



Rules and Regulations

The following Rules and Regulations have been established by The Metropolitan Condominium Association and are considered an addendum to the condominium declaration.

Revised February 18, 2005

Move-ins, move-outs, furniture and other large deliveries are required to be scheduled. All move-ins, move-outs and large deliveries must be scheduled with the concierge at the front desk. There is only one service elevator and unscheduled activities will be required to wait until all scheduled moves, deliveries, etc. are completed. Residents must arrange to provide access to their unit for furniture and large deliveries. Building personnel are **not** permitted to supervise move-ins or move-outs on behalf of the owner. The owner or the owner's authorized agent must be at home throughout the move. The building will *not* provide access or keys to nonresidents. For all move-ins and move-outs, the owners moving company must provide a Certificate of Insurance, naming "The Metropolitan Condominium Association" as an additional insured. Your moving company must fax and mail the original certificate to the front desk prior to your actual move.

Package service is provided at the front desk by the concierge. The package room is off limits to all residents. If you require something please request it from the valet or concierge and they will retrieve it for you. The package room is used for a reasonable number of small packages, dry-cleaning and laundry only. Packages over 70 lbs., oversized packages (those over 30" x 30" square), furniture, or items obviously of great value (i.e. furs, cash, computers) will not be accepted or stored and will be refused. Although the concierge may sign for a package, the building is not responsible for any lost, damaged or perishable items (i.e. flowers or food). All pick-ups of items require owner's signature of receipt.

Keys to condos are required by law to be locked in a secure place for building emergencies only. Your keys will be locked in a key box. These keys are kept for emergency use only. They are not to be used as your spare set. Residents are required to make alternate key arrangements for housekeepers, deliveries, etc. The building emergency keys will not be given out to nonresidents. Keys may be used in the case of a lockout for owners only.

Owner Lockouts requiring the use of the emergency keys and/or a staff member unlocking your door will incur a \$40.00 lockout charge. This charge will appear on your monthly HOA bill and is due upon receipt.

Roller blades and bicycles of any kind are not allowed in the lobby. Please remove your blades outside before entering the building. Please walk your bike through the lobby and use the service elevator to transport it.

No smoking of any kind is permitted in any of the public areas of the building. Smoking in the stairwells or any other public part of the building is a violation of city fire codes and carries harsh fines.

Visitors staying in your unit in your absence must be presented in writing on a visitors form available to the concierge prior to arrival. Please arrange for access. Visitors will not be given access via the emergency keys.

Leasing of any unit for any period of time must be approved by the board as defined in the Declaration of Condominium Section 4.01, paragraph 9, section (x). Lease applications along with a \$45 credit report and background check fee (one per lessee) must be completed and submitted to the board ten (10) business days prior to the tenant moving in to the unit. Please see the concierge for a Lease Approval Package.

Tradespersons or vendors must enter through the service entrance and if performing work in your apartment must give the concierge a description of work being done. Residents must make all arrangements for access and removal of debris **NOTE: NO ALTERATIONS ARE ALLOWED WITHOUT THE PRIOR WRITTEN CONSENT OF THE BOARD OF DIRECTORS.**

Maintenance and repair The Metropolitan Condominium is responsible for the maintenance and repair of the buildings common areas, mechanicals and building fixtures only. The Metropolitan Condominium strongly recommends that residents carry insurance to cover their personal property and belongings. The Metropolitan Condominium will not be responsible for damage to your unit or any personal property from emergencies, water leaks, air conditioner leaks, etc.

Open windows During the winter months, extreme cold can cause the water lines near the heating units to freeze and break causing extensive damage. Make sure before leaving your apartment that all windows are closed completely.

Laundry service is provided by Jetz Service Company. They provide all service to the laundry machines. If you have a problem or require a refund, please contact them directly at **1-800-530-5726**. The Metropolitan Condominium will not be responsible for damage done to personal items and is unable to provide refunds.

Swimming Pool and Fitness Center rules are posted in each area. These areas are unattended. Use of the swimming pool and fitness center is at your own risk. Children under the age of 12 (twelve) years must be accompanied by an adult. The Metropolitan Condominium is not responsible for any injury or death that may occur due the use of these locations.

Parking Facilities are not to be used for abandoned or inoperable vehicles or motorcycles. The determination of whether a vehicle is abandoned or inoperable shall be within the discretion of Management, but a vehicle will be deemed to be inoperable if not "street legal" or with expired tags. All vehicles must be periodically moved to prevent build-up of dirt and debris. Recreational vehicles and trailers are not allowed. Vehicles not conforming to these rules will be towed with out notice at the owner's expense. **MANAGEMENT WILL NOT BE RESPONSIBLE FOR ANY DAMAGED OR STOLEN**

