



RULES AND REGULATIONS OF THE BAYARD MANSIONS CONDOMINIUM ASSOCIATION

The terms herein shall have the same meanings as defined in the Declaration of Condominium of the property known as Bayard Mansions, a condominium created under and subject to the Pennsylvania Uniform Condominium Act, or as defined in its Bylaws. All present and future owners, mortgagees, lessees and occupants of the Units and of the Common Elements and their agents, employees and invitees and any other person or entity who or which may use the facilities of the Property are subject to and bound by these Rules, and all amendments thereof.

A. GENERAL

1. The Units and Common Elements (including Limited Common Elements) shall be used only for residential purposes.
2. The sidewalks and entrances shall not be obstructed and are to be used only for access to and from the Units and those portions of the Common Elements intended for the use of Unit Owners.
3. Personal property shall be stored within the units or designated storage closets. A limited amount of property may be kept **in** the garage **in** shelves or cabinets against the wall and shall not exceed the space allocated for the owner's vehicle.
4. Nothing shall be hung, projected or shaken, and no dirt or other substance including water shall be thrown, swept or otherwise emitted from the windows or balconies of the building.
5. Nothing shall be placed on, in or projected from the doors (other than interior doors entirely within a Unit), windows or windowsills, including without limitation, awnings, aerials, signs, air conditioners, ventilators or fans. Only white or off-white shades, blinds, drapes or linings thereof, which may be visible from the exterior of the building, shall be permitted.
6. Nothing shall be done including, without limitation, working, causing vibration, odors or noise that shall cause a nuisance and/or unreasonably disturb or interfere with the rights, comfort or convenience of other occupants of the building.
7. Repair, maintenance, or remodeling work in the building shall be restricted to hours between 8:00 A.M. and 7:00 P.M.
8. 'Estate' or Household Goods Sales may not be held for the public in individual units except for "by appointment" arrangement. Common Elements may not be utilized nor may outside merchandise be brought in for sale on Condominium premises. Prior notification of at least a week must be given to the Executive Board, and their approval must be granted in order for the sale to be held.
9. All radio, television, audio, computers or other electrical equipment of any kind, and all appliances installed or used in a Unit shall comply with all rules, requirements, regulations and recommendations of all public authorities and boards of fire underwriters having jurisdiction.
10. Unit Owners shall make every effort to arrange deliveries of any kind during reasonable working hours. Notice of the moving or delivery of appliances, furniture or other over-sized objects should be given in advance so that protective covers can be hung in the elevator.

11. The Association shall not be responsible for any loss or damages to any deliveries left in the common areas.
12. Unit owners must notify the Executive Board of their moving in or out date and time.
13. Water and electricity metered to the Common Elements shall not be used in unnecessary or unreasonable quantities, and any Unit Owner causing such use shall be liable for the cost of the amount used.
14. No Unit Owner shall keep any explosive or flammable material or substance in a unit or the building.
15. Damage to any portion of the Property caused by employees, invitees, visitors or licensees of a Unit Owner shall be repaired at the expense of the responsible Unit Owner.
16. No Unit Owner shall make or permit his employees, visitors or licensees to create a nuisance or make any excessive noise or participate in any activity that will interfere with the rights, comfort or convenience of other occupants, including, but not limited to, playing a musical instrument, speaker equipment, television or radio.
17. No radio or television antennae shall be erected or installed on the exterior walls of a Unit or on the Common Elements, including the roof, other than a common antenna installed by act of the Executive Board.
18. These Rules and Regulations are adopted pursuant to the Declaration of Condominium and Bylaws and may be enforced in accordance with those documents.
19. The Executive board reserves the right to amend these Rules and Regulations as may be required from time to time.

B. PARKING

1. Each Unit Owner shall have the right to park in the deeded space for the Unit.
2. Each Unit Owner may park one (1) vehicle no larger than a van in the exterior parking lot as space is available on an unreserved basis. Guests of Unit Owners may utilize the exterior lot on an available space basis.
3. No occupant of the building shall abandon any automobile or other vehicle in any parking area or other part of the Common Elements or block the access to any parking spaces.
4. No unattended vehicles shall be left at any time in such a manner as to impede access to parking spaces or to impede traffic.
5. Guests and/or workers with vehicle parked in the parking lot shall register them on the clipboard provided in the Lobby.
6. Unit Owners that elect to rent their units in compliance with the Declaration further agree that their Tenants are forbidden to utilize the exterior parking lot for any purpose and are encouraged to recommend that they obtain street parking permits and passes from the City of Pittsburgh.

C. GUEST SUITE

1. The Guest Suite is intended for use by visiting family and friends of the Unit Owners and shall not be granted for use by any persons not in that category.
2. Use of the Guest Suite shall be granted to Unit Owners on a request and reservation basis. Reservations are handled by Acri Realty and the designated Board Member as noted on the

website. Owners making the reservation will be given two (2) sets of keys to the Suite the day of their guests' arrival and should return them to the designated Board Member upon their departure.

3. Owners are responsible for laundering the bed linens brought to them by the cleaning person.
4. Unit Owners shall be responsible for payment of rental and cleaning fees as established by the Association. The rental charge is \$60.00 per night payable to the "Bayard Mansions Condominium Association" and should be mailed to Acri in the envelope left in the guest suite. The cleaning cost of \$25.00 cash should be left in the guest suite upon departure. Details regarding the use of the Guest Suite will be furnished to Owners in a document titled, "Concerning Occupancy of the Guest Quarters."
5. Length of stay in the Guest Suite is limited to ten (10) nights for any single reservation. Appeals may be made to the Executive Board for exceptions in case of hardship situations.
6. Unit owners may not reserve the Guest Suite for any period of time when they will not be in residence.
7. Unit Owners renting the Guest Suite shall be responsible for the cost of repair or replacement of any items damaged or removed during their occupancy.
8. No pets are permitted in the Guest Suite at any time for any reason.
9. No smoking shall be permitted in the Guest Suite.

D. MEMBERSHIP ASSESSMENT

The monthly condo maintenance fee is currently \$430 per unit which includes payment for water usage and is due on the first day of the month. Checks should be made payable to "Bayard Mansions Condominium Association" and mailed to the address on the coupon or otherwise set up for automatic payment. The fee structure is determined by the Executive Board based on budgetary requirements and may be adjusted upward or downward from time to time as determined by the Board or the Unit Owners at either the Annual or Special Meeting.

E. ADMINISTRATION

1. Bayard Mansions is administered by an Executive Board of five (5) residents elected by the Unit Owners.
2. The President and other officers are elected by the Board and none are paid for their services.
3. The Board is responsible for the repair and up-keep of the building, its exterior and common areas. Individual owners are responsible for their unit interiors. Information and notices are provided to owners via memos posted on the bulletin board in the mail room and/or on the website, email or other written communication. Residents are asked to be alert for such messages.
4. An Annual Meeting of the Association is held in October at which time elections, review of finances and other pending business issues of the Association are addressed. Owners will be notified in advance of the time and place. Interim meetings are called when necessary. Participation in the decision-making process is permitted by proxy in accordance with the Bylaws.
5. Attending all Executive Board and Condo Association meetings.
6. Responding to calls from residents reporting problems in or about the building.

ACRI COMMUNITY REALTY PHONE # - 412.459.0111

F. JANITORIAL SERVICE

1. Janitorial service is provided by Quality Services. They are authorized to undertake cleaning services in the common areas at the direction of Diane Bargiband or the Executive Board.
2. The exteriors of all building windows, including skylights, are washed once or twice a year as determined by the Board. Residents will be notified ahead of time to remove their screens.

G. SECURITY

1. Fire alarm tests are conducted monthly as required by the city. A notice of the date and time will be posted. It is not necessary for residents to leave the building when the test alarm is sounded, but everyone should note whether or not the alarm can be heard within the Unit. If a test notice has not been posted and the alarm sounds, residents should exit the building via the *stairs* and await instructions outside. The elevator is automatically stopped when the fire alarm sounds.
2. Access to the building requires a separate key issued to Owners upon residency. Additional keys may be requested and purchased from the Association through the management company. The Board urges residents to keep track of how many keys they have distributed and to return any keys no longer needed. For obvious security reasons, it is advisable to control the quantity of keys in circulation. Owners are also required to provide to the Board a key to their individual Units for emergency access.
3. The garage door closes on a twenty (20) second delay. Please wait and watch until the door closes before pulling out of the outside parking lot in order to prevent any unauthorized person from entering the garage. When there are workmen engaged by individual Owners in the building, Owners must caution them not to leave the garage doors open when they leave that area to work upstairs. It is the Owners' responsibility to monitor this. Owners are urged to keep their Unit doors locked at all times.
4. The entry intercom dials individual owners' designated phone lines. To respond to a call from the outer lobby, answer the phone as usual and then use the numeral six (6) on the telephone dial to allow the front door to be opened into the lobby. Owners are urged not to "buzz" callers in without clear identification. In the absence of this, please have the caller wait in the outer lobby and go downstairs to communicate and/or receive delivery.
5. The security cameras operate 24 hours a day and are accessible to all Unit Owners via the Internet. Contact the management company or one of your Board members to obtain the details.

H. GARBAGE AND RECYCLING

1. Collection of garbage and recycling by a commercial hauler is scheduled for Tuesday and Friday mornings from the dumpsters located at the rear of the parking lot behind the building.
2. There is one dumpster for garbage. There is a separate dumpster labeled for recycling materials only.
3. Place newspapers or recycling **in** the designated dumpster either wrapped or unwrapped or **in** paper bags. Glass, plastic and cans should be packaged in plastic bags and deposited in the Recycling dumpster.

I. INSURANCE

The Condo Association maintains insurance coverage for the building and its Common Elements but not for the interiors of any individual Unit. Unit Owners are encouraged to purchase insurance for their Unit and its contents as well as for coverage of the common elements that may be damaged as a result of the actions of the Unit Owner or their invitees. Any damage to the interior of a Unit, as well as damage to the common elements cause by the Unit Owner or invitees is the responsibility of the individual Owner and/or their insurance company. The Association is responsible for repairs to the building but not to a Unit.

J. PETS

1. Bayard Mansions is currently a pet friendly building and Unit Owners are permitted to keep pets on the premises if they do so in accordance with the duly adopted BMCA Pet Regulations.
2. A copy of the BMCA Pet Regulations shall be countersigned by each Unit Owner electing to have a pet or pets and the copy shall be retained by the Association.
3. Pets shall be permitted only to Unit Owners and their immediate family. Unit Owners that choose to lease their units (in compliance with the Declaration as amended), thereupon waive the right to have pets in the Unit for the duration of any such lease and the tenants are forbidden to have pets of any kind.
4. Tenants and guests of tenants are not permitted to have a pet under any circumstances. A \$100.00 fine per day will be charged to the Unit Owner for Tenants found to have a pet.