

BARCLAY SQUARE CONDOMINIUM BY-LAW ADDITIONS AND REMINDERS

Detailed Hand Out Annual Meeting 1999

Residents and Owners are responsible for their visitors, renters and/or employees.

ANIMALS: No animals, including household pets, shall be kept without the prior written consent of the Board of Directors.

BARBECUING: Is allowed in grassy area near the dumpsters, NOT on the porches, in the parking lot or between the buildings. The barbecue is not to be set on the dumpsters.

BASEMENTS: Your basement is a limited Common Area. Because of the heating, water, plumbing and furnace pipes, electrical and cable wire of your neighbor going through your basement, it is necessary to gain access to your basement from time to time. Nothing should be hung from any of the basement pipes. It could loosen connections and eliminate our ability to collect on any insurance claims. Keep boxes, paper and rags at least 36 inches away from the furnace, heater or dryer. Dryer vent pipes should be minimum. Keep all items off the basement floor in case of flooding. No flammable liquids or empty gas cans are allowed in the building.

ENTRY DOORS appear to change under certain weather conditions; be sure they are securely closed behind you. If it is necessary temporarily prop a door open, be sure someone is within sight of the doorway at all times.

FENCES and CONCRETE WALLS are not to be climbed on or walked on.

FOOTWAYS: With the exception of the door mat outside of your door, no personal belongings or trash are to be left, even temporarily, in the Common Areas: these include, the hallways, stairs, parking lot, lawn areas, and basement halls. Wipe your feet on the entry doormats. Should you spill something in the hallways or parking lot, pick it up. Our halls are cleaned only two times a month.

INTERCOMS: Know the people you are admitting into the building. You are responsible for them until they leave the property. Use your intercom "talk" and "listen" levers before releasing the door. Report any intercom malfunctions to a Board Member.

LATE FEE: As of June 1, 1995, a late charge of \$25.00 will be assessed on association fees not in the hands of the management company by the 15th of the month.

PARKING: Please park within the lines. We have 32 spaces or two per unit. When using the spaces outside the 1160 building, please park so your vehicle is not over the curb. This will make it easier for the lawn maintenance crew to care for the grass. Also, keep exhaust fumes away from the bedrooms, pull forward into the spaces. Only vehicles with current license plates are permitted in the lot.

PARKING LOT is for parking your vehicles. The parking lot and driveway are NOT play areas for children or adults; no bike riding, skating or barbecuing is permitted. The chains by the dumpsters are to be attached at all times. The opening was left so the dumpsters could be emptied from the alley. It is never to be used to drive through. Cars with anti-freeze or oil leaks must be repaired as soon as the problem is discovered.

PLAY AREAS: Use the front sidewalk or grassy area by the dumpsters for play area. The areas under your neighbors' windows, hallways, stairways and parking lot, are NOT play areas. No radios are permitted in the parking or lawn areas or on the porches.

PLUMBING: Place ONLY toilet tissue in the toilet, NOT spiffits, kleenex, paper towels, condoms, sanitary items or rags. They have caused basement flooding.

SMOKE ALARMS: Be sure there is a functioning smoke alarm within your unit.

SMOKING is restricted to your unit or basement. Because of insurance coverage, smoking is not permitted in the hallways, stairs or basement halls. Please be sure that you, your guests or employees pick up any cigarette butts dropped in the parking or lawn areas.

SNOW REMOVAL is contracted each season when snowfall is 1 ½ inches. Broom, shovel and calcium chloride are inside each building at the back door. Shoveling or sweeping the snow from the parking lot porch when you see the need is always appreciated. Please try to notify everyone when the snow plow arrives so that all cars may be moved temporarily. The lot is small and hazards can be created for all of us if a rough build up of snow occurs.

TRASH and DUMPSTERS: Items placed in the dumpster must be securely tied in a plastic bag. Dumpster pick up is Wednesday. When placing large items in the dumpster, push them to the back and close the lid. Please flatten cardboard boxes. When possible, use only one dumpster for the week to eliminate the cost of emptying two. The City of Berkeley provides separate instructions for recycling.

TV and STEREOS: TV and stereos should be kept at a volume that will NOT disturb neighbors.

Please change furnace filters regularly

Please shake throw rugs only near dumpsters, and away from cars. Do not shake them from windows or porches.

Please report any window problems to a Board Member, we installed new windows in '91, and have a 35 year service contract.

Please refer to the By-Laws for more detailed information.

**BARCLAY SQUARE CONDOMINIUM BY-LAW
ADDITIONS AND REMINDERS**

Residents are responsible for their visitors, renters and/or employees.

No pets allowed

Be sure building doors are securely closed

Smoking is NOT permitted in hallways

No personal belongings or trash are to be left in hallways

Be sure there is a functioning smoke alarm within your unit

Keep the TV and Stereo at a volume that will NOT disturb the neighbors

Please park within the parking lot lines - 2 spaces per unit. The parking lot is NOT a play area

Please tie plastic trash bags securely before placing in dumpster

Please clean up anything spilled or dropped in the hallways or parking lot

Place ONLY toilet tissue in the toilet

Know the people you are admitting into the building. Use your intercom "talk" and "listen" levers before releasing the door

Barbecuing is allowed on the grassy area near the dumpsters

Refer to the By-laws and Board of Directors handout for more detailed information

This is your HOME, NOT an apartment building