

Valhalla Association 15

Additional Resident Policies



Valhalla Management Association
342 Elton Hills Drive NW
Rochester, MN 55901-2417

VALHALLA BUILDING 15 ADDITIONAL RESIDENT POLICIES

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ARTICLE I

COMMON AREAS

- 1.1 A bulletin board is provided in the mailroom for your use. You will find the monthly master board minutes posted. Announcements such as the Agenda for Building 15's Board Meetings and alerts regarding residents moving, or the garage needing emptied for floor washing will be posted there, also.

In addition, residents may post 3x5 inch card size notices of general interest on this board. Please date such notices so that they may be removed after an appropriate period.

- 1.2 Outdoor cooking is not allowed in the common areas of Building 15. This includes around the building, the patio, parking lot and the areas in the perimeter. In addition, charcoal and/or gas grilling on open porches or balconies are a violation of the state fire code. Valhalla Condo grills are available for use by all residents and are located on the west patio by the recreation building and over the maintenance garage.
- 1.3 General resident policies - No resident or guest shall bring any live animal, including but not limited to dogs, cats, birds, etc., even temporarily, into Valhalla's building 15, and/or garage. By federal law, service animals and companion animals meeting the criteria as set by the management association are excluded from this provision.
- 1.4 Smoking is permitted in designated smoking area only. Residents/guests are required to use designated smoking ashtrays. Smoking or other flames are NOT allowed in any common area, and garage. (See Article XI – Use of Unit, Section 11.8; regarding “No Smoking” within individual units).

ARTICLE II

MOVING IN OR OUT

Goal: To ensure a safe and smooth move in or move out for all residents with minimal inconvenience for all residents.

See **Article IX for Remodeling/Vendors** for transporting materials in or out of building 15.

2.1 Residents shall notify Valhalla Management Office two to three business days prior to moving any large furniture, appliances, etc. Elevator wall pads must be in place to prevent damage.

2.2 Residents moving in or out of Building 15 are required to:

- a. move all items through the garage doors and elevator, not the lobby entrance. Movers may park parallel to the building on the SE side of the building. Moving vehicle may not block garage door or the patio at any time. **See Exhibit A below.**
- b. monitor the exterior garage door, exterior service door, and interior mailroom door whenever these doors are open. A responsible adult must monitor doors to prevent unauthorized access to the building.
- c. stage their furniture, boxes, etc. in the following manner. Stage outside vehicle, stage by garage elevator, stage in hallway, and stage into resident's unit. Moving out: reverse sequence of staging starting in resident's unit.

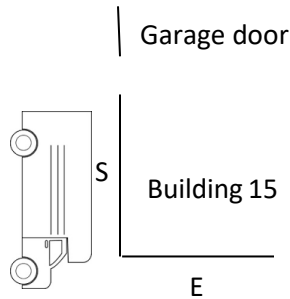
Note: Fire exits must remain clear at all times. Fire exits include, but are not limited to, the driveway in the garage and all stairwells. Residents access to and from the garage and in the hallways must be maintained. Do not block the traffic way by the elevator or in hallways.

- d. reduce the time the elevator is unavailable for other residents' usage. The elevator may be held only to load and unload from staged area next to the elevator to the destination to offload. Neighbors from 59 other units-many unable to navigate stairs- rely on elevator access in a timely fashion. **See Article VI.**
- e. shall ensure all items being moved be carried or rolled in common areas. Special care should be taken not to damage hallways, stairwells, flooring, and elevator, etc.

- f. clean up any debris in the garage, elevator, hallways, etc. caused by moving in/out of Building 15. Vacuuming and/or sweeping up moving debris must be done at the end of each moving day prior to 8 PM.

2.3 Residents shall notify Valhalla Management Office regarding any inadvertent damage to walls, elevator, floorings, etc. Paying for any damage to common areas from the move (carpet, walls, or doorways e.g.) is the responsibility of the owner and/or resident of the unit.

Exhibit A: Parking moving vehicle.



ARTICLE III

BUILDING SECURITY

GOAL: All residents are responsible for ensuring garage doors, lobby doors and other entrances to the building are securely locked. If doors and/or security lights are not working properly, residents must notify Valhalla's Maintenance Department immediately. Security of the building is the responsibility of all residents.

All residents should call the police if there is evidence of tampering of security doors or encounter suspicious activity.

3.1 Main entrance Intercom system:

- a. Residents shall notify Valhalla Management Office to set-up local (507) phone number to the security system. This allows your phone to receive a call from the door to the main lobby and you to remotely open the door. The following is a list of instructions for operating the telephone security system for Building 15.
 1. Guests in the entrance to the main lobby dial the special code shown beside the resident's name, which will ring to the resident's phone.
 2. Resident instructs guests not to hang up.
 3. Resident dials a "6" on telephone. This will release the latch on the security door for approximately 10 to 15 seconds. Guests will hear a "beep" or "click" indicating that the latch on the security door has been released.
- b. All conversations are limited to less than three minutes. A "beep" or "click" warns that you have twenty seconds to complete your conversation before the line is automatically disconnected.

3.2 Garage: No doors shall be blocked open unless directly supervised by an adult.

Please refer to the following sections: **Article II Moving In or Out and Article IX Remodeling/Vendors**. It is the responsibility of the resident to ensure movers and vendors abide by this policy.

ARTICLE IV

PARKING in OUTSIDE LOT

- 4.1 All vehicles in the open parking lot (or garage) must be in operable condition and have current license plate tabs. Residents shall notify Valhalla Management Office if a vehicle in the open parking lot will not be moved for more than one week. Only residents and guests of Valhalla Fifteen are permitted to use Fifteen's lot. Unauthorized vehicles shall be towed.
- 4.2 All residents of Building 15 must display a valid Valhalla parking sticker on their vehicles. Residents obtain stickers by taking their license plate number, color, and make of each vehicle to the Valhalla Management Office. If you change vehicles after you receive your sticker, please remove the sticker and bring it to the office to obtain a new one. Stickers are not available for boats, campers, etc.
- 4.3 Short term guest vehicles, less than 24 hours, are not required to have parking tags. Parking tags are required for guest vehicles remaining 24 hours or longer. Parking tags are available in the Valhalla Management Office to residents of Building 15 for guest vehicles.
- 4.4 No vehicles are to be parked at any time on the concrete cement slab attached to the entrance steps of Building 15 (patio area).
- 4.5 All vehicles must be moved at the request of the Valhalla Management Office to facilitate snow plowing, parking lot sweeping, and/or pavement repair. If vehicles are not moved within the time specified in the notice, they will be towed by Valhalla Management Association at the sole expense of the vehicle's owner.
- 4.6 Car washing is permitted with a bucket and/or hose on the south side of the building between the two garage doors from April 14th to November 1st. There is a faucet available for resident's use.
- 4.7 Because of danger produced by icy conditions on the driveway hill, no car washing will be allowed between the dates of November 1st and April 14th.
- 4.8 Recreational vehicles, motor homes, campers, boats, trailers, commercial trucks, etc. may not be parked longer than 24hours. Residents should have off-property storage.
- 4.9 Mechanical work on or painting of vehicles is prohibited. Vehicles with oil, gas, transmission, etc., leaks shall not be parked in lot. Vehicle owner shall be responsible for any damages to parking lot.

ARTICLE V

UNDERGROUND GARAGE

Goal: All owners have the use of one parking space in the garage. All vehicles must have a valid Valhalla parking sticker properly displayed. See **Article IV 4.2** for instructions. A few additional spaces are available for rent through Valhalla Condos. All vehicles in the garage must be in operable condition and have current license plate tabs.

- 5.1 Entrance to the underground garage via the overhead door is controlled by an electronic access fob device. Each unit is allowed two (2) fobs which are available from the Valhalla Management office. A lost or stolen fob must be reported to the office immediately so it may be deactivated. To maintain the security of the building, prompt reporting to the office of a lost or stolen fob is essential. All fobs must be returned to the office upon move-out. There will be a fee for any unreturned fobs.
- 5.2 No vehicle shall be parked in such a manner that inhibits another vehicle's safe passage (i.e., vehicle protrudes into driveway, blocks emergency doors, protrudes over the painted line designating the parking space, etc.). Motorcycles are considered vehicles and must be parked in the resident's assigned parking area.
- 5.3 Mechanical work on or painting of vehicles is prohibited in the garage. Vehicles with oil, gas, transmission, etc., leaks shall not be parked in the garage. Vehicle owner shall be responsible for any damages to garage floor and/or drainage system resulting from oil, gas, transmissions, etc. leaks.
- 5.4 All vehicles must be moved at the request of the Valhalla Management Office to facilitate garage sweeping, and maintenance. Notices will be posted for planned activities.
- 5.5 For the safety of all residents, garage doors are to be kept closed at all times except when driving into or out of the garage. The Association is not responsible for damage caused by a descending garage door due to improper use of the garage door. Pedestrians shall enter and exit through the garage service door.
- 5.6 Vehicle washing in the garage is permitted only by bucket. Residents may not use a hose to wash their vehicles inside the garage. **See Article IV** for washing vehicles in the parking lot.
- 5.7 Grocery carts are provided as a convenience for all residents and are to be stored only on either side of the electrical access room. Residents are required to return Building 15's grocery carts to the garage storage area within 30 minutes of unloading. Due to fire codes, no carts are to be left in

hallways or in front of the electrical access door. Grocery carts should be stacked according to size and not impede traffic flow.

5.8 Many residents have loss of hearing and other physical disabilities, residents may not hear or see speeding vehicles. Vehicle speed limit in the garage is 5 miles per hour.

5.9 Vehicle motors may not be running when loading or unloading people, groceries, mail, etc.

5.10 General

- a. Lock your vehicle and storage cabinet to help prevent theft.
- b. All items in the garage must be stored in or below an approved storage cabinet.
- c. For parking stalls along the garage walls, nothing should interfere with the hood of your vehicle from coming under the wall cabinet.
- d. Small hanging shelves, with items neatly stored are acceptable. Shelves may not be attached to the garage walls.
- e. Nothing may be stored on the garage floor. Firewood must be stored at least 12 inches off the floor in your own parking space.
- f. Storage material may not extend beyond the wall cabinet front for parking stalls along the garage walls.
- g. Personal cleaning materials shall be properly stored in wall cabinets.
- h. The waterproof paint on the back wall should be kept in good repair.
- i. Residents may not install additional wall cabinets in garage.
- j. Bicycles must be stored in the designated area in the garage. Bicycles must be labeled with resident's last name and unit number. Label tags are available from the Valhalla office.
- k. Unsoftened water is available at the sink on the west side of the elevator.

ARTICLE VI

ELEVATOR

- 6.1 The elevator is a convenience for moving or package-laden residents, and a necessity for the elderly and disabled. It is important that the elevator remain available, operational, and unobstructed. There are 60 units – please be kind to your 59 other neighbors.
- 6.2 Do not use the elevator if there is a fire. See **Article VIII Emergencies**
- 6.3 The elevator shall not be held on any floor for periods in excess of 2 to 3 minutes for loading, except for move-ins and move-outs (see **Article II Moving In or Out**), and other purposes authorized by the Board of Directors.
 - a. Residents shall notify Valhalla Management Office two to three business days prior to moving any large furniture, appliances, etc. Elevator wall pads must be in place to prevent damage.
- 6.4 Children are not permitted to play in the elevator.
- 6.5 No person shall tamper with the controls of the elevator.

ARTICLE VII

REFUSE DISPOSAL

- 7.1 There is a trash chute centrally located on each floor for the disposal of all garbage and other smaller disposables generated by residents.
- a. Please bag and securely tie all materials placed down the chute.
 - b. Do not attempt to dispose of large bulky items that may obstruct the trash chute. These items may be disposed of in the large round receptacles located by the southeast corner of the garage. These bulky items may include, but are not limited to, foam packing materials, furnace filters, bedding, clothing, etc. Food items may not be disposed of in these containers.
 - c. Fluorescent light bulbs should be disposed of in designed bin in the southeast corner of the garage.
- 7.2 Recycling bins are located in the garage. Please use the recycling bins on the east wall and the cardboard bin on the south wall.
- a. Recyclable food containers should be rinsed to reduce vermin, flies and odors, etc.
 - b. The following may be recycled on the East wall (do not leave items in a plastic bag):
 - Plastics Number 1 and 2 only- no caps
 - Aluminum – rinsed, flattened, foil – clean
 - Cans - rinsed, flattened
 - Glass - Cleaned (caps removed as they do not recycled)
 - Newspaper -Bundled or in paper bags
 - c. Cardboard may be recycled on the South wall
 - All must be flattened
 - Food stained boxes (i.e. pizza, hamburger boxes) must not be placed in recycling area. These are garbage and should be disposed of with the regular garbage.
- 7.3 Refuse receptacles are for the exclusive use by unit Residents. Residents may not remove recyclable materials from the refuse receptacles. They are the exclusive property of our refuse haulers.
- 7.4 Residents shall not place any tires, drained oil, hazardous or flammable chemicals, or other dangerous or explosive material in any refuse receptacle.

- 7.5 Installers/vendors are responsible to remove all remodeling trash & debris from the building. None should be left in the garage unless staged and covered in the resident's parking stall. Please refer to **Article IX Remodeling/Vendors**.
- 7.6 Discarded furniture, appliances, mattresses, televisions, carpeting, etc., are not to be disposed of in the refuse receptacles, or left in the garage. Residents are responsible to pay for the removal of and proper haul away of these items. Residents may contact the Valhalla Management Office regarding the disposal of these items. Residents are personally responsible for all charges for the disposal of these items.

ARTICLE VIII

EMERGENCIES

8.1 In case of a tornado or a tornado warning, Residents are to take shelter in the garage of Building 15. Residents are encouraged to take a flashlight, cell phone and portable radio with them.

8.2 Fire alarm units are located on each floor. **Do not use the elevator if there is a fire.**

Exit through stairways upon hearing the fire alarm sound. Stairs are located on the NORTH and SOUTH side of the building.

If you are aware of other residents who are unable to physically walk down the stairs on your floor, assist them down the stairways.

The fire alarm system is connected to the Rochester Fire Department. In case of fire, pull the fire alarm located in the hallway on each floor and call 911 for fire emergency.

See attached resident letter regarding fire emergencies next page.

Dear Resident:

This plan has been developed for your instruction in event of a fire. Please read it now and keep it where you can reference it quickly.

FIRE INSIDE YOUR UNIT

- a. Stay calm, evacuate your unit and shut the door behind you. Do not lock the door.
- b. Activate the fire alarm pull station located next to the exit door on your floor.
- c. Evacuate the building according to the nearest EXIT ROUTE. DO NOT USE THE ELEVATOR AND DO NOT RETURN TO YOUR UNIT FOR ANY REASON.
- d. Go to the assembly point at the far south end of the parking lot by the sand bunker.
- e. Find a phone and call 911. Give your building name, address, unit number, and type of fire.

FIRE OUTSIDE YOUR UNIT

If conditions allow, evacuate your unit using the steps stated above.

If conditions DO NOT allow you to evacuate your unit, follow the steps below:

- a. Stay calm. If the door is hot or if you suspect there is smoke in the hallway, stay inside your unit and keep the door unlocked. Place towels on the inside of your unit door to help prevent smoke from entering your unit.
- b. Call 911. Give your building name, address, unit number, and type of fire. Notify the Fire Department you are in your unit because it is not safe to leave.
- c. Wait by a window. Follow instruction of emergency personnel.

PLEASE NOTE: Valhalla periodically performs tests of the fire alarm system. Unless you have been notified by the office that there will be a test of the fire alarm system, you must **ALWAYS EVACUATE THE BUILDING WHEN YOU HEAR THE FIRE ALARM.**

Valhalla Building Fifteen address: 2100 Valkyrie Drive NW

Sincerely,

Valhalla Building Fifteen Association



ARTICLE IX

REMODELING/VENDORS

- 9.1 Owners are responsible for all actions of their vendors. Owners who have work done in their unit are required to the following.
- a. **Article II Moving In/Out** of this document shall be followed for materials coming into and out of the unit. Elevators walls must be padded.
 - b. All construction materials are to be removed by the vender or owner- not placed in with the general building refuse. Debris may be staged in owner's parking stall for 2 business days if covered.
 - c. No dangerous debris – boards with nails sticking out or a refrigerator with intact door e.g. shall be left in the garage unattended.
 - d. Owners are responsible for ensuring their vendors follow Valhalla Condo's hours of construction: 8AM-8PM Monday thru Saturday. Cleanup of all common areas needed (hallway/elevator floor e.g.) must be done by 8PM each day.
 - e. The owner or their representative shall be present and supervise the Vendor, at all times. Valhalla Management Office shall not meet, allow access to building/unit, and/or supervise vendors.
 - e. Vendor may cut materials in the unit and/or parking stall. Owner shall ensure vehicles on all sides are protected from cutting materials and debris at all times.
 - f. Construction material may be stored in owner's garage stall for no longer than 10 business days. If stored materials are stolen, the resident is responsible.

ARTICLE X

HEATING/COOLING (HVAC) & WATER HEATER SYSTEMS

10.1 HVAC Units:

- a. Each unit in Building 15 is equipped with its own individual electric heating/air conditioning system with compressors located on the building roof. Only Valhalla maintenance staff may access the compressors on the roof.
- b. Unit Owners are responsible for maintenance, repair, and replacement of their individual units.
- c. The Valhalla maintenance staff will assist with maintenance and repair of the HVAC system with the owners being charged for any parts necessary for the repair.

10.2 Water Heaters

- a. Each unit in Building 15 is equipped with its own individual electric water heater.
- b. Unit owners are responsible for maintenance, repair and replacement of individual unit.
- c. The Valhalla maintenance staff will assist with maintenance and repair of the water heater with the owner being charged for any parts necessary for the repair.
- d. Owners are encouraged to purchase a Water Alert Alarm for water heater.

ARTICLE XI

USE OF UNITS

- 11.1 Only first floor units of Building 15 may use ceramic tile or hard flooring in all areas of the unit. To reduce noise on other floors, unit floors shall be covered by carpet and/or floating floors - with appropriate sound padding. Ceramic tile or hard flooring may be used in bathrooms, laundry rooms, and/or kitchens. If requested due to noise complaints, residents will be required to reduce noise by area rugs or full carpeting over floating and/or ceramic tile floors.
- 11.2 Residents may not install a hot tub, Jacuzzi and/or any other water recreation device anywhere on the Valhalla Condo complex due to concerns regarding weight and potential water damage.
- 11.3 The unit's clothes washer water hoses (blue and red) are the property of Valhalla Management Association and are not to be removed from the premises.
- 11.4 Residents shall immediately notify Valhalla Management Office (or the emergency number 507.259.9265 for off hours) for all water leaks in their units.
- 11.5 For the safety of all residents, residents will clean the clothes dryer lint filter before each load.
- 11.6 Condo Insurance is strongly suggested for owners.
- 11.7 Loud **noises** or other activities that disturb Owners and /or Occupants are prohibited, except that remodeling in Units is permitted from 8 a.m. to 8 p.m. weekdays and Saturdays. Violation of the Rochester noise ordinance will result in complaints channeled to the law enforcement.
- Residents are asked to limit noises from the following activities between 8 PM and 8 AM daily; clothes washer, clothes dryer, dishwasher and vacuum cleaner. It is understood, occasional emergencies may occur that require the use of these activities during these times.
- 11.8 No unit owners, residents, guests or workers may smoke anywhere within the building including all common areas and individual units, including balconies and patios. No unit owner, resident, guests or workers may smoke within 30 feet of any entrance, exit or window of the building. This policy also applies to the use of so-called e-cigarettes. Any owner's unit found in violation of this policy shall be subject to penalties as provided in Article IX of the Valhalla Management Association Resident Policies." These no smoking policies, rules and regulations are adopted effective as of January 1, 2018.

ARTICLE XII

STORAGE ROOM

Storage rooms are located on floors 2, 3, and 4 near the elevator. Residents of the building that occupy a center row parking stall within the underground garage, may have access to and store personal property in ONE storage room only. Since storage is in the common rooms, the restricted and orderly containment of personal property items provides ready accessibility and prevents potential hazards.

The following guidelines have been established by the Board of Directors of Building Fifteen.

- 10.1 There should be equal storage space for each Resident. There are a total of 19 Apartments eligible to store items in these three (3) storage rooms.
- 10.2 Large items that do not fit within the existing shelf space parameters are prohibited. Stored items may NOT protrude beyond the end of the existing shelf space; in any direction. These items may include, but are not limited to, furniture, golf clubs, large pictures, TV's, large boxes, large containers, etc.
- 10.3 Store items in the storage room in such a manner that each Resident has easy accessibility to his/her items. All stored items must be neatly placed on the shelves. Items on the top shelf must be at least 6" below the ceiling height and 18" from any sprinkler head. NO items may be stored on the floor.
- 10.4 Store items in containers, if possible.
- 10.5 Label all items and boxes with last name and unit number of Resident(s). Stored items without labels shall be discarded, without notice.
- 10.6 No flammable or combustible items are allowed in any storage room (paints, turpentine, dirty rags, etc.).
- 10.7 Each Resident should annually re-evaluate stored items and discard items that havenot been used for a period of time.
- 10.8 When a Resident moves-out of Building Fifteen, all items belonging to the Resident mustbe removed from the storage room upon move-out. Stored items remaining shall be considered abandoned personal property and shall be discarded without notice, 30 daysafter move-out date.
- 10.9 Valhalla Management and Building 15 are not responsible for items stored in the storage rooms.