

SENATE PLAZA

1520 Senate Street
Columbia, SC 29201
803-799--6145

RULES AND REGULATIONS

Introduction

Condominium living necessitates rules and regulations to insure the comfort and safety of all residents and to protect the investment of all owners.

In order to create a congenial and dignified residential atmosphere. The Senate Plaza Homeowners Association has adopted rules and regulations for the guidance of all owners, residents and guests.

Any questions, suggestions or complaints should be made to the Managing Agent.

Board of Directors
**Senate Plaza
Homeowners Association, Inc.**

Parking and Use of Vehicles

1. Through arrangements with the University of South Carolina, Senate Plaza has reserved parking spaces available in the Pendleton Street Parking Garage located directly behind Senate Plaza and in the open parking lot adjacent to Senate Plaza on the east side. Each unit is assigned one parking space.

When assigned, the parking space is made available to you under the terms and conditions of the parking and traffic rules and regulations published each year by the University of South Carolina.

In addition, if your parking space is ever occupied by an unauthorized vehicle, you should take the following action:

- a. Call the Courtesy Officer at Senate Plaza, 803-799-2515, and notify them of the presence of the unauthorized vehicle.
- b. *Do not park in another space* unless authorized by the Managing Agent as you may be placing your vehicle in another reserved space, consequently, subjecting YOUR vehicle to removal (towing).

2. Parking in front of Senate Plaza is prohibited at all times (day or night) to residents and co-residents, unless expressly authorized in writing by Senate Plaza. Parking in the rear of the building is only for authorized service vehicles, furniture moving vehicles, as well as for the convenience of casual loading and unloading of resident vehicles. This casual loading and unloading where indicated shall not exceed 20 minutes unless otherwise authorized.

3. Be advised that the above parking prohibitions and/or restrictions are in existence for the following reasons:

- a. The front of the building is reserved for visitors of Senate Plaza residents.
- b. The east side of the building is designated as a fire and rescue area, and must be kept clear of all obstructions, day and night in the event public safety vehicles are needed in an emergency or disaster. The spaces on this side of the building are on a first come first serve basis.
- c. The west side of the building is vendor parking Mon.-Fri. 9:00 a.m. to 5:00 p.m. You may park in this area between the hours of 5:00 p.m. to 9:00 a.m. Mon. – Fri. and on the weekends. If you are parked in this area Mon. – Fri. 9:00 a.m. to 5:00 p.m. your car is subject to being towed.
- d. The designated parking spaces in the rear of the building for Employees' vehicles are reserved 24 hours a day.

4. All extensive loading and unloading of furniture, boxes, etc. should be done through the rear entrance of the building, not through the front. If you have a parking space in the garage, you may use the grocery carts for transportation between your vehicle and your apartment when loading and unloading. If you do not have garage space, you should drive your vehicle to the rear of the building where indicated to load and unload. You should move your vehicle immediately when you finish your loading and unloading. Please be sure to close the back door when you are finished with your moving.

Automobiles in a state of disrepair shall not be left on Senate Plaza property. Neither shall any automobiles not being used on a regular basis be stored in the parking area. All commercial vehicles, campers, boats, and trailers are prohibited from parking on any portion of the condominium property.

Motor vehicles may not be washed, waxed or repaired on the premises.

Motorcycles and mopeds shall not be brought into hallways, elevators or into individual apartments or parked on sidewalks. Motorcycles and mopeds are not permitted in the storage rooms in the garage.

Any motor vehicle in violation of parking rules will be towed at owner's expense.

Renting

Owners are responsible for their residents' compliance with the rules and regulations of the Association. Any violations of the rules and regulations will be the responsibility of the owner.

Disturbances

Being thoughtful of your neighbors is essential in a multi-family community. Therefore, excessively disturbing noises in dwellings of the common elements which interfere with the rights, comforts or other conveniences of neighbors cannot be allowed.

Noises from televisions, stereo equipment, people, etc. should be kept to a minimum at all times.

The Columbia Police Department will be notified when excessive noise Occurs. Owners will be held responsible and notified of complaints against their residents. Disturbances caused by residents will result in policy and/or Board action.

The use of weapons or noise makers is prohibited.

Pets

No cats, dogs, etc. shall be kept, maintained or harbored. Parakeets, Canaries or aquariums are allowed. HOME OWNERS ONLY are allowed to have ONE cat in their unit.

Alterations

Interior architectural alterations to units or the installations of any equipment or appliances which will increase the cost of normal operations of the apartment or building are not permitted without the written approval of the Board of Directors. Any approved alterations, additions, etc. must comply with local business codes.

No alteration or addition to any of the common elements or limited common elements shall be made by any owner or resident. All such work is the responsibility of the Board of Directors acting on behalf of the Association.

Signs

No sign, advertisement or notice of any kind or type, including but not limited to "For Rent" and "For Sale" signs shall be permitted or displayed on the exterior of any residential unit nor shall such signs be displayed in any manner as to be visible from the exterior of any unit.

Conduct of Children

Parents are responsible for the conduct of their children at all times. Damage to the common elements, limited common elements or personal property of other residents is the responsibility of the parent.

Children will not be permitted to play in the hallways, elevators or parking lot at any time.

Pool

The pool and adjacent patio areas are for the use of Senate Plaza residents And their invited guests only. The pool is available for use during the warmer Months as the weather permits. During this period these areas are open from 10:00 A.M. until 12:00 midnight daily. Residents and their invited guests are required to wear some type of cover clothing and some type of footwear when they are going to and from the pool. Guests are limited to not more than 6 (six) persons per unit at any one time, and *guests must be accompanied by the hosting resident the entire time they are in the pool and sundeck area.* When returning to your from the pool unit please use the service elevator ONLY.

Glass containers are not permitted in the pool and patio areas. Noise level will be monitored by the Courtesy Officer and must be kept at a moderate level. Please be reminded the resident will be held responsible for all actions of his or her guests. The cost of any property damage will be charged to the proper resident. The Management will not be responsible for loss or damage to any personal Property.

The pool/patio area can be reserved. For further details and deposit information contact the Property Manager.

Grill

The grill in the patio area is a charcoal gas. Those using the grill are responsible for cleaning the grill and counter around the grill after use.

Firepit

The fire pit is gas and those wishing to use the pit must have the courtesy officer on duty light the pit for them. Once finished with the pit you must notify the courtesy officer on duty immediately so they can turn the gas off.

Windows

The following policy, rules and regulations are established in order to maintain a consistent and proper exterior décor, as well as to enhance a safe and sanitary condition at Senate Plaza.

1. Plants may be hung or placed in and around windows as an alternative or companion to drapes or other approved window décor, provided they are of an attractive and healthy condition and positioned properly. This also applies to window sills.
2. If curtains are chosen for décor, they must be of a white, or off-white color; if any other color, they must have a solid white or off-white backing – no exceptions. Bed sheets, flags, banners are not to be used as window coverings.
3. If other type window décor is chosen, i.e. roll-up shades or companion vertical or horizontal valances, these too must be either white or off-white or white or off-white backing, if they are of any other color.
4. Other than plants, as outlined in #2 above, only figurines or appropriate art objects will be allowed in windows (window sills are not for storage).

Balconies

No hanging baskets or plants of a vine nature that will adhere to the building or railing will be allowed. Plants must be healthy, attractive and in a safe position on the balcony floor. There will be NO storage of any kind allowed on balconies including boxes, bicycles, etc. (Bicycles may be placed in the bike rack in the back if you choose, or kept *inside* your apartment). There are storage bins

in the basement that may be rented monthly.

Residents and homeowners must assume full responsibility for the safety of all items they place on balconies, and it is the responsibility of the individual resident to adequately secure those items against any damage of being blown off during inclement weather.

The resident will be liable for any damages or injury to persons or Property as a result of objects falling from balconies.

Outdoor cooking with gas grills, charcoal grills or any other type of cooking device is strictly prohibited by city ordinance, as is storage of grills on balconies. A grill has been provided for resident use in the pool courtyard area.

Terrace Room

The Terrace Room and pool/patio area are available to residents for personal meetings, parties and other social functions. We encourage residents to use these areas for parties, rather than disturbing neighboring apartment residents. Reservations should be made at least one week in advance and will be scheduled on a first come first served basis. Capacity is limited to approximately 50 people in the Terrace Room due to fire laws. Fraternity and Sorority parties are prohibited. Residents are responsible for returning the Terrace Room to the same condition in which they found it before the party. Put all trash and refuse in the dumpster. Property damage will be assessed to the reserving party. Senate Plaza is not responsible for loss or damage to any personal property. See the Property Manager for details and deposit information.

Exercise Room and Sauna

This area is for the use of Senate Plaza residents and their guests ONLY. Guests are limited to no more than one (1) person at any one time. (*Guest must be accompanied by the hosting resident the entire time.*) The resident will be held responsible for all actions of his/her guest. The exercise room is open 24 hours.

Exterior Items

No radio, television antenna, satellite dish, or wiring for any such purpose may be installed on the exterior of the building.

No mops, clothing, rug, banners, etc. or any other item shall be hung outside windows or on balconies in public view. No clotheslines are allowed.

Trash

Disposal of trash shall be only by the use of the garbage chutes on each floor. **BOXES ARE NOT PERMITTED IN TRASH CHUTES.** They must be carried down to the container located in the rear parking lot. Residents must bag all garbage before disposal in the trash chute.

Illegal Activities

Illegal activity on the property is prohibited.

Liability

The Association assumes no liability for any loss or damage to articles stored in any common or other storage area.

Building Access

All residents are given key fobs to the three (3) exterior doors.

Building Damage

Any damage to common, limited common areas or other units is the responsibility of the offending party.

Fire Procedures

If you discover a fire in your unit please do the following:

- a. Immediately call the Fire Department (911) and tell the dispatcher The floor and unit number as well as the building name and Address – Senate Plaza, 1520 Senate Street.
- b. Alert Courtesy Officer
- c. Without further delay leave your apartment and be sure to close your door behind you.
- d. Alert the other residents on your floor by striking the nearest fire alarm station located along your exit route.
- e. Use the nearest stairway to leave your floor. The elevators will be disabled.

The penalty for falsely pulling a fire alarm or tampering with any fire equipment is a fine of \$200.00. This is a misdemeanor offense and will be prosecuted.

Miscellaneous

No objects may be thrown or dropped off the balconies or from the windows.

All moving must be done through the rear of the building between the hours of 8:00 a.m. to 9:00 p.m. All deliveries and service personnel must use the rear entrance. There will be no loading or unloading through the front entrance. The service elevator must be scheduled through the Courtesy Officer.

Bicycles are not permitted to enter the building or leave the building through the front entrance doors. The rear entrance should be used at all times. Residents are requested to transport bicycles on the *service elevator only*. Bicycles are not permitted on the passenger elevators.

Residents shall not do, or permit to be done, in or about the unit, anything that shall compromise any policy of insurance on said unit or the building against loss by fire or other cause.

Recycling

The following guidelines should be observed when collecting and separating your materials for recycling:

Newspapers: Newspapers may be placed in a stack on the floor of the trash room on your floor.

Aluminum/Metal Cans: Cans should be crushed if possible and should be placed in the proper bin behind the building.

Glass: Glass items must be thoroughly washed, the lids removed, and the glass separated by color (clear, brown, green) as it is placed in the bins.

Plastic: Plastic milk jugs and soft drink bottles must be rinsed and crushed if possible. Lids must be removed and any metal parts must be removed from soft drink containers.

Energy Conservation

We are trying very hard to keep our energy costs down. When you leave your unit please turn off all unnecessary lights. Make sure all water faucets are turned off. If you have a leaking faucet, report it. Do not open your windows and have the air conditioner running or in the cooler months the heater running.