

# FIRST MANAGEMENT CORPORATION

## REAL ESTATE MANAGEMENT



### MONTEREY OWNERS CORP HOUSE RULES

**This memo is an extract of the house rules. A copy of the complete set of house rules can be obtained from the management office or can be located in your offering plan book.**

1. All moves, either in or out of the building, must be approved by the management office in advance and can only take place Monday through Friday from 9am to 4pm through the side entrances. An application must be obtained from the management company, filled out, and submitted with a \$500.00 deposit before any move can take place. Failure to comply will result in your \$500.00 deposit being forfeited or a fine of \$500.00 being implemented on your account. Additionally, any damage to the building during the move will be charged back to the shareholder.

No furniture or any other large item can be delivered on weekends. Failure to comply will result in a \$500.00 fine per occurrence.

2. All construction and apartment renovations must be approved by the management office in advance. You must complete a renovation agreement, include your contractor's licenses and insurance coverage, and submit a deposit of \$1,000.00. The management office will review the completed application and notify you when the application is approved. This process may take up to 2 weeks for final approval.

You must make sure that the hallway and elevator floor is covered when carrying material into and out of the building. Your contractor must use the side entrances at all times. Our superintendent will oversee all aspects of the work in your unit to make sure that there are no damages to any part of the building.

Construction work can only take place Monday thru Friday from 9am to 4pm. Failure to comply will result in your \$1,000 deposit being forfeited.

3. You must notify the superintendent for disposal of all large items such as furniture and mattresses. Large and/or bulky items can only be taken out on Thursday afternoons. Failure to comply will result in a \$300.00 fine per occurrence.
4. All household waste, except for recyclables, must be thrown down the compactor chute. The floor of the compactor room must be kept clean as a dirty floor is a health hazard, a fire hazard, and a building violation. Failure to comply will result in a \$300.00 fine per occurrence.
5. All recyclables must be placed inside the correct container that is located on the first floor next to the laundry room and garage entrance. All papers, cartons and boxes should be placed in the bins marked with the green labels. All glass, metal and plastic should be placed in the bins marked with the blue labels. No recyclables should be left in the garage trash bin. Failure to comply will result in a \$300.00 fine per occurrence.

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6. All laundry carts are not to be removed from the laundry room and are meant to be used solely for the use of clothing. If the laundry carts are improperly used or removed from the laundry room, this will result in a \$25.00 fine per occurrence.
7. **No dogs are allowed in the building. There is a \$1,000 fine for every month you are in violation of this rule.**
8. It is a building violation to rent out rooms in your apartment. If it is determined that you are violating this rule, there will be a \$1,000.00 per week fine imposed and legal action will commence.
9. There is absolutely no loitering, ball playing, skating, bicycling, or playing near the main entrance, side entrances or common areas of the building. Failure to comply will result in a \$100.00 fine per occurrence.

It is important for all of us to keep the building clean and looking its best at all times. If you see anyone breaking any of these rules, please call the management office and notify the superintendent immediately. Any information from you will remain strictly confidential.



Secretary of  
Board of Directors



President of  
Board of Directors