



70 STRAWBERRY HILL AVENUE • STAMFORD, CONNECTICUT, 06902 • 203 323-2604

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## **70 STRAWBERRY HILL CONDOMINIUM ASSOCIATION RULES AND REGULATIONS**

Welcome to 70 Strawberry Hill Condo Association. We hope you will enjoy your new home in our peaceful environment of old-world charm and enchantment. Our complex is truly a unique world of its own, located in the heart of a busy city, and yet, a quiet and relaxing place to come home to. The complex consists of 104 units. There are six attached buildings, The Darien, Fairfield, Greenwich, New Canaan, Stratford and Westport, each with a separate entrance.

**These rules and regulations have been updated as of April 2018. Please take notice that any rule violations by unit owners, residents or their guests will result in fines against the unit owner.**

### **1. STAFF AND BOARD OF DIRECTORS**

70SHCA has 2 full-time staff members. The staff's office is located in the basement of the Darien building. Contact the staff regarding maintenance work orders, storage room access, bike room keys and other common area tasks. The office number is (203) 323-2604.

70SHCA is managed by WFL Real Estate Services Our Property Manager at WFL is Elhan Zilkic. Any and all maintenance requests regarding common area issues should be communicated to the staff via work orders. Speak with Elhan regarding 70SH staff, to follow up on work orders, to discuss questions regarding maintenance responsibility in your unit, scheduling a move, indoor parking waiting list (request will be passed to the individual managing the list), and any issues to be discussed with the Board of Directors. Elhan may be reached by either e-mailing her at [Elhan@wflrealestate.com](mailto:Elhan@wflrealestate.com) by calling (203) 604-1390.

Common fee or account statement questions should be directed to Emily at WFL at (203) 604-1390 or [Emily@wflrealestate.com](mailto:Emily@wflrealestate.com)

### **Emergency After Hours Calls: After 5pm and on Weekends for Emergencies Only (203) 604-1390**

After hours calls to WFL are automatically forwarded to the agent on duty. That agent will respond to your call. Use this number to report floods, leaks, no heat, no hot water etc.

**Please use your best judgment in placing an after-hours emergency call to WFL (i.e., a valid emergency that requires immediate attention).**

70SHCA Board Members – Board members may be contacted about Association business, rules and regulations, suggestions, or topics you wish to have addressed at meetings. Please address a letter to the 70SHCA Board of Directors, c/o Elhan Zilkic, Property Manager, WFL Real Estate Services., 162 East Ave, Norwalk CT, 06851, or send via email to [Elhan@wflrealestate.com](mailto:Elhan@wflrealestate.com) and it will be presented at the next monthly meeting of the Board of Directors.

Unit Owners may participate in the Open Session at each scheduled meeting of the Board of Directors and ask questions or comment from the floor. Information as to place and time will be posted in the lobby of each building 5 days prior to a regular meeting and 10 days prior to a special or annual meeting and will also be posted on the 70 SHCA website. **(SEE ATTACHMENT 1)**

## **2. GENERAL MAINTENANCE AND COMMON AREA ACCESS**

Our complex is large, and the Association appreciates your assistance in reporting things that need attention. You can assist by reporting common area and grounds maintenance problems. Please fill out a work order form to notify the Association of the issue. Work order forms are kept in a box located outside the staff's office in the basement of the Darien building. The work order form is for requesting non-emergency work to be done. Please keep a copy of your work order form. Alternatively, please email your request to Elhan Zilkic or [Elhan@wflrealestate.com](mailto:Elhan@wflrealestate.com)

All emergency maintenance work not considered common area related will be billed to the individual unit owner. The staff and/or management company will determine whether it is the responsibility of the unit owner or the Association to make the necessary repairs. Keep in mind that most maintenance performed within a unit is usually the unit owner's responsibility. Renters may not request unit maintenance on behalf of an owner, unless it is an emergency.

If the work is not completed, you are not contacted, or you are dissatisfied with the staff's response, please contact Elhan Zilkic at WFL immediately. **Please do not attempt to supervise the staff.**

Damage to the common area or to other units due to a resident's action or neglect is the responsibility of that unit owner. Some examples would be overflows of sinks, dishwasher, toilet, tub or seepage due to faulty tile grout. Disputes should be resolved between unit owners. If an agreement cannot be reached, you may refer the problem to the Board for assistance in mediation.

During normal work hours, staff members perform Association work only. Do not ask the staff to do favors for you or to do work that is your responsibility during normal work hours. However, you may arrange privately to engage staff members for odd jobs in your unit. The work must be performed after hours or on the weekend only.

Exterminating services are available to individual units on the fourth Wednesday of every month. Please sign-up for treatments via WFL. The cost of any special exterminating service is for an individual owner's account. If you are a tenant, please have your owner contact WFL to schedule services.

### **3. STORAGE**

Storage space is available in the basement of each building. Only residents may store items. Items being placed in the designated storage space will be at the resident's own risk. All items must be marked with name and unit number and stacked safely and neatly. Arrangements for access to the storage rooms to place items into storage or to remove items from storage must be made with the staff during office hours. Staff will open the room and remain present to supervise. Keys will not be "loaned out" under any circumstance. Any stored items without labels may be disposed of without notice by the Association. Storage of mattresses, empty boxes, hazardous or flammable items is not permitted. Improperly stored or hazardous items will be removed and disposed of by the Association. The Association reserves the right to limit the amount of storage space that a resident may use. Items in storage that have not been removed by the move out date of a resident of 70SH will be disposed of by the Association and are subject to removal charges and fines.

**BIKE STORAGE** Individuals wishing to utilize the bike room may do so at their own risk and may obtain a key from the staff for access to the bike room.

### **4. KEY CONTROL**

#### **A. UNIT KEYS**

Copies of keys to all top and bottom unit locks should be on file in the staff's office. If you have not already done so, please provide the association with keys. The keys are kept in a locked cabinet, and will be utilized only in case of an emergency. Only the staff and the Property Manager have access to the locked cabinet.

Keys will be used as follows:

- To investigate emergency situations (flood, pipe leaks, fires). An effort will be made to contact the owner. However, the unit may be entered if necessary, to protect common property without prior consent of the owner.

- To make scheduled repairs with the unit owner's consent.
- To investigate compliance to Association rules after informing the unit owner.
- To provide access to the unit in case of a 911 call.

## **B. COMMON AREA KEYS**

Common area keys are the property of the Association. Do not give keys to non-residents. It is the unit owner's responsibility to collect common area keys from tenants at the end of their lease. If a former resident or contractor is seen using common area keys, the unit owner will be fined \$100.00 per day until the common area key is returned to the Association.

Lost keys may be replaced for a fee of \$25.00, by contacting a staff member at 203-604-1390 or by visiting the office located in the basement of the Darien Building. Payment should be made by check made payable to 70 SHCA.

## **5. SECURITY**

All security, entrance, and stairwell doors must be kept closed and locked at all times. Please respect the security of others living in our complex.

No person is allowed on the roof of any building at any time (unless authorized in writing by WFL). Unit owners will assume the financial responsibility for the repair to the roof area and/or roof materials (and any damage caused to any unit below the roof area) by the unit owner, their tenants, their guests, their pets or other agents violating this rule. In addition, there will be a fine of \$100.00 for each occurrence of being on the roof of a building of the 70 Strawberry Hill Condominium complex. Violation of this rule will be strictly enforced, as this is an insurance liability to the Association.

## **6. REMODELING AND CONSTRUCTION**

No unit owner shall make any structural addition, alteration or improvement in or to his unit without prior written consent of the Association in accordance with the bylaws. In addition, remodeling and construction plans must be approved by the Board of Directors and inspected by the staff at the start and finish. All work performed involving plumbing and electrical must be completed by licensed and insured contractors. Please have copies of insurance certificates available for management, to include workers' compensation. Proper city permits must also be obtained when needed as directed by the City of Stamford.

Remodeling and Construction work may be undertaken Monday-Friday from 8:00 A.M. until 5:00 P.M. and on Saturday from 10 A.M. until 4:00 P.M. No remodeling or construction work may take place on a Sunday or on Federal Holidays. All remodeling work of units must take place within the unit being worked on. The common areas or courtyards must not under any circumstances be used as work areas for remodeling work.

Any owner not following the rules and regulations regarding remodeling and construction will be assessed a \$100.00 fine for each occurrence.

## **7. PARKING and DRIVEWAYS**

Effective July 2014, the entrance driveway is one-way only for vehicles entering the property. Anyone using the entrance driveway to exit will be subject to a \$100.00 fine per incident.

Please observe the 10 miles per hour speed limit in all driveway areas and the back-parking lot.

It is not permitted to ride bicycles, skateboard, roller blades, or any other type of moving apparatus in the driveways, garages or common areas.

Outdoor parking is provided for residents and their guests in the back-parking lot. Two vehicles per unit are allowed as part of the common fees. Additional vehicles owned by a resident may be parked on the property at the discretion of the Association.

All vehicles parked in the back-parking lot must be maintained in running condition at all times and not appear to be in a neglected or damaged state.

All vehicles must have a valid registration with the Department of Motor Vehicles and be registered with the Association.

Guest's cars on the property for more than three concurrent days must be registered with the staff.

Parking on the driveways or fire lanes is limited to designated areas marked "20-minute parking" and should be used for loading/unloading purposes only. These areas are: the north driveway (against the log wall across from the lower courtyard only), and the south driveway (up against the wall at the courtyard only) for a maximum of 20 minutes. Hazard lights must be used.

Overnight parking is not permitted on the driveways. Violators may be towed.

At no time is it permissible to park in parking spaces designated for the staff. These are reserved for staff only; this includes off hours and weekends.

All contractors must move their vehicles to the back-parking lot after unloading their materials.

Vehicles parked over 20 minutes in the driveway or fire lanes or in no-parking areas will incur a fine of \$100.00, which will be assessed to the unit owner's account. The unit owner is responsible for any infraction made by their tenant

and/or their guest, and the unit owner's account will be charged accordingly. In addition, the vehicle may be towed at the owner's expense.

Any vehicle not authorized to occupy a parking space, parked in driveways over 20 minutes, blocking others, abandoned, or otherwise restricting the free and clear access and egress to the grounds of 70 Strawberry Hill Condominium may be towed at the vehicle owner's expense. In addition to being towed, the Association shall further have the right to levy fines against the unit owner for each violation, over and above any towing fees incurred by the vehicle owner or agent.

The use of the parking areas, garages, and parking lots is restricted for the use of two-axle passenger automobiles and vehicles only, at the owner's own risk. The storage or the parking of any other vehicles (including, but not limited to, any type of trailer, boat, camper, storage pod, limousine, commercial and other non-passenger vehicles), or other items or articles is expressly prohibited on or in the common area, including indoor parking spaces. Other items or articles such as bicycles, tires, etc. must be stored in an authorized area, or storage room, or within a condominium unit, and are not to be left unattended in any of the common areas. The common areas will not be used for the repair, restoration, or maintenance of any vehicle or the like.

### **WINTERTIME PARKING**

When there is a snowstorm it is prohibited to park on the entrance or exit Driveways, as this seriously affects the ability of the snowplow company to do its job and may result in damage to cars. Un-registered and un-insured vehicles are not permitted on property at any time. Also, to assist in snow plowing effectiveness, all cars parked in the back-parking lot must be able to be moved. The back-parking lot cannot be used for the storage of vehicles that cannot be moved.

## **8. GARAGE PARKING**

Limited indoor parking is available for \$50.00 per month. For availability or to place your name on the waiting list, please contact WFL with your name, contact information, vehicle type and garage preference. The information will be passed on to the individual managing the list. Owners who are residents will get preference over tenants on the waiting list. Indoor parking is limited to one space per unit. However, if there are available parking spaces, a resident may occupy a second space for use for six-months, subject to signature of an agreement, and payment of the fee for a second indoor parking spot. Second spaces will be offered to unit owners first, then to renters for the agreed six-month time period.

After six-months, the indoor parking waiting list will be re-evaluated, and residents with multiple spaces will lose the second space if there are people on the waiting list. If a unit owner is on the arrears list when a garage space

becomes available, the unit owner will be dropped to the bottom of the waiting list, and the available parking space will be assigned to the next person on the waiting list.

Only one vehicle is allowed to occupy each designated indoor parking space.

Indoor parking is billed directly to the unit owner. If you are a tenant, please discuss your interest in indoor parking with the unit owner before applying for an indoor parking space.

The garage door opener is available for a \$50.00 deposit. When the opener is returned, a \$10.00 fee will be charged for the use.

Parking is tight in many of the garages. Please be courteous to your parking neighbors as complaints are taken very seriously by the Association and may result in fines or loss of your indoor parking space.

Garage spaces are not to be used for storage of any kind. Personal belongings, auto supplies or other items left in your parking space may be disposed of by the Association at any time without warning. Additionally, fines may be levied to the unit owner's account at the discretion of the Association for any such infraction.

## **9. REFUSE**

The garbage is picked up twice a week by the City of Stamford. Dumpsters are located in the back-parking lot.

All garbage must be sealed in plastic bags. Furniture, mattresses, remodeling materials, automotive materials and equipment **may not** be disposed of in or by the dumpsters. No material of any kind may be disposed of or left in any part of the common areas or grounds other than designated refuse areas. If one dumpster is full, do not leave your trash outside of the dumpster. Please find a less full dumpster to dispose of your trash.

Improper disposal of refuse will result in a \$100.00 fine per occurrence in addition to any removal charges, which will be billed directly to the unit owner's account.

## **10. RECYCLING**

The Association promotes recycling.

The City of Stamford now has a "Single Stream Recycling Program" which allows residents to place recyclable items in one single recycling bin.

Recycling containers are located in the Greenwich/Fairfield garage and the New Canaan garage. It is no longer necessary to separate paper, plastic, glass, cans, etc. If you have any questions on recycling, please ask the staff or review the

City of Stamford guidelines at [www.ci.stamford.ct.us](http://www.ci.stamford.ct.us).

Absolutely no household garbage should be placed in the recycling bins – only clean recyclables.

## 11. PETS

Please be respectful as not all residents are pet people or pet owners and the common areas belong to everyone.

All pets must be registered with the Association by filing the appropriate form with WFL prior to move-in. There is a \$150 registration fee for new dogs. Additionally, there is a \$25 per month fee added to common charges for new dogs as of 8/4/2010. **(SEE ATTACHMENT 2)**

There is a 35-pound (fully grown) weight limit for dogs allowed at 70 Strawberry Hill.

All registered pets must be vaccinated. Owner/resident must provide proof of current vaccinations upon registration prior to move-in.

Only one dog is allowed per unit, and 2 pets total per unit. This includes pets visiting overnight. Pet breeding or litters are prohibited from the complex.

All pets must be discouraged from dropping waste in courtyards, pathways, hallways, and stairwells. Pets must be walked in the rear parking lot, designated pet area, or off the property. Please keep pets 10 feet from windows and buildings. The pet owner/guardian is responsible to clean up after their pet.

All pets must be on a leash while in common areas and walked to and from each building through the back stairwells. Pets are not allowed in the laundry rooms. Pets are permitted on the lawns, but only after they have been walked outside of the courtyards. Pets must be kept out of flower beds at all times.

Any violation of these pet rules will result in a \$100.00 fine per occurrence, which will be billed directly to the unit owner's account.

## 12. LAUNDRY

Card operated laundries are located in the basement of the New Canaan building, Darien building and the Westport building. Laundry cards are available for a \$5 fee by contacting the Property Manager. The machine to fill and refill laundry cards is located in the Darien building laundry room. One large capacity washer and one large capacity dryer are located in the New Canaan laundry room.

No owner or tenant is permitted to have a washer or dryer in their unit.

Problems with the laundry machines should be addressed by contacting WFL. Issues with water, leaks, or the laundry rooms should be addressed with WFL also.

### 13. GENERAL COMMUNITY RULES

Bicycle riding, ball playing, or the playing of any other sporting activity is strictly prohibited in the courtyards, sidewalks, parking lots, driveways and any other common area. Unit owners will be held liable for any damages caused to the common areas by the unit owner, their children, their tenants, their guests, or other agents.

No flowerpots, window boxes, satellite disks or any other items are permitted on the outside frames of your unit.

No bird feeding is permitted from the windows of any unit or on the lawns in the courtyards, as this practice attracts rodents.

Sitting on the lawns is permitted, but please do not use them as a shortcut, as an unsightly path could be worn through the lawn.

All units must be at least 90% carpeted in each room (except for kitchens and baths) as stated in the by-laws. Compliance with this rule (and provision of the 70SHCA By-Laws) must occur within 30 days of your move-in date.

Please be considerate of your neighbors by avoiding loud music, loud television, use of heavy exercise equipment, and stomping on the floors at all times. Quiet hours are in effect beginning at 11:00 PM.

No business which produces foot traffic can be conducted anywhere on the property, including within individual units.

Only the Board of Directors and WFL may post notices in the entrances of the buildings and/or any other appropriate viewing area (e.g., in a garage relating to parking, etc.). Owners/residents are permitted to put up a flyer and/or notice **only** in the laundry rooms on the bulletin boards provided. All flyers and/or notices posted in the laundry rooms must be of an appropriate nature for public viewing and are subject to removal by the Board of Directors at its sole and absolute discretion. If an owner/resident posts a flyer and/or notice in a building other than on the bulletin boards provided in the laundry rooms, the flyer and/or notice will be removed immediately.

Please be considerate of your neighbors when smoking outside of a building, and please request the same of any guests visiting you at the property. Please do not smoke below or near any resident's open windows where the smoke will

penetrate their units. No smoking is permitted on front porches or in garages. Do not dispose of any cigarette butts on the sidewalks, in the grass, or on the steps of the building. Cigarette receptacles are located throughout the grounds.

#### **14. MOVING IN OR OUT OF 70 STRAWBERRY HILL**

These procedures are intended to assist you and 70 Strawberry Hill Condominium Association ("70SHCA") during the process of moving in or out of the complex. All owners must comply with the following and manage their tenant moves, in or out. WFL will only work with an owner and not with a tenant or realtor on a move. **(SEE ATTACHMENT 3)**

All physical moves must be scheduled at least five (5) business days in advance with WFL by calling (203) 604-1390. Moves should be planned to occur Monday through Friday between the hours of 9:00 AM and 4:00 PM, excluding holidays. Moves must be via the back stairwells and failure to do so will result in a fine of \$100.00 to the owner. WFL will advise you of the steps to take, paperwork needed from you and provide instructions. Please note, moving at any other time constitutes a violation of the rules and regulations of 70SHCA, and a fine of \$100.00 will be assessed directly against the Owner's account, if prior approval was not properly obtained from the Board of Directors, in addition to any other applicable fee due to be payable to 70SHCA for such move.

A scheduled time for the move will only be confirmed and accepted upon receipt of the following:

- \$300 move-in fee (Mon-Fri)
- Additional \$150 move-in fee (if Saturday move requested – must be pre-approved by the Board of Directors).
- Certificate of Insurance – naming 70SHCA
- Submission of executed lease
- Submission of Emergency & Pet Registration & Vehicle Registration forms
- Acknowledgement of move-in check list and of Rules & Regulations document.

The fee for a move-in is \$300.00, which is a one-time fee and is required for each move within the condominium complex. Please make the check payable to "70 Strawberry Hill Condominium Association" and mail it to our Property Manager (name and address provided on cover page). You are responsible for presenting or mailing the check in sufficient time for 70SHCA to have it in its possession prior to scheduling the move.

Absentee owners must advise their tenants of the moving rules as well as all the rules and regulations of 70SHCA and acknowledge receipt. Owners are responsible for ensuring that tenants abide by the rules and regulations of 70SHCA. If either an Owner and/or a tenant does not abide by the rules and

regulations as detailed here, the fine relating to the infraction will be assessed directly to the Owner's account. Also, the Owner will be charged for the repair of any damage that occurs during any part of a move. As noted previously, do not ask your tenant or realtor to contact WFL for a move. The owner must manage this process.

### **SATURDAY MOVE**

At the discretion of the Board of Directors, a Saturday move – between the hours of 10:00 AM-4:00 PM, may be permitted for an additional fee of \$150, which is IN ADDITION to the (Mon-Fri) \$300 move-in fee stated above, and must be approved by the Board of Directors. If approved, a check made payable to “70 Strawberry Hill Condominium Association” must be delivered to the Property Manager five (5) days prior to the scheduled Saturday move.

### **MOVE IN – GENERAL**

1. If you have not already received them, moving instructions can be obtained from WFL, and include the following:
  - a. Information sheet.
  - b. Vehicle registration -- you must have a registration on file with 70SHCA for each car. Outdoor parking is included in your common charge.
  - c. Pet form (only two pets total per unit are permitted, consisting of either one dog and one cat, or two cats).
  - d. Rules & Regulations Acknowledgement Form.
  - e. Certificate of Insurance
  - f. Executed lease
2. Fill the forms out promptly and return them to WFL with the move-in fee. The forms can also be emailed to [Wendy@wflrealestate.com](mailto:Wendy@wflrealestate.com)
3. Request that the Property Manager put you on the waiting list for indoor parking if you so desire.
4. Schedule the move with the Property Manager, after all completed forms are submitted, along with the relevant fee.
5. Schedule time with the staff to put materials into storage if needed.
6. PODS or other storage containers **are not** permitted on the premises.

If you have completed the moving data in sufficient time prior to the move, the staff will program your phone number into the phone entry/security system as

close to the move-in date as possible. WFL will also organize a mailbox label to be added with the next scheduled order.

### **MOVE IN – OWNER**

If you are a new owner, be sure that all information regarding the purchase of your home is on file with 70SHCA. The previous owner should have provided this data when a resale package was requested and the Right of First Refusal\* procedure was followed. (See 70SHCA Declarations Article 25 and By-laws Section 16.)

Speak to the Property Manager about setting up your common fee account, getting on the list for indoor parking if desired, obtaining keys or other materials owned by 70SHCA. Be sure we have your correct unit mailing address and phone number, cell number, and e-mail address.

### **MOVE IN – LANDLORD**

Provide the management company with a copy of the lease and a completed registration form with your tenant's information. No mailbox id tag or intercom access will be provided without this. In addition, if these items are not received five (5) days prior to the move in date, a \$100.00 fine will be assessed.

Provide your tenants with a copy of the rules and submit a Rules & Regulations Acknowledgement Form. **(SEE ATTACHMENT 4)**

### **MOVE IN – RENTER**

If you have a new renter, the unit owner must file a copy of the tenant's lease with 70SHCA, and the required move-in fee must be paid to 70SHCA. The owner is responsible for advising their tenant of their rights and responsibilities as a tenant in our 70SHCA Condominium Community. Be aware that a tenant's phone number will not be programmed into the entry system until 70SHCA has all the requisite information from the owner.

Only the unit owner is to communicate with the staff and Property Manager, unless it is an Emergency.

The unit owner must supply a copy of the Declaration, By-laws and rules & regulations so that the tenant can review their responsibilities. For instance, the By-laws state that the unit must have 90% of the floor area in each room carpeted, excluding kitchen and bathroom, and that there must be window coverings on all windows. This must be inspected by the owner within 30 days of move-in to ensure it is done.

## **MOVE OUT – GENERAL**

1. Return any garage openers to the staff and apply for a refund of your deposit.
2. Schedule a time with the staff to open storage areas for removal of personal property.
3. PODS or other storage containers **are not** permitted on the premises.
4. No mattresses, furniture, etc. may be placed in or around the dumpsters.
5. Improper disposal of refuse will result in a \$100.00 fine per occurrence in addition to any removal charges, which will be billed directly to the unit owner's account.

## **MOVE OUT – OWNER\***

Speak to WFL about making arrangements to close out your common fee account and returning any keys or other materials in your possession that are the property of 70SHCA. Also, please be sure to provide the Property Manager with your new mailing address and phone number in the event 70SHCA needs to contact you in the future.

## **I. MOVING RULES FOR YOU AND YOUR MOVING COMPANY**

Large over-the road moving vans and even mid-sized trucks will not make the hill and turns on our driveway. If you are unsure about what kind of truck will be used, have the delivery agent visit the property when the move is scheduled through his office.

Movers are expected to park and unload in a manner that allows free movement of traffic through our driveways.

Moves should be planned to occur between 9:00 A.M. and 4:00 P.M. Monday thru Friday.

Use only the back, uncarpeted stairways. Failure to do so will result in fines to the unit owner.

Use pads where necessary to protect walls and flooring.

Use the walkways— do not cut across the lawn.

Do not use rocks or jam things into the doors to hold them open. Use rubber or wooden doorstops for this purpose.

Any debris left by the movers, must be cleaned up by the moving company or resident. There is to be no garbage or material of any kind left in the stairwells, hallways or courtyards. Failure to do so will result in fines to the unit owner.

Empty cartons must be broken down and placed in the recycle areas in the Fairfield/Greenwich or New Canaan garage.

No unwanted furniture, materials or similar should be dumped by the trash dumpsters. Doing this compromises our regular garbage pick-up with the City. Any illegal dumping is a violation of the rules and regulations and a unit owner will be fined \$100.00 for each occurrence, in addition to any removal charges, which will be billed directly to the unit owner's account.

**\* 70SHCA Right of First Refusal**

If you are a resident owner and have sold your unit, or are moving out and renting your unit, the Right of First Refusal procedures must be followed. Please refer to Declarations Article 25 and By-laws Section 16. Contact the Property Manager with any questions that you may have with regard to the Right of First Refusal procedures. The proper resale documents, including sale/lease date, names of new owners/tenants, and other requested documentation must be on file with 70SHCA by sending it directly to the Property Manager (name and address provided on cover page).

**UNIT RENTALS**

Please see Section I General Policies for information regarding move-ins/move-outs and all renter requirements and also Section 11. Pets (to note specific pet regulations).

A Sales Tax Recovery Fee associated with rental units is charged. The fee is currently 5% of the common charges and billed to the unit owner account monthly.

**15. MAINTENANCE STANDARDS**

Maintenance Standards were adopted by 70SHCA effective January 1, 2016 and now form part of the Rules & Regulations document and can be found attached to this document.