

Cambridge Lakes Homeowners Association

1401 Cambridge Lakes Drive

Rules and Regulations

Revised September 2017

Table of Contents

- I. Introduction
- II. General Issues
 - 1. Solicitations
 - 2. Suspicious Activities
 - 3. Speed Limits
 - 4. Common/Public Areas
 - 5. Pets
 - 6. Leasing of Units
 - 7. Insurance
 - 8. Grills
 - 9. Right to Enter
- III. Common Areas
 - A. Grounds
 - 1. Skateboarding
 - 2. Bicycle riding and storage
 - 3. Putting Green
 - 4. Signs
 - 5. Boat Yard
 - 6. Vehicles
 - 7. Trash Disposal
 - 8. Facilities Usage
 - 9. Pool
 - 10. Clubhouse
 - 11. Fitness Room
 - 12. Resource Room
 - 13. Ponds
 - B. Buildings
 - 1. Window Stickers
 - 2. Window Treatments
 - 3. Window Replacement
 - 4. Building Exteriors
 - 5. No Smoking
 - 6. Porches
 - 7. Hallways
 - 8. Door Decorations
 - 9. Noise/Quiet Hours
 - 10. Elevators
 - 11. Moving
- IV. Fines
- V. Emergencies

**Cambridge Lakes Homeowners Association
1401 Cambridge Lakes Drive
Rules and Regulations
Revised September 2017**

I. Introduction

The By-Laws of the Cambridge Lakes Homeowners Association authorizes the Board of Directors to establish Rules and Regulations that apply to all of the Cambridge Lakes property. Residents (Condo owners /tenants) are expected to take responsibility to maintain the standards of the community by respecting the property and the other residents of the complex.

The Rules and Regulations and some tips and guidelines for safe, secure and comfortable condominium living are available through the Management office. Owners will provide copies to their tenants.

The Board of Directors

The Board of Directors is responsible for managing the reserve fund, operations budget and accounting, as well as maintaining the building and grounds. Board members are elected by the owners at each Annual General Meeting. Property owners are eligible to run for election to the Board.

Shared Responsibility for Common Areas

As condo owners and tenants, we all are required to take responsibility to maintain the high standards of our Building. The cost of damage to the common areas is borne by everyone and could spark a rise in condo fees, which would be reflected in higher rents for tenants. All residents need to bear this in mind and ensure that their families, visitors, contractors and other persons entering the Building at your request or invitation treat the Building with respect and do not cause any damage, whether accidental or otherwise.

Property Management

Cambridge Lakes is managed by Ravenel Associates, a property management company with many years experience managing condominium properties. Their contact information is:

Ravenel Associates
Julie F. Maranville, Community Manager
jmaranville@ravenelassociates.com
960 Morrison Drive, Suite 100
Charleston SC 29403
Phone: 843-266-3905
Fax: 843-768-5047
Emergency: 843-768-9480

Information about main entrance security codes, side door entry keys, security key fobs, and boat yard use can be obtained from the Community Manager.

Suggestions and Comments

Your suggestions and comments are welcomed and can be submitted to the Community Manager. If you want to make a comment or suggestion to the Board, the Community Manager will be happy to assist you.

II. General Issues

1. Solicitation

Salespersons, charity workers are not allowed on the property to solicit for their products. Contact Mount Pleasant police if approached by anyone seeking donations, etc.

2. Suspicious activity anywhere on the property should be reported.

Call the Community Manager during normal business.

If you feel in imminent danger or suspect a crime in progress, call the Police.

No illegal or business use will be conducted on the property or in any unit.

3. Speed limits

Speed limits as well as stop signs are posted.

Yield to pedestrians as well as cars backing out of parking spaces and garages.

4. Common/Public Areas

Littering is not permitted anywhere on the grounds (including cigarette butts and beer cans).

Do not leave any personal articles of any kind in the surrounding property of the buildings.

5. Pets

Community associations are coming under the watchful eye of the Environmental Protection Agency (EPA) regarding uncollected animal (pet) waste. Stepped-up monitoring by the EPA for compliance with the Federal Water Pollution Prevention and Control Act (Clean Water Act) is mandating that associations take responsibility for removing pet waste from their common areas. Animal (pet) waste is no longer merely a nuisance, but a serious problem that condominium HOA boards must resolve.

Therefore, and in the interest of the Health, Safety and Security of all residents living at Cambridge Lakes, the Board of Directors has established the following Animal Policy:

5.1 The only acceptable animals allowed are dogs, domestic cats, fish, and birds kept in cages.

5.2 Each unit is limited to two (2) dogs. No dog shall exceed 50 lbs. in weight.

5.3 **Dogs will be leashed and controlled at all times when they are not in the unit.** Dogs are not allowed to run loose in building common areas or anywhere on Cambridge Lakes property. **You must pick up after your dog. You are responsible for these rules if someone else is walking your dog.**

5.4 Handlers must prevent their dogs from walking, defecating, or urinating in any areas surrounding the buildings. This includes the area between sidewalk and street. Dogs must be walked only in the perimeter areas of Cambridge Lakes.

- 5.5 All pet waste must be collected in plastic bags and placed in “pet waste” disposal stations posted on the property or the trash compactor facility.
- 5.6 Do not prop the outside fire door of your building open to let your dog run “off leash”.
- 5.7 Do not bring any pet to the pool area, fitness room or any other area of the clubhouse.
- 5.8 Any pet creating a repeated nuisance or unreasonable disturbance to other residents must be brought into compliance of these policies set forth by the Board.

A warning letter will be sent upon a first offense. Failure to comply within seven (7) days of this notice will result in a fine of \$50.00. A third offense will result in a fine of \$100.00. If the offense is continued, the Board will consider a fine of \$500 with a restriction that the animal owner not be allowed to have an animal on the property.

- 5.9 At the time of the implementation of these Rules and Regulations, pets currently residing within the Cambridge Lakes Community are exempt from weight restrictions as set forth herein and are thereby grandfathered.

Service and therapy pets are exempt from the weight limit. The Board of Directors request that paperwork showing the pets therapy determination be submitted to management.

South Carolina Code of Laws

Title 47, Chapter 3, Article I, Sec. 47-3-50 states:

Animals must not be allowed to run at large off of property owned, rented or controlled by the animal owner. (A-1). **(Any person who violates the provisions of this section is guilty of a misdemeanor.)**

6. Leasing of Units

In an effort to maintain the property values of Cambridge Lakes, the following rules apply to homeowners who wish to lease their units to other individuals.

It is the responsibility of the homeowner to notify tenants and guests of the Rules and Regulations of the community. The Board of Directors shall hold the homeowner responsible for actions of the tenants and guests in violation of these Rules and Regulations.

- 6.1 All leases must be for a **minimum** term of six (6) months. A new, signed lease contract is required for each term of six (6) months or longer and must be submitted

to the Community Manager. **Month to month rentals, even after a six month lease, are not acceptable.**

6.2 Homeowners who wish to lease their unit **must** submit a copy of the signed lease agreement to management. Names of all occupants must be listed as a means of identification in case of an emergency. **Fines will be imposed for owners who do not submit copies of current leases. Please remember you are responsible for your tenant and rental management company.**

6.3 **Telephone numbers for use in emergencies must be registered with the Community Manager.**

6.4 **Homeowner is responsible for supplying the tenant with a copy of the Rules and Regulations. Applicable fines for violations will be charged to the homeowner.**

7. **Insurance**

The Master Insurance policy for Cambridge Lakes covers the buildings and surrounding property. This coverage is included in the Regime Fee. This policy does **NOT** cover the interior units or your personal property.

7.1 A policy called HO-6 offers coverage for the interior of a condominium for owners. Most mortgages require this coverage.

7.2 Renters should also have coverage. (HO-4)

8. **Open Flames, Grills, Candles**

Open flames can cause fires in enclosed areas such as closed decks or garages.

8.1 Personal grills that use charcoal or propane gas are **not allowed** (on decks or in garages.)

8.2 Lighted candles should be put out if you are not present in the area.

8.3 Call the Mount Pleasant Fire Department if you see these violations that endanger the property.

9. **Right to Enter**

9.1 The Master Deed states that the HOA or its delegate may enter your property in case of an emergency or unusual circumstance.

9.2 Homeowners and their tenants are required to give information to our Community Manager for identification in case of an emergency (fire, hurricane, etc.).

III. Common Areas

Common elements include all the land around the buildings (or grounds), all buildings, and other areas (ponds, pools, roadways, etc.). These areas are owned by all owners as a group.

A. Grounds

Treat the common areas as you would your own home. Any damage, whether accidental or intentional could result in increased regime fees/increased rent.

Use of common area facilities is restricted to Homeowners whose regime fees are up to date/paid in a timely fashion.

1. Skateboarding and Hoverboarding

Skateboarding and Hoverboarding are **not** permitted **in any area** within the Cambridge Lakes complex.

2. Bicycle Riding and Storage

2.1 Bicycle riding is restricted to the streets only. Bicycle riding is not allowed in the hallways of buildings, on sidewalks or any of the walkways. No ramps on curbing or other devices are allowed.

2.2 Bicycles will be stored in porch closet. No bicycles may be stored in common areas of porches, hallways or outside buildings.

3. Putting Green

The putting green is for putting only. No bicycles, skates or other items are permitted on the putting green.

4. Signs

4.1 No signs, billboards, unsightly objects, flags, ornamental yard decorations, shepherd's hooks, bird feeders, plant hangers, etc. shall be erected, placed or permitted to remain on the common property areas, **with the exception of HOA sanctioned decorating.**

4.2 No outside radio or television antenna or other equipment, fixtures or items of any kind are permitted on the common property **including porches.**

5. Boat Yard

The boat yard is available to owners for storage of their boat and its trailer. Campers are permitted if space is available. Interested residents should contact the Community Manager for details.

- 5.1 Proof of boat ownership must be shown. All boats must display a current South Carolina state registration or they must be removed at owner's expense.
- 5.2 Parking in the area is on a first come – first served basis.
- 5.3 The decal issued from Cambridge Lakes must be visible on the trailer at all times.
- 5.4 Boats without decals will be towed at the owner's expense.
- 5.5 Boat owners assume all responsibility for any damage to their boat or trailer while stored.
- 5.6 All boats must be in good repair and seaworthy condition to remain in the boat yard.
- 5.7 Boat owners are prohibited from idling their boat motors within the complex.
- 5.8 Boat owners must be current on all Regime fees and/or fines – or will lose their space in the lot.
- 5.9 Report any vandalism to the Mount Pleasant Police as well as the Community Manager.
- 5.10 An annual registration and fee will be collected by the Community Manager.

6. Vehicles

Vehicle parking is provided for residents. However, the **spaces are limited and are not allocated, including handicap spaces.** Residents are urged to limit the number of vehicles they park in front of their building. Visitors may have to park beside the Clubhouse or beside the Boat Yard.

- 6.1 All vehicles must have current tags. Out of state residents have 45 days before the state of South Carolina begins to fine violators-if they do not have a current S.C. license plate.
- 6.2 All resident vehicles must display current Cambridge Lakes Resident Parking decals. New residents must obtain vehicle decals within 30 days of move in.
- 6.3 Vehicles are restricted to passenger cars or trucks and vans less than $\frac{3}{4}$ ton GVW. Other vehicles **NOT ALLOWED**, are tractor-trailer rigs, campers, boats and trailers.

- 6.4 Do not park on the grass. Most grassy areas have underground irrigation and that sprinklers can be damaged.
- 6.5 A current Handicap sticker must be visible when parking in a limited Handicap parking space.
- 6.6 Vehicles cannot be worked on in the parking areas. Use the space in front of the Boat Yard. Be sure to clean up behind yourself.
- 6.7 Leaking fluids from your vehicle can damage the asphalt. Do not park any leaking vehicles in the parking spaces.
- 6.8 Inoperable, unregistered or abandoned vehicles will be tagged and towed at the owner's expense if not moved by the owner.
- 6.9 Vehicles with loud or broken mufflers are not allowed.

If any of these rules are ignored, the vehicle will be tagged and the resident fined. If the vehicle is not removed, management will be instructed to have the vehicle towed at owner's expense.

7. Garbage and/or Large Items for Disposal

Cambridge Lakes contracts with a garbage disposal company (the town of Mount Pleasant does not supply this service to condominium complexes.)

- 7.1 Place all garbage in appropriate plastic bags.
- 7.2 All recyclable materials including broken down cardboard boxes are to be placed in blue recycle dumpster in front of boat yard.
- 7.3 **DO NOT LEAVE ANYTHING ON THE OUTSIDE OF THE DUMPSTER.**
- 7.4 Large items must be taken to the nearest landfill or recycling center. Call the Charleston County Recycling Center for addresses, etc. (843-720-7111).

8. Facilities Usage

Use of common area facilities such as the pool, fitness room, library, clubhouse and boat yard is restricted to homeowners or their residents whose regime accounts are current.

9. Pool

- 9.1 Pool rules and hours are as posted at the pool
- 9.2 No glass or food of any kind is permitted in the pool area.

- 9.3 Street clothes, including jeans, are not permitted in the pool.
- 9.4 The resident **must** accompany guests at all times.
- 9.5 Pets are not permitted in the pool area.
- 9.6 Place all refuse in the trash containers provided.
- 9.7 No running, pushing, splashing of water or general horseplay are permitted.
- 9.8 Be considerate of the rights of others when using the pool with rafts, toys and floats.
- 9.9 Residents and their guests use the pool at their own risk. **The HOA is not responsible for accidents.**
- 9.10 **STEREOS AND RADIOS ARE PERMITTED ONLY WITH THE USE OF EARPHONES.**
- 9.11 **There is no lifeguard on duty.** No children under the age of 14 are permitted in the pool area without adult supervision.
- 9.12 Smoking is not permitted in the pool area.

10. Clubhouse

The clubhouse exists for the enjoyment of our community. The HOA sponsors events for the community from time to time and reserves the clubhouse for such purposes.

Property owners may reserve the clubhouse building (**not the pool or pool area**) when it is not in use by the HOA.

- 10.1 Reservations must be made with the Community Manager. A damage deposit fee and agreement form is required. The clubhouse must be restored to its original condition following use.
- 10.2 No loud stereos, radios or bands are permitted.
- 10.3 Although alcohol is permitted, the property owner will be held accountable for the conduct and actions of his/her guests.
- 10.4 All events must end by 11:00 p.m.
- 10.5 Guest parking must be in designated parking spaces and not on grassy areas.
- 10.6 Smoking is **not** permitted in the clubhouse.

11. **Fitness Room**

The use of this space is for residents only.

11.1 Use equipment safely.

11.2 Report malfunctions to management.

11.3 The minimum age to use the fitness room is 16 years.

11.4 Smoking is **not** permitted.

12. **Library**

The use of this space is for residents only.

12.1 All children, 14 years and under, must be accompanied by an adult.

12.2 Used books are available. Please return after use.

12.3 Smoking is **not** permitted.

13. **Ponds**

13.1 Do not feed ducks, geese, or turtles.

13.2 No boating, fishing or swimming activity is permitted in the ponds.

13.3 No pets are permitted in ponds.

13.4 Unsupervised children are not permitted in pond areas.

B. Buildings

Common areas for buildings include hallways, stairs, elevators and exteriors. (For a more detailed description, consult your Master Deed.) Call the Community Manager if you see malfunctioning equipment such as lights, doors, etc.

1. **Window Stickers**

1.1 No window stickers, emblems, signs or other items will be placed in windows.

1.2 Exception to Rule 1.1 (above) Emergency identifying stickers – Child/dog inside, or Vial of Life inside.

1.3 No signs, notices or advertisements will be displayed without permission of the Board.

2. Window Treatments

2.1 Window coverings must be **white** when viewed from the outside. This will include drapery, curtains, blinds and shades. No “temporary” coverings are allowed.

2.2 Fans are not allowed to be placed in the window or on the window sill.

3. Window Replacement

3.1 To replace windows/glass consult the Community Manager who will seek Board approval.

4. Exteriors

4.1 Owners are not allowed to alter, add on, decorate, repair, replace or paint the exterior of any building. Consult Community Manager if painting is needed

4.2 No canopy or awning can be attached to the exterior.

4.3 Antennae for radios, televisions or other equipment are not permitted. Satellite dishes or other equipment will not be placed/occupy space.

5. No Smoking

5.1 Smoking is not permitted in the interior of any building including the hallways, stairways or elevators.

5.2 Smoking is permitted in your individual unit.

6. Porches

Porches are open to view and therefore subject to the following rules:

6.1 No obstruction and/or additions are permitted on porches. Porch furnishings are limited to patio furniture and plants.

6.2 **Porches are not to be used for storing anything. The storage closet is to be used for this purpose.**

6.3 Towels, clothing or other items may not be hung, draped or kept on the porch.

6.4 On specific holiday dates, Thanksgiving through December, displays of lights will be allowed.

6.5 Swings must be limited to only those that are free standing without awnings.

6.6 Only white, roll up shades or screens will be permitted for privacy.

7. Hallways

7.1 Interior common areas (hallways, elevators, stairwells, etc.) must not be obstructed in any way (for fire protection).

7.2 No items are allowed on or by unit front door or surrounding wall areas including stickers, magnets, plants or doormats.

7.3 The only exception to this rule is the pre-existing items placed by the association as well as a Vial of Life sticker.

7.4 Trash may **not** be left in the hallways at any time.

7.5 **Absolutely no smoking is permitted in any interior common area (hallways, elevators, stairwells) of any building.** Smoking is permitted inside your condominium unit or outside of the buildings only. A cigarette/cigar receptacle is located at the entrance of the buildings and is to be used for cigarette/cigar butts only.

8. Doors

8.1 Paint color of the exterior of unit doors may not be changed or altered except by the HOA.

8.2 Wreaths and other decorative items are not permitted on unit doors except for holiday decorating as authorized by the HOA board.

9. Noise/Offensive Activities

The units are not soundproof. Be considerate of your neighbors, including those above and/or below you.

QUIET HOURS ARE 10 P.M. – 8 A.M.

9.1 Do not wash or dry clothes, run the dishwasher or vacuum cleaner during **Quiet hours. Reduce the volume on TVs, stereos, and any other sound producing devices so as not to create audible noises which can be heard by adjacent units.**

9.2 No occupant shall cause or permit any disturbing noise or disorderly conduct in their unit or on the premises.

9.3 Any noisy repair work should cease during Quiet Hours.

- 9.4 **Use of musical instruments, radios, televisions or sound systems (stereos/CD players, etc.) should be kept at a reasonable level at all times to avoid disturbing other residents.**
- 9.5 Vehicle noise must be kept to a minimum level. Motorcycles, trucks and cars must not disturb other residents (Don't rev/race the engine.)
- 9.6 In those units with occupants above or below (second and third floors), do not wash/dry clothes, run the dishwasher or vacuum cleaner during Quiet Hours.
- 9.7 Dogs must be kept quiet. Incessant barking is difficult to live with at any hour. After contacting the owners, call the Mount Pleasant Police Department to report the disturbance. If this does not solve the problem, call the Community Manager.

10. Elevators

The elevators are inspected annually and are under contract for maintenance and servicing. One of the main reasons for elevator "breakdown" is leaving/propping the door open too long.

10.1 If the elevator is not working, call the Community Manager from your personal phone. Management will determine who to call.

10.2 If you are trapped inside the elevator, use the Emergency Phone for the Emergency Technician, Fire Rescue and the Community Manager.

If the elevator should start working again, use the Emergency Phone to cancel the call.

11. Moving In or Out

All new residents will be charged a move-in fee of \$200.00. These funds will be allocated to repair damages caused as a result of moving. Make checks payable to Cambridge Lakes HOA and submit to management.

When moving, notify Community Manager. Accommodations can be made if needed for items such as PODS.

11.1 Moving must take place between 8 A.M. and 10 P.M. to observe Quiet Hours.

11.2 Do **not** prop the Front or Side door open. Designate someone to man the door.

11.3 Do not prop the elevator door open as it causes an expensive repair and renders the elevator inoperable until repair is made.

11.4 Supervise the movers in the hallways and stairs.

11.5 Do not block building entrance or handicapped parking spaces.

11.6 A storage pod may, with prior approval from the Board of Directors, be stationed on the property temporarily and under **strict** conditions. **Failure to comply with these conditions will result in a daily fine.**

11.7 **Pod may be placed on the property for no longer than five (5) days due to the shortage of parking space within the property.**

11.8 Pod placement on the property will be permitted for the purpose of facilitating a move of household property in or out of Cambridge Lakes.

11.9 Pod must be placed squarely within one parking space only, in the perimeter parking area, away from the building.

IV. Fees, Fines and Appeals

Home Owner Association Regime Fees

1. Home Owner Association (HOA) regime fees are due on the first (1st) of the month and considered late on the last day of the month.
2. A 10 percent (10%) late fee will be imposed on each overdue payment.
3. Any non-sufficient funds check that is returned by the bank will incur a \$35.00 return check fee.
4. Payments should be made to Cambridge Lakes Homeowner Association (HOA) and include the account number. Contact the Community Manager for details.

Fines

The HOA and its representatives will deal with all violations of the preceding rules and regulations. The fine process will be as follows:

1. A notice will be issued detailing the violation(s).
2. 10 consecutive days will be given to correct any violation(s).
3. If the violation is not corrected after 10 days, a fine assessment of **\$50.00** will be levied.
4. The fine must be paid and the violation must be corrected within 10 days of the date of the fine assessment.

5. Failure to comply will result in the unpaid assessment being turned over to the attorney to have a lien placed against the property (condominium unit). In this event, the owner will be responsible for all fines levied by the HOA as well as any legal fees imposed by the attorney.
6. Any subsequent violation of the same rule will result in a fine assessment double the amount of the last fine assessment.

VIOLATION APPEAL PROCESS

1. A homeowner may appeal a violation notice within five (5) business days to the Community Manager. This appeal must be in writing and clearly state the reason or reasons for the appeal.
2. The Community Manager will present the appeal to the Board of Directors who will review the appeal and notify the homeowner of its decision. All decisions by the Board of Directors will be final.

These rules and regulations are in addition to, but not limited to, the Master Deed and Bylaws that govern Cambridge Lakes Condominiums. Information and fines are subject to change at the discretion of the HOA.

V. Emergencies

Severe Weather

When severe weather is forecast it is important that porches are made secure. Remove any porch furniture and plants which could become airborne by high winds.

It is your responsibility to monitor Emergency Alerts provided through local radio and television stations to determine the severity of imminent storms and what you need to do to protect yourself and your family and pets.

The Charleston County Emergency Preparedness Office provides important guidelines during storm emergencies through local television and radio stations.

Fire

IN THE EVENT OF A FIRE, CALL 911 IMMEDIATELY TO REPORT THE FIRE.

If you hear the building's fire alarm sound, follow these instructions:

1. Leave your unit (after checking the door for heat and the corridor for smoke). Take your keys with you.
2. Knock on your neighbors' doors as you pass them to alert them in case they have not heard the fire alarm.

3. Take the nearest stairwell to exit the building, closing doors behind you, including stairwell doors. Do not linger in stairwells but evacuate the building.
4. **DO NOT USE THE ELEVATORS – EXIT THE BUILDING VIA THE STAIRWELLS ONLY.**

Evacuation Instructions for Disabled Persons

Prior to any emergency, it is your responsibility to arrange with one or more neighbors to assist you in leaving the building in the event of an emergency.

1. Leave your unit (after checking the door for heat and the corridor for smoke). Take your keys with you.
2. If you have no one to help you leave the building, call 911 to alert the Fire Dispatcher and give them your location. **Take your cell phone and go out on the porch of your unit to await rescue.**
3. If conditions are such that you cannot safely leave your unit, call the Fire Dispatcher 911 and give them your location. Remember it may be safer than trying to evacuate if you have no one to help you.

If You Cannot Leave Your Unit

If you are forced to stay in your unit, take the following precautions:

1. Call 911 and give them your location. **Firemen advise that you take your cell phone with you and go out on the porch of your unit, if you are able.**
2. Fill the bathtub with water. This will guarantee a supply of wet towels to keep the door damp if it heats up.
3. Place wet towels along the floor at the unit's door to help keep smoke out of your unit.
4. Turn off any kitchen and bathroom fans, which could draw smoke into the unit.
5. Open your outside windows. If air flows out of the windows, close them. If air flows into the window, you can safely leave them open.
6. Hang a sheet or a large light colored towel out the window as a signal to firefighters, so they can locate you more quickly.

Water Intrusion

The air conditioning system in each unit requires maintenance and monitoring to avoid overflow and to prevent costly damage to your unit and the unit(s) beneath your unit (if you are on the second or third floor). The drain pipes of the unit can back up when mold buildup occurs and should be checked regularly to ensure that mold buildup does not occur. Chlorine bleach or chlorine tablets administered to the drain system, particularly during summer months, can help prevent the possibility of serious damage caused by overflow.

Hot water heaters rust out and leak as they age. Monitor your hot water heater frequently to ensure that it is not leaking. Leaking hot water heaters can cause serious damage to your unit as well as the unit beneath your unit (if you are on the second or third floor). If you detect any signs of a leak, call a plumber immediately for repair/replacement. If you encounter signs of a leak from a neighbor's unit, call the Community Manager and alert your neighbor if possible.

Emergencies occur from time to time and in such occurrences it is vitally important that the Community Manager is able to contact property owners and property residents. Telephone numbers for use in emergencies must be registered with the Community Manager's office. In the event a property owner is out of town and an emergency arises, it is critical that an alternate contact number or cell phone number be made available to the Community Manager.