

## PRINTERS ROW

### RULES AND REGULATIONS

The following rules and regulations are based on a review of policies that have worked well for similar communities and suggestions that have been made by Printers Row owners. To promulgate rules completely satisfactory to all would not be possible. However, these rules should meet with the approval of the great majority of Co-Owners. Please bear in mind the purpose: to ensure to all residents a congenial, dignified, and pleasant residential atmosphere and to enhance the value of each apartment in this historic and beautiful building constructed in 1909.

The Rules and Regulations will be enforced by the Board of Directors and the Manager. The "enforcing" action will be minimal when everyone understands that the Rules are intended to benefit all residents without unduly restricting anyone. Owners and tenants should familiarize themselves with the Rules and Regulations and, as well, with their Master Deed and the Bylaws which govern the management of Printers Row.

All owners are responsible for the conduct of their families, guests, tenants, and those who may be employed by them.

All questions, suggestions, or complaints should be made to the Manager or the Board of Directors in writing. Adherence to this procedure will expedite the actions to be taken.

1. **NOISE** – Loud noises of any kind can be a source of irritation to others in a multi-family residence. Therefore, the noise level of televisions, stereos, musical instruments, talking, etc. must be kept at a reasonable level at all times. Such disturbances may be reported to the Manager for corrective action. Repairs and alterations shall only be done between 8:00 AM and 5:00 PM Monday through Friday unless otherwise authorized by the Property Manager.
2. **PETS** –No animal may be kept by any Co-Owner unless expressly permitted in writing by the Regime. Such permission may be conditioned on such terms as the Regime decides is in the interests of the Regime as a whole.

Pets are not allowed in any common areas unless carried or on a leash. (Common areas include: lobby, hallways, stairs, elevator, storage areas, first floor back garden, third floor deck, and such other areas as may be designated by the Board.) Pet owners whose animals soil any of the common areas are responsible for clean-up. This should be done immediately to avoid accidents and/or offense to others.

If a pet is making excessive noise or in any way bothering residents, the matter should be reported to the Manager. If a pet continues to bother other residents, the owner must correct the problem promptly. Otherwise, the Regime may require the removal of the pet from the premises.

The Owner shall indemnify the Regime and hold it harmless against any loss or liability whatsoever arising from his having any animal on the Printers Row premises.

- 3. INDIVIDUAL APARTMENTS** – The appearance of an Apartment from the outside and all exterior areas appurtenant to or connected with an Apartment shall not be painted, decorated, or modified by any Owner in any manner without prior consent of the Regime, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Regime. This Rule applies without limitation to doors of all types, windows, glass, window panes, door and window frames, etc.

No article shall be hung or shaken from the windows or permanently affixed upon the outside sills of the Apartments.

Owners are prohibited from making any additions, alterations, or modifications to their Apartments that will in any way change the exterior appearance or affect the structural soundness of the structure. (Owners should familiarize themselves with the Bylaws of Printers Row, Article VI, "Operation of Property.")

No awnings, window guards, light reflective materials, hurricane or storm shutters, ventilators, fans, or air conditioning devices, etc. visible from the outside of the building shall be used.

No sign, notice, or advertisement shall be inscribed or posted at any window or on the visible exterior surface of any apartment.

No plants or plantings may be placed outside any Apartment in the common area without the written approval of the regime.

Any Apartment owners who plans to be absent from his apartment during the hurricane season (June through November) must designate a responsible firm or individual to care for his apartment.

- 4. COMMON AREAS** – The walkways, entrances, lobby, halls, and stairways shall not be obstructed by Apartment owners.

No bicycles, baby carriages, or similar vehicles shall be allowed in any of the common areas except in the north staircase area adjacent to the disposal room. Residents should follow these rules as a courtesy to all residents:

- If you are in-town and actively using your bicycle, feel free to use the bike rack.
- If you are in-town and not actively using your bicycle, please store your bicycle inside your Unit.
- If and when you are out-of-town for extended periods of time, please store your bicycle inside your Unit or in the basement.

No radio, television, satellite, or other antennae shall be attached to, or hung from, the exterior of the Apartments, the roof or the Deck Area, or be used in any manner visible from the exterior of the building or from a common area.

All damage to an apartment entrance or to a common area caused by the moving of any article therein shall be paid by the owner responsible.

Any damage to the building, its garden or deck areas, or other common areas and their furnishings and equipment caused by any resident or his guests shall be repaired at the expense of the responsible owner.

No "For Sale" or "For Rent" signs will be permitted on any part of the condominium property.

Use of the first floor atrium and the courtyard for an individual owner's party is permitted. For large parties, the atrium and courtyard must be reserved 15 days in advance by notifying the manager. These functions must end by 10:00 PM.

**5. ELEVATOR** – Children must not use the elevator for play.

Owners, residents, and their guests must notify the manager 48 hours in advance of the need for appropriate pads to protect the elevator when moving furniture or equipment. Pads are available in the basement of the building.

A direct-dial phone is provided in the event of an elevator emergency.

**6. TRASH DISPOSAL** – All properly wrapped or bagged garbage and refuse shall be deposited with care in garbage containers provided for such purpose, or, if garbage items do not fit conveniently into the containers, they should be placed, properly packaged and in an orderly fashion against the disposal room wall. In no case should easy access and egress be interfered with. Owners must arrange independently for the disposal of larger items such as furniture, large packing cases, etc.

**7. DECK AREA** – This area is intended for the pleasure of everyone in the building and should be attractive to those who wish to relax, read, talk with friends, or simply enjoy the view.

To assist in keeping the Deck clean, safe, and attractive:

- a. Use trash can available in the stairwell landing for all waste.
- b. When sunbathing, use a towel on furniture to prevent sun tan lotion from staining furniture.
- c. Do not stand on furniture.
- d. If you move furniture, be sure to replace it before you leave.
- e. Turn off lights when leaving.

It is strictly prohibited to walk on the roof or anywhere off the wood deck, or to sit or walk on the parapet wall. Owners must inform their guests of this Rule.

Appropriate casual dress, i.e. to include shirts, is expected when one is not sunbathing.

ALL common areas at Printers Row have been designated as No Smoking areas including the Deck area. See #13 below.

Graffiti is strictly prohibited here and on any other building surface.

Radios and other music players are permitted. However, the privacy of other residents on the deck should be respected.

Small children may not use the Deck unless accompanied by an adult.

Use of the Deck for an individual owner's party is permitted. For large parties, the deck should be reserved 15 days in advance by notifying the manager. All clean-up is the responsibility of the owner. Any costs incurred for clean-up or repair of damage to property or furnishings is the responsibility of the owner.

The Deck is closed to non-residents after midnight (12:00 AM).

8. **ACCESS TO UNITS** – The manager must be provided with a pass key to each Apartment for access in case of emergency. A reasonable effort will be made to have access provided by the resident. If this is unsuccessful or if a key is not available, management reserves the right to remove the apartment door at its discretion and to replace it at the owner's expense.
9. **SALES AND LEASES** – Proposed changes in ownership must be approved by the Board of Directors, since the Regime has first right of refusal. Information as to the procedures for sale and the appropriate forms may be obtained from the Property Manager.

Before the sale or rental of an Apartment is final, the new owner or renter must sign and return to the Property Manager a statement to the effect that he has read, understood, and agreed to abide by the Printers Row Bylaws

and Rules and Regulations.

Apartments may be leased for a minimum of one year upon the approval of the Board of Directors. Lease applications must be submitted to the Property Manager and Board of Directors at least 15 days prior to the anticipated occupancy.

- 10. SECURITY** – Every precaution shall be taken to prevent the admission of uninvited and unauthorized people. Care must be taken by owners, their guests, deliverymen, and workmen not to leave doors at the entrance chocked open while unattended.
- 11. REGIME FEES** – Monthly fees are due by the 10th of each month. Penalties for late payment are 1.5% per month applied to the unpaid balance and will be imposed on unpaid balances not paid in full on the 11<sup>th</sup> of each month. After 90 days, legal action will be taken resulting in Liens against the property.
- 12. PARKING** – There are two parking spaces in front of the main Printers Row entrance. These spaces may be used for loading and unloading for no more than fifteen (15) minutes at a time. The 15 minute rule applies 24 hours a day, 7 days a week. Owners and tenants may obtain “Residential Parking Decals” by contacting the City of Charleston at (843) 724-7375.
- 13. SMOKE FREE BUILDING** – Printers Row has been designated as smoke free and as such, no smoking is permitted in any common areas of the building, including Garden, Roof Deck, Atrium, Elevator and all Stairways. While the building will not be cluttered with “No Smoking” signs, everyone associated with the building should abide by this rule.
- 14. NO ROOF ACCESS** – To protect the roof surfaces and to avoid unnecessary repairs, access to the roof is restricted. The roof gates have locks and owners must notify the Manager for access. A deposit of \$250.00 is required by any owner having their HVAC system serviced or other equipment exclusive to their Unit. Upon inspection of the roof area where work was performed and/or traversed, the Manager shall return the deposit to the owner less any amount deducted for repairs to the roof and other common areas.
- 15. CONTRACTOR RULES AND REGULATIONS** – Owners contemplating Unit renovation projects must contact the Property Manager for detailed Contractor Rules and Regulations. Depending on the scope of work, the property owner will be required to submit either a \$1000 or \$2500 refundable deposit to be held by the Property Manager until the project is completed and all Common Areas judged to be free of damage or debris.

The Regime may enforce the above Rules and Regulations as is or as added to, or modified, or replaced as provided in the Master Deed, The South Carolina Horizontal Property Act, and the Bylaws of Printers Row. Such enforcement may include fines and/or appropriate legal action.

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By Order of the Printers Row Board of Directors May 24, 2012.