



The Hermitage
619 KING

HANDBOOK

619 King Street | Columbia, SC 29205

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All residents and owners must be familiar with this handbook.

If you move from The Hermitage, please leave the handbook with your unit.

MANAGEMENT COMPANY: CMM Realty, Inc. | 803.779.1844

A Special Community

Rising from a rolling knoll within historic Shandon, The Hermitage occupies approximately one-fourth of a city block. At a height of nine stories, The Hermitage comprises 84 condominiums, to include one-, two-, and three-bedroom units. (Four condos ground the first floor, while subsequent floors feature 10 units each.)

The Hermitage is home to approximately 150 residents who represent a diverse mix of graduate students and professionals (both working and retired).

What Makes The Hermitage “Special”?

Those things that make The Hermitage special are as various and diverse as its residents.

For some, it’s the location. Residents enjoy proximity to restaurants, shopping, grocery stores, parks, and churches—all of which contribute to one of the most desirable residential neighborhoods in Columbia.

For others, it’s the building itself. Constructed of concrete and brick, The Hermitage makes for a sound and sturdy home. The soaring open-air atrium (complete with fountain and foliage) is impressive in its expansiveness, but it also succeeds in providing light and circulating fresh air. Residents further appreciate the community room, library, fitness center, and other conveniences—not least of which is the ability to wash multiple loads of laundry at once. An available trash chute on each of the eight upper floors rounds out the amenities.

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David A. Kelly, Editor

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INTRODUCTION TO THE HERMITAGE HANDBOOK

The Hermitage Handbook is a blend of **guidelines** for living in this condominium environment and **rules of conduct** continued from the bylaws.

GUIDELINES: Effective condominium communities promote the health, happiness, and peace of mind of their residents. Residents contribute to this effort by understanding the nature of condominium living: *it's a give-and-take*. It requires conceding—to some extent—some freedom of choice.

Certainly, residents would have greater freedom of choice in a separate, privately owned household, but they would also carry the weight of greater responsibility. Because residents know this, they choose to relinquish a bit of freedom in exchange for the many conveniences that a vertical neighborhood offers.

RULES OF CONDUCT: The Hermitage bylaws establish the authority of The Hermitage Handbook and sanction the Rules of Conduct (detailed herein) as binding.

It's in the best interests of all residents that each of us accept responsibility for:

- safeguarding rights and privileges,
- ensuring comfort and safety, *and*
- protecting property-value investments.

It's also important to facilitate clear lines of communication. We have a number of channels for doing so:

Channel	Location	From	To	Content / Notes	
bulletin boards	glass-case to left of resident mailboxes	• HOA Board	• Residents	• HOA Board-meeting minutes • permanent documents	
	atrium (across from elevators)	• HOA Board	• Residents	• current events • announcements	Only neutral content without subjective leanings (<i>politics, religion, etc.</i>).
	laundry room	• HOA Board • Residents	• Residents	• announcements • notices from residents	
email columbia.hermitage@gmail.com	internet email address inbox	• HOA Board • Residents	• Residents • HOA Board	• To preserve your privacy, we blind-copy the addresses of mass-recipient messages. • The Hermitage email is managed by the Board secretary.	
paper notices	residents' front doors	• HOA Board	• Residents	• Information affecting residents.	
	US postal service	• HOA Board • Mngmt. Co.	• Unit owners	• Notices—especially those with legal bearing—to unit owners.	
paper communication	black box labeled HOA on library wall (<i>e.g., (Communication with The Board form)</i>)	• Residents	• HOA Board	• Board members have access to this box. • Do not use this box to: <ul style="list-style-type: none"> ○ deposit cash or checks ○ communicate with the management company 	
posted signs	in appropriate, visible locations	• HOA Board • Mngmt. Co.	• Residents	• reminders • updates	

The guidelines and rules have been approved by The Hermitage Board of Administration, *i.e.*, the HOA Board.

All residents are responsible for cooperating with the established guidelines and adhering to and enforcing the rules of The Hermitage.

Throughout the handbook, *condo*, *unit*, and *condo unit* are used in preference to *apartment* to recognize that The Hermitage is individually-owned, predominately owner-occupied residences.

It also uses *resident* to refer to *resident-owner*, *non-resident-owner*, and *tenant*.

To logically address the two primary aspects of life at The Hermitage, the handbook is divided into major sections:

- **Common Areas** and **Condo Units**.

Thank you for the confidence you are placing in The Hermitage as your neighborhood of choice.

FINES AND PENALTIES

In the interest of transparency, we disclose fines and penalties at the beginning of the Handbook. It's only fair that residents have all the information that concerns them—and that encourages their compliance with the Rules of Conduct.

At its discretion, the Homeowners Association (HOA) Board will use the following table when enforcing the Rules of Conduct. Noncompliance with The Hermitage Rules of Conduct may result in a warning or fine. All fines will be applied to the unit owner account as an *assessment*. (**Fines and Penalties** related to pets are on page 25.)

Schedule of Fines and Penalties—Residents		
FOR GENERAL VIOLATIONS		
First violation	=	Warning
2 nd violation after first warning	=	\$100 fine
3 rd violation	=	\$200 fine
4 th violation	=	\$300 fine
Each subsequent violation thereafter	=	At Board discretion
FOR SPECIFIC VIOLATIONS		
Disturbances necessitating police intervention	=	\$250 fine for first offense \$250 fine for each subsequent offense
Failure to meet Move In / Move Out requirements	=	\$250 fine
Regime fee received after the 15 th of the month	=	10% of monthly fee

GUIDELINES AND RULES OF CONDUCT

COMMON AREAS

Those areas that pertain to or belong equally to the entire Hermitage community.

GENERAL

1. When walking through common areas (or waiting to board elevators), take precautions to ensure you pass your neighbors safely. (Make sure your children and your dogs do the same.)
 - a. If a door has a window, take a quick peek before walking through.
 - b. Open doors calmly and cautiously.
2. Don't promote subjective ideologies (*politics, religion, etc.*) or otherwise solicit (*flyers, brochures, advertisements, etc.*).
3. Don't litter. This includes throwing things (*e.g., cigarette butts*) from balconies.
4. Keep seating surfaces clear and unobstructed.
5. An adult must supervise children while in interior and exterior common areas.
6. Do not run or engage in horseplay or other disruptive activities. Similar activities (*to include football, rollerblading, Frisbee, etc.*) are prohibited.
7. Do not obstruct entrances, hallways, stairs, elevators, or sidewalks.
8. Do not discharge unit water onto a common area.
9. Large, heavy, wheeled vehicles (to include shopping carts) can cause damage to the front lobby. Don't use these kinds of vehicles in the lobby. (Exceptions to this rule include wheelchairs, walkers, baby strollers, and the like.)
10. Don't ignite open flames (*e.g., fire pits, grills*) on exterior Hermitage grounds.
11. Wear proper attire in common areas.
12. Don't carry open containers of alcohol in common areas.
13. Roof access is limited to tradespeople.
14. Common areas (*e.g., front lobby, library, community room, atrium*) are designed for the comfort of residents. Just don't get *too* comfortable: common areas aren't to be used for sleeping.
15. Preserve landscaping; walk on paved areas rather than taking shortcuts through flowerbeds.
16. Minimize noise from parking lots, to include: radios/music, horns, door alerts, faulty mufflers, etc.
17. Be aware that noise on your unit's floor (*e.g., from hard-soled shoes*) carries to the unit below you.

ATRIUM

The front lobby and community room are public spaces, intended for guests. The atrium, however, serves as an *extension* of private living areas; communications to residents are posted in the atrium. When in the atrium, be aware that:

1. Voices (and other noises) carry throughout to all floors. Be respectful of residents' quietude.
2. Dedicated volunteers care for atrium foliage. Enjoy the atrium, and please leave it as well-kept as you found it.

BUILDING ACCESS

Ways to Access		Notes
1.	Use the designated key at the: <ul style="list-style-type: none"> • Front door • Blossom Street side door • Devine Street side door 	A realtor, a realty management company, or the unit owner will provide you with a key to the building.
2.	<i>If you've asked the management company to add your information, you can instruct guests to use the resident directory (on exterior wall to left of front door) to be admitted through front doors:</i>	<ol style="list-style-type: none"> 1. Guests will: <ol style="list-style-type: none"> a. Press and release # to view the directory. b. Hold # to scroll forward. c. Hold * to scroll backward. d. Locate the desired name in the directory. e. Enter the resident's directory code, which calls the resident. 2. You will: <ol style="list-style-type: none"> a. Receive the call. b. Press 6 on your phone to unlock the front door (<i>i.e., the second door closest to the key pad; the door with the key hole</i>).

NOTE: If your **cell phone number** is in the directory, you may admit yourself or guests by following the steps above.

BUILDING ACCESS, continued

1. As a security precaution, only admit people you know and people who have a legitimate reason for entering the building.
2. Don't ever prop open doors (as doing so may damage the control mechanism).
3. You are responsible for ensuring that tradespeople you've hired (e.g., *construction, maintenance, movers*) have access and enter **through the Blossom Street door only**.

BIKE ROOM

Bring bicycles into the building by side entrances (and *not* through front lobby). Space permitting, you may store your bicycle (clearly labeled with your name and unit number) in the bike room. You can purchase a bike room key from the management company.

CARTS

Shopping carts are stored in the stair closet across from the laundry room/bike room area. For your convenience, these carts are available for short-term use—namely, moving things to and from your unit. When using the carts, please remember:

1. You may take carts through either side door (Blossom Street or Devine Street). Don't take carts through the front lobby or through the front door.
2. Don't take carts off The Hermitage property.
3. While in use don't take carts inside your unit.
4. Return carts to the cart closet immediately after use. As a courtesy to others, please don't leave carts forgotten outside your unit or abandoned elsewhere.
5. Turn off the cart closet light and close the door behind you.

COMMUNITY ROOM

You may reserve the community room for social functions or meetings.

1. Contact the management company to reserve the community room.
2. Be prepared to leave the required \$50 (refundable) cleaning deposit.
3. Know that you are responsible for the noise and behavior of those in the community room.
4. Leave the community room as you found it, removing all trash, leaving a clean bag in the trashcan, and turning off all lights. (A vacuum cleaner is in the coat closet.)

ELEVATORS

Community Living

1. Spills can cause hazardous conditions. If you spill (or are otherwise responsible for something on the elevator floor), please clean it up.
2. Take extra care not to drop items (*keys, etc.*) through the opening between the floor and the elevator doors *or* in the track at the bottom of the door. Being diligent ensures:
 - elevators won't be damaged, *and*
 - you won't have to pay a \$275 (minimum) retrieval fee.
3. When elevator doors open, stand back to allow room (and time) for passengers to exit the elevator safely before you board.
4. Damage to the elevator car or elevator operation may result in extended disruption of service and significant repair costs.

Operation and Use

1. Use call buttons to hold elevator doors open:
 - If *outside* the elevator, press the exterior call button.
 - If *inside* the elevator, press the interior door-open button.
2. Do NOT try to force doors open with your hands. Doing so can cause elevator malfunction.
3. For instructions about keeping doors open while moving, please see **Move In / Move Out**, Appendix, pages 27-30.

FITNESS CENTER

With a refundable \$25 key deposit, individual membership is available to Hermitage residents under each of the following three terms:

- 3 months for \$55.
- 6 months for \$100.
- 12 months for \$180.

For more information, see **Fitness Center**, Appendix, pages 31-32.

LAUNDRY ROOM

General

1. The laundry room is available to residents only.
2. Please do not leave food, wet items, or other smelly garbage in laundry room trashcan.
3. Remove your laundry from washers and dryers immediately after the cycle finishes. (Laundry left in

a machine may be removed by anyone who wishes to use the machine.)

4. Clothes left in laundry room MORE THAN ONE WEEK may be disposed of.
5. Washers and dryers are prohibited in individual units.

Tips

1. For cleanest wash, load clothes loosely and no higher than the top of the fins on the agitator. (You'll notice a "corrugated plastic at the top of the agitator." Clothes should not be loaded above the bottom of that area. This provides sufficient space for clothes to move freely.)
2. Use less detergent in the front-loading machine.

Machine Operation

1. You can operate the washers and dryers with quarters or through a cell phone app.
2. If you use quarters, be sure to use only USA quarters. Non-USA coins (*e.g., Canadian coins*) disable the machines.
3. Insert coins slowly. Inserting coins quickly may cause the spring-loaded mechanism to fail.
4. To use the app, follow the instructions posted in the laundry room. They will walk you through downloading the app and paying by credit or debit card.
5. After removing your laundry from a **washer**, please leave the **lid open**. This allows moisture to escape, thereby inhibiting mildew.
6. After removing your laundry from a **dryer**, please **close the dryer door**. (Dryers are vented to the outside; an open dryer door permits unconditioned air inside.)

Impaired Machines

If a machine malfunctions, please do two things:

1. Report the machine to the service company by telephone or by using the online form on their website (see **Resource Guide**).
 - You will need the machine ID located on the front of the machine (*e.g., 877-BWM*).
 - If you lose quarters because of machine malfunction and you report it, you can expect the laundry company to send your refund check via US mail.
2. Put a note on the machine to alert others to the malfunction. (Note pads and pens are kept in the laundry room for this purpose.) On your note, please

include the date and whether reported to the service company or not.

NOTE: If you only put a note on the machine and don't report the machine to the laundry company, they won't know the machine needs service.

LIBRARY

1. Residents are encouraged to use and enjoy the library.
2. The library door is to remain open at all times.
3. And ... the library always welcomes new donations.

PARKING LOTS

General

1. ALL parking spaces are assigned, and each unit is assigned one parking space. Park in the space assigned to your unit. Vehicles not parked in assigned spaces may be towed.
2. As a courtesy to your parking neighbors, please be vigilant in keeping your vehicle well inside parking-space lines. Even then, open doors carefully so as not to damage neighbors' cars.
3. Keep your car inside the lines of your parking space *even if* you don't have a parking neighbor.
4. Unless your own parking place is available, direct your guests to park on the street. (Those are the only two options for guest parking.)
5. Loading, unloading, and furniture deliveries must be made through the Blossom Street entrance.
6. Delivery trucks are strictly prohibited from the Devine Street parking lot.
7. Garbage is collected from the Blossom Street parking lot. Do not block access (as doing so will delay collection for three days).
8. Parking areas are for passenger vehicles only. (Although exceptions may be granted for tradesmen in commercial vehicles, those vehicles must not block the usual and customary traffic.)
9. Unauthorized vehicles may be towed at the owners' expense.
10. All vehicles must be operable and display current license plates and decals.
11. The driveway in front of the building is a fire lane and is reserved for emergency vehicles and for pickup and drop-off. Do not leave vehicles unattended in the drive. Parked vehicles may be towed.
12. Long-term storage is prohibited.

Parking Lot Care

1. Do not use parking areas for vehicle washing or maintenance.
2. Vehicles that leak oil or other automotive fluids must be parked on the street. Unit owners must remove leaked automotive fluids from the parking lot.
3. Don't pour beverages on the parking lot. Doing so creates a sticky residue that gets tracked into the building.

Towing

1. If you want to have an illegally parked car towed from your parking space, contact a towing company. Be prepared to meet the tow truck with your government-issued ID.
2. If *your* car has been towed, it's your responsibility to determine your car's location.

See **Towing, Resource Guide**.

POSTAL SERVICE

- You will receive mail in your unit's designated mailbox, located in the atrium. (Packages may also be delivered to your door.) Contact the Five Points Post Office for issues related to mailbox keys.
- You may deposit outgoing mail (with necessary postage) through the Wall Drop receptacle, to the left of mailboxes.

SAFETY / SECURITY

General

1. Do not allow strangers to enter the building through any door. Only those with a legitimate reason for being in the building (*e.g., owners, residents, guests, emergency personnel*) are permitted entry.
2. If you are able, you are expected to meet food deliveries at the front door.
3. Don't let anyone into the building you do not know, even if you suspect that person is a resident. Residents have their own keys and access to the front-porch directory. Your neighborly act of kindness might very well result in the compromised security of all.
4. Ensure doors close securely behind you.

Safety Systems

The Hermitage ensures that alarms, emergency lighting, hardwired smoke detectors, and fire extinguishers are inspected and maintained. If you notice any sign of damage or malfunction to any of these systems, please inform the management company immediately.

Security cameras are positioned on the property, both inside and outside.

SMOKING / SECONDHAND SMOKE

Smoking

1. Smoking is prohibited in all common areas, to include the front porch and the entrances of the Blossom Street and Devine Street doors.
2. Ensure that smoke (as well as other odors, to include vapors, incense, cooking) is confined to individual units so as not to be perceptible in hallways or in adjacent units.
3. Properly discard cigarette butts; they mustn't litter parking lots or The Hermitage property.

Secondhand Smoke

1. Secondhand smoke has immediate adverse effects on the cardiovascular system, contributing to coronary heart disease, stroke, and lung cancer.
2. No degree of exposure to secondhand smoke is risk-free.

STORAGE CLOSETS

Storage closets are considered common areas. Please observe these rules for the storage closets (next to the trash chute) on floors 2 through 9:

1. You may use the storage closet on the same floor as your unit, provided that you own the unit and are a current resident.
2. Do not keep anything plugged into electrical outlets.
3. Turn off the light when you leave the closet.
4. Consolidate multiple small items into boxes (preferably plastic), so as not to be strewn around the closet.
5. Clearly label your items with your name and unit number.
6. Don't store anything that has deteriorated to the point of being offensive or dangerous.
7. The Hermitage Board of Directors and the management company have the right—but not the responsibility—to remove for any reason and without notice items deemed obnoxious or hazardous.
8. Use the closets at your own risk. Neither The Hermitage Board of Directors, The Hermitage Homeowners Association, nor the management company will be liable for any injuries, damages, or losses from use of the closets.
9. Don't store valuables, important documents, or unit keys in the closets.

10. Do not expect any right of privacy for materials in the storage closets. Law enforcement can inspect a closet and its contents without obtaining a search warrant and without probable cause.
11. Although use of the closets is on a first-come, first-served basis, please consider cooperating with others who are eligible for closet use. If any disputes arise, please try to resolve them yourselves before involving the Board.
12. The management company retains keys to all storage closets.
13. Do not change the locks on storage-closet doors without Board approval.

VOLUNTEERS

At The Hermitage, you can find any number of ways to get involved by volunteering your time and talent. It's our volunteers, for example, who keep our plants watered and thriving (both in the atrium and in the landscaped beds outside). Those activities listed below are just a few that rely on the resourcefulness of our residents. If you're interested in pitching in—and adding your name to the list of those who help make The Hermitage a home—ask a Board member about the best way to get involved!

- Caring for plants—both inside and out.
- Contributing to regular maintenance tasks (keeping the grounds clean and litter-free).
- Helping to circulate information about current events and activities.
- Maintaining contributions to the library.
- Planning and coordinating holiday socials and decorations.

C O N D O U N I T S

*This section addresses resident **REQUIREMENTS** and **RESPONSIBILITIES**, as well as condo-unit **MAINTENANCE**.*

REQUIREMENTS

ANIMALS

1. Regarding **resident pets**, in the most general terms:
 - You may have one dog or two cats.
 - You must accept full responsibility for your pet's behavior.
 - You must pay the \$300 registration fee for your dog.
 - For complete information about pets, including breed restrictions, see **PET GUIDE**, Appendix, pages 21-26.
2. Regarding **other animals**:
 - The management company can provide you with information about assistance animal accommodations.
 - Visiting pets are allowed on an exception basis only. Secure the Board's permission before hosting any visiting pets.
 - Fostering animals is not allowed.
 - Nurturing (feeding, watering, etc.) feral animals on the property is not allowed.

advertisements, banners, etc.) inside or outside the building.

2. **Windows:**
 - Do not hang anything from windows (e.g., holiday decorations) to be visible from the street.
 - To preserve a uniform façade, use only white window treatments without any apparent pattern.
3. **Unit Entry:**
 - If you choose to paint your unit's entry door, you may choose from this list of approved Sherwin Williams colors:

○ SW6020	Marooned
○ SW6307	Fine Wine
○ SW6363	Gingery
○ SW6349	Pennywise
○ SW6410	Brassy
○ SW6118	Leather Bound
○ SW2837	Aurora Brown
○ SW6440	Courtyard

APPEARANCE

A uniform appearance is aesthetically pleasing, but also contributes to resident safety and property values.

1. **General:** Do not display anything (signs,

NOTE: At your unit's entry, you may place a doormat and hang decorations from the door. Otherwise, you must give careful thought before placing anything else outside your door. Here's why ...

Hallway objects impede thorough cleaning and pose hazards for the sight-impaired. Moreover, they risk violating fire code, encroaching upon precious space necessary for firefighters and emergency medical services. If you have some personal object outside your door, be sure that it's as unobtrusive as possible. The Hermitage Board, at its sole discretion, reserves the right to prohibit any object it deems a risk to residents.

BALCONIES

1. Keep your balcony neat and clean.
2. Do not allow pigeon droppings to accumulate. This is a fineable offense as pigeon droppings can lead to offensive odors and modest health risks.
3. Do not allow pigeons to build nests. Pigeon repellants should not be visible from the street. (Jingle bells-tied-to-a-string and strung behind HVAC unit have successfully deterred nesting.)
4. Consider using a pesticide to deter nesting wasps—especially in the spring. Nests may be visible or may be built out of sight (*e.g., under a chair or table*).
5. Do not hang anything from your balcony to be visible from the street.
6. Do not compromise the balcony's structural integrity; do not drill holes or otherwise cause damage to the brick-and-mortar walls or the concrete floor and ceiling.
7. Do not use grills on your balcony.
8. Be aware that whatever goes over your balcony lands on the units or foliage below you (*e.g., plant fertilizer, water, dirt*).
9. Applying any kind of force against balcony railings could compromise its structural integrity. Railings were not designed to withstand added stress. **Do not apply any pressure to balcony railings.**
10. Do not hang or suspend items from the railings. Strong winds can turn hanging objects into dangerous missiles.
11. Be mindful of the number of people on the balcony at any given time. We don't know the balcony's stress limit (and we don't want to find out).

GUESTS

For your guests, you are responsible for:

1. their behavior while visiting.
2. providing them with parking guidance.
3. their entry into the building. (See **Building Access** for information about admitting guests from the front-door keypad.)

MOVE IN / MOVE OUT

1. If you are moving furniture, appliances, or other large objects into or out of The Hermitage, you must contact the management company *before* your move. They will help you schedule your move and provide you with the necessary instructions. Failure to do so will result in a \$250 fine.
2. Use only the **Blossom Street door** when moving into and out of The Hermitage.
3. Some sofas, chairs, bedding, and HVAC units are too large to come through exterior and interior doors; some are too large for the elevator or the unit's entry door. Measure passages carefully before moving large items into The Hermitage.

See **Move In / Move Out**, Appendix, pages 27-30.

NOISE

1. Disruptive noise (*e.g., voices, televisions and audio equipment, musical instruments, mechanical equipment, animal noises*) must not be audible beyond the interior walls of units. (If you enjoy surround sound with high volume, please use headphones.) If in doubt about noise levels, ask your neighbors.
2. The adjustable closers on condo doors must be maintained (*i.e., oiled, adjusted*) to ensure doors function quietly.
3. Report disturbances to the HOA, to the management company, or to the police. A \$250 fine may be levied for the first offense if police intervention is necessary. Fines will increase by \$250 for each subsequent offense.
4. **Quiet hours** are in effect from 8 pm – 8 am.

PLUMBING

Aging pipes are a reality for The Hermitage. (Most plumbing is original to the building's 1974 construction.) Residue deposits have corroded the pipes and made the interior diameter smaller and inside walls of pipes rougher, resulting in an increased likelihood that things will snag and catch, which leads to clogs and leaks and huge headaches.

Kitchen Disposals

1. If something could just as easily be discarded in the trashcan rather than run down the disposal, opt for the trash.
2. When you *do* run the disposal, allow the water to run for at least 30 seconds afterwards.

3. UNDER NO CIRCUMSTANCES should you dispose of oil or grease through water pipes.

Toilets, Do Not Flush

- Kleenex (or other facial tissues)
- paper towels or napkins
- hand, cleaning, or other wipes
- dental floss or dental picks
- cigarette butts
- feminine hygiene products
- any size (child or adult) diaper or partial diaper
- large quantities of toilet paper
- kitty litter

Again ... let's do what we can to avoid plumbing woes.

PROPER CONDO USE

1. Use condominiums **as residences only**.
2. **Do not** use condominiums for:
 - Retail business.
 - Short-term lodging rentals.
 - Tourism-related activities.
 - Other business purposes that involve merchandise deliveries or visiting clients.
3. Do not hold a yard sale/garage sale/estate sale unless approved by Board of Directors.
4. **NOTE:** You may use your unit as a home office, *provided that*:
 - Other residents cannot see, hear, or smell business activities.
 - The business does not require merchandise deliveries or visiting clients.

TRASH / DONATIONS

General

- Trash is collected:
 - from bins each Monday and Thursday.
 - from the street each Friday.
- Recycling is not available at The Hermitage.
- Place **UNWANTED HOUSEHOLD ITEMS**:
 - on the pavement (*i.e., not on the grass*) alongside the King Street curb between the sidewalk crosswalk and the Blossom Street intersection (to keep material from washing into our storm sewer).
 - as close to collection day (Friday) as possible.

Trash Bins — Use

- **CARDBOARD BOXES:** To conserve space, break down *all* cardboard boxes.

- **HOUSEHOLD GARBAGE:** Trash bins are to be used only for **household garbage**, that has been placed in **standard size trash bags**, and that have been **securely tied**. Do not throw loose, unbagged garbage into bins.

Trash Bins — Logistics

- The Hermitage has three trash bins: one at the base of the building's interior trash chute, the other two rotate **front** and **back** positions in one large parking space near Blossom Street. (The **back** position is the one closest to the grassy area.)
- On collection days, the bins must be moved manually for the City garbage truck. Once the bins have been positioned, **do not move them**. If their placement does not exactly align with the garbage truck, the garbage will not be collected.
- Fill the **front** bin first, using the **back** bin only when the front one is full. (The back bin won't be emptied until the next collection day.)

Trash Chute

- Don't use trash chute between 10 pm and 7 am.
- Don't put anything down the trash chute unless it's:
 - only household garbage.
 - contained in appropriately sized trash bags.
 - securely tied within bags.
- Don't throw loose trash down trash chute.
- To avoid obstructions, do not place anything (*pizza or other boxes, construction debris, etc.*) in trash chute.

Donations and Discards

Consider these two options if you're looking to "rehome" gently used items you no longer want or need.

- **THRIFT STORES:** The Salvation Army, Goodwill, or similar organizations are usually happy to accept donations. Some of them also offer pick-up.
- **SOUTH ATRIUM:** You have a 4-day window to give your Hermitage neighbors "first dibs" on those items.
 - On **Friday**, place the item on (or near) the bench under the lion's head in the south atrium.
 - If the item isn't "**adopted**" by the following **Tuesday** morning, you must remove the item. (Please don't burden other residents with the task of discarding it for you.)

NOTE: For a third disposal option, see **UNWANTED HOUSEHOLD ITEMS** (under **TRASH / DONATIONS / General**). And to avoid the scattered debris of

treasure-seeking scavengers, limit your discards to only a few single items; do not leave tempting bags of things.

To make furniture available to others, place a photo of it on the laundry room bulletin board (including the date and your contact information).

Do not leave unwanted items on the green benches in front of elevators.

Toxic Waste

You may be subject to a severe fine for disposing of any toxic material in a manner inconsistent with local and federal law. Owners who lease their units may be responsible for improper disposal of toxic material by their tenants.

Toxic materials include, but are not limited to: oil, antifreeze, solvents, gasoline, paint.

WINDOWS

- If windows aren't installed correctly, they leak. When you're ready to replace a window, you'll submit an **INTERIOR CHANGE FORM** (for reference, see Appendix, page 33) to the HOA Board. This form specifies that window installers must submit **window manufacturer's written instructions for masonry wall application**. This requirement holds installers accountable for using materials appropriate for this building, thereby preventing water intrusion.
- Colored tint and colored tinting are prohibited.
- See **Window Tracks**, page 15, for information about keeping **weep holes** clean.

MAINTENANCE / UPKEEP

BALCONY RAILING CARE

1. A 95% (water) to 5% (common household detergent) solution is safe when applied with a cloth, non-abrasive sponge, or soft bristle brush. Be sure to rinse with adequate water. (Because water will fall on lower balconies, as a courtesy to your neighbors, consider cleaning your balcony while it's raining.)
2. For best results, try to avoid cleaning under the direct glare of the sun. Cleaning on a mild, cloudy day is ideal. (Or, again, when it's raining is even better.)
3. NEVER use wire brushes, steel wool, sandpaper, abrasives, or other similar cleaning tools which will mechanically abrade the railing's coating.
4. In 2017, owners paid extra for a 20-year paint warranty for the balcony railings. The warranty is negated by improper care.

PLUMBING MAINTENANCE

General

1. Safeguard against dripping faucets or running toilets.
2. Follow the steps below to determine if your toilet is running. If your toilet is running, you should hire a plumber immediately.
 - Shine a flashlight onto the water in the toilet bowl. If you **see** ripples, the toilet is running.

3. Call the management company to report any problems with the **common** plumbing or electrical systems. (If you contract for repairs on your own, reimbursement will be made at the Board's discretion.) If you are unable to reach the management company in an emergency, contact the plumbing service listed in the **Resource Guide**.

Plumber Services

1. Most units share a water valve; **water to one unit alone cannot be turned off**. The control for most units is shared between two units and the control valve is located in the ceiling of the lower unit's utility closet. Most valves are original, and **we strongly recommend that you contact the plumbing company listed in the Resource Guide if you need to turn off the water to your unit**. This company has experience with the building and is familiar with the unique quirks and sensitivities of our plumbing—including operating the delicate shut-off valves.
2. For the same reason, we strongly *discourage* your tackling plumbing as a DIY project. (Remember ... it's not just your unit that could flood, it's all the units

below you. Even worse, it could be days, weeks, or months before a leak reveals itself in lower units.)

3. For the same reason ... do not touch valves controlling water between units without approval from the Board or the management company. *Even the work of certified plumbers has resulted in costly mistakes.*

ROUTINE MAINTENANCE

As an owner, your responsibilities include:

1. **HVAC UNIT:** We recommend you employ an HVAC company to clean your unit twice a year. Algae growing in an a/c drain line is the major cause of water damage in the building. It causes flooding in your utility closet, which spreads to the floor(s) beneath you—and never at a convenient time. Change filters regularly.
NOTE: No water from HVAC units is to go over the edge of the balcony.

Be aware that the increased size of the most efficient units may not fit through the door to the building, the unit, or the balcony.

2. **PLUMBING:** Maintain all plumbing, to include water heater, dishwashers, kitchen disposal, faucets, and toilets (and their wax seals).
3. **ENTRY DOORS:** Ensure that your hydraulic door closer is in good working condition and closes silently.
4. **SMOKE DETECTORS:** Ensure your unit has working smoke detectors (ideally near sleeping areas). We recommend you change batteries twice a year when time changes.
5. **WINDOW TRACKS:** Your windows sit in a track. This track was designed with tiny, exterior holes. These holes are called *weep holes* and allow water to drain outside. Weep holes can become clogged, causing rain water to overflow the track and run down interior walls. Keep your window tracks clean.
6. **SLIDING GLASS DOORS:** To prevent water intrusion, maintain the caulking around sliding-glass doors—across the threshold and up the sides.

RESPONSIBILITIES

GENERAL

Unit owners are responsible for any damage caused by themselves, family members, guests, tenants, or service providers associated with their units. Unit-owner liability extends to common areas, to limited common areas (*e.g., balcony railings, parking lot spaces*), and to equipment. The Board will determine the rate of damages.

EMERGENCY UNIT ACCESS

In dire circumstances (*e.g., personal health crises, flooding water*), emergency personnel may need immediate access to your unit.

Emergency workers will break in, if they must—with damaged doors (repaired at your expense) being a likely consequence. It's far more efficient (and less expensive) to make quick access available. You can do that by:

- Leaving a spare unit key with a Board member or a neighbor in the building. Be sure to identify the person you've entrusted with your spare key on the **Emergency Contact Information** form.
- Completing the **Emergency Contact Information Form**, available in the library. (See **Emergency Contact Information Form**, Appendix, pages 35-36.)

For emergency building-related issues, call the management company, available 24/7.

INSURANCE

The Hermitage property insurance policy covers only the building itself. It does not cover individually owned units, nor the contents of those units. As a homeowner, you are responsible for securing insurance to cover your unit, as well as your personal belongings. Because it's critical to understand which hazards are and are not covered, you should review your current **condominium insurance plan** with your personal insurance agent. Don't wait for some unforeseen adversity to realize that you're underinsured and financially liable to others.

Ask your agent to guide you through other insurance options. You might consider **contents coverage**, for example. Or you might opt for **liability insurance**, which covers your unit when it's damaged by a unit above you (*or* covers a unit below you that's been damaged by *your* unit).

If your unit incurs water damage, please consider filing a claim with your own insurance carrier. Your insurance agent will be able to advise the best course of action—especially if other, neighboring units have been similarly

impacted. And please remember: for any units experiencing water intrusion, insurance companies will advise unit owners and tenants to take immediate action. Doing so will minimize water damage to the units and to personal property.

And, your agent can always contact the association's insurance agent if needed.

LEASING YOUR UNIT

Owners must:

1. File a copy of the lease agreement with management company.
2. Provide the management company with information about all authorized occupants, to include names, telephone numbers, tag numbers, and the make and color of vehicles. Information provided must include all people residing in the unit, not just that of the leasee.
3. Ensure apartments are used for residential purposes only. See **Proper Condo Use**, page 13, for detailed information.
4. Lease apartments for a **minimum** of 12 months. Short-term leases (of less than 12 months) are prohibited.
5. Issue only one lease per unit.
6. Understand that subletting is prohibited.
7. Provide tenants with a copy of this Handbook.
8. Inform the management company of any change in occupancy.
9. Ensure tenants follow move-in and move-out procedures.
10. Accept responsibility for tenants' actions, behavior, misconduct, and adherence to the Rules of Conduct.
11. Notify the management company within five days of tenants vacating The Hermitage.
12. Be familiar with **Hermitage Bylaws, Article III, Section 3(a)** and **City Ordinances Related to Leasing** (Appendix page 38).
13. To protect your property value, consider executing a lease agreement that:
 - designates your unit as a "no-smoking unit."
 - prohibits pets.

CONSTRUCTION / ALTERATIONS

1. The Board must approve any unit's modification, construction, or alteration.
2. Modifications affecting the building's exterior are prohibited. (See **Interior Change Form**, Appendix, page 33.) Exterior windows and balcony door units must be white.
3. Construction noise (*e.g., hammering, drilling, sawing*) is restricted to 8 am — 8 pm.
4. Professional contractors must haul off construction debris from their projects.

Otherwise, construction debris is to be hauled to the street between the storm drain and Blossom Street (to keep material from washing into our storm sewer).

To prevent damage to cars or harm to people and pets, ensure that construction debris (*nails, screws, etc.*) do not fall on the ground between the building and the street.

SAFETY / SECURITY

1. Be prepared for a fire emergency.
2. Create your own escape plan.
3. Keep a flashlight (with charged batteries) in a familiar, readily accessible place.

See **Fire Plan**, Appendix, page 37.

QUICK-REFERENCE GUIDE: *What to do if ...*

NOTE: Alert the management company any time a plumber has been called to your unit.

I F ...	D O T H I S ...
W A T E R I N T R U S I O N	
you are having problems with water	Call a plumber (see Resource Guide). Advise the management company.
you need to have the water turned off to your unit	<ol style="list-style-type: none"> 1. Arrange for plumber listed in Resource Guide to turn the water off and then back on. 2. Coordinate this service with the unit above or below you (as applicable). 3. Report plan to management company <i>before</i> service. (See EXPLANATION, below.) <p>EXPLANATION:</p> <ul style="list-style-type: none"> • Sometimes we need to turn off water to one or two units or the entire building. • This may require closing original gate valves. • Given their age, the gate valves may fail. • If a gate valve fails, we must turn off the entire water supply and drain the building. • We schedule this work with professionals who are familiar with our sensitive plumbing. <ol style="list-style-type: none"> 4. Management company or HOA Board will then: <ul style="list-style-type: none"> ○ Give residents as much advanced notice as possible. ○ Post “laundry unavailable” signs the day of service. ○ Post notifications once service is restored.
wind-blown rain comes into your unit	<ul style="list-style-type: none"> • Protect your possessions. • Document with video or photo if possible. • Tell the management company where the water is intruding. • Tell your insurance company.
water appears on the utility closet floor, or outside the utility closet door, or in the ceiling of the unit below you	<ul style="list-style-type: none"> • Act immediately. • Even if there’s not a lot of water in your unit, it will find its way into units below you, creating more damage. <p>Four possible sources:</p> <ul style="list-style-type: none"> • Your HVAC drain line is clogged (the most common cause). <ul style="list-style-type: none"> ○ Turn your thermostat to a higher temperature so the unit quits running. A running a/c unit pulls moisture from the air—more than you might suspect—and leads to water on your floor or on floors in units below you. ○ <i>Call your HVAC repairman</i> to come and clean the unit and clear the line. ○ Because regular maintenance prevents water issues, we recommend securing a regular HVAC maintenance contract from the HVAC company of your choice. • Your water heater has a pinhole (or larger) leak. <ul style="list-style-type: none"> ○ Turn off valve to water heater. (The valve is somewhere near your water heater.) ○ Don’t run hot water through faucets as that will exacerbate the leak. ○ Turn off water heater at breaker box so unit can cool. ○ <i>Call plumber</i>, describe the situation, and plan to purchase a new water heater. Be aware that your current water heater may not fit through the utility closet door without removing the HVAC unit or cutting a hole in the wall. This is a design flaw, which most of us inherited. • A copper pipe inside a wall has developed a pinhole leak (which makes water seem to appear from “nowhere,” and may be seeping into the unit below). <ul style="list-style-type: none"> ○ <i>Call your plumber</i> and inform the management company. • An uninsulated a/c pipe in your unit’s ceiling is sweating and creating condensation, which is now dripping into your unit. <ul style="list-style-type: none"> ○ <i>Turn your a/c off or set the thermostat to a much warmer temperature.</i>

	<ul style="list-style-type: none"> ○ Very humid weather may cause this kind of condensation. It is comparable to a glass of iced water sweating when placed on an outside picnic table.
water comes into your unit through the ceiling	<ul style="list-style-type: none"> ● Act immediately: <ul style="list-style-type: none"> ○ Get in touch with upstairs neighbor to minimize damage; the cause may be an overflowing sink, HVAC condensate line, water heater leak, plugged toilet, or other plumbing problem. ● Inform the management company immediately.
water backing up into kitchen sink	<p>The “grey water” line is plugged, either in your line or where it meets the common sewer line (and probably results from use of the kitchen disposal).</p> <ul style="list-style-type: none"> ● <i>Call a plumber.</i> ● Ask residents in units above you to not use the kitchen sink or dishwasher until the problem has been resolved. Two- and three-bedroom units can minimize damage by transferring backed-up water to a bathroom sink.
T O I L E T / S E W A G E	
toilet won’t flush correctly/sewage backs up onto your floor or into bathtub	<ul style="list-style-type: none"> ● Try plunging toilet with your own plunger. ● If not successful, <i>call a plumber</i>. If you do not have a plumber, please see recommended plumber in Resource Guide. ● Notify neighbors above you (by phone, knocking on doors, posting notes on doors) to not use toilets until further notice. ● Notify neighbor beneath you of your problem as sewage may seep into that unit. ● Let neighbors know when problem is resolved. ● Be aware that restrooms are available on the first floor.
sewage from your bathroom leaks into the unit below	<ul style="list-style-type: none"> ● <i>Contact a plumber immediately.</i> ● Your toilet may be backed up and/or may need a new wax seal. ● Inform the management company.
E L E V A T O R S (S T U C K I N)	
you’re stuck in elevator	<ul style="list-style-type: none"> ● Push the telephone button (lowest left button) and report you are <i>trapped in the elevator at 619 King Street</i>. If you have a working cell phone with you, give the elevator company your number. ● If the telephone rings in the elevator, press the phone button to answer. ● Push the alarm button (next to bottom button on left) to alert others in the building. ● Remain calm until rescue personnel arrive. Although you may be uncomfortable, you are not in danger. ● If your health is challenged, call 911.
N O I S E (E X C E S S I V E)	
a neighbor causes excessive noise	<p>Rely on your better judgment when evaluating your options:</p> <ul style="list-style-type: none"> ● Your neighbor may not be aware of the noise problem and may correct the issue once you kindly bring it to his or her attention. ● You can file a disturbing-the-peace complaint with the police.
T E L E P H O N E A N D R E S I D E N T D I R E C T O R Y D I S C O N N E C T	
the resident directory isn’t linked to your designated phone	<ul style="list-style-type: none"> ● Call the management company.
M A I L D E L I V E R Y (P R O B L E M S W I T H)	
you experience problems with mail delivery	<ul style="list-style-type: none"> ● Alert the post office. ● Alert the HOA Board by putting a note in the black HOA box (on the library wall). Others may be experiencing the same problem.

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History of The Hermitage

The Shandon neighborhood expressed reservations about the construction of The Hermitage in 1974. Some feared the apartment complex would depress property values within their long-established residential community. Those fears, however, were short-lived as The Hermitage proved an immediate success.

Some of the first residents included widows and widowers from some of Columbia's finest families, graduate and undergraduate students, and working professionals—as well as members of the Elliott family (related to the builder, Elliott Construction Company of Columbia).

Because of growing interest in condominiums, a development group bought The Hermitage in 1980 and began converting the for-rent apartments into individually owned condos. During this transition, some tenants moved elsewhere, but many stayed—either buying units themselves or leasing from new condo-owners.

When the conversion was complete, the new property owners organized themselves into The Hermitage House Horizontal Property Regime, Inc.—a nonprofit corporation dedicated to governing the interests of the freshly minted condominium. By October 22, 1980, the regime adopted a set of bylaws covering all aspects of The Hermitage. Those bylaws included rules of conduct, obligations of co-owners, property uses, rules for conducting business, and general administration. They also hired a management company to handle maintenance, repairs, general upkeep, and property administration.

Since October 1980, The Hermitage has operated as a successful condominium with an optimum mix of residents—both owners and tenants—who take great pride in the quality of our vertical community.

The Hermitage functions under the care and oversight of an elected Board of Administration, comprising five homeowners. The Board meets monthly or more frequently as circumstances dictate.

THE HERMITAGE PET GUIDE

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The Hermitage Rules of Conduct, as specified within the bylaws, includes the Pet Guide. This guide details the requirements for pet ownership at The Hermitage. Compliance is not optional, and the guide may be subject to change as circumstances necessitate.

THE GUIDE

Recognizing that its residents comprise pet owners and non-pet owners alike, The Hermitage has established this guide to ensure the continued, peaceful co-existence of both.

What pets are welcome at The Hermitage?

Domestic **dogs** and **cats** are welcome at The Hermitage.

What *all* pet owners should know:

NOTE: Pet owners are subject to fines and penalties for failure to comply with any of these pet guidelines. (See **Schedule of Fines and Penalties**—Pet Owners, page 25.)

- You must **register your pet** with the HOA within 7 calendar days of bringing your new pet home.
 - To register your pet with the HOA:
 - Complete the **Pet Agreement registration form** (*available in the library or from the property management company*).
 - Submit the completed Pet Agreement registration form and your **registration-fee check** to the property management company. (*An easy way to submit is to put your registration packet through the slot in the library door.*) Make your check payable to *The Hermitage*.
 - The property management company **will provide a receipt** for your registration as soon as possible.
- Your pet must be **inoculated** (*as required by local law*).
- You must accept **full responsibility** for your pet, to include:
 - Complying with **all tenets** of the Pet Guide.
 - Providing appropriate **nourishment, medical attention, exercise, and safety precautions**.
 - Having your pet **spayed or neutered**.
 - Keeping pets **inside your unit** except during ingress/egress.
 - Not leaving your pet **unattended** in any common area or on balconies/patios.

- Not leaving your pet **tethered on a balcony/patio** if you are not home.
- Ensuring your pet doesn't **disturb the peace and quiet** of other residents or, otherwise, become a nuisance.
- Ensuring your pet takes a direct route to and from your unit, without visiting the lobby, community room, laundry room, fitness center, library, or bike room or lingering in the atrium area.
- If you lease your unit, you must have written consent from the unit owner to keep a pet. You must provide this written consent to the management company. **INCLUDE THIS ON PET REGISTRATION FORM.**
- You must read and **provide written agreement** (*as required in the Pet Agreement and Registration form*) to the Pet Guide **indemnification disclosure:**

INDEMNIFICATION

I indemnify and hold the HOA and each of the owners, their tenants, guests, and employees free and harmless from any loss, claim, or liability of any kind or character whatever arising by reason of my keeping or maintaining such pet within The Hermitage property. Further, I assume responsibility for any harm or damage done by me or by my pet.

What all residents should know:

<ul style="list-style-type: none"> ● <i>Foster animals</i> 	<p>Because our vertical community is more conducive to well-established, dependable pets, fostering animals (though noble) is prohibited.</p>
<ul style="list-style-type: none"> ● <i>Stray/feral animals</i> 	<p>To avoid the threat of disease (and a host of other concerns), please do not provide food or water to stray or feral animals on The Hermitage grounds.</p>
<ul style="list-style-type: none"> ● <i>Visiting animals</i> 	<p>Visiting animals are allowed on an exception basis only.</p> <ul style="list-style-type: none"> ○ If extenuating circumstances necessitate an animal visiting you at The Hermitage, please contact the Pet Committee or a member of the Board to make an exception request. Please make this request well in advance of the animal's visit. ○ Failure to secure an exception for visiting pets may result in fines and/or other penalties. ○ Visiting pets are subject to all rules and expectations as detailed in the Pet Guide.

If you own a cat, this is what you should know:

- You may have up to **two** cats.
- Although cats are to be registered with the HOA, a registration fee is *not* required.
- When outside your unit, hold your cat **off the ground** or transport it in a **designated carrier**.
- **Do not flush kitty litter**—even flushable kitty litter—within The Hermitage (as doing so clogs plumbing). Please place kitty litter in a sealed bag before disposal.

If you own a dog, this is what you should know:

NOTE: Foremost, **dog owners must maintain control of their dogs AT ALL TIMES.** The safety of people is paramount.

- You may have **one** dog.
- You must pay a **\$300** registration fee for your dog.
- This is a **nonrefundable, one-time** fee.
- The registration fee applies to your current dog, as well as any **subsequent** dog you may have.
- Dogs not registered within 7 calendar days of The Hermitage residence will be subject to the **\$250 non-registered-pet fine** (which will be due *in addition to* the \$300 registration fee).
- Your dog's ideal weight at maturity should not exceed **60 pounds**.
- Insurance restrictions **preclude "dangerous breeds"** from residing at The Hermitage.

Those breeds include:

- Pit Bulls
 - German Shepherd Dogs
 - Rottweilers
 - Doberman Pinschers
 - Chows
 - Mixed breeds of any of these
- (*Because it cannot be overemphasized ...*) You must **control your dog AT ALL TIMES.** Controlling your dog, among other things, means *keeping it out of another person's personal space*. Doing so will prevent pets from **sniffing, attacking, threatening, jumping up on**, or otherwise **disturbing** other people and animals.
 - During ingress/egress through common areas, walk your dog **close to your side** on a visible fixed-leash restraint.
 - Keep your dog on a **visible leash** when outside on The Hermitage property.
 - While on The Hermitage grounds, dogs **may relieve themselves only in the pet-designated grassy area on the Blossom Street side of the building.**
 - You are responsible for **immediately** removing any waste and disposing of it in a sealed bag in the outside trash bins. Composting of pet waste is not allowed on the property.
 - To maintain the integrity of the grounds, dogs *are not permitted* in **flower beds** or other **landscaped areas**.
 - If an accident happens inside (as accidents sometimes do, especially in elevators), it is your responsibility to immediately **clean** and **sanitize** after your dog.

What you should know about assistance animals:

- The Hermitage adheres to the guidelines and definitions governing assistance dogs as set forth by **HUD Notice FHEO-2020-01**, as well as other acts and agencies referenced therein.
- The Hermitage will assess individual accommodation requests for disabled residents who fulfill the reasonable documentation requirement.

If you want to know more about assistance animals at The Hermitage, a copy of the **Assistance Animal Guide for Residents**—as well as an application for accommodation—is available from the management company.

Who's responsible for overseeing and enforcing the Pet Guide?

To ensure that everyone adheres to the highest standards, the HOA will appoint a **Pet Committee**. That committee will administer this guide, to include:

- responding to **complaints, appeals, and exception requests,**
- mediating **difficulties,**
- recommending **guide changes** as needed, *and*
- notifying the Board of **violations.**

The Board will levy applicable fines, which will be administered through the property management company.

NOTE: If you're seeking an **exception** to this guide, you may submit an **exception request** to the Pet Committee. Requests from **leasing tenants** will be accepted only with **written approval** from the unit owner.

In executing its function, the Pet Committee and HOA Board will take City Code *definitions* into consideration:

https://library.municode.com/sc/columbia/codes/code_of_ordinances?nodeId=COOR_CH4AN_ARTIIIANCO

• **Nuisance Animal**

- Your pet may be considered a **nuisance animal** if it:
 - Disturbs the rights of others.
 - Threatens the safety of others.
 - Inflicts damages on others.
 - Interferes with others' ordinary use and enjoyment of their property.
- **You** may be contributing to nuisance animal **behavior** if you:
 - Fail to exercise sufficient restraint to control your pet.
 - Allow your pet to damage others' property.
 - Fail to maintain sanitary conditions for your pet, which results in offensive odors *or* results in danger to your pet or others.
 - Allow your pet to interfere with the reasonable use and enjoyment of neighboring premises. Such interference may take the form of excessive, continuous, or untimely noise (e.g., barking, whining, howling), which results in serious annoyance to neighbors.
 - Maintain a pet that is diseased and dangerous to the public health.
 - Allow your pet to habitually or repeatedly chase, snap at, attack, or bark at pedestrians, bicycles, or vehicles.
- A dog *invading someone's personal space and sniffing* is **an example of nuisance behavior.**

• **Aggressive Animal**

- Your pet may be considered an **aggressive animal** if it:
 - Exhibits unprovoked behavior which causes a person to reasonably believe that the animal may cause harm to a person or to another animal.
 - Engages in menacing behavior such as growling, baring its teeth, snarling, snapping, charging, or nuisance biting.
- If properly employed, the following measures can protect the public (and other animals) from harm—or the *threat* of harm—from an **aggressive animal**:
 - Adequate confinement,
 - Restraint,
 - Muzzling, *and*
 - Training.
- *Unprovoked growling* is **an example of aggressive behavior.**

• **Dangerous Animal**

- Your pet may be considered a **dangerous animal** if:
 - You know (or reasonably *should* know) that it has a propensity, tendency, or disposition to attack unprovoked; to cause injury; or to otherwise endanger the safety of humans or pets.
 - The usual methods of control (*e.g., adequate confinement, restraint, muzzling, or training*) will not or do not protect the public or other animals from harm or the threat of harm.
- *Biting* is **an example of dangerous behavior.**

Fines and Penalties

To enjoy having a pet at The Hermitage means complying with the Pet Guide in its entirety. Pet owners who choose to not comply may be subject to fines or penalties. At its discretion, the HOA Board will use the following table when enforcing the Pet Guide.

Schedule of Fines and Penalties—Pet Owners		
Category: NON-REGISTERED PET		
Taking more than 7 days after pet moves into The Hermitage to submit Hermitage Pet Agreement and Registration form and \$300 registration fee.	=	\$250 (in addition to the \$300 registration fee)
Category: WHEN NATURE CALLS (pet waste)		
NOTE: Warnings will <i>not</i> be given to pet owners who fail to clean up after a pet has relieved itself. A \$100 fine will be assessed for this breach each time it occurs.		
	In designated area	In non-designated area
Pet relieves itself.	No fine	\$100 fine
Pet enters, but does not relieve itself.	No fine	\$100 fine
Owner cleans up after pet, properly disposing of waste.	No fine	\$100 fine (for allowing pet in non-designated area)
Owner does not clean up after pet (to include sanitizing after indoor accidents).	\$100 fine	\$200 fine (\$100 for being in non-designated area + \$100 for not cleaning up after pet)
Category: NUISANCE		
Violations in this category are subject to the following penalties:		
First 3 violations	=	Warning (3 warnings)
Fourth violation after 3 warnings	=	\$100 fine
Fifth violation after 3 warnings	=	\$200 fine
Sixth violation after 3 warnings	=	\$300 fine
Each subsequent violation thereafter	=	At Board discretion
Category: AGGRESSIVE		
Violations in this category are subject to fine and the requirement that pet be visibly muzzled while outside its unit and on The Hermitage grounds.		
Habitual offenders may be subject to additional penalties up to and including expulsion.		
Pet owners could have three days to comply with muzzle requirement without incurring additional penalties.		
Category: DANGEROUS		
Violations in this category are subject to mandatory expulsion from The Hermitage property.		
If a pet's behavior causes it to be expelled, it must be removed immediately and permanently.		

A note about fines ...

The *unit owner* is responsible for any fines posted to his or her account. In a *leased* unit, the tenant pet owner may pay fine to the management company directly.

Fines shall be paid to the property management company within ten days after notification. Additional fees (*at the same rate as late regime-fee payments*) will accrue after ten days.

Hermitage Pet Agreement and Registration

The Hermitage | 619 King Street | Columbia, South Carolina 29205

Note:

- Submit completed **Pet Guide Agreement** to the management company along with pet registration fee, if required.
- Tenants must provide the management company with the unit owner’s written consent to keep a pet.
- Assistance animals are not pets. See management company for the **Assistance Animal Guide for Residents**.

About You ...	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Name:		
Unit #:		
Phone:		
Email:		

About Your Pet ...	<input type="checkbox"/> Dog	<input type="checkbox"/> Cat
(if dog) Breed:		
Pet’s Name:		
Pet’s Age:		
Pet Arrives at The Hermitage (date):		
City of Columbia Registration: (dogs and cats per city code)	Registration No.:	
	Date:	

Fees ...	
One-time dog registration fee:	\$300
Late registration fee if received more than 7 days after move-in or after acquiring dog:	\$250

I hereby acknowledge that I have received a copy of The Hermitage Pet Guide, which provides the terms, conditions, and rules of my having a pet at The Hermitage. I understand that The Hermitage can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in this guide as circumstances or situations warrant.

I also understand that any changes The Hermitage makes with respect to its terms, conditions, or rules can supersede, modify, or eliminate any of the terms, conditions, or rules outlined in this guide. I accept responsibility for familiarizing myself with the information in this guide and will seek verification or clarification of its content where necessary. I agree to be bound by and to comply with all Pet Guide rules and guidelines, and I agree to be held accountable for any breach of the rules as committed by me or by my pet.

INDEMNIFICATION: I also indemnify and hold the HOA and each of the owners, their tenants, guests, and employees free and harmless from any loss, claim, or liability of any kind or character whatever arising by reason of my keeping or maintaining such pet within The Hermitage property. Further, I assume responsibility for any harm or damage done by me or by my pet.

SIGNATURE OF PET OWNER	AMOUNT PAID	DATE PAID
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MOVE IN / MOVE OUT

Procedures for Moving

FURNITURE / APPLIANCES / CONSTRUCTION MATERIALS / ...

Park moving vehicles on King Street or in Blossom Street parking lot. Do NOT park moving vans and delivery trucks in circular drive or in Devine Street parking lot.

NOTE: Save yourself unnecessary frustration. Review these procedures *well in advance* of your actual move date.

These requirements apply to you if:

- You are moving into or out of a condo at The Hermitage,
- You are moving large objects (*e.g., furniture*) into or out of The Hermitage, *or*
- You are moving from one condo to another condo within The Hermitage.

What you should know about moving at The Hermitage. This includes furniture, appliances, construction materials, etc.

1. Well in advance of moving day, **reserve time for your move**. Contact the management company (see **Resource Guide**) to reserve your time.
2. Avoid conflicts with sanitation vehicles by **not** moving in on Mondays and Thursdays (if at all possible).
3. **Measure** all passages carefully before moving in. Some furniture (*e.g., sofas, mattresses*) and HVAC units won't fit through doorways and/or in the elevator.
4. Take care to **not damage the stairwells** during your move; this includes taking extra care when using handtrucks on the stairwell.
5. You will need to borrow a set of keys—to include the elevator key—from the management company. (These keys are not available at The Hermitage.)
6. Be prepared to give the management company a **\$250 deposit** (check or credit card information). If your move doesn't cause damage to The Hermitage, your deposit will be returned when you return the keys.
7. Only the **entrance on the Blossom Street side** of the building may be used for moves. Do not bring items into the building through the front lobby doors or the Devine Street side door.
8. **Do NOT prop door open**. Doing so can damage the automatic opening system.
 - You may be fined \$250 for propping the door open—or for propping the door open longer than 5 minutes (see EXCEPTION below).
 - Have someone available to manually open and close the door for you each time you carry something through. (The most efficient moves often require a minimum of three people.)
 - **EXCEPTION:** If assistance isn't available, you may prop the door open only long enough to carry something through, put that something down, and then immediately close the door behind you. You'll need to repeat this process for every item you're moving. **DO NOT PROP DOOR OPEN FOR LONGER THAN 5 MINUTES.**
9. Please discard unwanted items appropriately. Only household garbage is allowed in the trash chute. Place unwanted household items on the **pavement** alongside the **King Street curb**, between the **crosswalk** and the **Blossom Street intersection**.
10. Failure to follow these rules may result in a \$250 fine.

The day of your move ...

Go to the management office during their normal business hours. They will accept your **deposit**, and they will give you:

- the **elevator MOVING key**,
- **instructions** regarding parking and elevator use, *and*
- the **community room key** (where elevator pads are stored).

Follow the steps on **MOVING INSTRUCTIONS: ELEVATOR** when using the elevator during your move.

Parking to load/unload ...

- **USE BLOSSOM STREET ENTRANCE ONLY.** If moving vehicle will fit up driveway, PARK in Blossom Street lot near the loading area. Otherwise, park on the street. Do not park in circular drive or in Devine Street parking lot.
- Avoid blocking resident parking spaces.
- Leave room for other vehicles to drive through the parking lot.
- Station someone to move the vehicle in case a resident's parking space is blocked or emergency vehicles are called to the building.
- If for any reason you must leave this vehicle unattended, place a note on the door giving your cell phone number and unit number.
- Please complete your move as quickly as you can.
- Do not block the pathways through the common areas with furniture or boxes; those items must go from the truck/van to the elevator to your condo. We must maintain safe ingress and egress. Further, blocking common-area passageways is prohibited by fire code.

After your move ...

Once you've completed moving into or out of The Hermitage:

- remove the pads from the elevator.
- remove the elevator key.
- fold and return the pads to the community room.
- return the keys to the management company as soon as possible the same day or no later than the following business day.

MOVING INSTRUCTIONS: ELEVATOR

Get the moving pads.

- Use key from the management company to get elevator pads from the community room (#106, located between the mailboxes and the ladies' room).
- Lock the community room door when leaving. (Don't leave this door unlocked.)
- Take pads to elevator #1, the elevator nearest the mailboxes.

Use key to control elevator.

- Find 'right side up' on the elevator key. Only in this position can the key be fully inserted. (If key cannot be fully inserted, flip it over.)
 - Insert the key into the MOVING slot on the inside elevator panel.
 - Turn the MOVING key to ON. The door will open and you will have full control of the elevator.
- During your move, when you leave the elevator, turn the key to OFF and take the elevator key with you. Do NOT leave the elevator unattended with the MOVING key in place.

Hang elevator pads.

- Handle and hang with care.
- Read each pad to determine the location and the direction in which it should be hung.
- Find the grommeted holes at the top of the elevator pads.
- Place these holes over the pegs near the top of each wall panel.

Operate the elevator.

With key inserted into the MOVING slot and turned to the **ON** position:

- Press and **HOLD** the button for your floor destination.
- The door will close but **KEEP HOLDING the floor button** until the car starts to move.
- Release the floor button when the car starts to move.
- When the elevator arrives at your floor, the door will open and remain open.

Finish your move.

- When move is completed, remove pads from elevator wall panels.
- Turn MOVING key to off.
- Remove key from elevator.
- Return folded pads to community room. Lock door behind you.
- Return keys to the management company as soon as possible that day or the following business day.

MOVING INSTRUCTIONS — AT A GLANCE

Follow these instructions when moving at The Hermitage—to include moving **FURNITURE, APPLIANCES, CONSTRUCTION MATERIALS.**

Failure to follow guidelines may result in fines.

BEFORE YOUR MOVE ...

I. RESERVE TIME FOR YOUR MOVE. Contact the management company well before moving day to reserve your time.

- CMM Realty
- 1100 Wheat Street
- 803.779.1844
- Monday — Friday | 9:00 a.m. – 5:00 p.m.

TRY TO AVOID MOVING ON MONDAYS AND THURSDAYS. Sanitation vehicles might be in the way.

MEASURE BEFORE YOU MOVE! Some things are too big to fit through doorways or on the elevator. Stuff like furniture, refrigerators, and HVAC units.

BE CAREFUL TO NOT DAMAGE STAIRWELLS — *especially* when using handtrucks.

ON MOVING DAY ...

2. GO TO CMM REALTY'S OFFICE AT 1100 WHEAT STREET.

Pay \$250 damage deposit.

Get 2 keys:

- Community Room key
- Elevator Moving key

Get **MOVING INSTRUCTIONS: ELEVATOR.**

3. ENTER THE BUILDING. You can unload or load **ONLY** through the **Blossom Street door** (south).

\$250 fine for propping door open. It damages the automatic-opening system. **Do NOT prop door open!**

If truck fits up driveway, **PARK** near the loading area. Otherwise, park on the street.

WRITE your **unit number** and **cell phone number** on the moving vehicle while its parked. Be prepared to **move the vehicle** if necessary.

4. GET ELEVATOR PADS FROM COMMUNITY ROOM.

Use Community Room door located in the atrium, near the ladies' room. **LOCK THE DOOR BEHIND YOU.**

5. CAPTURE ELEVATOR #1. Follow instructions on **MOVING INSTRUCTIONS: ELEVATOR.**

AFTER YOUR MOVE ...

6. RETURN KEYS TO CMM Realty. *If the door was not propped open and if your move didn't cause damage,* they will return your deposit to you.

Membership Contract and Agreement

— The Hermitage Fitness Center —

Please print ...

			Membership No.:	
Unit No.:		For the unit listed, which best describes you?	OWNER	TENANT
Name:			Term Start Date:	
Email:		Phone:	Term End Date:	
Emergency Contact:	Name:			
	Contact No.:			

Please circle the term selected and provide your initials in the corresponding column.

Term	Nonrefundable Fee per Term	Refundable Key Deposit	Applicant Initials
3 months	\$55	\$25	
6 months	\$100	\$25	
12 months	\$180	\$25	
<ul style="list-style-type: none"> • Pay membership by check only. • Make check payable to The Hermitage. 		<ul style="list-style-type: none"> • Give fee check to the management company. • On check memo line: Fitness Center Unit # 	
<ul style="list-style-type: none"> • Submit membership fee before the first of the month of the membership term. • Membership fees are to be paid in full for each term. 			

- This facility is not supervised.
- Membership fees are valid for the term selected and are subject to change for future terms.
- Use of the facility is limited to *members only*. Guests, non-members, and those under age 18 are not permitted.
- Terms, fees, conditions, and availability may be changed or cancelled without notice.
- Failure to comply with Fitness Center Rules may result in forfeiture of membership.
- Report any broken or defective equipment or other concerns to the Fitness Center committee.
- Privileges may be suspended — at a loss to the member — for any delinquent HOA fees.

FITNESS CENTER RULES

1.	Respect the Fitness Center and its equipment.
	<ul style="list-style-type: none"> • Protect the mirrors (keep weights and other equipment a safe distance away) and other equipment. • Do not drop weights. • Use equipment as it was intended to be used. • Water and sports drinks in plastic containers are allowed. Other foods and drinks are prohibited.
2.	Be respectful of others:
	<ul style="list-style-type: none"> • Refrain from using inappropriate or offensive language. • In consideration of other members and residents, keep noise to an absolute minimum. • Maintain high standards of personal hygiene. • Cell phones and other communication devices may be used outside the Fitness Center. • Limit use of cardiovascular equipment to 30 minutes when others are waiting.
3.	Clean up after yourself.
	<ul style="list-style-type: none"> • Appropriately discard any trash. • Return equipment after use. • Sanitize the equipment you use with a disinfecting wipe.
4.	Wear appropriate attire, to include closed-toe shoes.

I have carefully read this contract and agreement; I understand the terms, conditions, and rules; and I agree to be bound by them.

SIGNATURE

DATE

Release and Waiver of Liability

— The Hermitage Fitness Center —

619 King Street | Columbia, South Carolina 29205

DISCLAIMER: You should always consult with your doctor before beginning any type of exercise or physical activity.

This form is an important legal document. It explains the risks you are assuming by beginning an exercise program. It is critical that you read and understand it completely. After you have done so, please print your name legibly and sign in the spaces provided at the bottom.

Waiver, Informed Consent, and Covenant Not to Sue

I have volunteered to participate in a program of physical exercise using the facility provided by The Hermitage, which will include, but may not be limited to, weight and/or resistance training. In consideration of The Hermitage's providing a fitness facility, I do here and forever release and discharge and hereby hold harmless The Hermitage, and their respective agents, heirs, assigns, contractors, and employees from any and all claims, demands, damages, rights of action or causes of action, present or future, arising out of or connected with my participation in this or any exercise program including any injuries resulting therefrom. THIS WAIVER AND RELEASE OF LIABILITY INCLUDES, WITHOUT LIMITATION, INJURIES WHICH MAY OCCUR AS A RESULT OF:

1. MY USE OF ALL AMENITIES AND EQUIPMENT IN THE HERMITAGE FITNESS CENTER OR PREMISES AND MY PARTICIPATION IN ANY ACTIVITY
2. EQUIPMENT THAT MAY MALFUNCTION OR BREAK
3. THEIR NEGLIGENT INSTRUCTION OR SUPERVISION
4. ANY SLIPPING AND/OR FALLING AND/OR DROPPING OF EQUIPMENT WHILE ON THE HERMITAGE FITNESS CENTER PREMISES, INCLUDING ADJACENT SIDEWALKS AND PARKING AREAS.

Assumption of Risk

To the best of my knowledge I am in good physical condition and have no disease, physical limitation, health concern, or injury that would be aggravated or would be the cause of any injury sustained, before, during or as a result of my participating in activities related either directly and/or indirectly to The Hermitage Fitness Center.

I recognize that exercise might be difficult and strenuous and that there could be dangers inherent in exercise for some individuals. I acknowledge that the possibility of certain unusual physical changes during exercise does exist. These changes include abnormal blood pressure; fainting; disorders in heartbeat; heart attack; and, in rare instances, death.

I understand that as a result of my participation in an exercise program, I could suffer an injury or physical disorder that could result in my becoming partially or totally disabled and incapable of performing any gainful employment or having a normal social life.

I recognize that an examination by a physician should be obtained by all participants prior to involvement in any exercise program. If I have chosen not to obtain a physician's permission prior to beginning this exercise program with The Hermitage Fitness Center, I hereby agree that I am doing so at my own risk.

In any event, I acknowledge and agree that I assume the risks associated with any and all activities and/or exercises in which I participate.

I acknowledge and agree that no warranties or representations have been made to me regarding the results I will achieve from this program.

I understand that results are individual and may vary.

I ACKNOWLEDGE THAT I HAVE THOROUGHLY READ THIS WAIVER AND RELEASE AND FULLY UNDERSTAND THAT IT IS A RELEASE OF LIABILITY. BY SIGNING THIS DOCUMENT, I AM WAIVING ANY RIGHT I OR MY SUCCESSORS MIGHT HAVE TO BRING A LEGAL ACTION OR ASSERT A CLAIM AGAINST THE HERMITAGE FOR NEGLIGENCE OR NEGLIGENCE OF ITS AGENTS OR CONTRACTORS.

Participant Name (Print)

Participant Signature

Date

The Hermitage INTERIOR CHANGE FORM

Before making structural changes to your unit, submit this completed form to the management company for Board approval.

Name:			
Unit #:	619 King Street, Columbia, SC 29205		
Phone:		Email:	

<p>To the interior of the unit cited above, I plan on making the following changes:</p>		<input type="checkbox"/> additions / improvements
		<input type="checkbox"/> flooring
		<input type="checkbox"/> plumbing
		<input type="checkbox"/> structural
		<input type="checkbox"/> window installations*

*Window installers must submit window manufacturer's written instructions for masonry wall application. Ensuring installers use materials appropriate for this building prevents water intrusion.

In the space below provide a *detailed* description of the changes you intend to make. Provide drawings and sketches if possible. Use additional sheets if necessary.

Contractor	Name:	
	Address:	
	Phone:	

Owner's Signature:		Date:	
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With this signature, owner accepts full financial responsibility for any harm or damage resulting from this improvement project—whether caused by the owner or by any person working on the owner's behalf.

Board's Disposition:	<input type="checkbox"/> approved
	<input type="checkbox"/> rejected
	<input type="checkbox"/> other

Board Signature:		Date:	
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**The Hermitage Resident
EMERGENCY CONTACT INFORMATION**

Unit Number: _____

Unit is occupied by:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
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Resident 1	Name:	
	Email:	
	Home Phone: () —	
	Cell Phone: () —	

Resident 2	Name:	
	Email:	
	Home Phone: () —	
	Cell Phone: () —	

Health Emergency Contact	Provide information for the closest neighbor, friend, or relative you'd want contacted in case of a health emergency.
---------------------------------	---

Same as listed above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If no, provide information below)
-----------------------	------------------------------	--

Name:		Relationship:	
-------	--	---------------	--

Address:		Email:	
----------	--	--------	--

Home Phone:		Cell Phone:	
-------------	--	-------------	--

Does this person have keys or access to your unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Building Emergency Contact	Provide information about who else has a key to your unit and can be contacted if access is needed for a building-related emergency.
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If you don't know someone who lives within 5 miles of The Hermitage, please consider leaving a key with one of your Hermitage neighbors or a Board member—for emergency purposes only. It is to your advantage for someone who lives in the building or very nearby to have quick access to your unit—particularly if water leaks occur.

Name:		Relationship:	
-------	--	---------------	--

Address:		Email:	
----------	--	--------	--

Home Phone:		Cell Phone:	
-------------	--	-------------	--

If a resident of The Hermitage:	Unit Number:	
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If you lease ...	Provide contact information for the unit owner and the managing agent (if applicable).		
Owner's Name:		Email:	
Address:		City, State, ZIP:	
Home Phone:		Cell Phone:	
Agent's Name:		Company:	
Address:		Email:	
City, State, ZIP:			
Cell Phone:		Business Phone:	

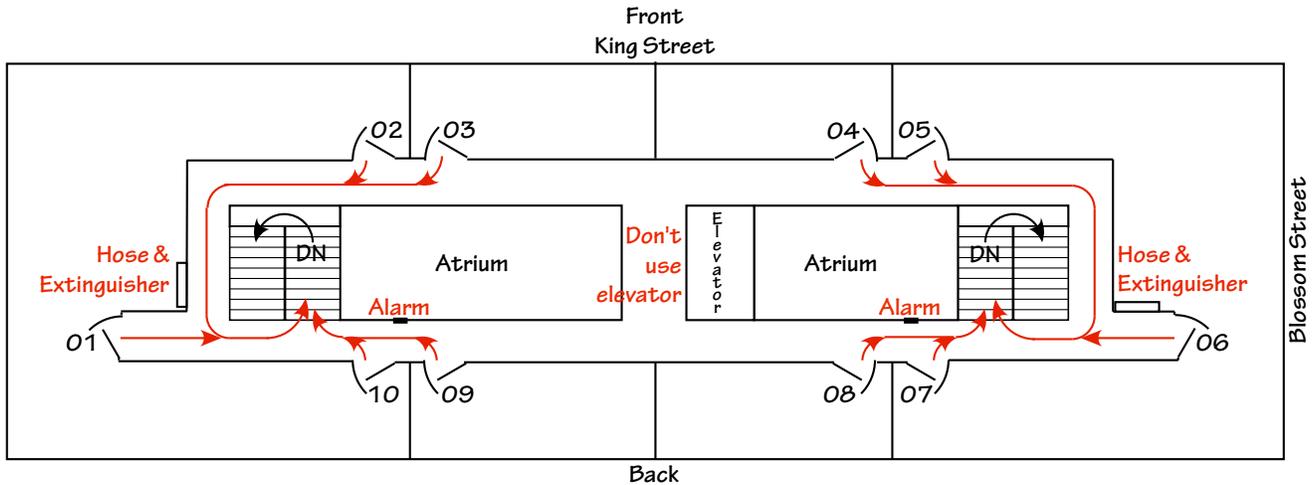
Automobile Information	Provide information about your current vehicle(s). <i>(Only one vehicle can be parked in assigned space. Second vehicle must be parked on the street.)</i>		
Vehicle 1	Assigned Parking #:		Make:
	Model:		Year:
	Color:		License Tag #:
Vehicle 2	Assigned Parking #:		Make:
	Model:		Year:
	Color:		License Tag #:

- **Please place your completed Emergency Contact Information form in the black HOA box on the library wall.**
- This document will be referenced in an emergency regarding your safety or that of your unit.
- Access to the information is limited to The Hermitage Board, the management company, or the Columbia City Police or Fire personnel acting in official capacity.
- It is the owner's or tenant's responsibility to keep the information current.
- New forms are available from The Hermitage Board and the management company.
- When information is updated, the older form will be shredded.

FIRE PLAN

The Hermitage Structure:

The exterior of The Hermitage is brick, concrete, and steel, with glass on front. The skylights are plexiglass and the roof is a concrete deck covered by a membrane veneer. The atrium and stairwells are all steel structure. Each unit is built of non-combustible materials: the four walls, ceiling, and floor of each unit are constructed of concrete or brick; the exterior door of each unit is a steel door with an approved fire-rating. The hydraulic door closer, designed to keep the door closed, is a part of fire safety protection for the building.



It is your responsibility to be prepared for a fire emergency involving fire or smoke:

Locate the pull stations and create your own escape plan. Learn the exits.

Recognize that you may have to escape in the dark by feeling your way along the railing to the stairs.

Keep a working flashlight in a well-known place.

Those needing assistance to evacuate the building should notify the management company when they move in.

In case of fire:

Test your door before you open it. If the door is warm or hot, you may determine that it is safer for you to stay in your unit than it is to crawl out. The only other escape route is your balcony.

Water pressure will be extremely low as the fire department will have hoses attached to hydrants/pumps.

Building Evacuation

If you discover a fire, **CALL 911 FIRST**. Then activate the alarm. (Call 911 first so that alarm noise won't interfere with your call.)

If the fire is small and confined, use a portable fire extinguisher to put it out.

If the fire is large and spreading, leave the area immediately if it is safe to do so. Close all doors behind you to slow spread of fire and smoke.

If you must escape through smoke, crawl low. Cleaner air will be close to the floor.

Never use the elevator during a fire. Go directly to a stairwell that is free of smoke and flames.

Never escape to the roof. Firefighters will not be able to rescue you there.

Once you are out, stay out. Notify firefighters if you know of anyone trapped in the building.

Assemble in the parking lot of the Shandon Presbyterian Church across King Street. Please help Board members, assuming they are available, determine if everyone is accounted for.

If You Are Trapped

Stay calm. There are many things you can do to protect yourself.

If possible, go to a room with an outside window and phone.

Call 911 and report your location and situation.

Close the door between the fire and you. Cover the cracks in the door with towels, sheets, or clothing to keep smoke out.

Wait by the open window and signal for help. If it is dark outside, wave a flashlight or open cell phone.

Open the window without breaking it. Prepare to close it if smoke rushes in.

EXCERPTS FROM THE BYLAWS ...

BY-LAWS OF HERMITAGE HOUSE HORIZONTAL PROPERTY REGIME, INC., Article III – Obligations of the Co-Owners

Section 3. Use of Apartments.

- (a) All apartments shall be utilized for residential purposes only. Leasing of apartment units for a minimum of twelve months is permitted. There will be one lease per unit. Subletting is not permitted. A copy of all leases will be provided to the management agent or, in absence of a management agent, the Board of Administration. Fines will be levied on unit owners who violate the condominium rules. These fines can be collectable as a lien on the unit. Costs of collection, including all reasonable attorney's fees, are assessed as a common area expense against the unit.

Section 6. Rules of Conduct.

- (a) Residents shall exercise extreme care to avoid unnecessary noise or the use of musical instruments, radios, televisions and amplifiers that may disturb other residents.
- (b) No resident of the Property shall:
 - (1) post any advertisements, or posters of any kind in or on the property except as authorized by the Regime.
 - (2) hang garments, rugs, or similar objects, from the windows or from any of the facades of the Property;
 - (3) dust rags, mops or similar objects, from the windows, or clean rugs or similar objects by beating on the exterior part of the Property;
 - (4) throw garbage or trash outside the disposal installations provided for such purposes in the service areas;
 - (5) act so as to interfere unreasonably with the peace and enjoyment of the residents of the other Apartments in the Property.
- (c) No Co-owner, resident or lessee shall install wiring for electrical or telephone installations, television antennae, machines or air conditioning units, or similar objects outside of his dwelling unit or which protrude through the walls or the roof of his dwelling unit except as authorized by the Board.
- (d) Additional Rules of Conduct including, but not limited to, rules of conduct regarding moving in/out, parking, community living, pets, noise, common areas, security, fines/fees, use of community room, building emergencies, and more are binding and are published in the current The Hermitage Handbook, which is available from an owner, a member of the Board of Administration or the management agent. The Board has the authority to modify The Hermitage Handbook after notifying the Co-owners of the proposed changes and holding an open forum to discuss the proposed changes at least thirty days in advance of implementation.

CITY ORDINANCES RELATED TO LEASING

https://library.municode.com/sc/columbia/codes/code_of_ordinances?nodeId=COOR_CH5BUBURE_ARTVIIIIREHORE

Code of Ordinances City of Columbia, South Carolina; Chapter 5 – Buildings and Building Regulations
Article VIII. – Rental Housing Regulations

<https://columbiapd.net/2016/09/19/rental-housing-ordinance/>

No later than Oct 1, 2016, all rental units within city are to be permitted with the city – annually - \$25 fee – plus each must have a local representative within a 45-mile radius; taxes then increase on units from 4% (which is what some current owners have by declaring their rental unit as their own residence) to 6%. The application is available online at

<https://columbiapd.net/residential-rentals/> or available for pickup in the Code Enforcement Division at 1136 Washington Street, on the second floor. The permit is good for one year from the date of issuance.

RESOURCE GUIDE

These service providers are familiar with The Hermitage. This list does not, though, constitute endorsement by the Board nor connote any responsibility for payment.

Emergency

Ambulance / Fire / Police Emergency	911
	Building Address: 619 King Street between Blossom and Devine
Non-emergency (e.g., noise disturbances): City Police	803.252.2911

Maintenance / Utilities

Door Closer	Phillip Williams, New Age Renovations	803.920.8823
Electrical	Snipes Electric Co.	803.252.4140
Elevator	Carolina Elevator	1.803.865.1400
Home Repair	Rob Lambert	803.269.8638
Internet	AT&T	att.com
	Spectrum	1.844.576.4299
	To have internet service installed, contact management company for keys or instructions.	
Keys / Locks	Key Shop	803.765.2958 1815 Barnwell Street Columbia, SC 29201
Laundry	CSC ServiceWorks Site ID # is A87903. Provide machine ID for service.	1.877.264.6622 www.cscsw.com
	For questions with laundry service app:	1.844.272.9675
Plumbing	Aero Plumbing	803.736.9300
Towing	City Garage	803.765.9780 436 Superior Street, Columbia, SC

Management

Management Company:	CMM Realty, Inc.
Phone Number (Available 24/7):	803.779.1844
Monday — Friday 9:00 a.m. — 5:00 p.m.	Sandra Milczewski (<i>mill CHEST key</i>) 803.399.9390 sandra@cmmrealty.com
Mailing Address:	1100 Wheat Street, Columbia SC 29201
Physical Address:	1100 Wheat Street

PARKING LOT ASSIGNMENTS

- All parking spaces in both of The Hermitage lots are reserved. Each unit has ONE reserved space.
- Use the chart to check your parking space number. Only park in your space.
- If you are expecting guests or service providers, direct them to park either in your space or on the street EVEN if they are going to be here a short time.
- Vehicles parked in someone else’s space may be towed. The towing service usually used is listed in the **Resource Guide**.
- Towing: Residents arrange for illegally parked cars to be towed from individual spaces; the HOA arranges for vehicles to be towed from common areas. If you want to have a car towed from your space, call the towing company and be prepared to meet the towing company at your space with your government-issued identification. It is annoying to have the owner of the illegally parked car arrive and move the car after you have called the towing company, but this has happened.

