

◆THE◆
WILSHIRE HOUSE

◆ at Union Station ◆

Rules and Regulations
May 2013

The Wilshire House
at Union Station

The Wilshire House Homeowners Association is being managed by **CMM Realty, Inc.** The management company is employed by the Board of Directors to undertake the physical, financial, and administrative management for the common areas of the property.

Our mutual aim, in cooperation with the Board of Directors, is to maximize the quality of life for all residents and to increase the property values.

CMM Realty's office hours are Monday through Friday, 9:00 am to 5:00 pm with the exception of holidays. There is a 24 hour answering service.

The Wilshire House Phone Directory

**CMM Realty, Inc. 779-1844
For Fire or Police Call 911**

RESIDENTS SHOULD CALL THEIR LANDLORD FOR ISSUES CONCERNING THEIR UNIT. IF RESIDENTS CALL A VENDOR FOR SERVICE, THEY WILL BE RESPONSIBLE FOR THE COST.

CMM Realty, Inc.	779-1844
Maintenance (after hours)	779-1844
Rooter-Man Plumbing	699-6909
Best Locksmith (Bob)	530-2784
The Key Shop (ask about pricing)	765-2958
Otis Elevator	800-233-6847
Air & Heat Provider (Loc Phan)	422-1944
Lay-Dee Bug (Pest Control)	798-9064
SCE&G (Residential Service)	800-251-7234

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The Wilshire House

All Residents are entitled to the joy, pleasure, and privacy of their home. We should recognize in a high-rise condominium building, such as ours, that certain rules and regulations are needed for the benefit of all residents.

Please recognize that these Rules and Regulations are in addition to certain agreements and regulations in the Master Deed and By-Laws that govern The Wilshire House Homeowners Association and/or the Lessees' Lease Agreements (if applicable). We believe that these in-house rules and regulations adopted and approved by the Board of Directors are simple to understand and reasonable enough for everyone to live with and abide by.

If all residents and their guests will follow to the best of their ability these rules and regulations and will try to take care of the common areas, it will ensure a happy and comfortable place for all to enjoy. With over 100 residences on an acre and a half, it is essential that we all work together.

Remember, the "Golden Rule" is still a great way to try to live together.

OWNERS OR THEIR MANAGING AGENTS (if applicable) ARE RESPONSIBLE FOR PROVIDING THEIR LESSEE WITH A COPY OF THESE RULES AND REGULATIONS AND FOR THE ENFORCEMENT THEREOF.

I. FINES, PENALTIES, AND ASSESSMENTS TO UNIT OWNERS AND LESSEES

If a Unit Owner, his/her Lessee, and/or their guests violate any of the Rules and Regulations as adopted from time to time by the Board of Directors, the Board of Directors and/or the Managing Agent for the Homeowners Association shall notify the Unit Owner and Lessee (if applicable) in writing of said violation. (email is an acceptable means of notification). If the violation is not satisfactorily cured in the sole discretion of the Board of Directors and/or Managing Agent within ten (10) days from the date of said notice, then the Board of Directors and/or Managing Agent may impose an initial fine of Fifty and 00/100 (\$50.00) Dollars plus a Ten and 00/100 (\$10.00) Dollar per day fine until the violation is satisfactorily cured.

All fines and penalties are assessed in addition to regime fees and/or rent as the case may be. If the Board of Directors and/or Managing Agent engages an attorney for any reason related to the enforcement or collection of fines and penalties pursuant to these Rules and Regulations, then the Board of Directors and/or Managing Agent shall be entitled to recover reasonable attorney's fees and costs.

II. PARKING

1. Residents and their guests are not permitted to park in any ASSIGNED PARKING SPACE at any time unless it is their assigned space and the correct decal is displayed.
2. Residents must park in THEIR ASSIGNED PARKING SPACE. In the case of more than 1 vehicle registered to a Unit, the Residents of said Unit are required to designate one (1) vehicle (Primary) to park in the assigned space in accordance with the parking space assignments provided by the Managing Agent. The primary vehicle is the only vehicle to park in the Reserved Space and must display a GREEN, Wilshire House Vehicle Identification Decal. The second vehicle must display the RED Wilshire House Vehicle Identification Decal. Vehicles with GREEN decals are not to park in any visitor parking space.
3. Residents agree to register their vehicle(s) and to display the Wilshire House Vehicle Identification Decal at all times on the left rear bumper or bottom left corner of the rear window.
4. Residents understand that at any time a primary vehicle (Green Decal) is parked in a visitor space or another assigned space that it will be towed WITHOUT NOTICE OR FURTHER WARNING AND THE OWNER OF SAID VEHICLE WILL BE RESPONSIBLE FOR ALL TOWING AND STORAGE FEES CHARGED BY THE TOW SERVICE.
5. RESIDENTS ARE NOT TO PARK IN FRONT OF THE BUILDING ALONG THE CURBS AT ANY TIME. The Managing Agent has the authority to permit loading/unloading along the curb for the purpose of Move-Ins or Move-Outs. Written permission (except from July 15th to August 15th) is required from the Managing Agent otherwise vehicles will be towed without further warning. Under no circumstance should this Move-In or Move-Out loading/unloading interfere with the ingress/egress of the residents or their guests.
6. Parking in front of the curb cut across from the Handicapped Parking Spaces is not permitted at any time. No further warning or notice will be given and violators will be towed.
7. Residents shall not allow persons access into the parking areas unless they are a guest that is visiting their residence. UNDER NO CIRCUMSTANCE, are Residents to allow persons to park their vehicles,

mopeds, bicycles, or motorcycles on the premises for close campus parking. Residents allowing such accommodations will be charged Twenty and 00/100 (\$25.00) Dollars in addition to the vehicles being towed. The cameras and telephone entry systems allow management to monitor who allows guests into the parking areas. If management observes someone parking on the premises and then walks to class rather than visiting the resident (the resident must be home), we will have that vehicle towed without further warning or notice. Parking is a premium in the Downtown/USC area and we need all to abide by these regulations.

8. Residents and their guests are not to tamper with the parking control arms at any time. Cameras monitor these areas and all activity is recorded. Residents understand that only one (1) vehicle is allowed to pass through the gate at a time. **NEVER TAILGATE BEHIND ANOTHER VEHICLE.** If you or your guest(s) damage any part of the equipment you will be responsible for the costs to repair and/or replace said equipment. This is expensive equipment so the cost will not be cheap.
9. Residents agree to immediately notify management in writing of any change to the vehicle they want registered at the property.

III. **NOISE, DAMAGES, AND DISTURBANCES**

1. Each Resident is responsible for the behavior of his/her guest(s).
2. **RADIOS, STEREOs, AND TELEVISIONS MUST BE KEPT AT A VOLUME THAT IS NOT DISTURBING AND/OR A NUISANCE TO ANY RESIDENT OR GUEST REGARDLES OF THE TIME OF DAY OR NIGHT.**

The term, "disturbing and/or nuisance", shall be determined by the Managing Agent in their sole discretion.

3. Residents are responsible to pay for any damage caused by the stoppage in the plumbing lines as a result of misuse, abuse, or negligence and shall reimburse the Homeowners Association and/or Managing Agent on demand for the expense incurred due to the repair or replacement of any equipment or systems so affected.
4. Residents will not make or permit to be made by his/her guest(s) any disturbing noises which shall interfere with the peace and quiet enjoyment and the rights and privileges of others. **FIREWORKS ARE NEVER TO BE ENGAGED ON ANY PART OF THE PROPERTY.**

5. Construction or repair work that results in noise (i.e. drilling, hammering, sawing, and the like) shall not be allowed in any Unit except between 8:30 am to 6:00 pm Monday-Saturday.

IV. TELEPHONE ENTRY SYSTEM

1. IF SOMEONE YOU DO NOT KNOW OR ARE UNSURE OF CALLS YOU TO REQUEST ENTRY INTO THE BUILDING, DO NOT ALLOW THEM ACCESS. IT IS UP TO ALL RESIDENTS TO KEEP THE BUILDING AS SAFE AND SECURE AS POSSIBLE. ALWAYS KEEP IN MIND, **IF THE PERSON IS NOT VISITING YOU DO NOT ALLOW THEM TO ENTER.** REPORT ANY SUSPICIOUS PERSONS TO THE MANAGEMENT OFFICE OR IF AFTER BUSINESS HOURS CALL 911.
2. PLEASE FOLLOW THESE STEPS WHEN OPERATING THE TELEPHONE ENTRY SYSTEM.
Guest locates the Resident's name on the directory at the parking entrance or front door whichever the case may be, then PRESS the CALL button. This will dial the telephone number that you as the Resident gave the management office. AFTER, resident identifies the person calling, Resident press 9 on their phone key pad. This will raise the parking control arm or open the front depending on where the guest is calling from. If the Resident does not want to allow access simply hang up the phone. Please understand that the Unit # for the Resident is NEVER displayed on this telephone entry system.

V. CLUBROOM RESERVATIONS

1. Residents interested in reserving the clubroom (not the pool) need to contact the office during office hours to make a reservation with the management office, sign the reservation agreement, AND PERSONALLY ATTEND THE FUNCTION. The Managing Agent has the authority to deny any proposed function. The clubroom is not considered reserved and is open to any resident unless the reservation agreement is signed by both the Resident and Managing Agent. A reservation deposit of One Hundred and 00/100 (\$100.00) Dollars is required and is refundable if no damages occur and the room is thoroughly cleaned in accordance with the reservation agreement. Please remember that the noise level cannot be disturbing to any resident at any time.

VI. SWIMMING POOL

1. NO LIFE GUARDS ARE ON DUTY AT THE POOL. The pool closes at midnight on Thursday, Friday and Saturday, and at 10:00 pm on all other nights.
2. The pool is for the exclusive use of the Residents and their guest(s) provided they are in attendance with their guest(s). Guest limit is three (3) per Unit **not** three (3) per resident. Please observe the posted pool rules in addition to these referenced herein.
3. Please dry off before entering the building and for your protection wear some sort of foot wear to protect your feet.

VII. PETS

1. NO DOGS REGARDLESS OF SIZE ARE ALLOWED IN THE BUILDING AT ANY TIME. THIS PERTAINS TO OWNERS AND LESSEES. Owners are permitted to have a cat.

VIII. COMMON AREAS (HALLWAYS AND GROUNDS)

1. Smoking is **NOT PERMITTED** in the hallways, stairways, or clubroom.
2. No loitering in the hallways, stairways, or any part of the common areas.
3. Sidewalks, entrances, hallways, parking areas, stairways, and elevators must not be obstructed at any time or used for purposes other than ingress/egress or for the intended purpose.

IX. BALCONIES

1. Balconies are strictly prohibited from being used as storage areas. No boxes, bicycles, towels, flags, coolers, extra furniture, or the like are permitted on the balconies unless the object is completely hidden by the brick wall. Any questionable items should be referred to the Managing Agent prior to it being placed on the balcony for their decision.
2. Only **electrical grills** are permitted provided the smoke does not create an offensive smell or nuisance to the residents in the affected area. ALL FIRE REGULATIONS NEED TO BE STRICTLY ADHERED TO.
3. No laundry, banners, signs, lights, etc. are permitted to hang from the balconies. The only two (2) exceptions are that banners may be hung after the University of South Carolina wins a national championship in any sport for no longer than 30 days from the date of the championship and holiday lights may be displayed from December 1st to December 31st.

X. BUILDING APPEARANCE

1. No signs, advertisements, or lettering shall be exhibited or affixed by any Resident or their guest to the outside or inside of the premises which can be observed from the exterior or common areas. No alterations may be made in any way that would affect the outside appearance of the building.
2. Only vertical blinds that are the same in design, size, shape, color, and dimensions as the existing blinds (as defined in the Master Deed) shall be permitted. **NO SHEETS, TOWELS, FLAGS, BLANKETS, OR THE LIKE THAT MAY BE SEEN FROM THE EXTERIOR ARE PERMITTED.**

XI. DISPOSING OF TRASH

1. Trash chute is on floors 2-9 located next to the EAST stairwell between units 09 and 10 (On the 2nd floor between 209 and 210, on the 3rd floor between 309 and 310 and so forth for each floor). 1st floor residents take their trash directly to the dumpster area at the parking lot exit onto South Main Street. Trash chute hours are 8:00 am to 10:00 pm. Please do not dispose of trash in the trash chute other than during these hours.
2. All trash placed in the chute **must be in a tied plastic bag-NO LOOSE GARBAGE OR PAPERS**. Needs to be kitchen waste basket size bags with draw strings to trap the trash in the bag. (Lawn and Leaf size bags are too big for the chute. The fan on top of the roof designed to pull the odor out of the building will suck the loose papers into the fan causing it to break or malfunction and then the odors will be disbursed onto each floor and especially the 1st floor.
3. **NO BOXES OF ANY SIZE (ESPECIALLY PIZZA BOXES) SHOULD BE PUT IN THE TRASH CHUTE. THESE BOXES WILL JAM THE CHUTE CAUSING A SERIOUS ODOR THROUGHOUT THE BUILDING.**
4. Boxes from moving-in should be placed in the large open container at the property exit at South Main Street.
5. Newspapers must be placed in tied plastic bags before being placed in the chute.
6. Any resident leaving their garbage in the trash chute room or hallway will be charged a minimum fee of Fifty and 00/100 (\$50.00) Dollars.

XII. PROPER OPERATION OF APPLIANCES AND EQUIPMENT

PLEASE REMEMBER THE FOLLOWING WHEN USING THE APPLIANCES, TOILETS, DISPOSAL, WASHER AND DRYERS, HEAT PUMPS, AND VERTICAL BLINDS.

1. Disposal

- a. First turn on COLD water.
- b. Turn on disposal.
- c. Slowly add small amounts of food which can easily be chopped up.
NO BONES, BANANA PEELS, CELERY STICKS AND THE LIKE.
Rule of thumb: If you cannot eat it, do not put it in the disposal.
- d. Rinse thoroughly with HOT water.

2. Washer and Dryer

- a. CLEAN THE LINT SCREEN BEFORE EACH USE.
- b. Most Dryer lint screens are usually located on the back side of the drum however some models are inside the door at the bottom of the opening.
- c. Washer lint screens
- d. DO NOT OVERLOAD EITHER THE WASHER OR DRYER. NEITHER WILL WORK PROPERLY AND A SERVICE CALL WILL RESULT FROM THIS MISUSE AND THE CHARGE WILL BE PASSED ON TO THE RESIDENT.

3. TOILET

- a. The toilets are not commercial grade. Please DO NOT place paper towels, large amounts of toilet paper, sanitary napkins and the like in the toilets. If a service call is a result of misuse, the resident will have to pay the costs.

4. HEAT PUMPS (AIR CONDITIONING & HEAT)

- a. For the most efficient use, DO NOT turn the thermostat OFF when leaving. It takes more power to re-cool or re-heat the condominium. Simply leave the thermostat set on a comfortable setting and only move it a couple of degrees either way when leaving or returning.
- b. For residents on the SOUTH side of the building, we recommend keeping your blinds closed during the summer days to block out the solar heat but leave them open during the winter days to allow the solar heat to help warm your condominium.

5. VERTICAL BLINDS (WINDOW TREATMENTS)

- a. BEFORE drawing the blinds open, you must first OPEN the slats so slats are perpendicular to the windows and NOT PARALLEL.

XIII. MISCELLANEOUS

1. **Grocery Carts**-After the cart is used please immediately return to the mail room on the 1st floor. These carts are for everyone's convenience and use, so please do not leave them in your condominium for an extended period of time.
2. **Pest Control Services**-Pest control services are performed on a monthly basis. Management will post the days of service. Please have your unit cleaned and orderly on the day of service so the treatment is effective. It is important that every unit is treated to control any problems. The pest control company is bonded and insured.
3. **Insurance**-Owners are responsible for obtaining their insurance and should carry an HO-6 policy that at least includes \$10,000 of property, contents, general liability, fire legal liability, and loss of use coverages. Lessees are responsible for obtaining their insurance and should carry a renter's policy that includes coverage for contents and any other coverage that is customarily provided in a renter's policy. The Homeowners' master policy only provides coverage in accordance with the master deed requirements. **All owners and lessees should check with their insurance agent to make sure they are adequately covered. A copy of the master deed is on the website.**
4. **Plumbing Lines**-PLEASE DO NOT POUR GREASE DOWN THE SINK DRAINS OR TOILETS. Also do NOT use DRAIN-O or similar products in any of the plumbing lines, toilets, disposals, tub drains, and sinks. Call the management office if you have a clog. Residents are responsible for the service call for misuse.
5. **Washing cars**-Washing cars is NOT permitted.
6. **Vehicle Repairs**-Repairs to vehicles is not permitted with the exception of charging or changing a battery, replacing a windshield, and changing out a flat tire.
7. **Kerosene Heaters**-Kerosene Heaters are NOT permitted in any Unit at any time due to the potential fire hazard.

8. **Candles**-Scented candles are very popular but are a serious fire hazard if not properly handled. **Never leave your condominium or go to sleep with a candle burning.** Do not sit the candle on top of a cloth or paper towel. Always be conscious of the surroundings of the candle.
9. **No Solicitation**-No solicitations or sales representatives are to be allowed in the building at any time with the exception of the newspaper delivery.
10. **Lockouts**-Please find a friend to leave your key with or find a place to hide a key. **Lockouts are always at the most inconvenient time.** Plan ahead. "Ounce of prevention is worth a pound of cure".

If during office hours please come to the office, otherwise the following are your options:

- a. Call office at 779-1844. During the phone greeting Press 6 for Maintenance Emergencies. If the CMM Realty Lock-Out technician is available a fee of \$40.00 is due at time of service.
 - b. When the CMM Realty Lock-Out Technician is not available, you will need to call one of the following locksmiths: The Key Shop at 765-2958 (get a price quote) or Best Locksmith at 530-2784.
11. **Cleanliness**-All Residents are asked to help keep the property liter free. It's your home and we want to do all possible to help keep it in a respectful condition.
 12. **Vandalism**-Please immediately report any vandalism or mysterious persons to the management office or call 911 if you believe it to be an emergency.

13. **Personal Property**

- a. Please do not leave any valuables in your car. Thieves know the signs to look for and if one car has valuables they will think others do as well. They will look for the GPS rings on the front windshield or the smart phone charger left in open sight or any number of tell tale signs. Do not leave them an invitation or even make them curious.
- b. Bicycles owners assume all risks associated with parking the bike at the bike rack. All bikes must be locked otherwise they are not permitted to park on the grounds.

14. Click Cards (Parking gate transmitters) and Key Fobs

- a. Owners and Lessees are responsible to return the Click Card and Key Fobs in good working condition when they no longer live at The Wilshire House and are required to adhere to the requirements in the agreements when these were issued. There is a One Hundred and 00/100 (\$100.00) Dollar fee for **each** click card or key fob not returned in good working condition. Owners will be assessed these costs on their regime fee ledgers and Lessees will be charged against their security deposits.