

# Valhalla Association 12

## Additional Resident Policies



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

# VALHALLA BUILDING 12 ADDITIONAL RESIDENT POLICIES

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# ARTICLE I

## COMMON AREAS

- 1.1 A bulletin board for condominium business only is provided in the lobby near the elevator. You will find the board minutes and monthly financial statements posted. Another bulletin board in the garage near the door entering the lobby is for the use of residents. Personal and other notices, which may be of interest to residents, can be posted there. Please date such notices so that they may be removed at the appropriate time.
  - a. No one shall post any public advertisement or posters of any kind on the Building 12 premises unless authorized two weeks in advance by either the board, the board president or management. If authorized, only cards (not to exceed 5x7 inches) may be posted at a designated area inside the entryway. Cards may be obtained and filled out by management.
- 1.2 Outdoor cooking is not allowed in the common areas of Building 12, and charcoal or gas grilling on open patios or balconies is a violation of the state fire code.
- 1.3 Bicycles must be stored in the building's bicycle racks. Bicycles must be labeled with Valhalla's bicycle tags which are available in the office.

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## ARTICLE II

### MOVING IN OR OUT

- 2.1 Owners and/or Occupants moving in or out of Building 12 are required to:
- a. Inform movers all items to be moved are to be taken in or out through the garage doors, not the lobby.
  - b. Owners and/or Occupants are to notify the caretaker so the inside of the elevator can be protected. In absence of caretaker, notify maintenance.
  - c. Any damage resulting from the move (carpet, walls or doorways) is the responsibility of the Owner and/or Occupant and mover.
  - d. Nothing is to be pushed or dragged on the carpet. Special care should be taken not to mar the walls.
  - e. Moving equipment with rollers is permissible.
  - f. In addition to these procedures, Article VII of the Resident Policies must be adhered to.

# ARTICLE III

## SECURITY SYSTEM

- 3.1 The following is a list of instructions for operating the telephone security system for your building.
  - a. Guest in front entry dials the code shown beside the resident's name, which rings to resident's unit.
  - b. Resident instructs guest not to hang up until the "open" lamp lights up on the intercom.
  - c. Resident dials a "6" on telephone. This will release the latch on the security door for approximately 10 to 15 seconds and will light the "open" lamp on the intercom in the front entry. You will hear a "beep" or "click" indicating that the latch on the security door has been released.
- 3.2 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.

# ARTICLE IV

## PARKING LOT AND DRIVEWAYS

The size and location of parking lots make them visible to the community, arriving residents and guests, and overlooking Units. The orderly parking of vehicles contributes to the overall aesthetic quality and image of the property. Responsible and courteous operation of vehicles within the parking lots and driveways will ensure the safety of vehicles, passengers and pedestrians. Unimpeded circulation through driveways (fire lanes) insures accessibility for passenger drop-offs, deliveries and emergency vehicles.

Residents or visitors are expected to park in the lot associated with the building in which they reside or are visiting. Violators may be towed.

- 4.1 To ensure adequate parking spaces for all residents of Building 12, parking is restricted during the hours of 5:00 p.m. to 7:00 a.m. daily. During restricted hours, all vehicles must have a valid Valhalla parking sticker displayed in the lower left-hand corner of the front windshield. Parking stickers (maximum of 2 per unit) are available at the Valhalla Management Office.
  - a. During restricted parking hours your guests may use the parking area west of the farthest west steps in front of the outdoor garages.
  - b. The intent for establishing designated visitor parking is to accommodate overnight and/or short term (1-7 days) visitors of residents of Bldg. 12.
  - c. Building residents who do not have a valid Valhalla parking permit are expected to refrain from using the designated visitor parking spots during restricted hours (5pm – 7pm).
  - d. There are four handicap parking spaces located in the front entrance of the building.
- 4.2 Parking of boats, trailers, campers and other recreational vehicles are not allowed in the parking lots of Valhalla Park Condominiums.
- 4.3 All vehicles in the parking lot must be in operable condition and have current license plate tabs. If you plan to leave your vehicle in the lot longer than one week without being moved, contact the Valhalla Management Office.
- 4.4 All vehicles must be moved at the request of the Association to facilitate snow plowing, sweeping or pavement repair. If not moved within the time specified in the notice, they may be moved or towed by the Association at the sole expense of the vehicle owner.
- 4.5 Car washing in the parking lot is permitted only by using a bucket. No hoses are to be used.
- 4.6 Vehicles with oil, gas, transmission, etc. leaks are not to be parked in the lots.

### **PARKING LOT AND DRIVEWAYS (cont.)**

- 4.7 Parking next to yellow curbs is prohibited. Curbs painted yellow designate firelanes and vehicles parked within these zones will be ticketed and/or towed.
- 4.8 Vehicles shall be parked or operated only upon paved parking surfaces; not upon curbs, turf or other unpaved areas. No vehicles shall occupy more than one striped parking space. Vehicles in violation of established regulations are subject to towing.
- 4.9 As a safety measure, use the driveway nearest your building for entrance and exit. The speed limit on the premises in 10 miles per hour.
- 4.10 Drivers shall follow posted parking lot signage. Including but not limited to speed limits, one-way, no parking, etc.

In addition to the foregoing regulations, all driveways and fire lanes are subject to municipal ordinance and fire code regulations.

# ARTICLE V

## UNDERGROUND GARAGE

Entrance to the underground garage via the overhead door is controlled by an electronic key device, two of which are assigned to owners renting stalls in the underground garage of the building. Keys are also available to other residents of the building for use of the loading and unloading area in the garage. Contact the Valhalla Management Office for an electronic key. In the event your “key” is lost or stolen it is important that the office be notified so that the lost key can be deactivated. Prompt reporting is the essence of this security system. The Board of Directors of Valhalla Twelve Association (Val Briar) has adopted the following policies for rental of the underground garage stalls of the building.

Failure to comply with this policy may result in termination of lease agreements.

- 5.1 Owner/Occupants of Building 12 will be limited to one interior parking space per unit.
- 5.2 Owner/Occupants leasing interior garage space will be required to possess an operable motor vehicle. Use of the leased space will be for the purpose of housing said vehicle. (Reference Master Board minutes of Aug. 19, 2014.)
- 5.3 Only Owner Occupants may apply for an indoor garage space. To have your name added to the waiting list for an inside space, you must submit your name to the Valhalla Management Office by signing a request form (forms available at the office).
- 5.4 If you are offered and decline a space inside the garage, your name will be removed from the waiting list. You may reapply for an inside garage space by completing the request form, but your name would then be added to the bottom of the list.
- 5.5 Once inside the garage, your name will be added to a “change of space” list until you reach your desired space.
- 5.6 When a space becomes available, the office will contact interested parties in order of which the requests were received.
- 5.7 Request for a change of outdoor garage space will follow the same procedure.
- 5.8 Subletting of garage spaces should go only to Owner Occupants of Building #12. The Lease of the interior garage parking stall is responsible to notify Valhalla management when subletting the space indicating the specific period of time in which the space will be sublet along with the name of the person and the number of the vehicle’s Valhalla parking sticker. Subleasing can be granted for a 90-day period. Extensions beyond 90 days may be granted



## UNDERGROUND GARAGE (cont.)

- 5.9 No vehicle can extend beyond the parking space boundaries.
- 5.10 The storage cabinets are the property of Valhalla Management Association and can only be used by the person who is currently renting that garage space.
- 5.11 No mechanical work or painting on cars is allowed in the garage. Vehicles with oil, gas, transmission, etc. leaks are not to be parked in the garage.
- 5.12 Keep garage doors closed except when driving into or out of the garage. If you are walking, please exit from the garage via the service door. Only one vehicle at a time may pass under door per opening. Valhalla Management Association is not responsible for damage caused by a descending door due to improper use of the door.
- 5.13 Valhalla Management Association is not responsible for items stored in the garage.
- 5.14 Car washing in the garage is allowed so long as only bucket washing is done. No hose washing of cars is allowed in the garage.
- 5.15 As a courtesy to your neighbors, please return the grocery carts to the garage as soon as possible after unloading.
- 5.16 Vehicle speed limit in the garage is 5 miles per hour.
- 5.17 Vehicles must be moved at the request of the Valhalla Management Association or its agents to facilitate sweeping and garage repair.
- 5.18 No person shall operate any vehicle inside the garage except when entering or exiting the garage. **Do not leave the motor of a parked vehicle running.**
- 5.19 Visitors of Building 12 residents are required to utilize the outdoor “Visitor Parking” spaces during the hours of 5p.m. to 7a.m.
- 5.20 All vehicles must display a current Valhalla parking sticker affixed to the lower left corner of the windshield.

Underground parking is restricted for use by/for vehicles of owner occupants and must display valid parking stickers. Visitors are to be instructed to utilize the designated “Visitor Parking”

# ARTICLE VI

## EXTERIOR GARAGES

- 6.1 All units are guaranteed one garage space, whether an underground stall or an exterior stall.
- 6.2 In the event additional space is available, garages will be assigned in this priority:
  - a. A second space for a Building 12 Resident-Owner.
  - b. A third space for a Building 12 Resident-Owner.
- 6.3 Any additional space can be rented to other Valhalla Park resident owners, but lessee agrees to relinquish garage stall (with a 30-day notice) if it is needed for an owner.
- 6.4 All garage assignments, including indoor spaces, will be prioritized based on date of request for space.
- 6.5 In all cases involving garage space, a new application from a high-priority applicant (see description in 6.2 above) takes precedence over space that already may be occupied by a person with a lower-priority. In that event, space must be vacated in reverse order of priority.
- 6.6 Space termination requires a thirty-day notice effective on the first day of the month. The office will maintain all priority lists.
- 6.7 Valhalla Management Association is not responsible for items stored in the garage.

# ARTICLE VII

## ELEVATOR

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.

- 7.1 Do not use the elevator if there is a fire. Exit through stairways upon hearing the alarm sound. If you are aware of handicapped persons on your floor, assist them down the stairways. In case of fire, pull the fire alarm located in the hallway on each floor and call 911 for fire emergency.
- 7.2 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, and other purposes authorized by the Board of Directors.
- 7.3 Children are not permitted to play in the elevator.
- 7.4 No person shall tamper with the controls of the elevator.
- 7.5 Smoking is prohibited in the elevator.

# ARTICLE VIII

## REFUSE DISPOSAL

There is a refuse chute located centrally on each floor for the disposal of garbage and other disposables generated by residents. Separate recycling bins (RED TOPPED) are also located in the garage. **All recyclable items can be mixed together in the RED TOPPED recycling containers.**

8.1 Recyclables will be accepted as follows:

- Aluminum: Cans – rinsed, foil – clean
- Tin cans: Flattened and mixed with aluminum
- Glass: Cleaned and caps removed
- Newspaper: Bundled or in paper bags
- Cardboard: Flattened and bundled

8.2 Please bag and securely tie dust from your cleaners, garbage or other loose debris. Do not attempt to dispose of large bulky items that may obstruct the trash chute. These items can be disposed of in the garbage containers located by the loading area in the underground garage. The compactor is an expensive item to repair that will malfunction when these materials are dropped loosely down the chute.

8.3 Refuse receptacles are for the exclusive use by resident Unit Owners and/or Occupants. No one, including Unit Owners or Occupants, is allowed to remove recyclable materials from the refuse receptacles. They are the exclusive property of our refuse haulers.

8.4 No person shall place any tires, drained oil, hazardous or flammable chemicals, or other dangerous or explosive material in any refuse receptacle.

8.5 Discarded furniture, appliances, mattresses, remodeling debris, televisions, carpeting, etc. **are not** to be disposed of in the refuse receptacles or in the garage. Contact the Valhalla Management Office regarding disposal of these items. There is a charge for disposal of these items.

# ARTICLE IX

## EMERGENCIES

- 9.1 In case of a tornado or tornado warning, take shelter in the garage of our building. If possible, take a flashlight and portable radio with you.
  
- 9.2 Fire alarms are located in each unit. **Do not use the elevator if there is a fire.** Exit through stairways upon hearing the alarm sound. If you are aware of handicapped persons on your floor, assist them down the stairways. The fire alarm system is connected to Custom Alarm who in turn calls the Rochester Fire Department. **In case of fire call 911 for a fire emergency.**

# ARTICLE X

## STORAGE ROOMS

A storage room is located on each floor near the elevator. Owner Occupants of the building may store items in the storage room on the floor on which they live. Renters of Units are not allowed to store items in the storage room, but are allowed access to the room for their UPS deliveries. Since storage is located in the common rooms, the restricted and orderly containment of personal items provides ready accessibility and prevents potential hazards. These storage rooms are also used as a drop-off for UPS packages when a resident is not home to receive his/her package. The following guidelines have been established by the Board of Directors of Building Twelve.

- 10.1 There should be equal storage space for each Resident Owner.
- 10.2 Because of limited space, pieces of furniture, TV's, etc. are not allowed in the storage room.
- 10.3 Store items in the storage room in such a manner that each Resident Owner has easy accessibility to his/her belongings.
- 10.4 Store items in boxes if possible.
- 10.5 Label all items and boxes with name and unit number of Resident Owner.
- 10.6 No flammable or combustible items are allowed in any storage area (paints, turpentine, dirty rags, etc.).
- 10.7 The meters in the storage rooms on every other floor are to be easily accessible by the meter reader. Do not store items in front of the meters.
- 10.8 Each homeowner should annually re-evaluate stored items and discard items that have not been used for a period of time.
- 10.9 When a homeowner moves from Building Twelve, all items belonging to the homeowner must be removed from the storage room upon leaving.
- 10.10 If an Owner violates the storage room policy, the stored items shall be removed after 30 days' notice by the Board of Directors of Valhalla Twelve Association and will be turned over to the Owner.
- 10.11 Valhalla Management is not responsible for items stored in the storage rooms.

# ARTICLE XI

## BALCONIES AND PATIOS

Balconies and patios are part of the exterior architecture of each building, visible to the adjoining neighborhood as well as other residents. Although they are an outdoor extension of the living space of each residential Unit, restricted use is required to maintain architectural consistency, project an overall aesthetically pleasing appearance and ensure the safety of the building and users.

- 11.1 As defined in the Valhalla Twelve Association Declaration, the balconies and patios are designated “limited common elements” of the building. Valhalla Management Association shall make repairs and replacements only of “limited common elements” and the Unit Owner shall be responsible for routine maintenance of the same.
- 11.2 **Barbecuing, smoking or grilling on the balconies, patios or any common area on the property using a gas, charcoal or electric grill or cooker of any kind is prohibited.** This is a Minnesota Fire Safety Ruling and will be enforced.
- 11.3 Balconies or patios shall not be used for the storage of personal property. Items such as clothes, rugs, laundry and similar household items shall not be hung anywhere outside a Unit. No balcony or patio area shall be used for storage or accumulation of trash.
- 11.4 Easily removable outdoor carpeting is permitted to be installed on balconies and patios. Prior to installation, specifications can be obtained from and reviewed by the maintenance staff. No carpet is to be attached to the outside walls on the balcony or patio.
- 11.5 For multiple reasons that compromise the integrity of our building and balconies or patios, the installation of a hot tub, Jacuzzi or other water recreation device is prohibited anywhere on the Property.
- 11.6 Potted plants equipped with a water catching reservoir may be placed in individual unit patio areas and balconies. However, there will be no “in the ground” planting or sod or grass removal done by Unit Owners or Occupants on Common Area grounds without prior approval from the Board of Directors of Valhalla Twelve Association.
- 11.7 Potted plants are to be promptly removed following the growing season. They are not to be left on patios or balconies during the winter season.
- 11.8 No person shall sweep or throw anything from any balcony. On floors two and three only, Christmas trees may be lowered from the balcony for pick up by the maintenance staff. All other floors must wrap their trees before going through common areas.
- 11.9 Plants and their stands on balconies and patios must be heavy enough or be secured sufficiently to resist being blown over or damaged by the wind.

## **BALCONIES AND PATIOS (cont.)**

- 11.10 No birds or animals are to be fed on any balcony or patio, whether from bird feeders or otherwise.
- 11.11 The hanging of chairs, awnings, rollup shades, hammocks and the like are not to be installed on any balcony or patio.
- 11.12 Seasonal decorations are to be removed in a timely manner.
- 11.13 Enclosing of patios or balconies is not permitted.



## **ARTICLE XII**

### **HEATING AND COOLING SYSTEM**

The heating and cooling system for the building is a heat pump system running through the sprinkler system. In the winter, the water running to your individual heating/cooling system is heated and in the summer, it is cooled. Unit owners are responsible for the maintenance, repair and replacement of their individual system. However, the maintenance staff will assist with maintenance and repair of their system with the Owner being charged for any parts necessary for the repair.

# ARTICLE XIII

## USE OF UNITS

- 13.1 The condominium declaration for Valhalla Twelve Condominium in Article IV, paragraph 2, states that “Units shall be occupied and used by unit owners, their families, social guests and invitees”. In furtherance of the declaration occupancy limitations, the following policies, rules and regulations shall apply to all units in Valhalla Twelve Condominium:
- a. No unit may be rented or leased in whole or in part except as otherwise authorized by the condominium policies, rules and regulations.
  - b. Units must be occupied at all times as a principal residence by at least one of the unit owners, except as otherwise authorized by the condominium policies, rules and regulations.
  - c. A unit owned by the Condominium Association may be rented or leased for purposes incidental to maintaining a resident caretaker or for any other purpose deemed by the Board of Directors of the Condominium Association to be in the best interests of the Condominium Association and the unit owners.
  - d. If a unit is owned by one or more individuals, so long as at least one of the individual owners actually occupies the unit as the owner’s principal residence, while such occupancy is actually occurring, the unit owner or owners may rent or lease a room or rooms in such unit, or the shared use of such unit, with one or two other individuals who, along with the other unit owner or owners, will be the sole occupants of the unit, and provided that there shall be no more than four adult occupants of the unit.
  - e. A unit may be rented or leased by a unit owner to a unit owner’s parent, stepparent, child, stepchild, grandparent, grandchild, brother or sister, which relative may be by blood or marriage.
  - f. From the date of November 1 of each year through April 30 of the next succeeding year, a unit owner may rent or lease such owner’s unit, together with any amenities appurtenant thereto for the purpose of providing a caretaker occupant or a “house sitter” while the owner or owners are seasonally residing at another location during that period of time. Whether such a rental or lease situation meets the requirements of this paragraph shall be subject to the approval of the Board of Directors of the Condominium Association, which approval shall not be unreasonably withheld or arbitrarily or capriciously denied.
  - g. If a unit is owned by a trustee or trustees of a trust, an individual who is the beneficiary of the trust shall be considered to be the owner of the unit for the purposes of these policies, rules and regulations, if the unit would qualify for homestead classification for real estate tax purposes based on the beneficiary’s occupancy of the unit.

## USE OF UNITS (cont.)

- h. If a unit is owned by a corporation, a partnership, or any other legal entity other than a trust or an individual, an occupant of the unit shall be considered to be the owner of the unit for purposes of these policies, rules and regulations, if the unit would qualify for homestead classification for real estate tax purposes based on the occupant's occupancy of the unit.
  - i. These policies, rules and regulations are adopted effective as of June 22, 2004. Any unit which is rented or leased as of that date, as an exception to these policies, rules and regulations, may continue to be rented or leased to the current renter until the latter of the date the current renter ceases to rent the unit or the current owner of the unit sells the unit.
- 13.2 Unit owners can install appropriately cushioned float type flooring with the understanding that all unit owners are responsible for noise abatement should complaints arise. This applies to current and all future occupants and owners of the unit.
- 13.3 The clothes washer water hoses (blue and red) are the property of Valhalla Management Association and are not to be removed from the premises.
- 13.4 It is important to clean the clothes dryer lint filter before each load. Be sure this is done before the machine is started.

Revised May 17th, 2023