

RIVERFRONT CONDOMINIUM ASSOCIATION, INC.

**100 N. W. First Street
Evansville, IN 47708**

GUIDELINE FOR LIVING AT RIVERFRONT CONDOMINIUM

Residential Property Manager (**RPM**)
Equipment and Facilities Manager (**EFM**)
Riverfront Condominium Association, Inc, Executive Board (**BOARD**)

With the purchase of your unit you agreed to adhere and abide by certain rules and regulations. These are enumerated in Article XVII of the DECLARATION OF CONDOMINIUM under the caption of Use Restrictions.

In addition to the DECLARATION, the (**BOARD**) has adopted certain guidelines for living at Riverfront Condominium that are meant to enhance our safety and comfort. These guidelines are as follows, "updated July 7, 2002".

MOVING

The responsibility of a move lies solely with the new unit owner. It is your duty to advise your moving company and any others assisting you of the Condominium rules. Moving in or out, or receiving new furniture should be cleared with the (**EFM**) so as not to coincide with another move. The (**EFM**) will also arrange for the installation of the protective padding in the elevator. You may move in between the hours of 8:00a.m. and 3:30p.m. Monday through Friday, with all deliveries through the Sycamore Street entrance. If a Unit Owner is requesting a move on Saturday, the (**BOARD**) must review a written request situation and give written approval before the move may begin.

As a Unit Owner, you are responsible for keeping the premises clean as well if needed, repair any damages to the property of the Riverfront Condominium that you may have incurred.

PARKING

Parked unattended vehicle is not permitted next to the entry awning in the front parking lot. All parking spaces in the front lot shall be reserved for guests of the Unit Owners, who must register in the front lobby, by the telephone. Unit Owners are permitted to park in the front lot on a short-term basis and no longer than two hours. All moving trucks, delivery or repair vehicles must park on Sycamore Street side. The back parking lot is designated for each Unit Owner. No Unit Owner or a guest shall park in another owner's parking space without permission.

TRASH

All trash should be bagged in plastic or paper, tied and placed in the trash chute located on each floor. Do not put boxes in chute without first tearing into small pieces. If you find the chute clogged, call the (**EFM**) as soon as possible.

Use your garbage disposal wisely. Do not use it for fruit pits, artichokes, bones, cornhusks, banana peelings or any fibrous material. Those items should be bagged, tied and put in the trash chute. Grease should never be put in the garbage disposal. Place grease in a container, refrigerate, then place in a plastic bag, tie and drop in the trash chute.

NEWSPAPER DELIVERY

The Evansville Courier and Press delivers the newspapers to the front porch entry door early each morning. If you need your morning paper before the (EFM) has arrived, by around 7:00a.m, your paper will be out front or in the front lobby area. Otherwise, Monday through Friday, your newspaper will be delivered by the (EFM) to your door by 7:15am. Saturday, Sunday or holidays and (EFM) vacation days, you need to make your own arrangement for delivery.

Any request for stopping, starting or holding the newspaper must be made by you, by contacting the newspaper Circulation Department.

PATIO AREA AND EXTERIOR APPEARANCE

No laundry, articles of clothing, brooms, mops, etc. should never be left on the patio at any time. Displaying of the United States flag should always be in accordance with the guidelines of the federal government. Flags should be mounted in a manner that will not take away from the appearance of the Riverfront Condominium.

Do not throw cigars, cigarettes or sweep dirt and water from the patios. Use caution in watering plants so that water does not drip on the patio below. Do not shake rugs or mops from your patio. LP gas grills and charcoal grills are not permitted on any patio or any other area on condo property.

Unit Owners should always use common sense in choosing color and style for patio furniture. Colors like white, black, tan, beige, are always best to blend with the exterior of the entire condo building. Umbrellas likewise, color and size must be compatible with the furniture to blend with the condo exterior appearance. The (BOARD) will review a request to change or add to the patio furniture at any time. This is to protect the overall appearance of the exterior of the condo building. Patio furniture may be left on your patio year round. However, do not cover and tie with a rope that make's your patio look like a storage area. Use the proper exterior furniture covers to protect the furniture. If it is not a proper furniture cover, it will take away from the total appearance of the condo building.

Patios should be painted and/or cleaned as often as needed. The railing must be painted white, concrete floor and rim area must be painted gray. The (EFM) has the color chart to match the two colors. In the event a Unit Owner would like to install tile or carpet on his/her patio, a written request must be submitted to the (BOARD) for review. The Unit Owner will receive a written reply.

PERSONAL ATTIRE

All residents and guest are required to wear footwear and proper cover-ups on the condo property. This includes going to the lobby, disposal chute room and swimming pool.

CHILDREN

Young children must not be permitted to play in the in the common areas, including the lobby, corridors, hallways, basement garage, and parking lots. Children should not interfere with operation of the elevators. Running and loud talking in the commons area can be very annoying to other residents and guest.

MAINTENANCE OF COMMON AREAS

All request for service and repairs should be directed to the (EFM). Scheduling of work is set by the (RPM, EFM & BOARD). Appropriate action will be taken in a timely manner.

DECORATION OF COMMON AREAS

Lobby décor will change with the seasons as selected by the Lobby and Commons Room committee with (**BOARD**) approval.

Decorations in the hallways on each floor are limited to those selected by the (**BOARD**). Each Unit Owner has the right to express his/her decorating preference, but is restricted to his/her individual unit. By definition (Article VII) this includes the interior of the unit and the exterior door, door jam's and frame. It does not include any part of the hallway.

This policy is intended to preserve the integrity of the condo décor. Having to move tables, cabinets, stands, etc. in order to vacuum the carpet and dusting the items substantially increases the time required by the (**EFM**) to clean the hallways.

The only exception to this policy is that Unit Owners are allowed a small doormat at the entrance to their unit. The doormat must be compatible by size and blend with the color of the common hallway carpet. The Unit Owner is responsible for keeping the doormat clean.

GENERAL

Unit entrance doors to hallways must be kept closed. Kitchen ventilation fan should be used when cooking and also in unit smoking. Cooking odors and tobacco smoke may be offensive to some residents, as well as a health hazard. Smoking is not permitted at any time, in all condo commons areas.

Waterbeds are not permitted because of possible water leakage to the unit below.

BOARD OF DIRECTORS

The (**BOARD**) of Directors schedules a monthly condo meeting, with date and time posted in the front lobby. This meeting is open to all Unit Owners. Any Unit Owner with comments or concerns for the Executive (**BOARD**), should be submitted in writing to the Secretary of the (**BOARD**) a minimum of 48 hours before scheduled meeting. Unit Owners are mailed Minutes and Income Statements after each meeting.

REPAIRS AND CONSTRUCTION WORK

Over time Unit Owners will need to repair, replace and update items in their unit. When this takes place, the suppliers and workers will be entering the condo. Unit Owners are reminded they are always responsible for what happens in the condo building. With repairs or remodeling it is the responsibility of the Unit Owner to advise the contractor or repairman of the condo guidelines. No keys shall be given to any person for the purpose of delivery or remodeling a unit. Any waste material, such as old carpeting or other waste item, shall not be thrown down the trash chute or placed in the condo trash container in the basement, but must be hauled away by the contractor. Excessive noise, paint and glue odors may be very offensive and a possible health hazard to some residents. Construction should never start before 8:00a.m. and must stop by 3:30p.m., Monday through Friday. If a Unit Owner is requesting construction work on Saturday, the (**BOARD**) must review a written request and give written approval before the project may start. The (**EFM**) is in the condo building Monday through Friday, 7:00a.m. to 3:30p.m. No entry doors may be left open without proper supervision. All supplies must be delivered through the Sycamore Street garage door and by elevator to your floor. As always, Unit Owners and contractors must use respect and be considerate of other condo residents.

EMERGENCY INFORMATION (In case of emergency dial 911)

In case of fire, pull the (red) alarm box handle located in each hallway adjacent to the stairwell door in the corridor. Alarms are also located in the basement garage area. This alarm will sound throughout the entire building. Also it will notify the fire department. If possible, send someone to the front entrance to convey the message of the fire location. In case you are in the elevator when the alarm sounds, the doors may not open at first. Keep calm. Press the button marked "DOOR OPEN". The door may have failed to open automatically. Also, re-press the button of the floor you originally had pressed. If the door does not open, use the telephone inside the elevator, located under the floor buttons. This phone is a direct line to Vanguard Alarm system, our condo 24-hour monitoring service. Tell the operator that you need assistance, and that you are in an elevator at Riverfront Condominium. Tell them what floor you believe you are on and which elevator you are in. All the information that you can convey will help with notifying the elevator servicing company.

A service technician should arrive within minutes. Police and Fire departments may also arrive to help assist with the emergency. If you feel it has taken to long for response, use the elevator phone again and ask for help. Also push the Alarm button on the panel. This will sound a loud bell. ABOVE ALL – BE PATIENT AND CALM AS POSSIBLE. Help is on the way.

In case of a tornado warning, the safest place should be the stairways on both ends of the buildings. Stay away from windows. DO NOT USE THE ELEVATORS.

In case of water overflow or water line breakage, each unit has main water shut off valve located in the utility room next to the hot water heater. This valve should be tried twice a year to make sure that it is not stuck. Also each appliance that has a water hookup should also have a shut off valve. With a water emergency, each unit resident should try to isolate the problem as soon as possible to minimize the damage to other Unit Owners. Unit Owners are cautioned to never leave their unit while the dishwasher or washing machine is still in operation. Washing machine water hoses, hot and cold, should have shut off valves to prevent water damage from ruptured hoses. If you need assistance with location of the shut off valves, contact the (EFM).

Four security phones are located throughout the condo building, next to the front exterior entry door, next to the elevator doors by the stair steps in the basement garage, at west end entry door from back parking lot into the garage area and in the pool area. For an emergency , dial 911. Using the security phones, you may also call any unit by dialing the seven-digit phone number. All four phones are for emergency use only, such as being locked out, or a guest needing door entry. Neither of the four security phones will unlock the entry doors, but the caller could be helped by sending a person to unlock the door.

Many Unit owners at the condo take extended leaves during the year. Whether you are away one day or six months, an emergency can happen. Storm damage, fire, earthquakes, water leakage, etc., may happen at any time. For the protection of all Unit Owners and residents in the event of an emergency, the (BOARD) is requesting a emergency contact person/s name who has an extra key to your unit. Having a person/s name in a contact file could facilitate the damage assessment with other Unit Owners. Access to your condo unit may be necessary to minimize the damage with other locations of the building. Your emergency contact person/s information would be kept in a security file at the management company office (RPM). In the event of an emergency, the Management Company (RPM) would be contacting your contact person/s and instruction would be given. Also suggested, keys to your unit shall never be given to domestic help or to any other person, relative or friend unless such person is listed as a contact person named for emergency purposes.

POOL REGULATIONS

Pool rules are stated to make this condominium enjoyable for those using and living at this residence.

Pool is open for swimming and sun bathing from 9:00AM to 10:00PM.

All bathing and swimming will be at each condominium owner's risk, including his or her guest. A resident must accompany his or her guest.

Swim suit cover-ups and footwear must be worn when entering or leaving the pool area, as well in the halls, elevator and lobby.

No glassware is permitted in the pool area. Use aluminum, plastic or paper.

No running on pool deck.

No diving or jumping into the pool.

Please remove all personal property when leaving the pool area, including cans and paper items, toys, etc.

Place equipment in the proper storage location before leaving.

To avoid storm damage, lower umbrella, tie down and return chairs, tables to proper location.

In case of emergency, dial 911. Emergency phone is located at pool side.

SAFETY ON PROPERTY

Unit Owners, residents and guests are requested to drive slowly in the front and rear parking lots, as well as inside garage area. Children should never play in the parking lots and in the garage area.

Discharge of any type of fireworks or flares on the premises is prohibited due to liability, possibility of injury and/or property damage.

COMMONS ROOM

"RULES AND REGULATIONS GOVERNING USE OF THE COMMONS ROOM",

Effective January 1, 2002. Scheduling forms and copies are on file at the (EFM) office, first floor lobby. Scheduling of the Commons Room is processed by the (EFM & BOARD).

The above guidelines were approved at the monthly Riverfront Condominium Association, Inc. Executive Board meeting, June 13, 2002. All Unit Owners and residents were given copies of this form at the annual meeting, July 7, 2002 or if not present, copies were mailed.

Riverfront Condominium Association, Inc.
Executive Board
June 13, 2002