

Resident Handbook With Rules & Regulations

1027 ARCH STREET CONDOMINIUM ASSOCIATION

Version 2. January 2013

**1027 Arch Street
Philadelphia, PA 19107**

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1. INTRODUCTION

This Resident Handbook with Rules & Regulations ("Handbook") will acquaint all residents with essential information about the 1027 Arch Street Condominium Association. This Handbook replaces any previously issued documents concerning these issues. In the event of any conflicts between this Handbook and the Declaration or Bylaws, the Declaration and Bylaws will supersede this Handbook.

This Handbook was adopted by the Executive Board of the 1027 Arch Street Condominium Association in May 2008, and is applicable to all unit owners, residents, tenants, guests, visitors, invitees, or any other occupant of a unit in the condominium. This Manual must be made part of any lease that an owner enters into with any tenant. The term "Resident" shall include all unit owners, tenants, guests, visitors, invitees, or any other occupant of a unit in the condominium.

2. CONDOMINIUM ASSOCIATION BOARD AND MANAGEMENT

The Association is comprised of all Owners of the Condominium. The Executive Board acts on behalf of the Owners of the Condominium and has five positions, each with a Three (3) Year Term. All open Board positions are posted for volunteer nominations and voted on by the Owners, in advance of the term. Please refer to the Condominium Documents in reference to the Election of Future Board Members.

The Condominium Association and property are currently managed by

ORENS BROTHERS REAL ESTATE, INC. (See last page for contact information)

All inquires, problems, suggestions, complaints or building issues should be directed to the Management Company.

3. EMERGENCY, SAFETY AND SECURITY

Security is a major concern for all residents. There is no guarantee of security in or around the property. It is only through the shared effort of all Residents and Visitors that we can help to better our own individual security. Residents are urged to use common sense and to be aware of any potential problems.

**EMERGENCY INFORMATION AND PROCEDURES:
IF THE EMERGENCY IS A FIRE, THREAT TO
SAFETY, THEFT, VANDALISM, ETC.:**

ALWAYS CALL 911 FIRST!

- 1. LEAVE THE BUILDING IMMEDIATELY.**
In the event of a fire, use fire tower stairs, **NOT** the elevators.
- 2. CALL MANAGEMENT'S MAINTENANCE EMERGENCY NUMBER:**
(see last page for contact information).

The Condominium has NO On-Site 24-Hour Doorman or Security personnel. There are personnel who are scheduled on a regular basis to clean and maintain the common areas, but they are NOT acting in the capacity of a Security Guard, although they are helpful in alerting Management to any problems on-site.

Please call Management for any problems that are life-threatening / or affect building safety or security **AFTER** you call **911**.

Immediate and clear communication amongst all Residents is vital to help prevent or solve any building problems. All Residents should alert other Residents immediately to an emergency if they are able to do so safely, and they should use the most appropriate means possible. It is highly recommended that you program the appropriate telephone numbers into your cell phone, as well as the numbers of your neighbors.

EXAMPLES OF EMERGENCIES

1. **NO HEAT** and the temperature drops below 55 degrees Fahrenheit during cold weather months;
2. **Plumbing emergency** that threatens to damage your Unit or a neighbor's Unit;
3. **A damaged door** that will not close securely. A burglary should always be reported to the police first, and then to management.
4. **Lost or stolen keys.** Maintenance will unlock unit doors for a \$50 cash fee at the time of lock-out. Replacement keys and fobs are an additional \$25. Changed locks are billed separately, at an amount consistent with the lock that is being replaced.
5. **Domestic disturbances** and other acts of crimes should always be reported to 911 and then to management. Do NOT attempt to get involved in a domestic dispute or a crime scene.

Electric Emergency

If you have no electric or partial electric service in your unit, check the common hallway and look out the windows, to make sure that it is not a power outage affecting the entire building or neighborhood. If not, try re-setting the circuit breakers (switches) located in your main electric panel box. (They should all be going in the same direction. If one of the switches is in a different position than the others, this may be the reason that you have no/partial electric service). If this fails, call the emergency maintenance service.

Elevator Emergency

Both elevators have **EMERGENCY CALL BUTTONS** with a live telephone connection to a 24 hour Monitoring Service. Use the call button to reach this service, which will answer the call and alert the elevator company and/or the Police/Fire Rescue. Please remain calm in the event the elevator is stalled or the doors do not open and call for help. Do NOT attempt to pry open the doors or climb out the elevator car. You should also use your cell phone to call 911.

Plumbing/Sprinkler Emergency

If there is an active flood from your plumbing (toilet, washer, etc.) turn the water valve OFF and call the Emergency Maintenance Service ASAP. Please alert appropriate neighbors immediately. If a sprinkler head is damaged or is set off, leave the Unit immediately and call 911, then Management.

EXAMPLES OF NON-EMERGENCIES

1. **No telephone, cable or internet service.** Please report trouble to your service provider.
2. **Garbage disposals, appliances, running toilets.** Please call the maintenance department for the owner of the unit to report the problem.

4. ROOF

NO ONE IS PERMITTED ON THE ROOF AT ANYTIME WITHOUT PRIOR WRITTEN AUTHORIZATION FROM MANAGEMENT. Roof access is limited to authorized personnel for purposes of Maintenance, Repairs or Inspections only. The roof is off-limits and the doors are alarmed at all times.

There are signs posted on all doors leading to the roof that indicate, "NO TRESSPASSING, AUTHORIZED PERSONNEL ONLY."

All violators shall be considered criminal trespassing and may be arrested and prosecuted. Any Resident who accesses the roof by any means will be held solely responsible for themselves and of all persons with them. They will incur all liability for loss, damages and bodily injury/death resulting from their trespassing on the roof. The Condominium Association will seek all legal recourse available against trespassers.

5. NO SMOKING

Smoking is not permitted in any common area, including common hallways, the fire towers, lobby or elevators.

6. COMMON AREAS

No Resident is permitted to block, obstruct, damage or store any items in the fire towers, lobby elevator, or elevator lobbies or common hallways at any time. The lobby has a camera which records all visitors 24/hours day, but is not guaranteed to be 100 percent reliable as a security device, in the event of mechanical failure, human error or vandalism.

FIRE TOWERS / STORAGE ROOMS / BASEMENT / WINDOWS

NO ONE IS PERMITTED TO LOITER IN ANY FIRE TOWER, STORAGE ROOM, BASEMENT, OR TO HANG OUTSIDE ANY WINDOW.

PARTIES ARE NOT PERMITTED IN OR ON THE ROOF, STORAGE ROOMS, FIRE TOWERS, BALCONIES, BASEMENT OR ANY COMMON AREAS. STANDING ON, LEANING OVER FIRE TOWER OR WINDOW LEDGES, OR THROWING ITEMS (INCLUDING CIGARETTE BUTTS) ARE NOT PERMITTED. RESIDENTS WILL BE SOLELY RESPONSIBLE FOR ANY LIABILITY CAUSED BY THEIR GUESTS OR INVITEES, WHETHER THEY WERE PRESENT OR NOT.

Residents are not permitted to hang or attach any flower pots on any fire tower ledge, or window ledge; nor are they permitted to hang any clothes, sheets, blankets or laundry of any kind or other articles for display on the outside of window sills, walls or balconies.

No signage, awnings, grills, enclosures, canopies, shutters or TV, satellite or radio antenna or dishes shall be erected or installed in or on any common elements, including the balcony, window or roof, with out the prior written consent of the Board, which permission may be withheld for any reason. All exterior windows, façade and common elements are historic and may not be painted, replaced or altered in any way.

7. GUIDE TO SMOKE DETECTORS, FIRE ALARMS & SPRINKLERS

Smoke detectors, fire alarms and sprinklers are all distinct components of a very sophisticated building system, designed to protect your life in case of fire.

Smoke Detectors

1. Each unit is equipped with at least two (2) hard-wired smoke detectors, with a 9V battery backup, to ensure effectiveness in the even of a power loss.
2. If you hear intermittent beeps, it means that it is time to replace the battery back-up. Replace the batteries at least once per year. One smoke detector will not typically set off the building Fire Alarm. The building-wide Fire Alarm will go off when a series of smoke detectors go off and/or when someone pulls the alarm at a pull station.
3. If your smoke detector false alarms in your unit, you can attempt to reset it by switching off the circuit breaker which supplies the main electrical current to your smoke detector. The smoke detector will also stop alarming once any smoke has cleared. You should never attempt to dismantle or remove the detectors in your unit.
4. If a Hallway smoke detector goes off **DO NOT ATTEMPT TO REMOVE OR TOUCH IT.** Instead, please immediately alert the maintenance department (see last page for contact information).

Fire Alarm System

5. The building is also equipped with a Fire Alarm System. This Alarm is much louder than a smoke detector and has an Enunciator system that will announce a message to leave the building immediately. Smoke detectors emit a loud alarm, but the Fire Alarm will be much louder. If your smoke detector goes off, check to see if there is a fire in your Unit.
6. If there is a fire, remain calm, call 911, use the pull station on your floor on the way out and leave immediately. There is a pull station on each floor by the FIRE TOWER DOORS!! Pull to alert the entire building. Then leave via the fire towers stairs, NOT the elevators. Pulling a fire alarm without an actual fire is a criminal offense.
7. If the building fire alarms sound, exit the building immediately. There are two fire towers: one in the front (close to Arch St.) and one in the rear (close to Race St). Know your emergency route in advance.

Sprinklers

8. Sprinklers are set off by high temperatures near the sprinkler heads. If a sprinkler goes off, most likely the heat would be so intense that you would have already left the premises. Leave immediately and do not attempt to turn the sprinklers off! Use the pull station on your way out to alert the entire building and call 911. When safely outside, call the Emergency Maintenance Number (see last page for contact information).

AVOID AT ALL COSTS ACCIDENTAL SPRINKLER HEAD RELEASE:

USE EXTREME CAUTION WHEN PAINTING, CLEANING OR HANGING ITEMS ANYWHERE IN THE VICINITY OF THE SPRINKLER PIPES OR HEADS. NEVER HANG ANYTHING ON ANY PIPE IN YOUR UNIT. THE EXTRA WEIGHT MAY CAUSE THE PIPE TO BE STRESSED OR FALL AND/OR THE SPRINKLER HEAD TO GO OFF.

8. HEATING / VENTING AND RISK OF FIRE

Under no circumstances are fireplaces, open flame devices, indoor grills or kerosene heaters permitted to be used. Venting of all appliances to the outside of the building must be done in accordance with building codes. Any code violation and ramifications thereof will be the sole responsibility of the Unit Owner.

Currently, filters for individual HVAC systems are changed on a regular basis by the company hired to perform this task. Not changing the filter on a regular schedule will decrease the life expectancy of the HVAC unit and may cause a fire hazard.

Heat and air conditioning is provided to each unit by a water source heat pump. This unit is controlled by the thermostat on your wall. Turning your thermostat up or down "all the way" will not make your heat pump produce more heat, A/C, or produce any of it faster. The electronic circuit board on your heat pump requires a 5-10 minute cycle from off, to blower, to blower with heat or air conditioning. A malfunction of any kind will "lock-out" normal operation. Too many signals from your thermostat can have this effect. If this occurs, be patient. Turn the thermostat switch to "off." Wait a full minute. Turn the switch back to either "heat" or "cool." Keep the fan in the "auto" position at all times.

9. WATER SHUT-OFF VALVES

Each Resident should know where their Unit shut-off valve is located in the event that there is a leak or flood from an appliance or toilet. If there is a leak, turn off the water to your Unit and call the Maintenance Department ASAP. If you do not know the location of this valve, call the Maintenance Department.

10. INSURANCE

Condominium Insurance does not cover the improvements, contents, interiors, losses or liability of any Resident, with regard to their own Unit or Guests. Owners are required to purchase and maintain a Condominium Owners Policy with adequate coverage for improvements, contents and liability. Floods, leaks, fire or any other type of loss and damage to the interior of any unit are NOT covered by the Condominium Association Insurance Policy. Owners who rent their Unit should check with their insurance company and notify them that the Unit is rented. This may require a different type of insurance. The Owner is responsible for obtaining proof of tenant insurance (contents and liability) from the Tenant. A minimum \$500,000 of liability coverage is recommended for Owners and Tenants.

11. BUILDING ACCESS AND SECURITY

1. Do NOT assume that those entering and exiting the building are Residents.
2. Do NOT allow access to anyone if you do not know who they are. Residents should have their own keys and fobs. If someone claims to be locked out, instruct them to call the office and explain that you cannot allow them in.
3. Do NOT give copies of your key to anyone.
4. Do NOT prop doors open, including Front, Rear, Unit, and Fire Tower doors.
5. If you see or experience any suspicious or illegal activity, call 911 immediately and then call the emergency numbers as soon as possible (see last page for contact numbers). **CALL THE POLICE FIRST.**
6. Solicitation or notices placed on or under doors are not permitted at any time
7. Flyers and menus are not permitted to be distributed in any part of the building; please advise your food delivery people of that fact when ordering food.
8. Use common sense, get to know your neighbors, and keep an eye out for suspicious activity or intruders.

12. TOILETS AND OTHER PLUMBING FIXTURES

Under no circumstances should paper towels, garbage, tampons or sanitary napkins be flushed down the toilet. You should never flush any item that is not specifically designed to be used with a toilet. They are not waste disposals. Never flush any medicines or chemicals down toilets.

13. WASHERS/DRYERS

Your washer has a shut-off valve where the hose connects to the water source. You should become familiar with this valve and know how to turn it off, in the event of a flood. It is recommended that Residents **TURN-OFF** the valve when not in use, this is especially important in the event of a hose leak when a Resident is away.

In order to ensure proper function, Residents should only use the type of detergent that is recommended with their appliance. Never use non-washing machine detergents in the washer. Dryer lint must be cleaned and removed on a regular basis in order to prevent a fire. Clean the lint tray after each use. If you have a self-venting kit, you must maintain the water level that is recommended. Always put clothes in the washer first, before filling with water.

14. DISHWASHERS

Never use regular dish soap in your dishwasher; only use soap made specifically for dishwashers.

15. ACCESS & KEY POLICY

All units were originally on a master key system so that Management could access the Unit in the event of an emergency. Should a Resident change the locks to their unit, it is recommended that a key be provided to Management. If not, Management retains the right to use whatever means necessary to gain access for emergencies. Residents will then be liable for all costs incurred, including possible destruction of the lock, doorframe and door.

In addition to unit keys, all owners should have received a mailbox key, and one key that access the back door, hallway, fire tower, and mailroom.

FOBS

Owners should have received 2 fobs for access to the building front doors. To use the fob: Wave the fob flatly in front of the black panel on the front door intercom systems to release the magnetic lock to the doors.

Sellers are responsible for transferring keys at the time of settlement. Owners are responsible for transferring keys and fobs to their tenants. Tenants are responsible for returning all keys and fobs at the time of moving out of the unit.

If any owner has problems with either keys or fobs, or needs additional keys or fobs, they should contact management.

16. WINDOWS

Residents may not clean the outside of their windows on their own or by hiring an individual or contractor. Only the Condominium Association can hire professional, insured window cleaners, for the entire building, as needed. Fans, exhausts, or window air-conditioners are not permitted to be installed in the window of any Unit.

17. HAZARDOUS MATERIALS AND CONDITIONS

Nothing shall be done or kept in any unit or in any common area or balcony that will increase the insurance rate or which will result in the cancellation of insurance on the building. NO noxious paints or chemicals, or offensive activities shall be used or carried on in any Unit or common area. No one at any time may bring any hazardous, flammable, explosive or combustible materials into the building. Residents may not paint, chop, burn or cut anything on, over or above the common elements.

18. UNLAWFUL ACTIVITIES

No immoral, improper, offensive or unlawful activities shall be permitted anywhere in the property. Firearms are not permitted in any part of the building. Illegal drug activity will be reported to the police without warning.

19. STRUCTURAL INTEGRITY

Nothing shall be done to any Unit or common area which will impair the structural integrity of the building. No Resident may make any structural additions, alterations or improvements in their unit, without the prior written consent of the Condominium Association. This authorization shall not cause the Condominium Association to incur any liability on the part of the Association to any contractor, subcontractor or material supplier. The Unit Owner shall be responsible to obtain all required permits.

20. LADDERS

The management company does not lend out ladders that are stored at the building. Residents are responsible for providing their own ladders for their own personal use.

21. UTILITY INFORMATION

Gas and Electric utility services are active prior to move-in and are billed monthly to the owner of the condominium unit. The company responsible for billing of the sub-meters for the gas and electric is Monitor Data Corporation.

There is no gas service inside your actual Unit. Gas is used by all residents to fuel the roof top boilers (to maintain the constant water loop temperature in the colder months) and emergency generator back-up. This use is then apportioned to individual Units based on their individual use of heat. Some of this expense is spread equally to all residents for the heating of the common areas. This common use part is paid for in the monthly condominium fees.

Electric use is sub-metered individually for each Unit. The components in your Unit that will use electricity include your heat pump, range, refrigerator, washer and dryer and any other electric appliances or devices that you own that are wired or plugged in.

Cold water is included with the monthly condominium fee. A resident would only pay to heat the water for their hot water usage.

Traditional land-line telephone service is available through Verizon or the carrier of your choice. If you currently have an account, you may call and have it transferred to your new residence. If you do not have an account, you may be required to make an application for service. You should call in advance of your move.

VERIZON 1-800-640-4155 If calling from out-of-state: 215-590-7050

COMCAST is the designated Cable service provider. You may inquire about installation and service by calling 215-673-6600.

22. CONDOMINIUM FEE PAYMENT INFORMATION

MONTHLY CONDOMINIUM FEES

All condominium and utility fees are payable according to the terms of the Condominium Association governing documents. Condominium Fee payments should be made payable to "1027 Arch Street Condominium Association". The management office does NOT accept cash. Checks or money orders are acceptable methods of payment. PLEASE MAKE SURE THAT YOUR CHECK CLEARLY INDICATES YOUR NAME, ADDRESS AND UNIT NUMBER. Payments should be mailed to the Management office (see last page for mailing address and contact information).

LATE FEES

A Late Fee of 10% will be added to your account if condominium fees and utility payments are not received by the end of any given month. If any account remains delinquent, it may be referred to the attorney for the Condominium Association for legal action. In that event, in addition to any back due fees and late fees, the owner will also be subject to any legal fees.

BOUNCED CHECKS

There is a \$35 fee assessed for any checks returned from your bank. You will be notified if a check has not cleared. Late fees will also apply.

REPAIR CHARGES

If you have been billed for repairs, the amount will be added to your account and the Resident should pay immediately or with the next monthly payment.

23. NOISE / COMPLAINT PROCESS & RESOLUTION

1027 Arch St. Street Residents are encouraged to be good neighbors and to treat your neighbors respectfully, and as you would like to be treated.

Strictly forbidden at any time are excessively loud, obnoxious, violent sounds, noises, and conversations or construction noises emanating from their unit or outside in the common hallway that any way disturb other residents. In addition, residents may not play any musical instrument, stereo (or other audio equipment) radio or television noise, use power tools or cause any loud vibrations which would adversely affect others. This applies to the residents (both owners and tenants) and guests of residents and is especially critical during the established building quiet hours as follows:

Quiet hours for the building:

WEEKDAYS	10:00 PM to 8:00 AM
SAT & SUN	11:00 PM to 9:00 AM

Strict enforcement of the Noise Policy is important in order to ensure the highest quality of life for all residents. Should a resident have a complaint about another resident, the resident should make a formal complaint to the Management Company, in writing, with the details of the alleged incident. The Management Company, with authorization from the Board, shall investigate the complaint and try to resolve the issue. Upon the evaluation of the complaint, Management will write a letter explaining the situation and request immediate cooperation to remedy the situation. In addition, as indicated in Section 27 below, the Condominium Association shall have the right to impose financial penalties in the amounts of \$100, \$250, and \$500, respectively. These penalties will be added to the condominium fees, and will be due with the next monthly payment. Additional penalties and costs may be incurred if the resident is non-cooperative with the Management and Board's efforts to resolve complaints, and are at the sole discretion of the Board. Extremely excessive violations occurring during quiet hours should be reported directly to the Philadelphia Police Department by dialing 911. Residents should avoid confronting neighbors in these instances.

In the spirit of cooperation, all residents are encouraged to inform their neighbors of parties and gatherings in advance of the event. This does not relieve the resident of their duty to abide by the policy, but serves as a preventative measure to alert your surrounding neighbors.

The building has wood floors and ceilings, so it is important to be aware of the impact of heavy boots, high heels, running, stomping, pet activity or furniture on wheels, on the neighbors directly below you.

RIGHTS OF OTHER RESIDENTS

Residents will not do anything that interferes with the rights, comforts, safety or convenience of other Residents.

24. OTHER QUALITY OF LIFE ISSUES

TRASH

Trash is picked up by a private hauling company. Building dumpsters are emptied on a regular basis.

There is no in-house trash collection service available; all residents must place bagged trash in the trash room located on their floor. Place your trash in plastic bags, tie them tightly and place inside trash cans, whenever possible. Any trash that is too big to fit into the cans should be taken directly to the dumpsters located in the rear of the building. Organic materials and food waste should not be placed in bags. The garbage disposal must be used for all food disposals. The building maintenance crew will bring all trash down to the dumpsters, from the trash room only.

NEVER leave trash outside your door or in the hallways. You will be fined for leaving trash in any area other than the trash room. The threat of mice or insects is as important as the odor coming from a poorly maintained trash room.

RECYCLING instructions are posted in each trash room. Because the building uses a private commercial hauler, not all recyclables are recycled here. There is posted information about local drop-off locations where you can bring other items like motor oil and plastic bottles.

TRASH CITATIONS

Any fines imposed by the City of Philadelphia for trash that has been improperly disposed of will be forwarded to the offending party. The maintenance Department will investigate any problems and monitor dumpsters with 24-hours video surveillance. Illegal dumpers will be prosecuted.

Major debris, discarded appliances or large furniture must be removed by Resident at Resident's expense, off-site.

GARBAGE DISPOSALS

Your kitchen sink is equipped with a garbage disposal, which is controlled by a switch on the wall nearby. It is intended to grind small amounts of food waste into particles that can be safely disposed of through the sewer lines. It is NOT intended to dispose of large amounts of food or anything hard like bones or cardboard or paper. Never leave your disposal on without running water, or for extended periods of time. If your disposal stops working, you can many times tell what the problem is by sound. If there is no sound, the problem is probably electrical and the unit needs to be reset either by pushing in the small red button on the underside of the disposal or by flipping the circuit breaker on your circuit panel. If you hear a loud grinding or buzzing noise, you probably have a hard object stuck in the disposal which is preventing the blades from spinning inside. The object must be removed before the disposal can be used again. Do NOT attempt to put your hand down into the disposal without first turning off the power at your circuit panel (not just the switch to the disposal). If you repeatedly attempt to correct the problem by turning the disposal on and off, you may burn out the motor and the entire disposal will need to be replaced. If you are not sure how to fix this problem on your own, please call the Maintenance Department.

FOOD AND CLEANLINESS

Insects and rodents can be avoided with proper cleanliness. Food should be sealed in containers and kept in refrigerators or cabinets. If it is determined that an extermination problem is caused by unclean conditions or living habits, you will receive a request to change those conditions or habits. If a resident fails to make the requested changes, a professional cleaning company and/or an exterminating company will be hired to intervene. All costs associated with such a remedy will be charged directly to your account.

ODORS

Strong, obnoxious, or poisonous toxic odors are not permitted.

EXTERMINATING

It is the responsibility of each resident to control and exterminate insects and vermin. The Condominium Association hires a professional exterminator for all common areas only.

PETS

No non-domestic mammals shall be raised, bred or kept in any Unit or in the common areas. Domestic animals (including by way of illustration and not limitation: dogs, cats and hamsters but excluding pot belly pigs, ferrets and snakes) birds and fish may be kept as a household pet in the Unit; provided that such permitted animal (I) is not kept for any commercial purposes; (II) is kept in strict accordance with any Rules and Regulations relating to household pets from time to time adopted or approved by the Executive Board; and (III) does not, in the judgment of the Executive Board, constitute a nuisance, danger, or unreasonable disturbance. Any animal found in a Unit in violation of these requirements or found to be a nuisance or an unreasonable disturbance by the Executive Board shall be permanently removed from the Property upon Three (3) Days written notice from the Executive Board. All pets shall be registered with the Executive Board. All pets MUST be kept on leashes or confined when in any of the common areas of the building. Any accident that a pet may have in any common area is to be cleaned up immediately. Residents are completely responsible to clean up after their pet and to be held liable for any loss, damage or personal injury/death that is caused by their pet.

No more than three (3) pets may be kept in any one unit at any time.

25. CHANGES TO THE UNIT

Nothing may extend outside unit whether outside the windows or the interior walls. Residents may not change or install electric fixtures, pipes, wires, or other plumbing fixtures unless the resident has first obtained the written consent of the Condominium Association.

26. POLICIES FOR LEASING, MOVE-INS AND LARGE DELIVERIES

1. MOVE-INS and MOVE-OUTS

The following rules were developed to protect the common areas and to prevent other residents from being disturbed or inconvenienced:

1. **Minimum 24 Hours Notice to Management (preferably a week or more);**
2. **Moving Hours are limited to WEEKDAYS 9:30 AM to 4:00 PM and 6:30 PM to 8:00 PM;**
3. **Special arrangements can be made for weekend moves if the resident moving can assure Management that the main entry door will be attended throughout the move;**
4. **An advance payment deposit of \$350 will be paid by the Unit Owner or the Tenant to Management to cover any damage. They will receive this back, less any damage costs, after an inspection of the move-in or out. Any damages and/or clean-up will be deducted from the deposit and any excess charge will be added to the Owner's account;**
5. **Movers may only use the left elevator (closer to Race St.) because it has higher ceilings. Elevator wall blankets must be hung in advance by Management to protect the side walls.**
6. **You must clearly instruct movers to follow these rules and not leave any entry doors open when unattended.**

2. LARGE DELIVERIES

In order to minimize inconvenience for all Residents, all large furniture deliveries must be scheduled in advance with Management.

3. RULES FOR OWNERS WHO RENT

All owners are required to abide by the provisions of the Condominium Documents which include the Declaration and the Rules and Regulations adopted by the Condominium Association. All Unit Owners are prohibited from advertising or renting their units for any time period shorter than an initial term of three (3) months. In addition, all Owners are prohibited from renting their units for any purpose that is not allowed for under the current zoning of the property. This means that all residential units may only be used or rented for residential purposes. All Owners who rent their units must make leases subject to this Handbook, and attach a copy of this Handbook to any lease agreement. Additionally, all Owners who rent their units must make the Lease Addendum, attached to this Handbook, a part of any lease that is signed. The Owner is responsible for returning the Resident Information Form to the Management Company. Owners who rent their units acknowledge that if their Tenant is notified by the Condominium Association that the Unit Owner is delinquent in the payment of condominium fees and charges, then the Tenant is authorized by the Unit Owner and required to pay the monthly rent, when due, to the Condominium Association instead of the Unit Owner or its agent, until notified by the Condominium Association that the delinquency has been paid in full.

ALL OWNERS WHO RENT THEIR UNITS MUST PROVIDE THE FOLLOWING ITEMS TO THE MANAGEMENT COMPANY PRIOR TO ANY TENANT MOVING IN: 1) A COPY OF THE COMPLETE AND FULLY EXECUTED LEASE AGREEMENT; 2) AN ACKNOWLEDGEMENT, SIGNED BY THE TENANT, OF RECEIPT OF THE HANDBOOK OF THE RULES AND REGULATIONS; 3) THE SIGNED LEASE ADDENDUM; AND, 4) THE RESIDENT INFORMATION FORM.

To protect all Residents, a credit check and criminal background check should be run on any person applying to rent an apartment in the property.

All Owners **MUST** provide advance notice to management of any move-in or move-out, along with the contact information for the new resident in case Management needs to reach them directly. All Owners must assist in enforcing the Rules & Regulations and in mediating any disputes with neighbors.

THE EXECUTIVE BOARD RESERVES THE RIGHT TO TERMINATE THE LEASE OF ANY TENANT THAT IS IN VIOLATION OF THE RULES & REGULATIONS. Therefore, all Lease Agreements must have a Lease Termination clause in the event of a violation of the Rules & Regulations.

4. RULES FOR OWNERS WHO SELL

If a Unit is listed for **SALE OR RENT**, at no time may a lockbox be used for access to the front door of the building. All Open Houses must be scheduled in advance and adequately supervised so as to prevent strangers from wandering the building.

27. ENFORCEMENT OF VIOLATIONS OF RULES AND REGULATIONS

Any Resident found to be in violation of the above Rules and Regulations can be fined according to the following schedule: (in addition to paying all costs for actual damages in association with the fines)

- 1. \$100 First Offense**
- 2. \$250 Second Offense**
- 3. \$500 Third Offense**

Fines will be assessed in writing and will be due with the next condominium fees paid and will accrue a late fee of \$25; \$50 and \$100, respectfully, for each month that they are not paid. For any amounts that remain unpaid, the unit owner, in addition to the amount owed, will be responsible to pay attorney fees required for the enforcement of rules and collection of these amounts due.

FUTURE REVISIONS. The Executive Board shall have the right to modify, amend or change this handbook and Rules & Regulations at anytime. Residents are welcome to contribute their written suggestions for any improvement to Management, who will submit them to the Board for consideration in future revisions.

Please submit all correspondence to Management (see last page for contact information).

Version 2 01/28/13

NEW RESIDENT INFORMATION FORM & ACKNOWLEDGEMENT

PLEASE CONFIRM RECEIPT OF THIS HANDBOOK AND PROVIDE US WITH YOUR CONTACT INFORMATION PRIOR TO MOVE-IN. EACH PERSON RESIDING IN THE UNIT MUST COMPLETE A SEPARATE FORM. THE UNIT OWNER IS RESPONSIBLE FOR INSURING THAT MANAGEMENT RECEIVES THIS FORM. THIS FORM IS TO BE USED FOR NEW OWNERS PURCHASING UNITS IN THE BUILDING AND FOR ALL TENANTS WHO MAY BE RENTING ANY UNIT.

FOR FASTEST COMPLIANCE---PLEASE FAX THIS FORM TO 215-387-1618 OR E-MAIL A SCANNED COPY TO 1027ARCH@ORENSBROTHERS.COM

1027 ARCH STREET UNIT # _____ PHILADELPHIA, PA 19107

RESIDENT NAME: _____

ADDRESS (for billing and correspondence):

CELL #: _____ HOME #: _____

WORK # : _____ EMAIL #: _____

BEST WAY TO CONTACT: _____ BEST TIME: _____

IN THE EVENT OF EMERGENCY, WHO CAN WE CONTACT ON YOUR BEHALF?

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY/STATE: _____

CELL #: _____ HOME #: _____

WORK #: _____ E-MAIL: _____

DATE OF MOVE-IN: _____

NAME OF REAL ESTATE AGENCY (FOR SALE OR RENTAL if applicable):

I (WE) HAVE RECEIVED, READ AND AGREE TO ABIDE BY THE 1027 ARCH STREET CONDOMINIUM RESIDENT MANUAL WITH RULES & REGULATIONS:

NAME: _____ DATE: _____

NAME: _____ DATE: _____

MANAGEMENT COMPANY CONTACT INFORMATION:

ORENS BROTHERS REAL ESTATE, INC.

4415 CHESTNUT STREET SUITE 202

Philadelphia, PA 19104

215-222-4412

FAX 215-387-1618

1027arch@orensbrothers.com

Maintenance Department.....215-387-0800

EMERGENCY.....215-726-4979

The office number 215-222-4412, is operational 24 hours, even when the office is closed. Follow the prompts to direct your message to the right department. For non-emergency maintenance calls that will be picked up the next business day, dial extension 132. You can reach this same voicemail box by dialing 215-387-0800, the regular maintenance line.

There is also a designated e-mail address: 1027arch@orensbrothers.com as an alternate method of making routine maintenance requests, and for general comments or questions. This e-mail is checked at least once each business day.

OPTIONAL MAINTENANCE SERVICES FOR OWNERS

Orens Brother Real Estate, Inc. is a full-service company with separate departments for construction, sales, management and maintenance. The company is well-equipped with staff that are committed to prompt and courteous service.

The management company is responsible for the day-to-day operations of 1027 Arch Street, including maintenance and upkeep of all the common areas. Maintenance inside the individual Unit is the Owner's responsibility. Each Owner is free to use whichever maintenance company they choose.

If an Owner prefers to use Orens Brothers Real Estate, Inc. for maintenance, repair, cleaning and/or rental turnover needs, please call directly in advance.