

HH

HAYES HOUSE

CONDOMINIUM

44 Strawberry Hill Avenue Stamford, CT 06902 203-324-3755



RESIDENT INFORMATION

Summary of HH Rules & Regulations

Updated June 2015

RESIDENT NOTES

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Introduction

Hayes House is an association of unit owners that elects a Board of Directors responsible for the business of Hayes House.

We have a Superintendent who runs the building on a day-to-day basis and a Management Company which supplements the Superintendent's role and performs administrative duties for us.

Living in a building with others is similar to residing in a neighborhood; we are all concerned with knowing how to be good neighbors.

A Rules and Regulations Handbook stating the rules and regulations for daily living at Hayes House is provided to all new owners as part of their resale package. *If you are a renter please ask your landlord for a copy of this important handbook or you may request a copy from management.*

The following summary of the HH Rules & Regulations is distributed to residents as a supplement to the Rules and Regulations Handbook and to further ensure enjoyment of our home for everyone in our community.

Included is information which can help you get off to a good start even before you move in. We hope you will find this information useful and that you will refer to it from time to time to keep abreast of changes as they occur. Of course, you can always contact the Management Company should you have any questions.

MOVES

All moves can be reserved within a day's notice, as long as all required documents are provided, all fees paid beforehand and the date requested is available. This may be done by calling the management company during their normal working hours (excluding holidays). Please note that reservations are made on a first come, first serve basis and that only one move (in or out) can be scheduled per day.

We have one elevator, the one on the left, which is used for moves and deliveries. Protective padding has to be placed in the elevator prior to its use. All moves are made through the "C" Level Delivery Door only

Moves in or out of the building are restricted to no earlier than 9:00 A.M. and must be completed no later than 3:30 P.M., Monday through Friday, excluding holidays. Moving at any other time constitutes a violation of the rules and regulations of the Association and should this occur fines will be imposed.

Note that if a violation requires building staff to work beyond their normal hours the overtime will also be charged to the unit owner's account.

DELIVERIES

All deliveries must be scheduled in advance of the actual delivery. This can be done within a day's notice, provided there are no conflicts, by calling the management company during normal work hours, Monday through Friday (excluding holidays). Please note that reservations are made on a first come, first serve basis and that more than 1 delivery may be scheduled on the same day provided that there are no conflicts with other deliveries or moves.

DELIVERIES (cont'd)

We have one elevator, the one on the left, which is used for moves and deliveries. Protective padding has to be placed in the elevator prior to its use. All moves are made through the "C" Level Delivery Door only

Deliveries in or out of the building are restricted to 9:00 A.M. to 3:30 P.M., Monday through Friday, excluding holidays and 9:00 A.M. to Noon on Saturdays. Deliveries at any other time constitute a violation of the rules and regulations of the Association.

Note that if a violation requires building staff to work beyond their normal hours the overtime will also be charged to the unit owner's account.

PARKING

An indoor parking space is assigned to you with your unit. If needed, an extra outside parking space may be rented on a monthly basis. Contact Pyramid RE Group to arrange for a parking permit and payment. Parking in the rear parking lot without a permit will result in a fine or towing.

You may also post a request on the mailroom board and/or the laundry room board for a parking space in the garage as from time to time owners may wish to rent their space.

Residents/Guests may park in front of the building for up to an hour, but must sign in and out with the doorman.

Guest parking is available from 7AM to 7PM at the rear of the property. Overnight guest permits are available from the doorman. Longer-term guest permits are available from the management company. **All permits must be displayed on the dash of the vehicle.**

PARKING (cont'd)

Commercial vehicles are not allowed to park in front of the building. Contractors and vendors will be instructed to park their vehicle in the rear parking lot.

RENOVATIONS/CONTRACTORS

For owners planning renovations or any other work in their units, work plans must be submitted in writing for Board approval. That includes changes to plumbing, electrical wiring, etc. Plans should be submitted to Management at least 10 days prior to the Monthly Board meeting which is held the last Tuesday of each month. In addition, unit owners are required to submit vendor insurance certificate/license to management office prior to work being performed at the property.

The owner/contractor will be responsible for any required permits from the City of Stamford.

No changes may be made to the structure of the walls, e.g., cutting into walls adjoining the hallways or other units.

All contractors must sign-in with the doorman before commencing work. Work may be done between the hours of 9:00 a.m. and 3:30 p.m. Monday through Friday.

Contractor work is subject to the same hourly restrictions that apply to deliveries.

Tool boxes, miscellaneous equipment, building materials and construction waste are restricted to the freight elevator, and only when properly padded. Contractors may not park in front of the building and must sign in with the doorman. **Work debris is to be disposed of offsite by the contractor or owner, and any damage done to Hayes House property will result in a fine assessed to the unit owner.**

UNLOADING OF PACKAGES/GROCERIES

For your convenience, there are shopping carts available from the doorman so you can unload your purchases or small packages at the front door. At your request, the doorman will be happy to assist you.

Please return the shopping cart to the doorman in a timely manner so that it's available for the next person's use.

TRASH

On each floor there is a trash room where recycling can be left in the area provided and garbage can be disposed of down the chute. All household garbage must be placed in a plastic bag and securely tied. All recyclable food containers must be rinsed free of food to prevent odor and insects.

Oversized items, to include **all corrugated boxes**, are to be taken to the C level area by the service entrance (turn right past the elevators on C level) and placed in the blue recycle container.

As a rule, items such as furniture, appliances, computers and other electronic equipment must be disposed of in accordance with local city regulations. We recommend a visit to the City of Stamford's website for more details: **www.cityofstamford.org**

WINDOW COVERINGS

All window treatments facing the outside of the building must be white. This presents a uniform appearance for the building. *Any color you desire may be used on the inside, but only white on the outside.*

BALCONIES

Please keep in mind that our balconies, though extensions of our home, are considered shared common areas and should be well maintained.

Collectively they form the building's exterior, which should look attractive, not only out of respect for our neighborhood but also to help protect the value of our property.

Patio-type furnishings and plants inside the railing are fine. However, hanging plants are not allowed. **The balcony may not be used to dry laundry, floor mops, etc., or to store objects.** Please do not sweep or throw anything off the balcony. Holiday lighting or other decorations are strictly prohibited on the balconies.

To protect the integrity of the building exterior, no holes may be made in the ceilings or walls, and no items may be hung. The color of the balcony needs to be uniform, again to present a good appearance for the building. (A special coating has been applied to preserve the concrete surfaces.) Therefore, NO PAINTING OF BALCONY FLOOR OR WALLS IS ALLOWED.

Balcony floors may be tiled. However, the owner/contractor must adhere to HH approved specifications, which are available from our management company. (Failure to do so may result in water damage to the floor). The owner/contractor must submit a proposal indicating materials to be used. Rugs or Astroturf are not allowed as floor coverings since they retain moisture which can damage the concrete.

If you plan on screening in your balcony, a contractor proposal with type and color of frame and screening must be presented to the board for approval.

LAUNDRY

There are ample washers and dryers on C level for residents. Hayes House uses a "Smart-card" system, and a card for laundry use may be purchased from the machine. In addition, for your convenience, there is a handicap-accessible laundry room on the SB level.

OCCUPANCY INFORMATION

No unit shall be occupied by more than one family, and such family shall not be larger than two times the number of bedrooms.

PETS

- One pet per unit is allowed in Hayes House
- Pets are not permitted in the Lobby or Landry Room
- Dogs must be leashed at all times
- Pet accidents must be cleaned up immediately
- Dogs are to be taken out of the building by using the side entrances on Level SB or Level C.

Remember to curb your dog at all times. Keep in mind that a well-behaved dog shows respect for your neighbors.

EMERGENCIES

For emergency purposes, you are required to leave a set of keys to your unit with the building Superintendent, who will keep it in a locked safe. In rare situations, Management may have to enter your unit in your absence should an emergency, such as water damage or a fire, occur. *You may want to consider leaving a spare key with a friend, or neighbor, in case you should lock yourself out of your unit.*

EMERGENCIES (cont'd)

In case of a fire emergency please follow the following instructions when you hear the fire alarm: (there are two fire alarms in each hallway, one next to the D Line and the other next to the M Line or rear exit.)

- Immediately test your front door with the back of your hand for heat. If warm to the touch, do not open the door. Instead, place a wet towel across the bottom (or threshold) of the door. Call 911 and follow the instructions of the 911 operator.

- If the back of the door is cool, quickly exit your unit and either go directly to the stairs nearest you or to the stairs furthest away from any smoke or fire. Once in the stairwell you are to head down to the Lobby/1st Floor.

- *Please do not call the front desk. The phone line must remain open for the use of the Fire Department.*

- If there is a **police** emergency, or a life-and-death situation, call 911 immediately.

For a building emergency (not personal), such as a burst pipe or lack of hot water, call the Front Desk immediately during the hours of 7:00 a.m. to 3:30 p.m. (203-324-3755). Outside of these hours, please call our management company on their after-hours emergency telephone number.

COOKING ODORS AND EXCESSIVE NOISE

As good neighbors, we need to prevent cooking odors from permeating the hallways as much as possible. That can be done by using your stove vent, opening windows and keeping your hallway door closed.

COOKING ODORS AND EXCESSIVE NOISE (cont'd)

As for noise, keep in mind that although Hayes House is an extremely quiet building, sound carries, especially in the evenings, and we all need to be considerate of each other. Dog owners should be especially mindful of dog barking during the late evening hours.

MAINTENANCE OF COMMON AREAS

If you happen to notice any maintenance issues in the common areas such as a broken door lock or handle, loose wallpaper, etc, please ask the doorman for a work order form in order to report the problem. You can also go to **HayesHouseStamford.com** and generate an on-line maintenance request.

Our first-class fitness center is located on the SB Level and is open daily from 5AM to midnight. A nominal monthly fee is charged to residents who wish to join. Our maintenance staff strives to maintain the facility in a high level of cleanliness but we also depend on members to report any problems or issues to management.

As regards to the Laundry Room, if a washer or dryer should be broken, you are to notify the Mac-Gray Company directly at (800) MAC-GRAY (622-4729). In addition, an **OUT OF ORDER** sign should be placed on or inside the broken machine.

BOARD OF DIRECTORS

The Board of Directors consists of seven members elected by the owners at the annual meeting.

Board meetings are scheduled monthly, the last Tuesday of each month. The Owners Open Forum, where owners may interact with

BOARD OF DIRECTORS (cont'd)

the Directors, begins at 7:00 p.m.

All owners are welcome to stay until the Board enters Closed or Executive Session. Approximately one week prior to the meeting, a Notice indicating the date and time of the meeting is posted on the mailroom and laundry room bulletin boards, as well as on the two bulletin boards outside the elevators.

If an owner has a personal matter to bring to the attention of the Board, it should be presented in writing (either in letter form mailed to Pyramid RE Group or via e-mail by visiting the Hayes House website) and the Board will respond accordingly.

HELPFUL PHONE NUMBERS/HH WEBSITE LINK

Maintenance/Super's Office:

Office and Fax #: 203-323-3098

Craig Leppla,

Property Manager

203-348-8566 Ext. 114

Mac-Gray

(Laundry Supplier):

1-800-622-4769

1-800-MAC-GRAY

Front Desk/Doorman:

203-324-3755

Patty Coleman,

Asst Property Manager

203-348-8566 Ext.137

HH WEBSITE

www.HayesHouseStamford.com

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