

VillaRosso Residences at DTC West

Attention Homeowners and all Residents!

In an effort to make life here at VillaRosso great for everyone, the Board has put together a handout for all residents. The following rules and considerations for the most part aren't new - some are taken from the VillaRosso governing documents, while others reflect recent issues that have arisen.

Please look them over, study them, and acknowledge your understanding of them by signing the form at the back of this letter and return to the office.

Property Rules

1. **Garbage/Boxes** - **PLEASE PLEASE PLEASE!** Bag ALL garbage that goes down the chute. At this time, the Board is considering alternatives to remedy the issue of those who are not adequately securing and bagging their garbage. In addition to the messes made in the trash room, the smell of the garbage that is covering the interior of the chute has become apparent in some of the hallways.

Glass containers should not be dropped down the trash chute. We've had several glass containers miss the trash bin or bounce off the trash and shatter against the wall, leaving broken glass and a general mess all over the floor. This creates a hazard for anyone entering or working in the trash room, as well as exposing our manager and cleaner to unnecessary risk of injury. Please walk your glass containers to the trash room and dispose of them in the bins.

Boxes should NOT be put in the trash chute. They clog the chute and back up trash in the chute. All boxes should be broken down FLAT before being placed in the Recycling Bin. Boxes should not be placed in the regular trash bins, unless they are covered in a material that is not recyclable – plastic, paint, etc. Other items that cause problems in the trash chute: wire hangers, pizza boxes, any type of liquids, loose cat litter, loose shredder paper, long skinny things like shipping tubes, curtain rods, or rolled-up carpeting.

2. **Dumping** – there is no dumping of unwanted furniture, junk, etc. next to or into the dumpsters. We have had several folks on video dumping lately. If you have large items to dispose of, please see the building manager for a list of charities that may pick it up, or please arrange for it to be disposed of properly.

3. **Recycling** – we will be posting a sign on what can and cannot be recycled in the bin in the trash room. Unfortunately, a lot of what is deposited in the bin cannot be recycled, making it more likely that the contents of the entire bin will end up in the landfill. Please watch for the sign posting in the trash room coming very soon.

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4. **Front Door Access** - There are no bikes allowed in or out through the lobby or the front door. If you plan to ride, please use your garage opener to get you in and out of the garage with your bike. No large items such as furniture or appliances are allowed through the front door. Such items must be carried in/out of the building through the P2 garage.

If you are scheduling any work such as carpet cleaning, electrical, etc, please advise your workmen that ALL work equipment MUST be taken into the building through the P2 garage.

5. **Moving** - There are numerous guidelines when it comes to moving in and out of the building, some of which include:

- Moves must be scheduled through the Property Manager, so that the elevator pads can be installed, and one of the elevators can be secured for your move. Only one move can occur during a scheduled time. In addition, a moving fee must be paid prior to your move.
- Moves may be done Monday – Friday, between the hours of 9am -5pm. NO WEEKEND MOVES, NO EXCEPTIONS. - Under no circumstances are moves allowed to occur through the front door.
- Moving vehicles must park along the front west-facing curb, and movers should be instructed as to how to access the elevators through the P2 parking level. No vehicles are allowed to park along the wall at the entrance of the P2 garage. The wall has sustained damage and has been repaired on numerous occasions over the last few years.
- Movers/moving companies should NOT use shopping carts to move anyone in/out. The shopping carts are exclusively for the use of residents.
- Should you have any questions, please do not hesitate to ask the Property Manager.

6. **Remodeling/Construction/Handymen** – All work to be done in your unit must be approved by the Board. Please allow a few weeks prior to the start of any work for review and approval of the scope of the work to be completed. The work must then be monitored by the Property Manager to ensure there will be no chance of causing damage to neighboring units. Please see the Property Manager before you begin any such work (even small projects!) so that we are able to protect the construction integrity of the building. ALL such work must be done Monday through Friday, 9am – 5pm. NO such work should be scheduled or performed on weekends. Contractors are required to protect the halls with self-adhering plastic on the carpeting the full width of the hallway from your door to the elevator. No cutting or any preparation work can be done in the hallways or in

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the garages or anywhere outside the building. Contractors must haul away their own trash and must supply their own hand trucks or dollies and may not use the building's shopping cards for moving materials or tools. All contractors working in VillaRosso must be licensed, and will need to provide a certificate of liability insurance showing coverage for at least \$1M to the Property Manager prior to commencing work. (This is a standard requirement of most condominium associations.) This requirement applies to any contractor working in VillaRosso whether for remodeling, servicing equipment, etc.

Note: ABSOLUTELY NO HOLES – NO MATTER HOW SMALL – ARE ALLOWED TO BE MADE IN THE CONCRETE CEILINGS OR FLOORS OF THE BUILDING. The building was built with a post/tension system, and drilling into the floors or ceilings risks the possible cutting of the high-tension cables that support the concrete portions of the building. If any drilling is demonstrated to be required by a homeowner, a contractor must locate the cables using x-ray or similar technology, clearly mark the location of the rods and get approval from the Property Manager for drilling. Such work will need to be scheduled with the Property Manager so that he can be present during x-ray and drilling.

If you have a question as to whether or not the work you wish to have done in your unit is covered by any of these rules, please see the Property Manager for clarification. .

7. **Balcony trash** - absolutely NOTHING should be tossed off the balconies. This includes cigarette butts! There has been a recent issue on the eastside of the building that is being investigated. Additionally, this includes water or dirt swept from your balcony. Make sure that EVERYTHING is disposed of inside your own unit.

8. **Spills** – Any messes on the floor such as spilled coffee, paint or any other liquids, dry powder or sawdust, anything tracked on the shoes, are the responsibility of the resident and must be cleaned up immediately.

9. **Dogs** – All dogs in the common areas of the building and outside on the grounds must be on a leash. Also, PLEASE pick up after your dog! Besides being a legal requirement and a building requirement, it is not acceptable nor healthy to have other animals and people exposed to dog waste. In an effort to make the grounds of the building healthier for all, we are asking you to let the Property Manager know if you see pet owners who fail to pick up waste so that the situation can be addressed.

10. **Parking** - All vehicles in guest parking must display valid license plates and cannot be left in the parking lots for extended periods of time. There are a few spaces available in the garage which can be rented. If you are in need of an additional parking space, please see the Property Manager.

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Consideration for your neighbors

1. ***In and out of the garages*** – when you are pulling in or out of the garages, please slow down! Although cars exiting the garage should have the right of way, on P1 it can be hard to negotiate going up the ramp backwards in reverse gear. If you are exiting P1 and a car is coming down the ramp, please back up to allow the vehicle enter the garage before you exit.

2. ***Noise*** - Noise travels! Please remember that when you're in the hallways or on your balconies, it's likely your neighbors can also hear your conversations. For that matter, your neighbors can hear your conversations in your unit as they walk by. Not a lot we can do about that, except to be aware of late night conversations that might disturb others and to try and keep the volume down when you can.

3. ***Noise again*** - As we are all aware, noise also travels in concrete. For example - when you are moving a barstool in your kitchen, your neighbor below hears something that sounds like a metal elephant scraping against the ceiling!

Please be courteous – and pick up objects/furniture instead of dragging them across your floors. And if you have wood floors, please refrain from wearing shoes in your home for the benefit of your neighbors below.

Please be aware that when you allow kitchen and bath cabinet doors to slam shut, we all hear it! Same goes for the weights and exercise equipment that are getting dropped on the floor at 5:30-6:30am. If we all try to minimize disruptions to our neighbors, we all have a better place to live!

4. ***Laundry*** - although we're all pressed for time, doing laundry at all hours can wreak havoc on your neighbors' sleep patterns as well. Please refrain from starting a laundry load before 8am or after 8pm.

5. ***Music*** – we all love music. Or at least our own. Please talk to your neighbors and work to find a noise level for your music/TV (especially the bass!) that works for you all.

6. ***Working on your unit*** – as with laundry, hammering into walls or moving heavy objects at odd hours disturbs everyone. Please refrain from doing such work before 8am and after 8pm.

This handout is not meant to be a complete list of all the requirements, rules or the regulations of VillaRosso, but instead it is hoped that we call all benefit as residents and homeowners by following some basic guidelines to make life here more enjoyable for us all. If you have any questions, or would like clarification on anything in this handout, please see Rob, our Property Manager, in his office. Also, if you have any suggestions, or if you have problems with noise or other issues, please let Rob know so that a solution can be created for both you and your neighbors. Please sign and return to the VillaRosso On-Site Manager.

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Appendix I

These rules and guidelines are intended to be a guide for the safety of residents, for the efficient and prudent operation of the building and grounds, for the building maintenance and care, for pleasant living conditions, and as a means of reminder that each of us has a responsibility to one another as neighbors.

These rules and regulations are enforceable under authorization of the VillaRosso Residences at DTC West Condominium Association's Declaration and Bylaws.

I acknowledge receipt of the 2015 Summary of Codes for Community Living, and have read, understand, and agree to comply with these and all rules and regulations while a resident of VillaRosso Residences at DTC West.

Date _____ Unit Number: _____

Printed Name: _____

Signature: _____

Comments and Suggestions
