

# THE REGENCY TOWER

**Welcome!**  
**Here is your guidebook**  
**to gracious living at The Regency**

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Regency Orientation  
Guidebook to Regency Tower living – 5-07

The Management assures you that everything possible will be done to keep you happy and contented here.

Within the following pages will be found the answers to most questions which commonly arise. Should you require additional information, just call the Office: 871-0100, between 8:30 a.m. and 5:00 p.m. Monday through Friday. Or catch us on the web at <http://www.regencycondos.com>

## **On The First Floor**

A spacious, impressively decorated lobby is an inviting entry to an elegant residence. The lobby is established to provide short duration waiting for cars and guests. Just off the lobby is the management office, where a highly competent staff is dedicated to serving you.

Straight ahead are two passenger elevators. Next to the elevators is the mail room where you have your own box for incoming mail – lockable, of course. There is also a mailbox for outgoing mail, which is picked up daily except Sunday. A women's restroom is next to the mail room, and a men's restroom is just down the hall. There is an ADA bathroom between the two.

Also located in the lobby is the Concierge's desk. She is there to assist you with any questions or concerns that you might have or help you find your way.

At the rear of the lobby is a door that leads to the service elevator. On either side of that door are outer doors leading to the eastern (Lot #2) and western (Lot#1) parking lots. Both of these doors are protected by closed circuit TV monitored by the doorman. They can be opened from outside only when electronically released. A corridor leads to the valet shop (dry cleaners), beauty salon, Hermitage Room (party room), restrooms and some storage bins (others are on the basement level).

## **On the Grounds**

You will enjoy exploring the level and gently rolling terrain surrounding The Regency Tower and the beautifully landscaped lawns of Regency Square. They provide opportunity for secluded strolls without having to leave the premises. Situated on the former 18-acre Wulsin estate, The Regency is considered by many to be the finest condominium complex in Southern Ohio and one of the most appealing in the nation. The building is buffered from the noise of Madison Road by 1500 feet of well manicured lawn in Cincinnati's most desirable suburb, Hyde Park, combining a superlative location with virtually every kind of shopping within a half-mile radius; also town and other suburbs are within minutes of I-71/I-75, just around the corner.

A large swimming pool, screened from public view, is yours to enjoy. The pool is staffed by a lifeguard during stipulated hours throughout the 16 week swimming season. The management does reserve the right to limit guests in the pool area on occasions.

## **Parking**

Parking is available at the front door. Residents may park in Lots 1 or 2, or the lower front drive if they do not own a garage space. There is no parking at any time along the yellow curb next to the building. This is a Fire Lane and must be kept open at all times.

Guests may use valet parking, the lower front drive, or Lot 2. Visitors to commercial units may use valet parking, the lower front drive, or Lot 2. Employees should park in Lot 2 or the lower front drive.

## **EMERGENCIES**

### **IN EVENT OF FIRE:**

Leave the unit without delay. If a fire occurs in your unit, immediately report the fire by **CALLING 911!** Then call the doorperson, or the office. Pull the alarm in the hall located nearest your unit, and leave by the building stairwell exit. **DO NOT COME TO THE LOBBY.** If you cannot leave your unit, **STAY CALM.** Go out onto the balcony, and rescue personnel will direct you to safety. If you do not have a balcony, or you are caught in smoke, keep low to the floor where the air is clearest. Please see the office for full list of procedures on the Fire Alarm System.

### **IN EVENT OF TORNADO:**

Hamilton County Civil Defense recommends the interior halls of the Tower and its storage areas as the safest place to be. **DO NOT COME TO THE LOBBY OR CALL THE OFFICE OR FRONT DESK.**

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### **Conveniences:**

Your kitchen appliances include a dishwasher, disposal. If you require assistance with any appliances, call the office and one of our maintenance staff will be pleased to explain their operation. One request: Please do not run your dishwasher or washer/dryer after 10 p.m. or before 8 a.m.

There is also a laundry room located on each floor and in the basement with coin-operated washers and dryers some of which are commercial-size to accommodate extra-heavy or bulky items. The floor's washer and dryer are available from 8 a.m. to 8 p.m. The ones in the basement are available 24 hours a day.

Each condo is equipped a heating and air conditioning system with a thermostat for each fan coil unit so that you might adjust the temperature of the heat or air to suit your comfort. You can also adjust the degree of heat or cooling in individual rooms. This is achieved by removing one of the small square grids at the extreme right or left of your windowsill in that particular room. Look down and you will see a dial. Turn the fan lever to OFF, HIGH, MEDIUM or LOW and turn the temperature stat according to your preference, and then replace the square grid. No window air conditioners may be installed without the written permission of the Board. The air conditioner for which approval is requested must be of the type which fits substantially flush with the window.

**SPECIAL NOTE:** In extremely cold weather, do not open windows while the heat is on. The maintenance staff will change the filter periodically.

United Parcel Service makes deliveries of parcels directly to your apartment. All other deliveries should be made through Door 2 or the loading dock. Two sets of keys are furnished for your apartment. A key to the out Doors 1 and 2 must be obtained from the office. There is a security deposit charged for each key issue to doors 1 and 2.

The storage bin assigned to you will be found useful for stowing luggage, trunks, etc. Fire regulations prohibit storage of mattresses, bedding and other flammable materials. The owners are required to provide their own locks and the building is not responsible for contents of your bin.

### **ADDED PROTECTIVE MEASURE:**

Since your unit door is equipped with the highest quality locking device available, you are urged to turn the bolt and to engage the night latch when you are at home. Also, to make sure the door is double-locked, turn the key full circle after closing the door when you go out.

## Requests and Suggestions

While the management has no wish to impose rigid rules, you will undoubtedly agree that certain standards must be maintained for the benefit of all. They are listed below:

**Pets** – Owners will be permitted to keep up to two (2) domestic animals. Each animal may weigh no more than 25 pounds. Any noise or nuisance of a pet affecting other residents will result in the loss of the privilege of keeping a pet. Use the Dana Avenue sidewalk area to walk dogs. Clean up materials must be carried when walking dogs, and waste disposed of in the containers provided, one near the gate house entrance, and the other diagonally opposite across the Square in the northeast corner. Walking of dogs, either on or off Regency property should conform to the City of Cincinnati Code regarding use of a leash and a “pooper scooper”. Damage to landscaping or building due to unsupervised animals will be billed to the offending owner. Cat litter should be disposed of by putting it in a plastic garbage bag.

Please do not hang articles of apparel on your balcony nor make any alterations to either without prior consultation of management.

For most effective television reception, kindly ask the office to have your TV(s) connected to the building’s cable system. No TV repairman may change or alter the system. Should this be done, any damage will be the resident’s responsibility.

There is a trash room in the center of each floor, adjacent to the elevators. It contains a chute for items such as wrappings, cans, bottles, etc. Boxes or cartons too bulky to fit in the chute may be left in the service elevator room. The following items can be placed in the big brown wheeled containers on the dock: **1. ONLY** small mouth plastic bottles (the mouth of the bottle must be smaller than the rest of the bottle) and **ONLY** plastic bottles with a 1 or 2 in the small triangle on the bottom of the bottle. Acceptable examples are: drinking water bottles, salad dressing bottles, ketchup bottles, barbecue sauce bottles, shampoo bottles, liquid detergent, milk and juice bottles and cleaning product bottles. Before putting bottles in the wheeled containers, please remove the lids (they are made of a plastic that is not recyclable) and rinse them out. **2.** Aluminum cans only, (no aluminum pie plates or aluminum foil) – rinse out before discarding. **3.** Glass – any glass container or jar. Just as you do for the plastic bottles, please remove the lids and rinse out before putting them in the wheeled containers. All other recyclables (newspapers, paper grocery bags, magazines, cardboard, etc) should be placed in the red bins on each floor in the trash room. Your cooperation is asked in not placing cans or bottles in the chute after 10 p.m. or before 8 a.m.

Maintenance needs can be met by calling the office from 8:30 a.m. to 5 p.m., Monday through Friday. Only emergency maintenance will be performed at night or on weekends. In event of such an emergency, please call the doorman. The 24-hour number is the same as the office: 871-0100.

Window hangings – White or off-white must be the only colors used for all lining of draperies, curtains or other coverings on all windows visible from the outside, including the balconies.

Elevators – No smoking – It is a violation of a city ordinance. No consumption of food or beverage is permitted. No pets allowed on the lobby elevators. Owners with pets must use the service elevator. No carts are to be brought on the lobby elevators. The service elevator must be used for carts. This applies to luggage and grocery carts, bicycles and any other bulky items. Out of courtesy to others, and to comply with Fire Department regulations, carts should be returned promptly and not left in hallways, elevator rooms, or on the elevator. When moving sizeable items, a call to the office is required in order to coordinate scheduling of the service elevator between the hours of 9 a.m. and 5 p.m., Monday through Friday.

### **Personal Matters**

Appropriate dress in all public areas is important to other residents, so if you are wearing bathing suit attire, kindly use the service elevator.

A party room for your entertaining is available by prior reservation with the office. There is a deposit of \$50, which is returned if the room is left clean, with no damage.

Tipping is a subject about which management often is queried. You should know, therefore, that all residents are given the opportunity to contribute to an Employees' Holiday Fund once a year in appreciation of services rendered. Of course, any special services may be rewarded at your discretion.

Insurance: While the building is covered by general liability insurance, your attention is directed to the advisability of consulting your insurance broker to obtain broadest possible coverage in the way of:

- a) All-inclusive insurance similar to a Homeowners' policy, for fire and comprehensive coverage of contents of your apartment and storage bin;
- b) Liability protection in your apartment;
- c) Burglary and theft coverage.

Management reserves the right to make appropriate changes from time to time.

**REMINDERS**

Call the office – 871-0100 from  
8:30 a.m. to 5 p.m. weekdays.

The Regency web-site @ <http://www.regencycondos.com>

Call the doorman – 871-0100  
Nights and weekends, emergency only.

A doorman is on duty around the clock.  
Valet parking “hot line” 871-6370

**CALL 911 FOR EMERGENCY!**

A full copy of the Rules and Regulations are available  
at The Regency office along with the  
Declaration and By-laws.