

# MONROE HOUSE CONDOMINIUM ASSOCIATION

## RULES AND REGULATIONS

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# **MONROE HOUSE CONDOMINIUM ASSOCIATION**

## **RULES AND REGULATIONS**

**April 24, 2023**

**WHEREAS**, Monroe House Condominium Association (“Association” or “MHCA” or “Monroe House”) is a unit owners’ condominium association organized and operating pursuant to the Declaration and Bylaws of Monroe House Condominium and the District of Columbia Condominium Act (“Act”), and

**WHEREAS**, Article IV, Section 1 of the Bylaws grants the Board of Directors with all the powers and duties necessary for the administration of the affairs of the Association, and may do all such acts and things as are not by the Act or the Condominium Instruments directed to be exercised and done by the Association; and

**WHEREAS**, Article VI, Section 1 of the Bylaws grants the Board of Directors with the power “[t]o adopt any Rules and Regulations deemed necessary for the enjoyment of the Condominium”, and

**WHEREAS**, Article XI, Section 1 of the Association’s Bylaws states that “[e]ach Unit Owner shall be governed by, and shall comply with all the terms of the Condominium Instruments and the Rules and Regulations and any amendments of the same”, and

**WHEREAS**, Article VI, Section 8 of the Bylaws grants the Board of Directors with the power to and authority to exercise reasonable controls over the use of the Units; and

**WHEREAS**, Article VI, Section 8(N) grants the Board of Directors with the power to impose fines for violations of the Association’s Bylaws or Rules and Regulations”, and

**WHEREAS,** it is the intent of the Board of Directors to amend and clarify rules, restrictions and regulations for the benefit and protection of the Association's unit owners and residents by establishing procedures to ensure consistency of enforcement:

**NOW, THEREFORE, BE IT RESOLVED:** That the Board of Directors adopts the following policy governing use of units and common elements in the Condominium.

**APPLICABILITY OF RULES AND REGULATIONS:** These rules and regulations are binding on unit owners and tenants alike. Infractions of the rules, regulations and/or laws of the District of Columbia by Unit Owners, family members, guests, tenants, lessees, agents, invitees, and contractors may result in actions after notice and hearing by the Board of Directors. In addition, if the tenant becomes a severe problem in the condominium, the Board of Directors may terminate the lease and/or bring summary proceedings to evict the tenant in the name of the lessor, as permitted by Article VI, Section 8 (L) of the Bylaws.

### **BOARD MEETINGS**

The MHCA Board of Directors meets regularly, generally the first Wednesday of each month, at 7:00 pm in the Board Room adjacent to the Lobby or virtually. From time to time, the meeting may be rescheduled due to an emergency or unsafe weather conditions. The meetings are open only to MHCA owners. Owners who wish to call the Board's attention to an issue or have an item added to the agenda may do so by sending written correspondence to Gates Hudson Management, 1010 Wisconsin Avenue NW, Suite 720, Washington, D.C. 20007.

### **BICYCLES**

Bicycles may be stored, at owner's risk, in the bicycle room adjacent to the laundry room accessible by using the front door key. Individuals using bicycles should exercise great caution when moving bicycles through the halls and public areas of the building not to mark and/or damage the hall walls and moldings, elevator interiors, or leave dirt, dust, or grease on the carpets.

## **CABLE AND INTERNET**

The Monroe House common elements have been wired for cable and internet services. These are accessible through private vendors. The resident of the Unit is responsible for arranging the chosen service with the vendor. When the appointment is made for connection or repair service, notify the office in writing with instructions if access is needed. All costs for these services are the responsibility of the lessee of the service. **No communication devices of any type are allowed on the windows or the exterior walls of Monroe House.**

## **CARPETING AND FLOOR COVERINGS**

**Carpeting is REQUIRED over 80 per cent (80%) of your floor space.** This is part of the noise abatement process requirements within Monroe House.

## **DELIVERIES AND ADMITTANCE**

### Deliveries

Deliveries of large objects (furniture, appliances, computers, trunks, shipping boxes, contractor materials and tools, etc.) are to be made only between the hours of 9:00 am and must be completed by 5:00 pm, Monday through Saturday. **No Sunday deliveries are permitted.** Arrangements must be made in advance, in writing, with the office staff. Elevator L-2 must be used with the protective elevator pads hung before use.

All deliveries must be made through the service entrance in the rear of the building which is accessible from the alley between E and F Streets. Front door deliveries are prohibited.

### Admittance of Visitors

To gain access to the building, all visitors, including food delivery people, must know your Unit # and your name. For security reasons, there is no internal name and apartment listing. Therefore when ordering food, assure that you give your Unit number **when you place the order.** Only you are responsible for the delivery of your food order, not your neighbors nor others in the Monroe House. No food deliveries are to be left in the Lobby.

## EMERGENCY NOTIFICATION FORM

All residents of Monroe House are requested to complete a resident information form with emergency notification data listing a contact **in the local area**. If you are a resident who is planning to be away for an extended period, please notify the office in writing of where and how you can be reached. The information will be kept confidential.

### EMERGENCIES FIRE, GAS, SECURITY, WATER LEAK

#### **In the event of an emergency:**

**FIRE:** Call 911, pull the handle on the red box in the hallway, and leave the building by the nearest stairway. Notices for an escape plan are required by the District of Columbia to be posted within each residential unit by each owner

**GAS:** If you smell gas, call the Washington Gas Company immediately at 844-927-4427 and leave your unit, going to the Lobby. Call the Monroe House office at 202-887-0697 and Gates Hudson at 1-888-660-7132.

**SECURITY:** Call 911, Metropolitan Police Department and Monroe House at 202-887-0697 for assistance if there is a problem of danger or threat. Be available when the MPD officers arrive.

**WATER LEAK:** If you see water leaking from a plumbing fixture, through a wall or the ceiling in your residential unit, or in a common area immediately call the Monroe House office at 202-887-0697 and Gates Hudson at 888-660-7123. Next, if you are a renter/lessee, immediately call your owner or the owner's agent.

Note: if you initiate a call for emergency service, you **must** remain available to admit responders and to provide information essential to addressing the problem.

## **EXTERMINATION**

### **Pest Control**

An extermination company services Monroe House on a regularly scheduled basis. If you see roaches or other household pests in your Unit or in the hallway, notify the Monroe House office by note. Arrangements will be made for your Unit to be sprayed and you will be told of the day. There is no charge for this service. If a service call is required outside of the regular schedule or beyond the common house hold pests included in the existing contract, a charge is made to the owner of the Unit.

## **FILTERS**

### **SEASONAL TRANSITION**

Filters are changed in the HVAC units twice a year, during the transitions between heating and air conditioning. You will be given an advance notice on your door the day before. You must remove any items on top of the HVAC unit and move all items including rugs six feet away from the front of the unit to provide access for the staff.

## **FRONT DOOR**

Do not open the front door for ANYONE whom you do not know. All owners and renters/lessees have front door keys. Visitors should be admitted only by their hosts meeting them at the front door. The security of Monroe House is your responsibility as a resident. (See also Deliveries and Admittance.) Be especially careful when opening the front door - insert key, turn counter-clockwise, pull door open by using the bar on the door. When exiting the front door, push gently on the left edge of the paddle handle on the left door and then push on bar on door.

## **INFORMATION FORMS**

Each resident must complete the information form including the emergency contact information. Also, an information form is required for each parking space. These forms are to be returned to the Monroe House office in the Lobby. The information is kept confidentially and is relied upon in cases of emergencies.

## **INSURANCE REQUIREMENT – HO-6**

The D.C. Condominium Act of 2014 (DC Code Section 42-1903.10) requires that all condominium owners carry a unit insurance policy – HO - 6 policy - that covers personal property located within the unit as well as any improvements, betterments, or upgrades that have been made. The legal requirement is \$10,000 minimum for unit/dwelling property coverage and \$300,000 for personal liability coverage. This is also in the MHCA By-Laws.

In the event of a casualty loss in your unit involving other units for which a claim is made on MHCA's master insurance policy, you are responsible for the master insurance deductible and it may be assessed against your unit. Contact your insurance agent for specific details.

## **KEYS**

Each owner or owner's agent has keys to the front door of Monroe House. Only owners or owner's contractual agencies may obtain front door keys. Renters/lessees may obtain a key if a valid lease is on file in the Monroe House office. Each key is \$50.00 and must be paid for at the time by either a check or money order payable to Monroe House. There is no cash transaction. Keys to individual units and mail boxes are not available from either MHCA or Gates Hudson. Owners are required to provide a set of keys to the doors of their units, all locks on the doors, for use only by Monroe House staff in emergency situations.

Keys are the responsibility of the resident. If you lock yourself out of your unit, you must make your own arrangements by calling a locksmith, your landlord if you are a tenant, or your landlord's agent. MHCA and Monroe House employees are not responsible for providing access.

## **PAYMENT OF CONDOMINIUM FEES**

Payment of condominium assessments are due and payable in monthly installments on or before the first (1<sup>st</sup>) day of the applicable month. If payment is not received by the Association within fifteen (15) days after the applicable due date, then a late fee of ten percent (10%) of the condominium assessment shall automatically be added to the amount due and shall be part of the lien for unpaid assessments against the Owner's Unit and shall be the Owner's personal obligation to pay.

Automatic monthly payments may be made through the electronic bank debit process ACH. For the information to establish the process, contact Phil Dunn, Property Manager, Gates Hudson, at 202-864-6175 x381.

## **LAUNDRY**

The Laundry Room is located on L-1. There are 4 washers each of which requires \$.75 – i.e., 3 quarters per load for a normal load, or \$1.00 – i.e. 4 quarters for a heavy soil load. The digital window shows amount selected and the time remaining until the cycle is completed. There is one larger washer for larger loads including blankets and small washable rugs which requires \$ 2.00 – i.e., 8 quarters per load. Please do not overload the machines as there will not be enough room for water and, as a result, your laundry will not be clean. Overloading also causes machines to malfunction and creates inconvenience for you and your neighbors. Only machine-washable-by-water items should be placed in the washers. There 6 dryers which cost \$.75 per cycle – i.e., 3 quarters and 1 large dryer which costs \$1.50 – i.e., 6 quarters. Please wipe out the lint filter at the bottom of the round opening before starting the dryer. This will assure the efficiency of the dryer for drying clothes. Only clothes which have been cleaned by having been washed in water should be put into the dryers. The dryers have digital windows which reflect the amount of money required and the remaining drying time left. If you open the door during the cycle, you must push 'start' to restart the dryer to complete the cycle.



Please remove your clothes promptly when the cycles finish in the washers and the dryers. Otherwise, succeeding user(s) of the machines will remove them.

**Monroe House is not responsible for damages to any of your laundry items.**

The Laundry Room is for the use of Monroe House residents only. The use by non-residents is strictly prohibited.

## **LEASES**

Owners who lease their Units must provide copies of the current lease to both Monroe House Condominium Association, 522 21<sup>st</sup> Street N.W., Washington, D.C. 20006 and Gates Hudson Community Management, 1010 Wisconsin Avenue N.W., Suite 720, Washington, D.C. 20007. Leases must be for a minimum of three months with a no sub-leasing clause included. Owners and/or owners' agents must provide to the renters/lessees at the time of signing of the leases (1) a copy of the Monroe House Rules and Regulations, (2) inform the tenants of the moving processes and regulations, and (3) assure that the tenant has paid the moving fee of \$300 by check or money order to the Monroe House Condominium Association.

## **MOVING**

Reservations for moving into or out of Monroe House must be made in IN WRITING at least 24 in advance with the Monroe House staff. You may move Monday through Saturday (except on Federal Holidays). Moving hours on Monday through Friday are between 9:00 am and 5:00 pm ONLY. Moving hours on Saturday are between 9:00 am and 1:00 pm ONLY. **MOVING IS NOT TO BE DONE ON A SUNDAY OR A HOLIDAY FOR ANY REASON.**

A "common element usage fee" of \$300 must be paid to the Monroe House Condominium Association by any person moving in. This means if more than one person moves into a Unit, there is a separate fee for each person. This fee covers the use of the elevator, the loading area, and other common elements as well as MHCA'S administrative costs for scheduling, lease processing and so on. No move-in will be allowed until the common element usage fee is paid. There is no additional fee for moving out.

For the purposes of this Section a “move” is defined as a change of resident(s) and/or the addition of a resident regardless of whether the unit is leased as furnished or unfurnished. A signed lease with each resident must be furnished in accordance with the category “Lease” above.

All moves are to be through the rear service entrance which is accessed from the alley entered mid-block between E and F Streets NW. Arrangements must be made with the Monroe House staff for the access through the rear door. In addition, the moving elevator must be reserved with the elevator pads properly hung. **NO MOVING ACTIVITY IS ALLOWED THROUGH THE FRONT DOOR OR THROUGH THE GARAGE. Failure to comply with these rules will be addressed with the Unit Owner.**

### **MAIL**

**USPS** is received in the mail box of the apartment number. Be sure to use your apartment number on all personal correspondence and ordering forms. The key is the responsibility of the resident. Other deliveries are made to the office.

### **NOISE**

Consideration of your neighbors is the key. Noise complaints should be reported to the Monroe House staff. These will be addressed by the GHA Management or the Board of Directors. Entertainment systems, sound systems, televisions, flat screens, computer systems, etc. should be off the floor and away from the walls. This will mitigate the bass sounds being conducted through the poured concrete structure of the building. Set your equipment at a level of sound to which you would listen. Step outside your apartment and close the door. **If you can hear the sound in the hall, it is too loud.** Adjust your equipment accordingly.

When you have visitors, please say good-by/good night in your Unit, not in the hall nor in front of the elevator. This will avoid disturbing your neighbors and in return, their consideration will give you peace and quiet.

## **NON-SMOKING POLICY**

The Monroe House Condominium has a non-smoking policy for the public elements of the Monroe House. There is to be no smoking in the hallways, the trash rooms, stairwells, garage, laundry room, lobby, roof area, the delivery/moving ramps in the rear of the building, or the sidewalks and garage entrance immediately in front of the building. If there are smoking odors coming from a residential unit within the building, the issue will be addressed and it will be required that the resident take steps necessary to prevent this. Smoking odors are considered noxious and are nuisances.

## **PARKING AND GARAGE USE**

Parking spaces in the Monroe House are individually owned. Access to the garage is by special key and the use is limited to those who have authorized access. Owners and renters of garage spaces are cautioned to observe their boundary lines. The boundary lines are marked for the legally required space of 18 feet by 11 feet. Failure to comply with this rule will result in a fine. Parking along the wall areas which are designated fire lanes is not permitted according to the D.C. Fire Department. Cars parked there are ticketed by the Metropolitan Police Department and towed away.

**DO NOT PARK IN FRONT OF THE MONROE HOUSE WHERE THE CURB HAS BEEN PAINTED YELLOW.** Parking in that space is illegal and the D.C. Department of Transportation has posted the appropriate signs. It is for emergency use only – fire, police, and ambulance services only, including weekends. A special note: Parking on 21<sup>st</sup> Street, the 500 block, during rush hours brings a \$100 ticket from the Department of Transportation.

Do not park in the driveway to the garage at any time. Access is required 24 hours-a-day, seven-days-a-week. When you drive into the garage, be sure that no one enters after you. Also be sure that the doors from the garage into the building are closed after entering or exiting the garage area. This is to maintain the security of the building.

Parking spaces behind Monroe House are controlled by an agent who is not associated with Monroe House. If you are renting one of those spaces, you are not provided access to Monroe House. Unless you have a lease for a space there, do not use it or your car will be ticketed and towed by a private towing company. Parking on the street in the neighborhood is limited. A special Number 2 Zone sticker for on-street parking is available for a fee when you register your car for DC license plates.

**DO NOT PARK ON THE LOADING RAMP.** The loading ramp is a fire zone and cars parked there are ticketed by the Metropolitan Police Department and towed away.

### **PETS**

Pets in any size, shape, or form are prohibited by the Bylaws of the Monroe House Condominium. Pets are not allowed as residents or as visitors for a few days, a few hours, or a few minutes. Neither this building nor its services are designed to accommodate pets. Violations of this rule will result in the requirement for the immediate removal of the animal at the owner's expense and responsibility. The only permissible exception is a service animal trained to perform certain specific life activities as described in the ADA regulations of the United States.

Documentation including a wellness check by a veterinarian must be provided to the MHCA Board through GHA Management.

### **POSTING OF NOTICES AND SIGNS**

Residents may post notices of general interest on the bulletin board of the laundry room. There must be a 'remove' date' on the face of the notice. No notices or signs of any kind are to be placed on the front door, the windows, the elevators, or anywhere else on the property, including the outside of the building. This includes signs of owners or their real estate agents regarding units for sale or rent. Real estate signs are to be posted on the public land adjacent to the street curb. Signs in the elevators may be posted for a short time by Monroe House staff informing residents of a general condition such as a water shut off.

## **REPAIRS**

All Unit owners are responsible for the maintenance and repair of kitchen and bathroom fixtures, appliances, and equipment regardless of whether the Unit is owner-occupied or rented. The Unit Owner is responsible for the repair of a dripping faucet or running toilet. Tenants must report maintenance issues to their landlords or to the landlords' agents. Professional services companies, licensed and bonded, should be used for these types of repairs.

If plumbing work is to be done, the Monroe House staff must be notified 24 hours in advance of the arrival of the plumber or other service provider so that the water can be turned off. Advance notice must be given to residents in the affected area when the water is turned off and access is required to the tier valves.

If at any time, you see a water leak from any wall or ceiling, notify the Monroe House staff immediately. If you are a tenant; you must also notify your landlord or landlord's agent immediately. (For Emergencies, see above.)

All repair services and contractors must sign in at the Monroe House office upon arrival to assure coordination of access to building functions with needed repairs.

## **ROOF DECK**

The roof deck is reserved for the enjoyment of all residents of Monroe House; however, you may not hold private parties or host large groups of personal guests. Children under the age of 12 must be always accompanied by an adult. In accordance with D.C. Fire regulations, there is to be no use of barbecue grills or fire facilities. Individuals are to stay within the fenced area and are not to walk on areas of the roof. Residents are reminded that there are private residences on the 10<sup>th</sup> floor and should be respectfully quiet in the hallway, while waiting for the elevator, and while on the deck. If at any time, it is determined that there is a safety issue or weather issue, the Board of Directors will close access to the roof.

## **SERVICE ENTRANCE**

The service entrance accessed from the alley is to be used only by arrangement or appointment with the Monroe House staff between 9 am and 5 pm, Monday through Friday, 9 am and 1 pm on Saturday, and **never on Sunday** for moving in or out, for scheduled delivery of large items, and for approved contractors. For safety and security precautions, this door should be used to exit **ONLY** in emergencies and cannot be used for routine entries and exits.

## **STAFF AT THE MONROE HOUSE**

Staff Members are employed by the Monroe House Condominium Association (MHCA). The duty hours are shared on a schedule between 7 am and 6 pm Monday through Friday. Duty is alternated on Saturdays between 7 am and 1 pm. There are no duty hours on Sundays and Federal Holidays.

The Monroe House staff is employed to maintain the common elements of the building. They are not employed by MHCA to provide services or repairs within the individual apartments. Any work to be done within the apartment is the responsibility of the owner, the owner's agent, or the lessee (if a tenant). MHCA is not responsible, directly, or indirectly, for compensating those who do such work. If you want work done within your apartment, you, the owner, the landlord, or the owner 'landlord's' agent must pay for it.

## **STORAGE**

There are no storage facilities in Monroe House outside of your apartment. If you cannot accommodate all your personal belongings within your apartment, you must make other commercial arrangements for the storage of your goods and effects.

## TRASH AND RECYCLING

There is a trash room with a trash chute on each floor. There is a garbage disposal unit in each kitchen sink. Organic waste should be disposed of in the garbage disposal with certain exceptions which could cause damage or clogging in the kitchen sink and adjacent dishwasher. Exceptions: Organic waste includes vegetables and fruits with thick skins (seeds must be removed), fibrous foods, onion skins, meat tissues, corn cobs, tough green leaves. Wrap these items and tie securely in a plastic bag.

General household trash: Place these items in an appropriate-sized regular sturdy trash bag but not a brown paper bag from Whole Foods or brown paper bags from vendors. This may be dropped down the chute.

Boxes and Mailer Sacks: All boxes, large, small, shipping boxes, packing materials, pizza boxes, and mailer envelopes are to be taken to the disposal area on L-1 in the garage. Exit the door to the garage, go to the left and you will see the area with the trash bins. **DO NOT LEAVE ANY BOX OF ANY SIZE IN THE TRASH ROOM OR ATTEMPT TO DROP IT DOWN THE TRASH CHUTE. THIS BLOCKS THE CHUTE AND CREATES PROBLEMS. BOXES ARE TO DISEMSEMBLED AND FLATTENED.**

Recycling Containers (blue barrels) are in each trash room. These are for glass, plastic, and aluminum items. Thoroughly wash each item before placing them in the barrels. Do not leave any liquid in an item such salad dressing, milk, soft drinks, liquor, gravy, pickle juices, shampoo, cosmetics, etc. These should be poured down the drain in the kitchen sink or the bathroom sink. For plastic drink bottles, it is now recommended to replace the plastic tops on the bottles. Plastic bags are not to be placed in recycling containers. Return to grocery stores.

Magazines, Newspapers and Books: Magazines and Newspapers should be stacked neatly in a corner of the trash room. Books should be carried to the disposal area on L-1. **NONE SHOULD BE DROPPED DOWN THE CHUTE.**

Pressurized containers, CFL's, Lightbulbs, and batteries. See the Monroe House staff to arrange disposal. These are dangerous items which need special handling.

Furniture, large appliances, small hand-held appliances, bedding, pillows, comforters, mattresses, rugs, lamps, televisions, computers, printers, routers, cords, shredders, etc. are the responsibility of the owner to arrange for professional disposal. Firms such as "Got Junk" 1-800-Got Junk and Junk King (202) 335-8372 can be called and will pick up by appointment. Please inform the building staff when such appointments are made so pick up can be arranged. Please observe the posted trash chute hours between 8:00 am and 10:00 pm.

## **MAJOR REPAIRS**

All major plumbing or major repairs within an apartment, including cabinets and closets, must have prior written approval from the MHCA Board of Directors. Plans should be submitted in advance of any work to begin with the information concerning the contractor's DC license and bonding documentation. Any trash created must be hauled away by the contractor. The contractor is responsible for cleaning on a daily basis the common areas, particularly the hallway rugs over which he and the crew have traversed during the work. Working hours for contractors begin at 10 am and must cease at 5 pm. Contractors must sign in with the Monroe Staff in the office in the Lobby.

Note: Questions concerning this document can be addressed to Phil Dunn, GHA Management. ([pdunn@ghacm.com](mailto:pdunn@ghacm.com) tel. 202-864-6175 x381

Revised: 4/24/23