

MELROSE TERRACE HOUSE RULES

(Please review the information below, check the boxes to indicate that you have read each section, then, sign and date the form. If you have questions about anything, please discuss them during your interview with the Board of Directors.)

Security

- A. Residents are expected to escort guests in and out of the building. Guests should not be roaming the building without a resident.
- B. When exiting and entering the underground parking residents are required to pause to make sure the door has closed completely before moving away from the garage door area.
- C. Residents or guests should not hold open the door for anyone unknown to them. All persons entering the building must use their working security fob to enter the building.

Smoking

- A. Smoking is limited to the inside of individual units and the south side of the upper roof. - Smokers are responsible for the ash and butts from their cigarettes; neither can land on the roof floor. Shareholders/residents are responsible for the ash and butts from the cigarettes of their guests.
- B. Smoking is prohibited:
 - 1. Within 25 feet of the east and west entrances to Melrose Terrace
 - 2. In all other areas.

Building Exterior

- A. To assure the integrity of the exterior of Melrose Terrace, shareholders/residents shall not:
 - 1. Hang planters, pots or other items from any windows or on open balcony railings.
 - 2. Drill/nail/screw into the black phenolic panels on the east side lanais
 - 3. Alter the exterior of the building (paint, windows) in any way
 - 4. Puncture or burn the surface of the upper roof, terrace or north roof.

Fireworks

- A. Fireworks of any type, including sparklers, are prohibited on Melrose Terrace property.

Excessive Noise

- A. Please be considerate of your neighbors and avoid loud noise during late night hours.

Guests

- A. Guest Parking
 - 1. There are four guest parking spaces available at the north end of the building and two additional spaces marked "Vendor" at the front of the building that are available evenings and weekends.
 - 2. A sign-up sheet is located on the bulletin board outside the office on the fourth floor. To sign up for guest parking:

- a. Write your unit number on the sheet for the parking spot used and indicate the period of time it will be needed. (There is a sample sign-up sheet on the bulletin board.)
 - b. Complete a parking permit slip and have your guest place it on their dashboard while they are parked.
 - c. There is a set fee for up to 12 hours. *
 - d. Please note that unless your guest is logged-in on the parking sign-up sheet and has a parking permit displayed on their dashboard, the car may be towed at the owner's expense.
3. Cars parked in or on any other common property area, including the driveways, are illegally parked and may be towed at the owner's expense.
- B. Guest Apartment
1. There is a guest apartment on the 4th floor, which you may reserve with the office for up to seven nights per calendar month.
 2. This time may be extended if no one else has requested the apartment
 3. Shareholders/renters are responsible for all linens needed by their guests, as well as cleaning the unit after guests leave. The bed is queen size.
 4. There is a set fee for the guest apartment per night. *
 5. There is also a rollaway cot available for guests upon request. *
 6. A fee equal to the first night cost is required to hold your reservation. *



Resident Parking

- A. Due to limited parking spaces, garage parking is available only to resident shareholders **for the car they own and regularly use**: Parking, when available, is limited to one car per parking space per unit. *
1. Cars need valid Washington State license tabs. Parking spaces are not be used as car storage areas.
 2. Owners of cars that leak excessive fluids which result in residents tracking them in from the garage and ultimately onto building carpets, may be charged for the spray cleaning of the garage, the cleaning of the carpets, or both.
 3. Theft or damage to Melrose Terrace property and/or a shareholder's/resident's person or property resulting from a shareholder/resident failing to wait until the garage door closes behind them, shall result in that shareholder or resident losing underground parking privileges and, if available, being reassigned to an outside parking space.
 4. Additional parking spaces for units with multiple cars will be outside and based on availability. These spaces are on a month-to-month basis. You may be asked to surrender these spaces if a resident without a parking space needs one. There is an additional fee for a second spot. *
- B. Outside parking.
1. Non-shareholder residents may have an outside space assigned (if available). *
 2. Residents with a second car may have an additional space assigned (if available).



Common Rooms – All are locked, use your common area key to open.

- A. First Floor
1. Game room: Pool, Ping-Pong and darts. No fees.

2. Meeting Room/Book and Movie Library. No fees. Residents are requested to leave this room in the same condition as they find it. This room can also be reserved for meetings through the office manager.
 3. Recreation Room/Children's Play Area:
 - a. Available for use by all residents.No fees. Can be reserved through the office manager.
 4. Kitchen
 - a. Can be reserved through the office manager. \$50 refundable deposit. Resident are responsible to clean up the kitchen area after use.
 5. Work Shop: Must be swept clean of debris and returned to good condition at end of each day's use.
- B. Exercise Room 3rd Floor – South of Laundry Room. No fees. Please turn off lights and leave the room in the same condition as you find it.
- C. Pool – Level A
1. Open 24 hours
 2. Dressing rooms and showers adjoining
 3. Please shower before entering the pool
 4. Non-resident guests must be accompanied by a resident host.
 5. No glass containers of any kind in this area.
 6. No smoking in pool area.
 7. Do not prop the external fire door open at any time.
 8. Please turn off all lights when leaving the pool and dressing rooms.
 9. Residents are expected to leave the pool in the same condition that they found it.
- D. Terrace and Upper Roof Patios:
1. When using the terrace or upper roof as an individual or when entertaining, residents are responsible for the removal of everything brought to the upper roof/terrace when they leave
 2. A gas grill is available during the summer on the roof deck. Please clean the grill after use.
- E. Car Wash area, Level C – no fee. No reservations – first come first served.
1. Please sweep excess water into drain when leaving and take supplies back to your apartment.
 2. Please note that this is not a parking spot for guests or anyone else. Cars parked here with no one in attendance may be towed at owner's expense immediately.
 3. Please note that this area is for the washing of vehicles only. Do not use area to clean paintbrushes, cut tile, etc
 4. Do not pour anything in the drains. They clog easy and can overflow and flood the garage.



Roof pressurizer/Fire Alarm:

- A. In order for the rooftop pressurizer to work properly unit doors must remain closed.
- B. If you burn something in your unit, open an outside window to vent, **NOT** your apartment door. It can set off the building fire alarm.
- C. You are responsible for any fees that may be assessed by the fire department.

Storage Lockers: Various floors. Each unit comes with 1 storage locker as part of your monthly maintenance fee*.

- A. The office manager will show you where your storage locker is located.
- B. Please put your name and unit number on a piece of paper and put it in the plastic envelope on the door to your locker.
- C. Items must be stored inside of your locker. Nothing can be left outside your locker.
- D. Fire Code requires that storage items must be at least 18" from the ceiling.
- E. Additional storage lockers may be rented on an as available basis for an additional fee. *

 Laundry Room: 3rd floor

- A. Open 24 hours. Usage is first-come, first-served.
- B. Please use liquid detergent only.
- C. During peak usage times, please limit use to 2 washers and/or dryers at the same time.
- D. Please keep track of your laundry times and take your laundry out promptly so others may use the machines. Items left in the laundry room for over a week will be donated.
- E. Melrose Terrace is not responsible for lost or stolen items.

 Remodeling

- A. Remodel Request paperwork must be completed and approved by the Board before any work begins. (Remodel Request forms available in the office.)
- B. Upon approval of the remodel application, Melrose Terrace requires a \$500 refundable deposit. Melrose Terrace may withhold part of the deposit to cover any damage or clean-up costs.
- C. Work is permitted between 8:00 AM and 6:00 PM Monday through Saturday.
- D. Padding must be used in West elevator #1 to bring in and remove supplies.
- E. Supplies and equipment must be brought in from garage level "A", **NOT** the lobby.
- F. Waste material: carpeting, carpet padding, appliances, etc., **may not** be placed in or beside our dumpsters but must be hauled to a public dump by you or your contractor.
- G. All common areas used during remodeling must be restored to clean condition at the end of each work day. This includes vacuuming carpets and sweeping passage ways, as needed.
- H. Please refer to your remodeling paperwork for more information.

 Moving in/out of the building

- A. Moving in/out must be scheduled 48 hours prior to the move with the officer manager.
- B. Residents are responsible to ensure that no doors are left open unless under continuous observation and secure from trespass.
- C. Use West elevator #1. (Get key from office manager.) Transport goods from A level only.
- D. Use padding and rug in elevator. Carts and dollies are available on parking levels and 3rd floor storage room.
- E. There is a move-in fee and a move-out fee, most of which is refundable if no damage is caused during the move and the elevator padding is put away.

 Refuse: Level A

Residents are responsible for cleaning up any leakage that occurs en route to the garbage, recycling, or compost bins.

A. Recycling

1. Is located at the north end of level A.

You will be given a copy of recyclables indicating what is recyclable and what is not.

2. All boxes must be broken down when put in the bins.
3. Recycling is picked up on Wednesday.

B. Garbage

1. The dumpster is outside the building at the garage entrance on Level A.
2. **Do not** overload the dumpster as we get an additional charge.
3. Garbage is picked up Monday, Wednesday, and Friday.
4. Please put your garbage in a plastic bag when you put it into the dumpster to avoid the attraction of rats and birds.

C. Compost

1. Compost is located in green bins outside A-deck garage door.
2. Carry your compost from your unit to the bins in a container that will not leak.
3. Compost is picked up on Wednesday.



Disposal of Personal Property

- A. Shareholders/residents are responsible for the disposal of personal property they no longer need or want including, but not limited to, appliances, furniture, exercise equipment, bicycles, and electronics.

Disposal can be done by:

1. posting a notice on the laundry room bulletin board making the item(s) available to others (forms available on laundry room bulletin board);
2. having the item(s) picked up by a local charity;
3. transporting the item(s) to a local charity donation site;
4. arranging for the item(s) to be disposed of* or taken to the dump at the shareholder's/resident's expense.

- B. Personal property that is no longer needed or wanted **is not to be moved to any common area** including, but not limited to, hallways; storage area hallways; 1st floor recreation room, kitchen, assembly room, game room, work room; exercise room; lobby; roof; terrace, by/in the recycle bins on A-deck, parking areas and sidewalks.

- C. The exception to the above is books and DVDs that are welcome donations to the Melrose Terrace library in the 1st floor assembly room.



Unit Inspections

- A. The Board of Melrose Terrace, Inc. and or employees have the authority to enter an apartment after prior notification to make fire and safety inspections. In an emergency, officers and/or employees have the right to enter apartments when residents are absent. **Keys to all locks for a unit must be provided to the office.**



Housekeeping

- A. Do not shake rugs or dust mops out of windows, lanais or stairwells.
- B. Use exhaust fans when cooking
- C. Do not post signs in apartment windows or on the outside of the building.
- D. Please use caution when walking barefoot in common areas of the building.
- E. Doors may be decorated at holiday times.

Temporary Tenancy

- A. You must notify the office when you have a guest staying for longer than 10 days. Guests staying longer than 10 days may be asked to interview with the board.
- B. No temporary tenancy or short-term lease for pay or exchange is permitted.

Liability

- A. It is the responsibility of each resident to insure his/her own personal property, commonly referred to as an HO6 policy.
- B. Each resident is responsible for replacing doors, locks that become damaged.

Pets

- A. Residents are allowed to have cats in their units. No dogs are allowed in the building at any time.

Postal/Deliveries

- A. Packages that are signed for by the office or delivered when the resident is not home are placed in the secure package room next to the mail boxes. Residents' common area key opens the package room.
- B. When a resident is going to have an extended absence, longer than a few days, the office and the Post Office should be advised so that mail can be placed in an appropriate receptacle to be claimed upon return.
- C. Employees or Board members may, at the request of a resident, admit delivery persons or workers into apartments. A signed form (available outside the office) must be received by the office in advance to grant permission for the vendor to be admitted into the apartment.

Lock outs

- A. Contact the manager or a member of the Board of Directors. For lock outs after office hours, please contact one of the posted Board of Directors.

Signature: _____ Date: _____

MELROSE TERRACE FEE SCHEDULE

Parking

Shareholder	\$30 per month
Second Shareholder Parking Space	\$30 per month
Renter Parking	\$40 per month
Guest parking 1-12 hours	\$5

Guest Apartment

Reservation required with manager	\$35 per night
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Storage locker: (1 per unit included)

Large Janitor closet (as available).....	\$20 per month
Incinerator room (as available)	\$15 per month
Freezer locker (as available)	\$2 per month
Not frost free	\$5 per month
In floor space not locker	\$3 per month

Late Fees

Late fees will be applied to any monthly maintenance fee not paid in full. (Please note that non-full payment of fees in full in excess of 60 days may be turned over to the co-op attorney for collection and any incurred fees by the co-op will become the responsibility of the shareholder or renter in arrears.)

After the 15th of the month.....	\$50
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Other deposits/fees

Moving in/out fee (\$100 is refundable if no damage)	\$150
Remodeling Deposit (refundable after all debris is removed)	\$500
Elevator key deposit (refundable when key returned)	\$20
1 st Floor Kitchen (refundable when kitchen inspected)	\$50

Replacement Costs

Security fob.....	\$35
Garage door opener	\$35
Reissuing stock certificates.....	\$20

False fire alarm charges

Charges will be charged to the person responsible. Fee determined by Fire Department.