

Ten Museum Park

Summary of Essential Residential Rules and Regulations

The By-Laws of the Ten Museum Park Residential Condominium Association provides comprehensive rules and regulations for the residential community. This summary highlights key essential rules for all residents which are designed to enhance our residential experience.

1. **Deliveries, Move In and Move Out.** All deliveries of furniture and other large articles are permitted Monday thru Friday from 9:00am – 4:00pm. Move in and move out arrangements and elevator reservation must be coordinated with the management office. As of 1/1/2014, all Unit Owners and Tenants are required to remit a \$300.00 non-refundable move-in/move-out fee. There will be no charge for deliveries.
2. **Cigarettes & Smoking.** All indoor public areas, including the garage and valet areas, are designated as No Smoking. At no time can cigarettes or other hazardous items be tossed from balconies. All items must be disposed of in appropriate containers. Residents are responsible for ensuring visiting guests abide by the rules.
3. **Balcony and Terrace.** Only patio type furniture may be stored on the balcony and are not to be obtrusive/conspicuous in size and scope. No items are to be thrown, swept or mopped off the balcony. No grilling is allowed and again caution with regard to cigarettes, bottles and glasses.
4. **Noise.** No excessive noise or loud music is allowed at any time and special volume level consideration needs to be observed after 11:00pm.
5. **Trash, Box, and Crate Disposal.** Trash must be disposed of in the central trash chute using the proper selection as listed on the electronic-command board. Built up garbage is not permitted in units. Boxes, crates and other large items must be brought down to the receiving dock and placed in the designated dumpster or you may call the concierge to have large items removed.
6. **Occupancy.** Each Unit shall be used as a residence only, whether for permanent or temporary use, as defined in Declaration of Condominium of TMP Residential Association. In the case of a “home office” there is to be no commercial visitation, traffic and absolutely no signage can be displayed outside of residence or in hallways.
7. **Pets:** Pets are limited to no more than two orderly domesticated pets per unit (limited to dog, cat or caged bird) whose combined weight does not exceed 100lbs and or aquarium fish. All such pets must be registered with the management office. Pets must be leashed at all times in public/common areas and may be walked only through and on permitted areas while avoiding the lobby. Owners are responsible for picking up after their pets and to ensure that pets are frequently “walked” to avoid “accidents” in units or common areas.
All pets must be registered with the Association. Proof of vaccination, a photograph of the pet, and a certificate from a licensed veterinarian certifying the pet’s weight upon maturity will be required at the time of registration. A non-refundable pet registration fee of \$50.00 for each registered pet will be collected by the Association. Guest of Owners and/or Residents shall not be permitted to bring pets to the building.
8. **Air Conditioning.** All unit owners, whether or not occupying the unit, shall periodically run the air conditioning system to maintain the unit temperature at 78 degrees to minimize humidity in the unit in order to help prevent mold development.

9. **Parking at Building Entrance.** Residents may not park at the front entrance. Only Valet parking service is provided. No trucks or commercial vehicles can be left at the front entrance for any length of time.
10. **Resident Auto Valet Parking.** All resident vehicles must be registered and all vehicles must be parked by the Valet. Self- parking is not permitted.
11. **Guest Auto Valet Parking:** The garage can only accommodate 2 guest parking spaces per unit in addition to the allocated residential spaces, including holidays and special events.
12. **Motor Scooter/Cycle Parking.** All motorized scooters/cycles must be registered and parked in the designated area on P-1 and may not be driven to a level above P-1.
13. **Bicycle Storage.** All bicycles must be registered and stored in the designated area on P-2. Bicycles are not permitted in the lobby or any other public area of the building and cannot be stored on balcony.
14. **Luggage/Shopping Cart Usage.** The valet office will permit temporary use of luggage and shopping carts with proper residential identity and ticketing. Carts must be returned to the valet office within 15 minutes and are not to be left in residential hallways, elevators or service corridors.
15. **Speed Limits.** Speeds in the garage area shall not exceed 5MPH.
16. **No Oversize Vehicles** [height surpassing the bang-bars 6'8" limit] may be parked anywhere higher than P-1.
17. **Dress Code.** All persons must wear proper attire (i.e., shirts, pants, shorts, skirt) and footwear while in any indoor common area of the building including but not limited to the lobby and elevators.
18. **Fitness Center, Spa and Sky Garden Pool Area.** The gym is to be kept orderly at all times. All equipment, mats, balls, weights etc. must be returned to the designated storage area. Sanitizing wiping cloths are provided and are to be used after equipment use. Music and T.V. sound levels need to be kept at reasonable levels. No glass or china ware is permitted in the pool area. Cigarettes and cigars are to be disposed of in proper containers. Only personal audio devices with headphones may be used on the sky garden and pool area. Residents should keep the area neat and orderly at all times. All Posted Spa, Gym and Pool rules are to be observed. Personal trainers must adhere to the Fitness Center and Spa Rules and Regulations.
19. **Security Fobs.** For security monitoring, all residents must be in possession of and use their security fob for elevator, garage, gym, pool, and storage unit access. As appropriate, additional fobs can be purchased at the management office. Staff will be instructed to monitor abuse.
20. **Unit Rentals.** No unit can be leased for less than three consecutive months and an application must be completed in the management office.
21. **Guest Registration.** All guests who will be staying/occupying a unit while the owner/lessee is not in residence must be registered in advance through the management office and they will be required to check-in at Concierge desk in the lobby upon arrival.

A guest is defined as someone other than the unit owner or his/her lessee and his/her immediate family (spouse, children, parent, grandparent, sibling and grandchildren). Guests who will be occupying a unit in the absence of the unit owner or lessee must be registered not less than 24 hours prior to the guest's occupancy of the unit.

22. **In-residence Parties/Get-togethers:** The Association recognizes that a gathering of 20 or more persons constitutes a party and requires that a separate agreement be signed by both the resident and Management. Please contact the Management office for ample information regarding the policy and procedure for coordinating such events. It is noteworthy that there are restrictions based on building design, code ordinances and NFPA; Maximum occupancy is 50 guests per unit.
23. **Emergency Key.** All units need to have an emergency key registered and secured at the concierge desk. Uses of such keys are limited to emergency situations and are not to be used as a convenience or for domestic services, guests or real estate viewings
24. **Violation Notices and Fines.** To ensure observance of all rules and regulations, Violation Notices and subsequent fines will be issued as deemed appropriate by management. The following is provided as a guide for the most common infractions. Additional fines will be subject to management discretion :
 - I. **Violations** @ \$50.00 per occurrence and may be levied on the basis of each day of a continuing violation notification.
 - a. Pet(s) solid waste not being picked-up and properly disposed
 - b. Pet(s) not being leashed or not following building entrance/exit guidelines
 - c. Pet(s) defecation in public areas
 - d. Trash not being properly disposed of in trash chute or dumpster
 - e. Failure to return luggage/shopping carts
 - f. Abuse by not using Security Fob requiring concierge to provide access to secure areas
 - g. Bottles/Glassware/Chinaware at pool area
 - h. Smoking in designated non- smoking areas
 - i. Excessive noise
 - j. Speeding over 5 MPH
 - II. **Major Violations** @ \$100.00 per occurrence and may be levied on the basis of each day of a continuing violation notification. A major violation refers to any and all acts construed to be negligent, destructive, and/or aggressive in nature; including but not limited to the acts listed below.
 - a. Cigarettes, bottles and other items being thrown from the balcony
25. **Grievance Committee.** A resident member(s) Grievance Committee will be established to arbitrate all exceptional items and issues.