**.

The following are examples of major improvements or alterations: i. Removal of any existing wall or the construction of new walls ii. Complete renovations of kitchens, and/or bathrooms (i.e., removal of tubs, tile, vanities, toilets, ovens, kitchen cabinets, etc.)

Owners must begin the work within **120 days** of approval or reapplication will be needed. Once begun, the work must be completed within **120 days**.

- (c) The Management Office must receive a minimum of one full business day's notification prior to any appliance replacement, minor alterations, repairs, additions, and improvements within units. A refundable **CASH** deposit is required. See current **Fee Schedule**. The Unit Owner will be liable for any damage to other units, the common elements, or the property as a result of such alterations, additions or improvements.
- (d) All contractors, of any kind, must register with the Management Office.
- (e) All plumbing and electrical contractors must be licensed and insured.
- (f) Any renovations must meet current code requirements.
- (g) Nothing shall be done in any unit or to the common elements that will impair the structural integrity of the unit or that would structurally change the unit.
- (h) Any drilling through external walls or floors is expressly forbidden.
- (i) Drilling of any internal walls or ceilings is limited to 2" in depth.
- (j) Repairs, alterations, or other work likely to create unreasonable noise are not permitted in any unit except during the hours from **8:30 AM until 7 PM**, Monday through Saturday. Emergency repairs, however, determined by the Board of Managers or their designees to be strictly necessary, may be performed at any time.

When necessary, as determined by the Association Manager, Association staff and contractors may begin before 8 AM.

NEIGHBORLY SUGGESTION

Please let your adjacent, across the hall and upstairs/downstairs neighbors know when you're doing repairs or alterations that involve hammering or other tools.

- (k) No new electric ranges, cook-tops, ovens or convection ovens may be installed in any unit to replace a current gas appliance. Existing electric cooking appliances may be replaced only by an appliance with the same or lower wattage (if available). Owners are urged, when replacing such appliances as refrigerators, dishwashers, washers, and dryers, to choose the most energy efficient models available.
- (l) Plastic tubing, shark bite, are not permitted on supply lines.
- (m) All bathroom sinks must have an overflow port.

- (n) Units may be subdivided or combined by any Unit Owner or Owners with prior approval of the Board of Managers, after complete plans showing the changes in detail have been submitted. Such changes must not affect the structural integrity of the property or cause the maximum number of units permitted by the Declaration to be exceeded. Subdivisions or combinations of units may require Borough permits, and work may not be commenced until such approval, if required, has been granted and provided to the Board of Managers. All work must comply with all current building and fire codes.
- (o) The Board of Managers, through the Association Manager, reserves the right to inspect, at any time, work being performed.

4.7 KEYS

- (a) Each resident must supply a spare key to their unit to the Management Office. Keys will be coded and stored securely in the Management Office for use in the case of an emergency or lock out only. If no key is provided, and a forced entry becomes necessary in an emergency situation, the Owner is responsible for the cost of repairing and damage.
- (b) The Association will assist residents in the event of a lost or forgotten key only if the resident has keys to the unit on file in the Management Office, and the lockout occurs when the Office is open, or security personnel are on duty (8:00AM to Midnight).
- (c) Each resident owning or renting a storage locker must furnish a key to the Management Office for use in the event of an emergency, the need for urgent repairs, or utility access. If no key is on file, forced entry may be necessary and the owner or renter of the locker will be responsible for the cost of repairing any damage. The Association is not responsible for any claims of damage to or loss of locker content whatever the cause, including negligence.
- (d) Each Unit may have up to 5 Building Entry Fobs from the Management Office. Additional and replacement Fobs are available at the current cost. If a fob is lost or access through that fob is no longer appropriate and it is not available, notify the Management Office immediately so it can be disabled.

NEIGHBORLY SUGGESTION

Each fob is numbered. Please keep a record of who has which fob, for easy identification should it become necessary to ask the Management Office to disable a fob.

4.8 RIGHT OF ACCESS TO UNITS

The Association, its agents, and employees, have the right to enter any unit for the correction of any emergency situation immediately, upon becoming aware of the emergency.

In addition, The Association, its agents and employees have the right to enter any unit to maintain, repair or replace the common elements or limited common elements situated in or accessible from said unit. Unless an emergency situation is imminent, Management will give reasonable notice of the need for access.

The Association reserves the right to perform site inspections for reasons of safety, legal liability, or for matters of regulatory compliance, when the unit has been vacated or is otherwise unoccupied.

When entry has been necessary in the absence of the resident, Management will always notify the owner/renter as soon as possible when entry has been made.

5.0 ANIMALS

5.1 PETS

- (a) Pets are not permitted.
- (b) No bird, reptile, fish, rodent, dog, cat, or any animal may be kept in any unit, storage unit or common area of the property.
- (c) Residents must not allow any visitor to bring a pet into the building.
- (d) Residents must ensure all visitors leash their pets while on condominium grounds and do not allow their pets to relieve themselves on parking lots, grounds, or plantings.

5.2 SERVICE AND EMOTIONAL SUPPORT ANIMALS

To ensure the general welfare, mutual benefit, comfort, and security of all Strath Haven Condominium residents, owners of permitted Service and Emotional Support Animals (ESA's) are required to comply with the following rules.

Infractions of these rules will be treated in the manner defined in the published Rules and Regulations for all other infractions.

- (a) Every resident seeking to keep a service animal or an ESA in their unit must provide the Association with documentation of the need for said animal from a licensed health care professional, in accordance with applicable Pennsylvania law.
- (b) Permitted animal types must comply with all state, county and borough laws and ordinances, including licensing and vaccinations.
- (c) Permitted animals must always be under control of the owner or an assigned guest agent. Owners must not allow the permitted animal to exhibit aggressive behavior such as barking or growling at other residents, jumping, or biting. The animal must be on a leash and attended by the owner or the assigned agent whenever on condominium property, except when in the owner's unit.
- (d) Non-hypo allergenic animals on condominium property must be handled in a manner that will minimize allergic exposure to other building residents, guests, or staff. Owners of permitted animals are encouraged to use service elevators and service entrances whenever possible when accompanied by their animal.

NEIGHBORLY SUGGESTION

Whenever possible, please refrain from entering and exiting our condo through the Princeton or Harvard entrances with your permitted animal. This will reduce interaction between your animal and any of your neighbors who may be allergic or afraid.

There are six (6) other entrances/exits available: Princeton Service, Harvard Service, 1st floor Princeton, 3rd Floor Yale, 6th Floor Yale, 6th floor Harvard.

- (e) Owners must not permit their animal to disturb other residents with persistent barking, or other noise that can be audibly recorded in any adjacent condominium unit or common area.
- (f) Owners must not allow their animal to relieve themselves on parking lots, grounds or plantings
- (g) Owners are also responsible for the prompt collection and disposal of all refuse or biological discharges generated by the permitted animal. All such refuse or discharges must be securely bagged and taken directly to the dumpsters in the Princeton or Harvard parking lot.
- (h) The owner of a permitted animal and the owner of the unit where the animal is located may be jointly and severally liable for any damage to the common areas, to the personal property of other residents or guests, and for any injury to residents, guests, or staff of the condominium.

6.0 PAYMENT OF CONDOMINIUM FEES

- (a) All condominium fees are due on the first day of each month. Payments not received by 5 PM on the tenth day of each month are considered late and will be subject to a late charge. See current **Fee Schedule**. If the 10th of the month falls on Saturday or Sunday, the fee must be received by 5 PM on the preceding Friday.
- (b) Assessment Fees are due on the date specified in the assessment letter.
- (c) Any imposed fines are due on the date specified in the notification letter.
- (d) Any payment overdue more than thirty days shall accumulate interest at the rate of one and one-half percent (1 ½ %) per month.
- (e) A charge will be made for all checks returned by the bank for any reason. See current **Fee Schedule**. This fee will be charged even if the Management Office is instructed to redeposit the check.
- (f) The use of Condominium amenities, including but not limited to the van, swimming pool, resident-only parking areas, bicycle racks, etc., may, after notice and a chance to be heard, be withheld from any Owner or resident for nonpayment of assessments, fines, or any sums due to The Association. Such prohibitions shall be removed only upon the payment of sums due.

7.0 LEASE REQUIREMENTS

A Unit Owner may lease his/her unit provided that:

(a) The lease contains the following clause:

Lessee hereby agrees to be bound by the terms and conditions contained in the Rules and Regulations of the Association as the same apply to the unit leased hereunder, and agrees to assume all the duties and responsibilities and be jointly and severally liable with the Unit Owner for the performance of all the obligations applicable to unit owners under the Pennsylvania Uniform Condominium Act, the Declaration, the Rules and Regulations and the Bylaws, except assessments and taxes, during the term of this lease. However, the Unit Owner, in all events, shall retain and may exercise any voting rights associated with the unit leased hereunder. Nothing herein contained shall be construed as relieving the Unit Owner of his/her responsibility under the Declaration Documents.

- (b) The "Application to Lease" has been submitted to and approved by the Board of Managers. The application and a copy of the lease must be submitted to the Board of Managers at least ten days prior to the start of the lease, or extension period of the lease every time the unit is rented, or whenever an extension to an existing lease is requested.
- (c) An application fee and an escrow security deposit fee payable to the Strath Haven Condominium Association have been paid by the Unit Owner. Payment of these fees will be accepted only from the Unit Owner. See current **Fee Schedule**. The escrow security deposit will become non-refundable for every lease termination that occurs less than one year from the original date of the lease.
- (d) The term of the lease is for a minimum of one year.
- (e) The lease includes the clause set forth in Rule 1.2 of these Rules.
- (f) The lessee is at least twenty-one (21) years old.
- (g) No unfurnished unit may be converted to a furnished unit for rental purposes. Furnished units currently being rented may continue to be rented as furnished units until time that said unit is sold.
- (h) Short term rentals, such as Air BNB, VRBO, etc., are prohibited, except for the hotel units in the 01-04 risers.

8.0 OCCUPANCY

(a) The occupancy limits of units are as follows:

Efficiency unit (206 & 1103)	2 persons
One bedroom	3 persons
Two bedrooms	4 persons
Three bedrooms	6 persons
Hotel efficiency room	2 persons
Hotel suite	6 persons
Hotel unit 1101	4 persons

(b) Unit owners and Lessees must notify the Association Manager of any change in occupancy within the condominium, regardless of duration. This includes rentals of hotel rooms, and the leasing of any unit, storage unit or carport within the complex.

9.0 SOLICITATION

There shall be no solicitation, whether by residents, Owners, or others, on Condominium premises for any purpose whatsoever.

“Solicitation” as used herein includes, without limitation, sales, political and religious activities.

This prohibition includes in-person door-to-door solicitations as well as the distribution of written matter, the posting (with exceptions described in Appendix A) of notices on bulletin boards, and appeals in the Newsletter, unless submitted as paid advertising at the current rate.

This prohibition also extends to use of the SHC Confidential Resident Directory which may not be used for personal or commercial, direct, or indirect, pecuniary interest or gain. The information contained in the Directory may not be shared in any manner.

Distribution of notices by the Association's duly designated agents pertaining to living in the Condominium or to elections to the Board of Managers from the Board of Managers or its authorized representatives is explicitly exempted from this prohibition.

APPENDIX A

BULLETIN BOARD POSTINGS

Residents may submit 3"x5" notices for postings on the mailroom Resident Bulletin Boards to the Bulletin Board Administrator.

All postings must include the Resident's name, unit number and telephone number. E-mail is optional.

Only the following types of Residents' notices are eligible for posting: • Sale, purchase, rental, give-away or borrow by an Owner or resident of a condominium related item, i.e., condominium unit, storage unit, carport, condominium contents.

• Sale or give-away by an Owner or resident of previously purchased, unused tickets for concerts, theater, sporting, and other entertainment.

• Invitations to:

(a) parties, receptions, and similar social events personally hosted by a resident in the meeting room and open to all residents free of charge.

These events must be for residents only and may not promote commercial pursuits for any purpose or solicit interest for any purpose, such as institutional, charitable, etc.

Solicitation of funds may not be made for any purpose.

(b) campaign appearances or debates by candidates on the ballot for a primary or general election in Swarthmore hosted by a resident.

These events must be for residents only and funds may not be solicited.

All other Association rules continue to apply.

NEIGHBORLY SUGGESTION

Advertising in the SHCA Newsletter is a good way to let your neighbors know about events being held by your community organization at a reasonable cost.

Current rates are posted on the Resident Bulletin Board and the current **Fee Schedule**. Please contact the Management Office for details.

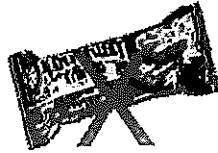
RECYCLING DO NOT DO'S



Do not bag recyclables.



Plastic bags, wrap, bubble wrap, mailers, cups with plastic or waxed coatings, etc. should not go in the recycle bin.



Flexible packaging like chip bags, juice pouches, protein bars



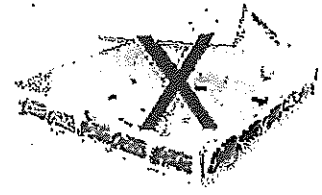
Polystyrene foam and plastic to-go containers & cups are not recyclable.



Food scraps and liquids may seem harmless but they turn a whole load of recycling to trash.



Soiled paper towels, napkins and tissues are not recyclable.

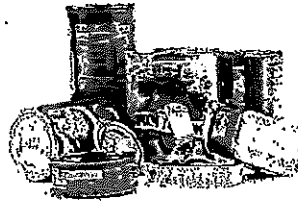


Dirty pizza boxes are never recyclable. But you can tear off the clean lid to recycle that.

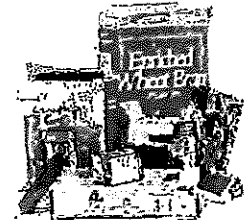
RECYCLING DO'S



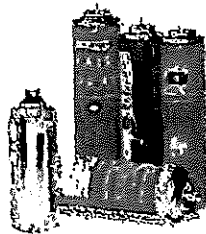
Caps are now recyclable. Simply put caps back on empty containers before recycling



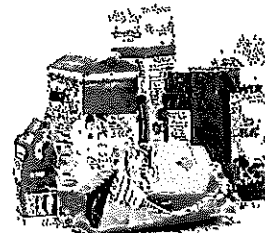
Recycle all empty aluminum, tin and steel cans.



Flatten all cardboard and paperboard.



Totally empty & dry aerosol cans are recyclable. Remove plastic lids.



Recycle empty juice boxes, milk and food cartons. Rinsing is no longer necessary. Just empty and they're good to go!

APPENDIX C

MEETING ROOM RULES AND RESPONSIBILITIES

These facilities are provided for the convenience, comfort, and relaxation of the residents of The Strath Haven Condominium and their guests. There must be adults (21+) present when minors are included. All Association Rules and Regulations are in force during the use of this room.

1. Hours – **8:30 AM to 10:00 PM**
2. PLEASE KEEP HALLWAY DOORS CLOSED AT ALL TIMES.
3. This is a NON-SMOKING area.
4. Immediately report damage or breakage of any kind to the Management Office at **610-544-6000**.
5. Immediately report any unruly activity or unauthorized persons to the Management Office at **610-544-6000**.
6. Please refrain from entering the outdoor grassy area.
7. No one is permitted in these facilities in wet swimming attire.
8. Residents using these rooms must clean up before leaving and dispose of garbage and trash in 8-gallon plastic bags, tied and placed in the 5th floor Compactor/Trash Room.
9. Please leave the room in the same condition in which you found it.

APPENDIX D

HOBBY SHOP RULES AND RESPONSIBILITIES

1. The activities in the Hobby Shop shall be under the supervision of a Committee of three (3) people appointed by the Board of Managers of the Strath Haven Condominium Association. At least one member of the Committee shall be a member of the Board and that member shall serve as the chairperson of the Committee. The Board of Managers shall have the final responsibility for setting the rules governing the use of the Room.
2. The Room will be open for use between the hours of 8:30 AM and 10 PM daily.
3. The use of tools is limited to small hand tools to include electric drills, reciprocating saws and vibration sanders. These small tools are available in the cabinets.

Residents may bring and use their own manual and other power tools but shall not store them in the Hobby Shop.

4. A sign-in/sign-out sheet will be kept on the door. **PLEASE SIGN IN & OUT!**
5. Articles left in the room are the responsibility of those who leave them. The Association assumed no responsibility for the private property of others.

The Hobby Shop is not a storage room for unused articles and will be periodically decluttered. Notice regarding the removal of any items considered to be abandoned will be posted or provided in advance.

6. **NO SMOKING IN THIS ROOM. REMEMBER**, there is a **SMOKE ALARM** overhead. It can be activated by heat, certain chemical fumes, dust, as well as smoke. A "cap" is available from the Management Office for the sensor Monday Friday 9:00 AM-5:00 PM.
7. Rags saturated with paint remover or other flammable substance, empty paint cans, and other containers holding environmentally questionable liquids or materials must be disposed of immediately in the appropriate red cans provided or, preferably, taken directly to the outside dumpsters.
8. Flammable materials must be kept in air-tight containers and stored in the special cabinet provided for such materials. Solvents, paints, or flammable materials **MUST NOT** be flushed down the drain of the work sink.

Any items left in the special cabinet may be used by any resident unless it is labeled with the name and unit number of an owner or renter.

9. When spray painting or using other volatile substances, the exhaust fan must be turned on. The switch is located in the ceiling.
10. Work-in-progress must be actively pursued and shall be identified by a 3x5 card with the name, unit number and telephone number of the person working in that space.
11. Every person using the facilities must clean up their workspace at the conclusion of their day's work. The last person leaving the workroom is responsible for seeing that everything is in order, lights out, room locked, etc., before leaving.
12. The Hobby Workshop is a facility to be used by only Strath Haven Condominium residents and is NOT to be used by outside contractors.
13. Please remember that the Hobby Shop is for the use of all residents but should not be treated as if it is your own property. Residents may not spray paint or paint the tables or floor, except when using paper or cloth to protect surfaces. Also, if it is a particularly dirty project, residents should have appropriate dust collecting devices in use.

Drop cloths, newspaper or other protective material must be placed on the table or floor under the project at all times.

**STRATH HAVEN CONDOMINIUM ASSOCIATION
FEE SCHEDULE – SUBJECT TO CHANGE**

DEPOSITS:

Small deliveries; Meeting Room rental (CASH)	\$500.00
Moves; Renovations; meeting room rental (CASH)	\$500.00
TV remote (Meeting Room) (CASH)	\$ 25.00
Escrow Deposit (LEASE)	\$500.00

KEYS:

Key Fob	\$ 15.00
Medeco	\$ 20.00
Mailbox Lock Replacement	\$ 35.00

RESALE:

3407 Package	\$300.00
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LEASE:

Lease Application	\$ 75.00
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MAINTENANCE/EQUIPMENT:

Breaker	\$195.00
Work in unit during business hours (HOURLY RATE)	\$ 40.00
Fan Coil 3 Way Valve Motor (installed)	\$135.00
Fan coil thermostat (installed)	\$110.00

MISCELLANEOUS:

Moves in/out/within the building	\$125.00
Mortgage questionnaire completion	\$125.00
Early or late moves hourly fee (or any portion of an hour)	\$ 50.00
Meeting Room Rental (DAILY)	\$100.00
FAX – per page local	\$ 1.00
Copies – per page (B&W)	\$.15
Copies – per page (COLOR)	\$.25
Pool Guest Passes (NON-REFUNDABLE)	\$ 4.00

NEWSLETTER ADS:

B & W	¼ PAGE	\$18 (MONTHLY)	\$ 45 (3 MONTHS)
	½ PAGE	\$30 (MONTHLY)	\$ 75 (3 MONTHS)
	FULL PAGE	\$55 (MONTHLY)	\$137.50 (3 MONTHS)
COLOR	¼ PAGE	\$21 (MONTHLY)	\$ 52.50 (3 MONTHS)
	½ PAGE	\$35 (MONTHLY)	\$ 87.50 (3 MONTHS)
	FULL PAGE	\$63 (MONTHLY)	\$157.50 (3 MONTHS)

HANDICAP PARKING FINE (per violation)	\$250.00
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LATE PACKAGE PICK UP:

Fine of \$10 per day after the first 24 hours per RULE 3.3 (a)