

*THE CLARIDGE
HOUSE
COOPERATIVE*

*RULES AND
REGULATIONS*

The Claridge House Cooperative

Rules and Regulations

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1. Occupancy

- a. All residents will fill out an information form on basic occupancy data. These forms will be provided by the Building Manager at the time of a move-in to the Claridge House. They are also available at the Front Desk.
- b. The maximum occupancy permitted by the cooperative will be: two (2) persons per efficiency unit; two (2) persons per one- bedroom unit, and three (3) persons per two - bedroom unit.
- c. Upon the assignment, transfer or other disposition of shares of capital stock and an apartment unit or garage space Proprietary Lease associated with such shares, the assignor must surrender the Stock Certificate and original Proprietary Lease to the Cooperative's transfer agent. If assignor cannot produce the Stock Certificate or original Proprietary Lease, assignor shall either (1) provide an Affidavit of Loss of Proprietary Documents and Indemnification Agreement in a form approved by the Board of Directors of the Cooperative together with a Bond of Indemnity for Lost Instruments issued by a surety corporation licensed in the District of Columbia in an amount equal to the contract sales price or the market value of the unit or (2) in lieu of the affidavit and bond, provide a court order declaring that title to the share certificate and Proprietary Lease is in assignor.

2. Sub- Leasing Units

Pursuant to Paragraph 5 of the Proprietary Lease,

- a. A member may from time to time sublet the Apartment; provided, however, that any such sublease is on a form prescribed by the Board. The terms must be for a minimum sublease (not including renewals) of six (6) months (except that lessee may sublease the Apartment one time annually without regard to the duration of the sublease). The subtenant shall observe all applicable rules relating to occupancy and use of the Building.
- b. Any member who subleases a unit shall promptly execute a written sublease on a form prescribed by the Board and shall forward a conformed copy thereof to the Building Manager prior to the move-in date. No move-in will be permitted until a conforming sublease has been received by the Building Manager and the move-in fee is paid. The Building Manager must be notified of any renewal or change in the sublease at least five (5) days prior to such extension, renewal or change.
- c. All new residents must be interviewed by the Building Manager or Assistant Manager before moving in. At this interview Management shall collect the move- in fee, a copy of the lease, and, if applicable, a copy of the garage sublease.

3. Use of Units

- a. Noise and Nuisance: Residents shall not make or permit to be made any disturbing noises or do or permit any act which unreasonably interferes with the rights, comforts and convenience of any other resident.
- b. Locks: No member or resident (or any agents, employees or contractors of either of them) shall alter any lock or install a new lock on any exterior door leading to an apartment without prior written notice to the Management office. At the time of installation of any such lock, the Management office shall immediately be provided a key to such lock.
- c. Electrical Equipment: All electrical equipment of any kind or nature installed or used in each apartment shall fully comply with all rules, requirements and recommendations of the local Board of Fire Underwriters and the public authorities having jurisdiction and the shareholder shall be exclusively liable for any damage or injury caused by any such electrical equipment in the shareholder's apartment or in any other part of the building.
- d. Toilets: Toilets and other water and sewer equipment shall not be used for purposes other than those for which they were designed; no sweepings, diapers, rags, ashes or other improper articles shall be placed therein.
- e. Extra- hazardous Activity: Residents shall not permit any extra-hazardous material to be brought into the Building nor shall residents permit or engage in any extra hazardous acts in the Building. Residents shall not keep gasoline or other explosive or highly flammable material in apartments or storage areas.
- f. Waterbeds: Absolutely no waterbeds are permitted in the Building.
- g. Carpet: Seventy-five percent of the flooring in each unit must be covered by carpeting, excluding all areas covered by furniture, all closets, kitchens and bathrooms but specifically including all traffic areas such as hallways and the entryways.

4. Use of the Garage

- a. All garage spaces are to be used for automobiles only. Each space is reserved exclusively for use by the shareholder who owns the share of stock assigned to that space or the resident designee of such shareholder. All parking shall be in designated spaces only. All residents must observe and abide by all parking regulations as promulgated by the Board of Directors and local authorities.
- b. District of Columbia law prohibits parking which blocks sidewalks or driveways or impedes or prevents ready access to any entrance or exit from the Building or another vehicle.

- c. Maintenance or repair work to automobiles is not permitted in the garage. This includes washing and waxing.
- d. Extra-hazardous Activity: Residents shall not permit any extra hazardous material to be brought into the garage nor activity in the garage. Residents shall not keep any gasoline, or other explosive or highly flammable material in the garage.
- e. Any bicycle parking area and/or storage area(s) designated by the Board of Directors shall be operated under specific rules promulgated by the Board of Directors.
- f. Use of the garage spaces shall be at the sole risk of the user of such garage space. The Cooperative assumes no responsibility and shall not be liable in the event of loss, destruction, theft of, or damage to any vehicle, bicycle, motorcycle or contains within the garage area.

5. Access to Apartments

- a. For the purpose of performing any of the repairs or maintenance required or authorized by the Articles of Incorporation, the Bylaws, the Proprietary Lease or these rules and regulations, or in the event of an emergency or to abate any conditions involving the health, safety or welfare of the residents or damage property, the Cooperative, through its duly authorized agents or employees, shall have the right after reasonable efforts to give notice to the shareholder or occupant, to enter any apartment at any hour considered to be reasonable under the circumstances. A resident shall grant access to his apartment to the Board of Directors, the Management Agent, the Building Manager, or other person authorized by the Board of Directors for the purpose of making inspections related to the compliance with the Bylaws, rules and regulations of the Cooperative, for insurance purposes or to make repairs where a member or tenant has failed to properly maintain the apartment, upon reasonable notice. In the event of entry into an apartment without prior consent of the shareholder or resident, a notice stating the nature, purpose and time of such entry, the names of all persons who participated in the entry, and a statement detailing the steps taken to secure entry by permission shall be furnished to the resident of the apartment at the time of entry.
- b. No other person shall be admitted to a unit during the resident's absence except with prior written permission of the resident.
- c. The required keys held for Cooperative purposes will be kept under strict control and are not intended for use by residents.
- d. It is the policy of the Claridge House Cooperative to assist residents who have locked themselves out of their apartment and who do not have a convenience key registered at the desk.

If the person handling the lockout requests, the resident must identify himself or herself with a picture identification, either before or after gaining admittance to the apartment.

Payment of the fee is due at the time of admittance, in the form of a check made payable to the Claridge House Cooperative. Cash is not acceptable. If the resident cannot pay by check, either a money order or cashier's check would be accepted the next day, but all further services to the resident would be withheld until payment is made.

- e. At the resident's option, a "convenience key" may be registered with the Front Desk for use with admit slips or by a resident who is locked out of his or her apartment. A key envelope will be provided, and only keys sealed in such envelopes will be registered. A key is registered for one-time use and, once signed out, cannot be returned to the Front Desk. Residents must make their own arrangements for such keys to be returned to them. A resident may reregister a key in a new sealed envelope for future use. Proper identification must be provided before a sealed key envelope will be signed out. In the case of admits, a signed admit slip must be on file.

If a convenience key is not registered with the Building Manager and the resident is locked out of his or her apartment, and request management to open his or her unit a \$50.00 lock-out fee will be charged.

- f. Desk personnel will not accept keys from residents or allow keys to be placed in message boxes. If an employee accepts a key in violation of these rules at the request of the shareholder or resident, such employee shall be the agent of the requester and not of the Cooperative and shall be acting at the sole risk of the requester. The Cooperative does not assume responsibility for the loss or damage in such case.
- g. Residents having guest residing in their apartments in the resident's temporary absence must notify the Building Manager of the guest's name and length of stay.
- h. All guest shall be announced prior to gaining entry past the Front Desk, and all residents should inform their guests of this rule.

6. Common Areas

- a. The lobby is for ingress and egress of persons and hand carried items only. Large items and deliveries must be accomplished according to the move-in/out rules. All bicycles must enter through the garage entrance (except after dark they may be carried through the lobby) and use the service elevator (garage door keys and cards are available in the Management Office). Bicycles are not allowed in lobby areas and may not be brought in

through the North Building Lobby door (except after dark they may be carried through the lobby).

- b. The halls and passageways of the Building shall not be obstructed or used for any purpose other than ingress and egress.
- c. Decorum and dress in the common areas must be appropriate and in keeping with the particular common areas and the high standard of The Claridge House. Residents must be clothed, including tops and footwear, in the lobbies, halls and elevators.
- d. Elevators are primarily for the use of passengers and their handheld packages and/or pets. Furniture, trunks, carts, bicycles, and other objects which obstruct the normal use of passenger elevators must be transported in the service elevator when it is available.
- e. Door-to-door soliciting is prohibited, either by occupants or by others, within the Building without the prior written consent of the Board of Directors.
- f. Posting is not allowed except on the bulletin board located in the South Building lobby.
- g. Garbage and refuse shall be disposed of in the trash chutes between the hours of 7:00am and 11:00pm. Any objects which the chutes cannot accommodate must be taken to the basement and placed in the trash room. If direction or assistance is needed please contact the Front Desk. Residents are not permitted to place any garbage or refuse of any kind in the halls, other public areas, or garages of the Building.
- h. Laundry facilities in the South Building may be operated on a twenty-four (24) hours basis. Laundry facilities in the North Building shall be operated only between the hours of 7:00am and 11:00pm.
- i. The rear and side doors of the Building shall be used only for emergencies, authorized maintenance activities, and deliveries and moves which have been scheduled with the Management Office. Garage doors shall be used only for routine resident traffic and for the activities listed above.
- j. Draperies, curtains, or window blinds must be installed by each unit owner on all windows of each unit and must be so maintained thereon at all times. Such draperies, curtains or blinds must cover the entire window. The exterior surfaces of such draperies or curtains (the surface visible from outside the unit) must be white, off-white, or beige in color. No unit owner shall cause or permit anything to be hung, displayed, or exposed on

the exterior of the unit or a common element appurtenant thereto whether through or upon windows, doors or masonry of such unit. The prohibition herein includes, without limitation, laundry, clothing, rugs, signs, awnings, canopies, shutters, flags, radio or television antennas, or any other item. Failure to correct a violation within fourteen (14) days shall result in additional fines of \$25.00 for each additional 14-day period.

7. Terrace Rules

- a. The terrace is available for limited use by residents between the hours of 10:00am and 8:00pm.
- b. Residents shall not make or permit to be made any disturbing noises or do or permit any act which unreasonably interferes with the rights, privacy, comforts or conveniences of any other resident. Special consideration must be given to the residents occupying the apartments around the terrace.
- c. No sunbathing is allowed on the terrace.
- d. No food or beverage may be consumed in the terrace area except by special written permission of the Board of Directors.
- e. The terrace is available for private parties on a limited basis. A written request and plan of activity shall be submitted in duplicate to the Board of Directors no later than fifteen (15) days prior to the proposed event. Should the date of a requested activity occur prior to a Board Meeting, the President of the Board of Directors along with a recommendation from the Building Manager may approve or disapprove an activity request. The plan must include at least the following:
 1. Name, apartment number, home and work telephone number of the resident.
 2. The date and hours of the proposed use.
 3. The maximum number of attendees.
 4. Arrangements for guest traffic (use of facilities, parking, etc.).
 5. Type and method of serving of food and beverages.
 6. Trash disposal and clean-up plan.
 7. Any other information relevant to the approval or disposal of the request.

The approval or disposal of a request for private use of the terrace shall be in the sole discretion of the Board of Directors. The Board reserves the right to issue specific instructions and limitations with respect to any proposed use of the terrace facility.

8. Swimming Pool Rules and Regulations

The following rules and regulations are for your protection. Your cooperation will contribute to the pleasure and safety of all.

- a. Children under 12 years of age will not be permitted in the pool area unless accompanied by a responsible adult (18 years of age or older).
- b. Bathers must shower before entering the pool. Bathers with long hair must wear caps.
- c. Rowdyism, rough play and diving into the pool are prohibited.
- d. No eating, glassware, or alcoholic beverages will be permitted in the pool area.
- e. No one under the influence of alcohol will be permitted in the pool area.
- f. No radios will be permitted to play without the use of earphones.
- g. The guard on duty is there for your protection and safety. The guard will enforce District of Columbia safety regulations and the instructions of the guard must be strictly complied with. The Board of Directors reserves the right to revoke or suspend swimming privileges of anyone for any violation of the Proprietary Lease, Bylaws, Rules and Regulations, Pool Rules or for non-payment of assessments, late charges or legal fees.
- h. All accidents, no matter how minor, must be reported to the guard on duty and to the Building Manager's office. It will be the responsibility of the Building Manager's Office to inform the Board of Directors of any such accidents. When reporting an accident, make sure that you give the guard your full name and address, and explain how it happened. First aid supplies may be obtained from the guard.
- i. Only two pool passes will be issued to each apartment of The Claridge House.
- j. If a pool pass is lost, there will be a \$10.00 fee for its replacement. If a card has been mutilated, a free replacement will be given only if a recognizable portion of the original card is presented, otherwise a \$10.00 fee will also be applicable. The fees associated with the two above

circumstances will not be refunded under any conditions. Pool passes must be returned by resident owners if they sell their shares or by renters when moving out of The Claridge House.

- k. Guest passes are available in the Management office. Each day the first two passes will be free; any others will be \$2.00 for weekdays and \$4.00 for weekends and holidays. When passes are picked up the resident will have to sign for them. The free passes will be dated for the day of pick-up or the following day only. The passes will also be collected at the door by the lifeguard.
- l. Persons in bathing attire are required to wear appropriate cover and shoes (footwear) when passing through the lobby and other common areas and are not permitted to linger in the lobby or corridors.
- m. All persons using the pool area do so at their own risk and sole responsibility. The Cooperative and the Management Company assume no responsibility for any accident or injury in connection with such use nor for any loss or damage of personal property of any kind. Persons using the pool covenant and agree with the owners and management, for and in consideration of the use of the pool as an added facility, to make no claim against the owners or management for or on account of any loss of life or personal injury or damage to or loss of personal property. Resident owners and renters alike agree to save harmless the Cooperation and management from any and all liabilities and actions of whatsoever nature by any resident owners, renters or guests in connection with use of the swimming pool or pool area.
- n. The pool may be closed at any time due to breakdown, weather, or other difficulties, at the discretion of the Board of Directors, the Building Manager, or the guard on duty.
- o. All residents will be held responsible for all actions of their guests.
- p. Pool hours will be determined by the Board of Directors.
- q. The Board of Directors reserves the right to revoke or suspend swimming privileges at any time without prior notice, at its discretion.
- r. Requests may be submitted for the use of the pool by tenants during the periods of time which it is not scheduled for public use by the residents of the Building.

- s. The approval or disapproval of a request for the private use of the pool is in the sole discretion of the Board of Directors. The Board reserves the right to issue specific instructions governing use of the facility.

9. Pet Rules

- a. No pets are permitted at the Cooperative. However, residents who had pets the Building prior to November 1, 1983 may continue to have those pets and to replace their pets.

10. Front Desk and Management Personnel

- a. Relationship between Cooperative employees and residents: If any money or articles of any description are left with any building employee by or at the request of a resident, such employee shall be the agent of the resident and not of the Cooperative and shall be acting at the sole risk of the resident. The Cooperative does not assume any responsibility for loss or damage in such case.

Desk personnel are available to take messages. Owners and residents are not to ask Desk personnel to act as their agents for the sale or rental of personal property. Desk personnel will, however, provide access to a registry of shareholders having units for rent or sale.

11. Moves and Bulky Deliveries or Removals

- a. Personal property, other than hand baggage and packages, must be transported in the service elevators, where available. Permission for the use of the elevators for moving large items requiring elevator pads must be obtained from the Building Manager's office in advance. If residents will not be at home, prior arrangements should be made with the Building Manager or his/her designee, who is authorized to prohibit any moves for which such advance arrangements have not been made.
- b. All moves into or out of the building must be scheduled at least five (5) days prior to the move date. The Building Manager is authorized to prohibit any move for reasons of scheduling or if the move does not comport with these rules and regulations. No move of a sublessee will be permitted until a conforming sublease has been received by the Building Manager and the move-in fee paid. Moves may be made Monday through Friday, between the hours of 8:00am and 5:00pm; on Saturday between the hours of 8:00am and 7:00pm; and on Sunday between the hours of 10:00am and 7:00pm. Nothing shall be moved through the lobbies.
- c. A move-in fee of \$350 payable by the owner of the apartment will be assessed for every move into or within the building. This fee is due at the time the move is scheduled., and no move-in will be permitted by the Building Manager unless the fee has

been paid. This in no way obviates the individual's responsibility for damages assignable to a specific move.

- d. All deliveries of furniture and similar items to residents must be made at the specified loading areas. Each resident must advise anyone making deliveries to use the loading areas and the service elevators, if available.
- e. The Claridge House Cooperative, its employees or agents assume no responsibility for articles accepted on behalf of individual occupants.

Adopted 5/1/96