

Windmere Condominium Unit Owners' Association

Quick Reference for Ridgeway Owners:

Information,
Rules and Regulations

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About This Document

The information in this “handbook” is not meant to replace the Declaration of Condominium or the Bylaws, Rules and Regulations of the Windmere Condominium Unit Owners’ Association (WCUOA). It is offered as an easy reference and to explain some of the bylaws in greater detail.

Each unit owner should have a copy of the Declaration of Condominium and also the Bylaws, Rules and Regulations of the Windmere Condominium Unit Owners’ Association and should be familiar with them.

2025 Rules Regarding Carbon Monoxide and Smoke Detectors

Ridgeway’s insurance provider (Erie Insurance) has documented unit owners’ need to do the following:

1. To provide early detection of **carbon monoxide** exposure, each unit owner should install a carbon monoxide alarm with a battery backup. All detectors should be tested by the unit owner annually. The alarm is to be installed in accordance with National Fire Protection Association (NFPA) 72, National Fire Alarm and Signaling Code, and the manufacturer’s instructions.
2. To provide early detection of a **fire**, each unit owner should install a smoke detector powered by a 10-year lithium power cell outside of every sleeping area. The unit owner must test the detector(s) annually. The detector(s) is to be installed in accordance with National Fire Protection Association (NFPA) 72, National Fire Alarm Code, and the manufacturer’s instructions.

General Information

1. Common areas are the responsibility of all unit owners. Please treat these areas with the same care you would use in your own home.
2. It is permissible for the occupants of each floor to decorate or furnish their lobby in any tasteful manner upon which they can mutually agree.
3. The entryway of each unit may be decorated by the unit owner; however, this space is defined as a “limited common area.” As such, all residents may pass through it.
4. The cleaners come once a week, so if you drop or spill something, clean it up.
5. Smoking is not permitted in the common areas.

6. Use of the community room for a private party or meeting requires your sign up on the bulletin board.
7. The storage area off the first-floor lobby is for storage of grocery carts and the wheelchair. Bicycles may be stored in the outside storage room near the loading dock area. Bicycles should be labeled with the owner's name.
8. Try to keep notices posting to the bulletin board. Items should be dated.
9. The shutoff of the sprinklers on each floor is located inside the hatch on the ceiling just outside the A unit.
10. The main shutoff calve for water in each unit is in the hot water heater closet. It is in the top right corner where the main water pipe enters.
11. Mortgages and deeds should be registered with the Executive Board of the Condominium Association. A Certificate of Homeowner's Insurance showing the company name and date of expiration should also be filed with the board.
(Declaration – p. 38) (Bylaws R&R – p. 36)

Security / Safety

1. No exterior doors should be propped open or left unlocked (e.g., realtor open houses – October 6, 2009), except for temporary use for loading/unloading. Remember to lock up after doing so.
2. Each of us can enhance security by checking to see that exterior doors are locked when we're in the vicinity.
3. Appendix A contains a detailed discussion of the fire alarm system and its use.
4. Please supply keys to at least one, preferable two other unit owners for access to your apartment in case of an emergency (or if you lock yourself out). Provide one key to the board to include in the Knox box, which is accessible by emergency personnel.
5. Please be sure the Secretary has a current out-of-town address and telephone information if you spend part of the year away from Ridgeway.
6. Though it's tempting, do NOT open the front door to people who are not your contractors or guests. It's important for our door entry process to work as designed. We rely on that feature to feel secure in our units and the building.

Elevator: Use and Safety

1. Delivery people, vendors, and movers should be informed that the elevator walls and floor should be protected from possible damage when moving large items. Wall pads

and instructions for their use are found in the storage room off the main floor lobby. Protective material must be placed on the tile floor in the lobby to prevent breakage and if possible, on the carpet to prevent wear and staining.

2. If you are on the elevator and it stalls, remain calm. Elevators have the best safety record of any form of transportation. Use the Call button and talk to the person at Vigilant who answers your call. Help (Alpha Fire Company) will be on its way to get you out of the elevator.
3. If you happen to **bump the Call button by mistake, remain in the cab and talk to the person at Vigilant** who answers the call. Let them know it was by accident. You'll save a call to Alpha Fire Company. Thank you!

Pool: Use and Restrictions

1. To prevent damage, umbrellas should be used with care. Lower umbrellas and replace the wrap/bungee after use.
2. To prevent staining of the straps by body oils, the entire chair or lounge should be covered with a towel during use.
3. No glassware or breakable items are allowed in the pool area.
4. Children 14 and under must be accompanied by a responsible adult. Diving, pushing, and horseplay are not allowed.
5. Use of the pool is at the swimmer's own risk. We suggest that you do not swim alone.
6. Residents wishing to use the pool for a private party must have prior written approval from the board (and reserve the pool on the bulletin board sign-up sheet).
7. No pets are permitted in the enclosed pool area.

Vehicles and Garage

(Declaration – p. 22) (Bylaws, R&R – p. 32)

1. No motor vehicle other than a private passenger type shall be parked in the garage or on the property. No unit owner shall have vehicles on the premises for purposes of services or hobby, such as tearing down or putting together motor vehicles, other than washing same. No storing of old, junked, or hobby type cars is permitted.
2. Each unit is assigned two parking spaces. Your parking area number is recorded by the Secretary. If a parking space is not in use by a resident, that resident may permit another resident to rent or use the vacant space. If there are no vacant spaces available in the garage, a unit owner with more than two cars will be obligated to remove the

excess cars from Ridgeway property. Please ask your guests not to park in the garage unless they use your assigned parking space.

3. Outside parking is to be reserved for guest parking. Residents are to park their vehicles in the garage. Occasional overnight outside parking by a resident may be permitted.
4. Nothing is to be stored in the garage with the exception of bicycles and folding grocery carts.

Terraces

(Declaration – p. 21) (Bylaws, R&R – pp. 31, 32, 33)

1. No unit owner may paint, decorate, or otherwise modify the outside of his/her unit. No unit owner may display, hang, or store anything outside his unit. This is not meant to prohibit the display of flowers or other decorative plants.
2. No antenna or dish for television or microwave system may be installed.
3. No signs of any kind may be displayed on Windmere Condominium Unit Owners' Association property (October 6, 2009).
4. No outdoor clotheslines.
5. No noxious, offensive, or loud activity shall be carried on in any unit, nor shall anything be done which may become an annoyance or nuisance to the other unit owners in the quiet enjoyment of their unit. Examples could include loud music, radio, or television, musical instruments, and wind chimes. (Declaration – p. 23)
6. Cooking is not permitted on the terraces.

Noise

(Declaration – p. 23) (Bylaws, R&R – p. 33)

1. No noxious or offensive activity shall be carried on, nor shall anything be done which may become an annoyance or nuisance to the neighbors. Avoid the playing of loud music, radio, or television or any loud activity which could disturb others.
2. Without prior permission of the board, no contractor or workmen employed by a unit owner shall do any work in any unit (except for emergency repairs) between the hours of 6:00pm and 8:00am or on Sunday or on legal holidays, if such work is likely to disturb other unit owners.

3. Seventy-five percent (75%) of the floor covering of any unit, other than the kitchen, bath, and entryway, shall be carpeting or covered with sound resilient material.

Pets

(Declaration – p. 23) (Bylaws, R&R – p. 33)

1. No pets shall be permitted unless approved in writing by the board. One 20-pound dog at maturity, two house cats (October 1, 2012 Exec Meeting, October 7, 2013 Annual Meeting) or other domesticated household pet may be kept, provided that they are not kept, bred, or maintained for any commercial purposes. Pets must be housed indoors and conform to all local ordinances and regulations.
2. Pets must be on a leash when outside the unit.
3. Pets should not be “walked” near the building, nor on lawns and landscaped areas. Pet waste must be picked up and disposed of properly.

Lease

(Declaration – pp. 19, 20)

1. A unit may not be leased or rented except to a family member for residential purposes for a term of at least one month.
2. The leasee/renter is subject to all bylaws, rules, and regulation as affect the unit owner.
3. For reasons of health or safety, a unit owner may apply in writing to the board requesting a waiver of the rule that only immediate family members of the unit owner may occupy a unit. The board is empowered to grant requests when it is satisfied that the proposed occupancy arrangement is reasonable and does not jeopardize the interests of the other unit owners.

Trash / Waste Disposal

With proper handling of trash, we can keep our dumpster/recycling room as clean and odor-free as possible.

1. All garbage (food waste) should be tied tightly in sealed plastic bags intended for this purpose. Plastic grocery bags and paper bags should never be used for garbage disposal because they burst, tear easily, and often leak. (Declaration – p. 21)

2. Corrugated cartons overfill the dumpster and should not be placed there. They should be broken down, bundled and tied, and set near the recycling bins. If corrugated cardboard is in small pieces, it may be placed in a brown paper bag, not plastic.
3. Trash rooms and chutes should be kept clean. Report spills and cleaning needs to the board or cleaning crew. Centre Regional Government building code requires that these areas should not be used for storage other than recycling (see below).
4. The dumpster is emptied twice weekly.

Recycling

1. By using the recycling bins in the dumpster room (main lobby level) as marked, we can avoid overfilling the dumpster and comply with township requirements.
2. Glass and plastic jars and bottles, newspapers, magazines, and catalogs can be separated from food waste.
3. Each unit owner can keep a container (carton, laundry basket, etc.) in the trash room on each floor to accumulate recycling, for convenience. It should be brought to the dumpster room periodically.
4. Recycling is collected once weekly.

911 Call for EMTs / Ambulance (1/9/2023)

1. Clearly state the first and last name and unit number of the person in need.
2. As of December 2022, the police have the following: 1 key for our locked entryway doors and 1 interior Knox Box key, which provides access to all units' door keys (or codes) if needed
3. It's assumed that neighbors will help neighbors when possible, and it will be rare for those keys to be needed.

Fire - Alpha Fire Department Access (1/9/2023)

1. Our **hard-wired smoke detectors and fire alarms (common areas) are monitored by Vigilant**, but the mandatory procedure is to call 911 if a fire occurs. Alpha has 1 key to the exterior Knox Box, which contains both a lobby door key and an interior Knox Box key. The interior Knox Box contains keys (or codes) for each unit.
2. **Our sprinkler system is sensitive to heat and once a sprinkler head is triggered water flows and continues to flow from the uppermost unit (PH level) to the affected sprinkler(s) on your floor. That can add up to excess water and**

potentially unnecessary damage. Note that sprinkler heads are triggered individually; it's not an all or nothing scenario.

3. Ideally, when the fire is fully extinguished, you or a floormate will open the ceiling hatch (ladder needed), typically outside A-tier units, and turn off the water using the red lever-style handle to prevent further water damage.
4. Please note that units are not equipped with smoke detectors unless installed yourself (refer to the 2025 requirements in this document). However, hardwired smoke detectors are in common areas, such as floor lobbies, main lobby, stairways.



Ridgeway's Fire Alarm Is Ringing... What's Your Plan? **(November 17, 2020)**

1. First responders from the Alpha Fire Company/Centre Region toured our building in early November 2020. Considering our building's construction (i.e., brick, concrete, metal, sprinkler system), they recommended that owners shelter in place. **Keep your unit door closed and stay inside (or go out on a balcony, if necessary).**
2. Alpha responders Rob and Steve estimated that it would take about 2 hours for a fire to burn through a unit's door and stated the sprinkler system would be doing its job to extinguish a fire. After notification via a 911 call, the fire company would arrive and respond as required.
3. Board members understand this stay/shelter-in-place recommendation is different than our past practice. Everyone has free will, so if you're more comfortable evacuating the building, that is your choice. Just remember, when a fire alarm sounds, the elevator stops functioning.
4. Alpha, stressed the following:
 - 1) Always close doors behind you!**
 - 2) Call 911 even if you think someone else may have called.**
5. Consider your own plan – evacuate or shelter in place – should an emergency occur. See the following chart.



OWNER ACTIONS – FIRE ALARM IS RINGING...

Check your door: Handle/Knob **hot** to touch?



Stay/shelter in place; call 911 to report your location.

YES



NO

Is there smoke outside your unit?



Stay/shelter in place; close your condo unit door; call 911 to report your location.

YES



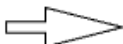
NO

Call 911 to report the alarm. Stay/shelter in place.

IF YOU'RE CHOOSING TO EVACUATE, not stay/shelter in place... **Do NOT get on the elevator!**

Go to a stairwell to check if it's safe to walk down the stairs and exit the building by answering the following:

Is there smoke in the stairwell?



Close the stairwell door. Go to the other stairwell.

YES

NO



Is there smoke in that stairwell?



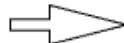
Close the stairwell door. Go back to your unit. Close your door. Call 911 to report your location.

YES

NO



Are you able to descend the stairs?



Walk down the stairs and exit the building.

YES

NO



Close the stairwell door. Return to your condo unit. Close your door. Call 911 to report your location.

Non-Payment of WCUOA Monthly Fee (October 6, 2009)

There will be a 10% late fee on the balance due for those unit owner accounts 45 days past due. These charges would include the monthly fee, assessments, collection costs, etc. Non-payment may result in disqualification of the unit in voting during WCUOA meetings and preclude qualification for the unit owner to hold a position on the WCUOA executive board.

Fines for Violation of the Declaration, Bylaws, Rules, and Regulations

The Board will only use this procedure when all other attempts to cure a violation have failed. Letters will be sent via email when possible, will be hand posted on the unit (if necessary), and via US Mail. (March 22, 2016 Exec Board Meeting) April 4, 2016 letter drafted by Continental Real Estate Management (CREM) on behalf of the board and sent to each unit owner.

1. The Board has decided to establish a procedure for levying fines for violations of the Windmere Documents. The fine will be twenty-five (\$25) dollars per day until the violation(s) is/are abated. If a violation occurs, and the owner has not agreed to end the violation, the procedure will be as follows:
2. A first letter will be sent informing the owner that the violation exists and will ask the owner to cure the violation within five (5) days. The letter will mention that if the owner does not cure the violation, he or she could be subject to fines levied by the Association Board.
3. If the violation continues beyond the 5-day date in the first letter, a second letter will be sent informing the owner that if the violation continues for another 5 days, he or she will be subject to a \$25 per day fine.
4. If the violation is not cured within the ten (10) days specified in the first two letters, a third letter will be sent informing the owner that he or she is now being fined \$25 per day retroactive back to the date specified in the second letter.
5. If the Board decides that the violation is severe, it can decide to send a letter informing the owner that the violation must be cured within 5 days or he or she will be fined. If the violation continues past the 5 days mentioned in the letter, the owner will be fined beginning on that date.
6. Once an owner has been informed that a violation has occurred, and the same violation occurs again in the future, that owner will be fined \$25 per day immediately, without prior notice.

Appendix A: Fire Alarms System (2002)

APPENDIX A

TO: RIDGEWAY UNIT OWNERS
From: James W. Powers, Sr.
Building Committee
Date: August 27, 2002

RE: RIDGEWAY FIRE ALARMS SYSTEM

The smoke detectors, sprinkler flow sensors and fire alarm "pull stations" will sound the fire alarm horns in the Ridgeway building ONLY. If upon investigation there is a fire condition, it is necessary to phone the FIRE DEPARTMENT by calling 911. THE ALARM SYSTEM IS NOT MONITORED by Vigilant. You must call the Fire Department to have them respond.

The common area smoke detectors, pull stations, and sprinkler flow sensors are connected to the building alarm system. Individual residence smoke detection systems will not sound the building alarm system. Unless your unit is connected to a security service, it will be necessary to phone the fire department. [911]

If the building alarm system should sound, the following procedure should be followed:

1. If you detect a fire call the FIRE DEPARTMENT, 911. EXIT BUILDING.
2. If you DO NOT detect a fire, proceed to the electrical/power room in the Lower Level next to the elevator room.
3. Press keypad "A" on Vigilant keypad, this will shut off alarm. The display will identify what detector has been activated. Investigate to see if there is a fire or not. If there is a fire call the Fire Department, 911. Remember the alarm system is not connected to the Fire Department.
4. If the alarm is sounded because of a sprinkler head going "off" due to fire or damage, the panel display will show "water flow" and the floor where the sprinkler is activated.
5. Upon confirming there is not a fire press "B" on the keypad, this resets the detector. Wait two minutes [2] and press "C" on the keypad to clear the display.
6. Use the elevator key to reset the elevator. Reset location is on first floor to the right of the elevator door. The reset key is located in the lower fire control panel box. When the fire alarm sounds the elevator will descend to the first or lower level floor and the door will open. Until the elevator is reset the elevator will not operate.

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FIRE ALARM SYSTEM RIDGEWAY

If the fire alarm continues to sound and it is determined that the detector in question is malfunctioning and there is not a fire, proceed through the above sequence except for step 5. With a defective sensor the elevator will not operate. Instead of step 5 use the following procedure.

1. Go to Power/telephone room, lower level.
2. Open top Red Fire Control Panel Box above the display/keypad.
3. Push toggle switch located on right side of box to disable. If elevator is on the first floor push upper toggle, if on the Lower Level push lower toggle. This action will allow elevator to operate on a temporary basis until the fire alarm system can be serviced.
4. Advise a member of the Building Committee so they can contact Vigilant Security to service unit.

Bill Babcock	238-8158
Arnold Gasche	861-0999
Jim Powers	234-0628

One of the major causes of false alarms is dust in the detectors. If you observe a high dust situation around the detectors contact the building committee. The detectors should be covered with a plastic bag when there is considerable dust.

Posted: Electrical/Powers Room Lower Level

Doc: Ridgeway Fire Alarm System 8-27-02