



THE REGENCY SQUARE  
RULES AND REGULATIONS  
AND  
EMERGENCY AND SAFETY PROCEDURES

From the Declaration of Condominium Ownership, Article VIII:

"The Association or Board may adopt, amend and repeal reasonable rules pertaining to the maintenance and administration of the condominium property and to the preservation of the health, safety and general welfare of the unit owners or occupants."

From the Bylaws (Code of Regulations), Article III, Section 12H:

(The Board) may adopt and publish rules governing use of the common areas and the personal conduct of unit owners and occupants, their family members, guests and invitees; and establish penalties for infractions of said rules;..."

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## **INSURANCE RESPONSIBILITY**

Major items covered under the Associations policy include: bathroom fixtures, kitchen cabinets, all cabinets, wall-to-wall carpeting, parquet flooring, all built-in appliances (excluding stoves and refrigerators), all built-in or installed fixtures, interior walls, windows, doors, frames, hardware and sashes. If you have made \$5,000 or more of improvements then documentation should be sent to the office to ensure proper coverage.

### **Important Unit-Owners Coverage:**

1. Wall coverings – this should include coverage for all paper, borders, window furnishings, painting, etc.
2. Personal property – coverage for all your personal belongings inside your unit.
3. Loss assessment – this coverage is for any loss assessment that the Association may be able to charge you back for in case of a loss. Most companies include this in their policies; however limit the amount paid towards the Associations deductible. Whether it is covered under Association or your own policy, it is best to have your major items inventoried in case of loss. Check with your agent. The \$10,000 deductible is what could be charged to you.

See Declarations section IV *Units* and XI *Insurance* for more details.

## **PARKING & TRAFFIC**

Parking will be in designated spaces only, and a Regency parking sticker must be displayed on the back of the rear view mirror. *If you wish to supply us with a spare key we can lock it up in the office.* Do not park where it would constrict traffic flow, such as in the Fire Lane, or in front of the gates from Dana Avenue, which will be used by the Fire Department.

Please drive carefully and slowly around the Square, observing the 15 M.P.H. speed limit and one-way traffic flow. Be alert for children, pedestrians and pets.

The Fire Lane should not be used for through traffic. Please turn off engines while unloading in the Fire Lane to reduce exhaust intake by neighboring homes.

The front entry of the Tower must serve the Fire Department as well as the residents. For this reason, parking rules in the front entry drive (and elsewhere) must be consistently and strictly enforced.

They are:

1. No parking at the Front Door, unless Valet Parking is being used.
2. No parking at any time along the yellow curb next to the Tower. This is a **Fire Lane** and must be kept open at all times.
3. Resident parking is permitted in Lots 1 or 2, or lower front drive, or any unoccupied space at the Square.

Guests may use valet parking, or the lower front drive, or Lot 2 or any unoccupied space at The Square.

## **DELIVERIES**

As a courtesy to you, occasional deliveries in your absence will be accepted at the General Office in the Tower. You will be notified of these at the earliest practical opportunity, but please notify the Office if you are expecting any important deliveries to which special attention should be given.

## **PETS – SQUARE OWNERS**

The following rules for pet management by the owner are designed to promote good neighborliness among the residents. This consideration shown by pet owners will enhance the comfort level of those who would otherwise feel threatened or inconvenienced by animals.

1. Square Owners will be permitted to keep up to 2 domestic animals. Animals that weigh more than 25 pounds must be approved by the Board upon written petition to the Board in advance of purchase or moving in.
2. Any noise or nuisance of a pet affecting other residents will result in the automatic loss of the privilege of keeping a pet. (Declaration of Condominium Ownership, Article VIII, Section 1)
3. All pets entering or exiting The Tower must be transported on the service elevator of the Tower and must be on a leash at all times and must use Doors 1 or 2. Pets are not permitted in The Tower lobby elevators, front entry, lobby, mail room or offices.
4. Use the Dana Avenue sidewalk area to walk dogs. Mutt mitts and *disposal receptacles* are provided inside the fence along the Dana Avenue side of Regency Square *at the southeast corner and northeast corner of the Square*. *Pet feces should only be disposed of in the three designated receptacles or in your units's plastic garbage bag.*
5. Walking of dogs, either on or off Regency property, should conform to the City of Cincinnati Code regarding use of a leash and clean-up. (Clean-up includes brushed hair and properly disposing of waste (not left at the door)).\* Failure to do so may result in penalty or loss of privilege. \*(see below)
6. Damage to landscaping or building due to unsupervised animals will be billed to the offending owner.
7. Cat litter should be disposed of by double bagging it.

\* Fine schedule for not *properly* cleaning up after your pet:

First Offense.....	written warning
Second Offense.....	\$50.00 fine
Third Offense.....	\$100.00 fine
Fourth Offense.....	loss of dog ownership privilege at The Regency

## **SWIMMING POOL RULES AND REGULATIONS**

(Subject to change yearly)

POOL HOURS: SUNDAY – SATURDAY - 11:00 AM – 9:00 PM

If anyone from the Square would like to join the pool, you may do so for a fee of \$100.00 per year payable prior to using the facility. Prices are subject to change

1. Lifeguards are responsible for the safe and sanitary operation of the pool, bathhouse cabanas, and grounds and have complete authority to refuse to admit and to eject anyone for health reasons, intoxication, misconduct, overcrowding, or disregard of the Rules and Regulations.
2. The Association will not assume any responsibility for any injuries incurred in the pool area or for any loss or damage to personal property. All persons using the pool area do so at their own risk. No one may swim without a lifeguard present.
3. All injuries, however minor, must be reported at once to the lifeguard.
4. Everyone entering the pool area must sign name and unit number when entering. All guests must also sign in.
5. There is no charge for guests. Guests (**except for relatives 18 or older**) must be accompanied by a resident of The Regency. The only exception is that grandchildren 17 or under of residents may be accompanied by their parents or a baby sitter. In order to prevent overcrowding, we solicit your cooperation in limiting the number of guests on weekends and holidays.
6. The Regency Pool is primarily a quiet area. Excessive noise, screaming, loud talking, splashing on others, etc. is a violation of the rules as printed and approved by the Pool Committee and Board of Directors. We all know the importance of staying in touch; however, if you are poolside and receive a call, or need to make a cell phone call, please take the call away from other residents in the pool area. The lifeguard is responsible for the instruction and enforcement of these rules and will give two warnings prior to asking the person (guest or owner) to leave for the day.
7. When planning to entertain more than four (4) guests at the pool facility during the week, please notify the office so your party can be scheduled. The Health Department rules limit the number of people one lifeguard may oversee. No parties may be scheduled on holidays, Saturdays or Sundays without prior approval. A party may continue until 10 PM provided lifeguards are willing to stay, and the host/hostess will be charged \$20.00 per hour after Regency pool hours. A \$25.00 use and cleanup charge is payable to The Regency, if cleanup is not undertaken by resident.
8. Children under **14** are not permitted in the pool area unless accompanied by an adult (*18 or older*). Children in diapers will not be permitted in the pool unless they wear both a “swim” diaper and a diaper cover. Children's diapers and clothes must be changed in the changing room, or a private cabana.
9. Women swimmers must remove all hairpins, curlers, etc. Drinking glasses, or glass containers, are not allowed in the pool area. Baby bottles must be plastic. Swimmers should shower before entering the pool if necessary, i.e. after work out.
10. Audio equipment (tape players, radios, etc.) will be permitted only if used with headphones.
11. No rafts or other inflatable objects may be used when the pool is crowded (10 people or more in the water).
12. No pets are permitted in the pool area.
13. Please do not sit or rest near handrail or ladders.

14. The safety line may be unhooked 15 minutes prior to each hour for lap swimming each day, except on Holidays, by the Lifeguard on duty. When the safety line is down, no one other than lap swimmers are allowed in the water.
15. Pool temperature will be set at 85 degrees and shall not be changed without written approval from the Pool Committee. This temperature is approximate; the heater will be set to turn off at 85 degrees. The weather / sun may cause the temperature to fluctuate a couple of degrees either way.
16. Pool area is No Smoking per Chapter 3794 of the Ohio Revised Code.

## **FITNESS CENTER**

Any Square owner may join the fitness center for \$5.00 a month. A release form and key can be obtained from the office. The facility is open 24 hours a day and seven days a week.

Prices are subject to change.

## **TRASH**

Residents are requested to set out compactor or plastic bags only, at the front door of your unit, shortly before the daily pick up time of 10:00 a.m. There is no trash/garbage pick up on holidays. *Trash should never be set out overnight or put out after daily pickup. All trash bags must be closed and tied securely so trash can not fall out.*

Your consideration for your neighbors by limiting "set out" time will be appreciated by them. Paper bags may not be used for obvious reasons.

## **RECYCLING**

We arranged with the City for recycling a few years ago; already we have saved thousands of dollars in garbage removal costs as well as performing a useful ecological service. We are equipped to recycle newspapers, glass, aluminum and plastic. The recycling bins are conveniently located in the *northeast* corner of the property; and, next to the gate on Dana Avenue. Please observe these simple recycling rules:

- Put newspapers in the bin accordingly; put rinsed glass bottles, aluminum cans and recyclable plastic containers (such as milk containers) in the bin
- Do not use the bins for garbage or for non-recyclable trash.
- The bins are taken out to the street for City pick-up every Thursday a.m., so they are not in their usual places for much of that day. Please do not just leave your recyclables on the ground for someone else to put in the bins when they're returned.

## **LEASE OF INTERESTS IN UNITS**

### **Residential:**

1. No residential Unit may be occupied by anyone, other than the Owner or the Owner's immediate family, except under a valid written lease between the Owner and the person occupying the Unit.
2. No person may occupy a residential Unit under such lease unless and until such lease has been approved by the Board of Directors. The Board of Directors will expedite its review of such lease in order not to inconvenience the Owner or Lessee.
3. No lease which has a term of less than six (6) months will be approved by the Board of Directors.
4. No sub-leases will be permitted.

5. The Unit Owner must make copies of the Declaration, By-laws, and the Rules and Regulations available to the Attorney preparing the lease, and a copy of the Rules and Regulations given to the Lessee. The Lessee's attention should be directed to the rule entitled "Moving In and Out – Household", where a Tower Unit is involved, and to complete a "Regency Resident's Data Card", available at the General Office of the Association.

### **QUIET TIME**

"Quiet Time" is a specific period from 10 PM in the evening until 8 AM in the morning seven days a week. During this period, residents, their guests, pets and employees are particularly required to refrain from any activity that may disturb other residents. Such activities include, but are not limited to:

- Noise emanating from a residence due to music, TV, parties, pets, domestic issues, etc.
- Noise in hallways, sidewalks, parking lots and other common areas due to loud talking, slamming of doors, movement of carts, barking dogs, etc.
- Noise from the use of household appliances such as vacuum cleaners, dishwashers, and laundry machines, as well as from the movement of furniture, exercise or other activities that may disturb other residents.

At all other times of the day, in accordance with the Condominium Documents, residents are to refrain from any behaviors that may be disturbing to other residents.

### **Contractor's hours/policy remains as written:**

Workers may be on the premises 8:30 a.m. to 5:00 p.m. only Monday through Friday. No noise before 9:00 a.m. No work on weekends and holidays.

### **MISCELLANEOUS REGULATIONS**

**ORIENTATION:** ALL new move-ins are required to attend a short orientation meeting with the manager. Please call the office to schedule an appointment.

**GUESTS:** Handout maps of Regency Square are available upon request.

**APPLIANCES:** Appliances (garbage disposals, dishwashers, washers and dryers) should not be used after 10:00 PM or before 8:00 AM.

**KEYS:** The office must have a duplicate of all entry keys to your unit. Without keys, response to an emergency health or maintenance need would incur unnecessary expense on your part for door repair. If you wish a lock change, or an additional security lock added, contact the office.

**SIGNS:** *Signs* – No sign, advertisement, poster, circular notice, or other lettering shall be exhibited, displayed, inscribed, painted or affixed in or upon any part of any Common Elements, including without limitations, unit doors, except: (1) signs less than 20 sq. inches in size, created in a professional manner with appropriate language for a functional purpose (2) signs approved by the Board which are placed on the Common Elements to limit or otherwise regulate the use of the Common Elements; (3) street identification signs; (4) directional signs approved by the Board; and (5) any other sign, including signs relating to the Commercial Units, approved by the Board in writing. No person may hang, place, display, or attach any sign, picture,

advertisement or other visual display on the walls of any building or other improvement except the Interior Walls of a Unit without the prior written approval of the Board. There are to be no For Sale signs outside the Regency. Prospective buyers must be escorted to the unit that is for sale.

The Board reserves the discretion to remove or have owners remove any signs or decorations that are offensive, inappropriate or inconsistent with these rules.

**STORAGE BINS:** A locker is assigned to each unit for use at the owner's risk. Liquids or perishables may not be kept therein. Any items left outside the locker or placed in an empty locker without office authorization will be disposed of by building personnel. Items should be off the floor, and put on pallets or skids. The Regency is not responsible for damage or losses that may occur.

**WINDOW AIR CONDITIONERS:** 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 that fits substantially flush with the window.

**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.

**PATIO USE:** Your patio or deck is limited common property; that is, you cannot use it for purposes that are not approved by the Association. We refer particularly to clotheslines which are not approved. *Also for outside grilling, the following applies: From the Ohio Ordinance on **308.3.1** Open-flame cooking devices: Charcoal burners and other open flame cooking devices shall not be operated on combustible balconies or within 10 feet (3,048 mm) of combustible construction. Exceptions: 1. One and two family dwellings; 2. Where buildings, balconies and decks are protected by an automatic sprinkler system. **308.3.1.1** Liquified-petroleum-gas-fueled cooking devices. LP-gas burners having an LP-gas container with a water capacity greater than 2.5 pounds (nominal 1 pound LP-gas capacity) shall not be located on combustible balconies or within 10 feet (3,048 mm) of combustible construction. Exception: one and two-family dwellings. The bottom line is not favorable to anyone that cannot get 10 feet away from a combustible building or a wood deck/balcony. This pertains to having any open flame or to storing a propane tank larger than 2.5 pounds. The penalty can be hefty, in case of a fire, above covering the deductible (\$10,000 in our case). You could also be responsible for the increase in the future insurance coverage which again could be very high and you could also be assessed a fine from the city/state.*

**FLAGS:** American flags may be displayed on national holidays. However, new-age decorative flags may not be displayed on common property or limited common property at any time, i.e., on the outside of your unit or in your patio.

**SMOKING MATERIALS:** Those who smoke have every right to do so, provided they do not inconvenience non-smokers. Unfortunately, many smokers – be they residents, guests, or workmen - thoughtlessly litter our grounds with empty cigarette packages and cigarette butts. The plastic filters are particularly objectionable because they are indestructible except by lawn mowers – the result is shredded filters in the grass and intact butts on the driveway. The rest of us implore smokers to do a better job disposing of their “dead soldiers”.

## **HERMITAGE ROOM RULES & REGULATIONS**

This room is available to any condominium owner for private use. It may be used for social functions, card games, etc., without food or drinks, at no cost.

When rented for dinner or cocktail parties or any other event at which food or beverages are served, a fee will be charged at the time of reservation in the amount of fifty dollars (\$50.00). If the room is left without any damage, and clean, your money will be returned. If not, a sum will be deducted from the deposit. If damage is incurred, the renter will be charged the expense of the repair. This includes the room as well as the furnishings (stove, refrigerator, sink, furniture, carpet, etc.).

**Limits:** The number of people invited for a social event cannot exceed thirty-five (35), by Fire Department orders.

If the renter does not want to be responsible for cleaning after the event, arrangements must be made beforehand to pay the custodial fee. "For profit" organizations may be charged a room rental.

## **MAINTENANCE**

The Regency Maintenance Staff is here to maintain and preserve equipment within the building. We are also available to do repairs within the residential areas which can vary upon different needs. If however, the job is out of the scope of our expertise, we will gladly supply you with an alternative repair source. The following is a list of *some* of the jobs we are available to do:

- Minor Appliance Repairs and Replacements.
- Cleaning out from under your refrigerator (which can assist in energy savings and improve performance of the appliance), is suggested to be done twice a year.
- Hanging of art work and other items.
- Plumbing repairs and replacement such as drains and fixtures.
- Installing (hookup) of electronic equipment (stereo, DVD players, computers, TV and HDTV).
- Hanging and installing light fixtures, dimmer controls, switches and electrical outlets. Lamp repairs and installing light bulbs in those hard to reach places.
- If you have a humidifier, clean and service yearly as recommended.
- Hanging and installing window treatments.
- Caulking and sealing countertops and tile.
- Turn and rotate mattresses.

These and many other services are available by maintenance staff at \$36.00 hourly with a minimum of 15 minutes charge. If you have questions as to what can be done or any other questions regarding service, please feel free to contact the office at 871-0100 between 8:30 a.m. and 5 p.m. Routine maintenance will be performed only during regular working hours.

For emergency maintenance outside regular working hours, call the Doorman (871-0100) who will notify the on-call maintenance man.

Emergency maintenance within a unit is defined as that repair required to prevent:

1. an unhealthy or possibly injurious situation; or,

2. a condition causing, or which will cause, progressive damage to the building.  
Specific items covered under these categories for after-hours maintenance are:

1. Health and Welfare:

tripped circuit breaker  
refrigerator malfunction  
air conditioning failure  
smoke alarm battery "chirping"

2. Damage Potential:

electrical short  
stopped up sink or toilet  
leaking water not flowing out through drain

3. Lockout:

After hours service will be provided for a \$9.00 fee per occurrence, which will be billed on your monthly statement.

**The Doorman is prohibited from giving out the telephone number of the on-call maintenance man, or from calling him when the services requested do not meet the above criteria.**

### **CONSTRUCTION AND REPAIR**

Please notify your outside contractors for construction or repair of the following rules and regulations before beginning any work in your unit:

1. Workmen working in the Square are to check on and off the property with the Maintenance office on the lower level or the General Office off the lobby. They should park in the spaces adjacent to the loading dock. Workmen in the Square may call 871-0100.
2. Plans are to be submitted to the General Manager or Building Superintendent in advance of beginning work.
3. Workmen may be on the premises 8:30 a.m. to 5:00 p.m. only Monday through Friday. No noise before 9:00 a.m. No work on weekends and holidays.
4. Workers are NOT to be given keys other than to the individual unit.
5. All ongoing work is to be coordinated with and inspected by the Building Superintendent or General Manager.
6. All work shall be done in accordance with applicable local building codes and regulations and owners are responsible for ensuring strict compliance with such codes and regulations.
7. NO ONE, owners and contractors included, may enter a wall, ceiling or floor for any purpose without written permission, and full consultation, supervision and inspection of the General Manager and Superintendent. Including but not limited to:
  - A) Connecting to or modifying the central antenna system,
  - B) Adjusting or modifying the heating and air conditioning systems, thermostats, and valves,
  - C) Modifying any wiring,
  - D) Penetrating or connecting to any duct, exhaust or other entity,

E) Opening, adding to, eliminating or otherwise reconfiguring any wall, ceiling or floor.

### **REGENCY EMPLOYEES HOLIDAY FUND**

Each year The Regency sponsors a Holiday Fund to thank all of the employees who work to make our lives here as easy and as pleasant as possible. This includes about 35 employees; those we see on a daily basis **and those we rarely see, but whose behind the scenes efforts are of vital importance.**

Your Holiday Fund Committee strives to ask all the residents of both the Tower and the Square to participate in this Fund. It is the **only way** that all our staff can receive **their fair share.**

A few things to keep in mind as you consider your contribution:

1. Whether you reside at The Regency year-round, or go away for the winter (please make your contribution before you leave), your unit must be maintained full-time, and Regency employees are on the job to look after your interests.
2. If certain employees have been especially helpful, and you want to thank them individually, fine, **but don't forget the rest of the employees** that you do not see on a regular basis. The Fund rewards everyone for their efforts.
3. How much should I give? Obviously, this is completely up to you. A possible goal is a dollar a day for all the superior services we receive from our wonderful staff.

Make checks out to "Regency Holiday Fund" and give it to the office. Please be generous to our loyal employees and let's aim for 100% contribution.

Holiday Fund Coordinators

P.S. We assure you that all contributions are confidential.

### **CINCINNATI FIRE DEPARTMENT APPROVED EMERGENCY PLAN**

***Fire:***

#### **TO REPORT A FIRE CALL - 911**

Give them your name and address. Notify the Tower Doorman at 871-0100 so that he/she can direct and assist the arriving Fire Department personnel, and notify the On-call Maintenance Person.

Vacate your home immediately. (Smoke and gases are dangerous.)

Notify your neighbors.

### **TORNADO**

Interior halls of the Tower and its storage areas are recommended by Hamilton County Civil Defense as the safest place to be. However, if time does not permit, lower bathrooms or a closet with the door closed would be the second recommendation, and will protect you from flying glass.

**DO NOT COME TO THE LOBBY.** It must be kept clear of all non-essential personnel to allow rapid and unobstructed management of the emergency.

For the same reasons, DO NOT CALL THE OFFICE OR FRONT DESK.

## **CALL 911**

### **For Medical, Fire or Police Emergencies**

#### **CARBON MONOXIDE**

What you should do if the carbon monoxide detector alarm sounds:

If harmful levels of carbon monoxide are detected, your detector will go into a continuous full alarm. (This alarm is a loud 85 decibel horn/siren sound and the red light comes on.)

#### **If the full alarm sounds, respond as follows:**

1. If anyone is experiencing the effects of carbon monoxide poisoning – headache, dizziness, nausea or other flu-like symptoms, call your fire department or 911 immediately. Evacuate your family from the home to a location with fresh air. Do a head count to check that all persons are accounted for. Contact the Front Desk at 871-0100 for the on-call maintenance man. Do not re-enter your home until the home has been aired out and the problem corrected by a qualified technician or your utility company.
2. If no symptoms exist, operate Test/Reset button and immediately ventilate the home by opening the windows and doors. Turn off the furnace and all fuel-burning appliances, contact the Front Desk at 871-0100 for the on-call maintenance man, and call your utility company to inspect and repair your home before restarting the furnace and all fuel-burning appliances.
3. The alarm can be silenced for a maximum of six minutes by pressing the Test/Reset button.

#### **What to do after resetting the detector following an alarm?**

- A) A full continuous alarm within six minutes after reset confirms ongoing presence of harmful levels of carbon monoxide. If this occurs, follow instructions 1 and 2 above.
- B) A low level warning within six minutes after reset confirms ongoing presence of low levels of carbon monoxide. If this occurs, follow instructions below.

#### **What to do after a carbon monoxide problem has been corrected?**

After a carbon monoxide problem has been corrected, reset your detector by pushing the Test/Reset button.

#### **What should you do if the Low Level Warning signal activates?**

If low levels of carbon monoxide are detected, your detector will emit a low level warning. (This warning is a series of 3 short beeping sounds and 3 flashes of the red light every 2.5 minutes.)

If this warning signal is activated, respond as follows:

1. If anyone is experiencing the effects of carbon monoxide poisoning – headache, dizziness, nausea, or other flu-like symptoms, call your fire department or 911 immediately. Evacuate your family from the home to a

location with fresh air. Do a head count to check that all persons are accounted for. Contact the Front Desk at 871-0100 for the on-call maintenance man. Do not re-enter your home until the home has been aired out and the problem corrected by a qualified technician or your utility company.

2. If no symptoms exist, operate Test/Reset button and immediately ventilate the home by opening the windows and doors. Turn off the furnace and all fuel-burning appliances, call the Front Desk at 871-0100 for the on-call maintenance man, and call your utility company to inspect and repair your home before restarting the furnace and all fuel-burning appliances.
3. The low-level warning can be silenced for a maximum of six minutes by pressing the Test/Reset button.