

May 18, 2019

Dear Owner/Resident:

Every year we take this opportunity to remind you of the basic rules we all follow in order to maintain our building, keep costs and fees down, and have good relationship with the Owners and Residents.

SAFETY

- Observe warning signs
- No running or playing in hallways and stairs
- Children are not allowed to go into the pool, pool area, laundry room, and garage area without an adult
- Make sure you close the doors to garage area, garage doors, laundry room, main lobby, entrance gates and pool gate when you leave to prevent vandalism and keep out intruders
- Do not start your car engine with the garage door closed
- No open fires or cooking on balcony or in common areas
- Do not store flammable substances in your storage room
- Any trespassing of street vagabonds should be reported to police immediately

Emergency phone in lobby connects to 911 only. Police investigate every call and we are charged accordingly.

BUILDING MAINTENANCE

- Place your trash inside the trash bin in back of building. (IMPORTANT: Do not put heavy metal, lumber, or anything that cannot be compressed because the disposal service will not pick up the trash and or we will be charged for the extra expense)
- Double bag your wet or greasy garbage so that it does not drip on the carpet, cement, or steps
- Help keep all areas clean and free of debris
- Do not step in patio ivy area
- Do not build or store any kind of structure in balcony area
- Keep your garage parking space clean of oil or gas spills
- Do not throw cigarette butts on floors, lawn, or planters
- Pick up and clean after your pet – accidents happen

General maintenance is done only once a week. Please clean up your own spills

BE COURTEOUS & CONSIDERATE TO OTHERS

- Keep your TV and stereo volume down
- Do not use the front loading area for long term parking for you or your guests
- Keep your pet on a leash while walking to or from your apartment (Pets are not allowed to roam free in common areas)

- Keep your pet quiet

BUILDING USE

- Units are for residential use only and not for business purposes. Corinthian Constitution and Bylaws
- Garages may not be used for car repairs or storage space
- Roof or outside wall may not be perforated or changed in any way for the installation of any device
- Laundry room privileges are for Owners and Residents only. Pick up after use, leaving as tidy as you would like to find it.

Damage to premises requiring repair, paint, or out of the ordinary clean-up work as a result of an accident or negligence will be responsibility of said owner or resident. Should repair not be done properly or timely, the Board of Directors will take matters upon itself, and Owner or Resident will be charged accordingly.

LIGHTS

- Turn laundry room lights off when not in the room
- Turn garage stair lights off when not in use

Every little bit helps

**ANY SUGGESTIONS ARE GLADLY ACCEPTED AND WILL BE
CONSIDERED. PLACE, IN WRITING, IN MAIL SLOT IN LOBBY,
COMPLETE WITH NAME, UNIT NUMBER, AND DATE.**