

RULES AND REGULATIONS

Unoccupied Unit Notification

It is your responsibility to notify the building Superintendent any time that you are going to be away for 14 days or more. You can do that by completing the *Unoccupied Unit Notification Form* on our website and either placing it in the Superintendent's cubby #204 or emailing it to him at: HHCASuper@gmail.com.

If your unit is going to be unoccupied for longer than 14 days our Harbour Hill insurance policy (and possibly yours as well) requires that someone check your unit for any unusual conditions like water or mold damage at least every 14 days. Indicate on the *Unoccupied Unit Notification Form* whether you want the Superintendent or someone else to perform the check.

Outside Doors

1. Residents should instruct all visitors and delivery people on the use of the intercom at the front door. In the event that the resident will not be at home, the Superintendent should be contacted by dialing the 053 code. If that doesn't find him, try 727-501-6753. Requests to receive deliveries or admit visitors should be given to the Superintendent before the expected arrival, giving him as much notice as possible.
2. Visitors should be positively identified before being given access. In the absence of such identification, the owner should not buzz them in but should meet the visitors at the front door.
3. Keys and garage door openers should be given only to family members and/or close friends who need to enter the building.
4. Keys are not to be given to workers under any circumstances.
5. Residents should assume liability for all consequences of improper distribution of keys, including the cost of replacing all building locks, the value of lost or stolen property, damage, injury, or any other consequence that might occur.
6. No solicitations of any kind are permitted within the building.
7. Any suspicious activities should be reported immediately to the Superintendent 727-501-6753, to 911 if it is an emergency, or to the Police at the non-emergency number 727-893-7780.

8. Never let anyone into the building you are not expecting. All guests must use the callbox to contact the resident they are visiting.

Unit Alterations

You must submit an *Apartment Alteration / Construction Application Form* for all alterations to your unit. In addition, your contractor must complete and submit the *Contractor Agreement Procedure Form*. Both of these forms are available on the website and should be submitted the Building Committee Chair.

Garage Spaces and Driveways

1. No parking of unattended cars is permitted on driveways.
2. Garage spaces may be rented to residents only.
3. Lock your bicycles.
4. Parking spaces are assigned to specific units. Use of a space other than the one assigned to your unit requires permission of the owner of that space.
5. When entering or exiting the garage, please STOP AND WAIT for the gate to come down before going on your way. This is a security measure and only takes 16 seconds. Never follow another car in or out. Wait until the gate comes down and then activate the gate so you enter or exit on your own clicker.

Elevators, Halls and Lobby

1. The front elevator is for passengers and small items only. The rear elevator should be used for freight (grocery carts, furniture, bikes and the like). The exception is for the 9th floor residents, since the back elevator only goes to the 8th floor.
2. No grocery carts or bikes are allowed in the lobby.
3. When the elevators are to be used for moving, notify the Superintendent prior to the moving date so they can be padded and residents notified of possible delays. The procedure for moving, including hours/days allowed, is detailed in Section 2 of the Safety & Security Manual.
4. No smoking in elevators, hallways, lobby or common areas. Smoking is permitted on the Sundeck, off of the Harbour Room on the 9th floor.

Mailroom Bulletin Board

The primary function of the bulletin board in the mailroom is to post HHCA business and events. The bulletin board is monitored by the Secretary of the Association.

If space is available, residents may also post items on the bulletin board, following these guidelines:

1. Examples of personal postings include: notice of sale of your unit, community events, items for sale, reference for business services, etc.
2. Residents must write their **name and date posted** on the posting.
3. Postings may remain on the bulletin board for up to 2 weeks. Personal postings will be removed by the Secretary and returned to the poster's cubby after 2 weeks.
4. No resident may remove a posting by another resident. If you have a concern with a posting, please contact either the Secretary or the President.
5. The Secretary may remove personal postings to make space for HHCA business. The personal posting will be returned to the bulletin board as space allows.

Harbour Room

1. The Harbour Room cannot be used for business purposes.
2. Reservations for the Harbour Room should be recorded on the Harbour Room Reservation calendar in the mailroom.
3. Use of the Harbour Room is free to residents. It is their responsibility to leave the room in the same condition it was found. Any damage, repair or excess cleaning needed will be the financial responsibility of the last person using the room.
4. Guidelines for use of the room have been prepared by the Social Committee and are posted in the kitchen and in the Procedure Section of the Condo Documents.

Laundry Rooms

1. Hours of operation are 7am to 11pm daily. Loads should be planned so that no machine is running between 11pm and 7am. Machine operating instructions are posted in each laundry room.
2. Each unit is entitled to sign up for one block of time – either morning 7am-noon, afternoon noon-5pm, or evening 5pm-11pm.
3. Unassigned times are available to residents on a first come, first serves basis. Residents are encouraged to communicate about special needs.
4. Residents may use machines on any floors 2-8 if they are not reserved by someone else.
5. Machines are for the use of residents.

Trash Disposal

1. All garbage and trash should be tied or bagged securely before being placed down the chute. Use chute between 7am and 11pm only.
2. No cardboard, newspaper, or any trash should be placed in the hallways or stairwells. PLEASE do not put large pizza boxes down the trash chute. It is too easy for them to open up, get stuck and clog up the chute. Place pizza boxes directly in alley dumpster.
3. Corrugated cardboard boxes should be flattened and taken directly to alley dumpster.
4. Styrofoam should be bagged and placed in the chute. When unable to fit it in the chute take directly to alley dumpster.
5. Be careful of storage of hazardous or flammable items. If you need to dispose of such items, contact the Superintendent. For specific information see the Procedure Section of the Condo Documents for Storage of Hazardous Materials.
6. Wrap any cigarette ashes and/or smoking materials in a wet paper towel, wrap this in a plastic bag, and tie tightly before sending this down the trash chute.
7. When using the Harbour Room recycle all items as indicated in RECYCLING below and take sealed bagged trash to alley dumpster.
8. For larger household debris, which will not fit in trash chute, please take directly to alley dumpster.

Recycling

1. The large green bins for recycling are located at the far end of the 1st floor garage near north exit gate.
2. Newspapers, office paper, phone books, junk mail, catalogs, magazines, and shredded paper can be placed in the bins.
3. Magazines may be brought to the library for others to enjoy. Later they are sent to nursing homes, libraries, and other service organizations.
4. Corrugated cardboard, plastic bags, pizza boxes and styrofoam currently CANNOT be recycled. Place them in the alley dumpster.
5. All containers should be flattened --- water bottles, milk cereal boxes, etc., to maximize space available in the bins.
6. Glass, plastic, aluminum and steel containers can be co-mingled in the bins.
7. Batteries are no longer recycled. Place in trash according to county guidelines.
8. Fluorescent bulbs can be placed in the alley dumpster.

Balconies and HH Grounds

1. Care should be taken that no water, dirt, or other residue be transferred from one balcony to another.
2. Laundry may not be dried on balconies.
3. Only electric grills are allowed on balconies, not gas. However, you are welcome to use the gas grill in the Alley Garden which you enter through the 1st floor garage.
4. No items should be added to or removed from the landscaping without approval from the Grounds Committee.
5. Do not toss cigarettes/cigars into the landscape.
6. While vacationing, plants may be left in the Atrium or Alley Garden. Identify each pot with your name, unit number, and date of return.