

**HATHAWAY ASSOCIATION, INC.**

Rules and Regulations

**Welcome to Hathaway Tower**

Condominium living is a mostly carefree way of life and an almost maintenance free environment. Hathaway Tower is a small community where residents share common elements and services. Hathaway Tower is not an age qualified community. We are a diverse group of homeowners of all ages. Our residents live independently in their condominium with no expectation of assisted and/or continuing care, though other residents may be willing to lend a hand when needed.

The members of the Board of Directors of Hathaway Association, Inc. sincerely hope these Rules and Regulations will serve to provide a smooth transition into your new environment and supply answers to questions you may have.

The Rules and Regulations are one of four documents that along with the Virginia Condominium Act serve to guide the operation and daily life of Hathaway Tower. These documents include the Articles of Incorporation, the Declaration of Condominium the Bylaws (collectively the “Condominium Instruments”), and the Rules and Regulations.

Please understand that the purpose of the Rules and Regulations is to allow residents to live in a close proximity, high density environment. The Rules and Regulations are not about one resident but about all residents and they must be followed by all residents. A violation of the Rules and Regulations impacts your neighbors and subjects you to potential consequences as outlined in Hathaway’s legal documents, state code, and local ordinances.

Please know that Management and the Board stand ready to assist you. The Manager’s chief responsibilities include the supervision of staff, maintenance and improvements of the building and grounds within the Board approved budget, the implementation of policies, resolutions, goals of the Board, and to provide excellent service to residents through open lines of communication. Residents are encouraged to contact Management with problems or questions regarding any of these areas. Issues of a personal nature, such as a misunderstanding among residents, we trust can be handled face-to-face in a courteous manner in keeping with our community spirit. If an issue cannot be resolved in a friendly manner, the issue should be addressed, in writing, to Management.

**TABLE OF CONTENTS**

**Hathaway Rules and Regulations**

 **I.** **Security 4**

 Exterior 4

 Access 4

 Interior 6

 **II.** **Safety 7**

 Common elements 7

 Personal areas 8

 **III.** **Building Appearance 9**

 General 9

 Building Exterior 9

 Balconies 10

 **IV.** **Common Element Areas**  **11**

 Parking 11

 Elevators 13

 Equipment 14

 Club Room 15

 Fitness Center 17

 Pool 17

 Mail and Package Delivery 19

 Car Wash 19

## V. Pets 19

## VI. Recycling/Trash Disposal 22

## VII. Personal Bulletin Board 23

 **VIII. Outside Contractors**  **23**

 Construction 23

 Personal Service. 24

**IX. Condominium Sales/Realtors**  **24**

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**HATHAWAY RULES AND REGULATIONS**

**I. SECURITY**

 Every effort will be made to maintain security at all times. Security officers follow precise, specified procedures. Cooperation of residents is necessary to assure the maintenance of the Board approved level of security. Please remember that the Association is NOT the Police, irrespective of these Security Rules. If you suspect a crime is being committed, contact the appropriate law enforcement authorities, in addition to reporting it to the Association’s security officer.

 **A.** **Exterior**

 1. Report any suspicious person or incident immediately to the security officer.

 2. All commercial vehicles are to park in the rear of the building. Deliveries or contractors should enter the building through the loading dock entrance.

 3. Residents who have visitors with vehicles parked overnight shall notify the security officer and provide the vehicle make, year and license number. The anticipated length of stay must also be provided to the security officer.

 4. Perimeter (exit) doors must not be propped open and/or left unattended.

 **B.** **Access**

1. A key is required for resident entry. Only condominium residents are to have a key to perimeter doors. There should be no expectation of being “buzzed in.” Exceptions can be made at the security officer’s discretion in response to special needs or circumstances.
2. One duplicate key for each lock on the hallway front door of each condominium unit must be turned in to the Manager’s office. These keys will be secured and will be used to enter one’s condominium unit only in an emergency or with the permission of the owner. If a key for each lock is not available and if it is necessary to gain entrance in an emergency, the owner will be billed the locksmith charges, plus the charges for installing a new lock.
3. Residents absent from their condominium unit for periods longer than one night and whose cars are parked in a perimeter parking space are encouraged to advise management of the location within their condominium unit of a spare key to their vehicle in the event of an emergency during which their vehicle must be moved or provide the name and contact number of an individual who has access to the vehicle key and can move the vehicle in an emergency. Hathaway Association will not be liable for injury, loss, or damage of any nature due to moving a vehicle in an emergency.
4. Deliveries and pickups that must be delivered directly to a resident’s unit for installation are allowed seven (7) days a week from 8am to 6pm. Deliveries, such as UPS, USPS, Fed X and Amazon, that are only accepted at the security desk from professional companies, may bedelivered seven (7) days a week from 8am to 9pm. Exceptions can be made for urgent matters at the discretion of the security officer or management.
5. Perishable items such as food or flowers may be delivered to a resident’s unit from 8am to 9pm, seven (7) days a week if resident has notified security or if the security officer verifies their receipt with resident. Perishable items delivered after 9pm and before 8am will require residents to go to the lobby for pick-up.
6. **Medicine and medical devices may be delivered at any time.**
7. Small, hand carried deliveries, such as flowers and food, may enter through the lobby door at the security officer’s discretion.
8. Residents will notify security in advance of all visitors’ arrival. Failing that, the security officer will confirm with resident permission to visit.
9. Residents will advise all visitors that they will be required to sign-in with security and wait to be announced or authorized to proceed.
10. Visitors arriving as a group only need to have one person sign-in, but that person must record the names of all adults and the number of children in their party.
11. Residents hosting a group will provide a guest list to security for visitor authorization check-off. No sign-in is required but every guest/visitor must be accounted for by the security officer.
12. All Realtors must notify management in advance of an open house *event.* Failing this, the event will not be allowed to proceed.

a) There must be sufficient personnel so that visitor prospects are escorted to the open house unit and back to the lobby or accompanied on any tour of building amenities.

b) The Realtor or owner will notify security when the event has ended.

**C.** **Interior**

1. Residents parking in a covered parking space who are away from Hathaway for longer than one night must advise management of the location within their condominium unit of a spare key to their vehicle in the event of an emergency or must provide the name and contact number of an individual who has access to the vehicle key and can move the vehicle in an emergency. Hathaway Association will not be liable for injury loss or damage of any nature due to moving a vehicle in an emergency.
2. When leaving Hathaway for a trip or vacation, advise security of your departure and expected return dates.
3. Notification by resident that guest(s) will staying in their unit or be permitted to enter during their absence must be given to the Manager in writing prior to guest’ stay.
4. Security will only issue keys to contractors, day workers, or visitors with written authorization from resident.
5. The Manager and any workman authorized by the Manager may enter any room or unit in the building at any reasonable hours of the day, after notification (except in case of emergency when no prior notification is required) for the purpose of inspecting for the presence of any pests or if necessary for the Association to fulfill obligations under the Condominium Instruments and Virginia law. In the absence of the owner, the Manager or designee must accompany the party or parties.
6. Visitors who are on an Emergency and Key Access list must still sign-in and be confirmed by security as authorized to access the resident’s unit.

**II. SAFETY**

 **A.** **Common Elements**

1.The sidewalks, entrances, elevators, hallways or other common elements must not be obstructed or used for any other purpose. Hallways are legally defined as “fire exits.”

2. Smoking tobacco, vaping or e-cigarettes are prohibited in all common element areas.

3. Do not leave shopping carts in hallways. Return to original location as quickly as possible to facilitate use by other residents.

 **4.** Residents are not permitted on the roof of the building.

 **5.** Club Room stove, microwave, and refrigerator are to be used only in support of Club Room activities. Stove and microwave are to be used only for warming food prepared elsewhere.

 **6.** The door to the Fitness Center should be closed at all times.

 **7.** Only non-breakable containers are permitted in the pool area. There shall be no glass at any time in the pool area.

 **8.** Residents should be familiar with fire exit procedures at all times. Each owner or resident is responsible for his/her own safety and ability to get to the exit or the stairwell.

 **9.** Children under the age of 14 must be accompanied in the pool or pool area by an adult.

 10. Shirts and shoes are required in all indoor common element areas.

 11. Do not congregate or block traffic flow in the area of the Security desk. Move personal conversations to the lobby area.

 12. All owners, residents, family members, tenants, guests, and invitees are prohibited from using the indoor traffic areas (such as hallways and stairwells), elevators and other common element areas used primarily for ingress and egress to and from units, the Club Room, the pool, the exterior of the building, for anything but ingress and egress to and from these areas. All owners, residents, family members, tenants, guests, and invitees are prohibited from using the parking lot for anything but driving, parking, or accessing their car.

**B**. **Personal areas**

 1. Storage in condominiums or storage bins of any article or material that will create a fire hazard is prohibited. This prohibition includes but is not limited to, flammable liquids, oil base paints, and kerosene and propane heaters and lanterns.

 2. Nothing is to be stored or left in storage rooms outside of individual bins or in any other common element area.

 3. No electrical appliances are to be operated in storage rooms.

 4. Fire safety procedures mandate all apartment entrance doors shall be closed at all times.

 5. If there is a plumbing leak or backup in your unit, turn off water valve to your unit. Then contact security or management immediately. Water leak detectors and over the stove fire suppressant can be purchased in the office upon request.

 6. It is recommended that residents regularly review fire safety and evacuation procedures.

**III. BUILDING USE AND APPEARANCE**

**A. General**

 1. The common element facilities of Hathaway Tower are for the use of all Hathaway residents and their visitors. Each owner shall be responsible for family, visitors’, tenants’, guests’ and employees’ knowledge and compliance with all rules and regulations.

 2. Residents shall not make or permit any disturbing noises in their unit, the building or surrounding area, nor do or permit anything that will interfere with the rights, comfort, or convenience of other condominium residents. Music and TV sounds should be lowered at 11pm.

 3. Comments, complaints, or suggestions pertaining to the operation or maintenance of the common element areas should be addressed in writing with signature to the Manager or appropriate action and/or referral to the Board of Directors.

 4. An owner is responsible for any damage caused by the owner, tenants, family or guests to the common element areas or facilities or to any other unit.

 5. No more than one family shall reside permanently in one condominium. The maximum occupancy shall be no more than two (2) residents per bedroom.

 6. Residents are encouraged to resolve issues of a personal nature in courteous manner in keeping with our community spirit. If there is criminal behavior, imminent danger and/or a safety issue, contact Security or the Manager, if available, and the appropriate authorities. Otherwise, report the situation in writing to the Manager the next business day.

 7. No public estate, moving or bulk furniture sales will be held on the premises without the express prior written approval of the Board of Directors at its discretion. The Board is not obligated to give such approval.

**B.** **Building Exterior**

1. Exterior alterations to the building are prohibited. Signs, advertisements, notices, and other lettering are prohibited outside or inside the premises.
2. The Board is responsible for planning the holiday decorations. Recommendations for changes in the building’ appearance and décor should be made in writing to the Manager.

 3. No one may add, take away, rearrange or change anything in the common element areas. Adding items such as flowers, plants, or food is not permitted without permission of the Manager and/or the appropriate committee and/or the Board of Directors**.**

4.Those making commercial deliveries must park in the rear of the building.

 5. Park area and picnic facilities are to be left clean following use. See forms for grill usage and cleaning.

 6. Recommendations for changes to the grounds should be made in writing to the Manager who may forward information to the appropriate committee and/or the Board.

 7. Vegetable-type vegetation shall not be planted in the concrete or other planters or garden. Flowers and herbs are allowed in planters with approval of the Grounds Committee and/or Board***.*** (This does not pertain to balconies.)

 8. Residents may place one (1) non-political decorative article on their door, subject to the approval/disapproval of the Building Manager and/or the Board of Directors, if deemed necessary.

 9. The material for hardware on individual unit doors is of the individual unit owner’s choice; however, all components must match.

 **C.** **Balconies**

1. Balconies must be kept in an orderly manner and not used as a storage area.
2. Nothing is to be shaken or thrown from the balconies. Discarded cigarettes are fire hazards.
3. Water must not be hosed, poured or swept from balconies. Do not overwater plants.
4. Laundry shall not be hung anywhere on the balconies. This includes drying racks. Items shall not be placed over railings.
5. Cooking is not permitted on the balconies.

 6. Umbrellas are permitted with the following specifications:

 a) The Manager must approve the umbrella and stand before installation, irrespective of whether they meet the criteria below:

 b) The pole color must be champagne-colored and the umbrella must be light beige, light grey or white.

 c) The umbrella must not exceed 6 feet in diameter and must not hang over the balcony railing when in “open” positions. It must be secured to an 80 lb. base.

 d) The umbrella may be in “open” position only when the balcony is occupied.

1. Only a securely attached American flag, in good condition, may be mounted to the balcony railing. No other decorative flags are allowed. (For safety reasons, residents are encouraged to take down their American flag if a strong windstorm is forecast.)
2. No holes or punctures are to be made in the metal panel inserts in the railings.
3. No physical alterations may be made to the balcony.
4. Do not feed birds from the balcony. Well-secured hummingbird feeders are permitted, if hung inside the balcony railing.
5. All balcony furniture must be designed to protect the balcony surface and heavy enough to withstand strong winds.
6. Flower boxes may be mounted securely to the inside of the balcony railings. Flower pots should never be mounted on the outside of balcony railings. Flowerpots may not be hung from balcony ceilings.
7. Securely fastened balcony holiday lights are permissible from the day after Thanksgiving until January 6.

**IV. COMMON ELEMENT AREAS**

 **A.** **Parking**

1. Each condominium unit is assigned one covered parking space at time of purchase. Residents may park additional vehicles in the perimeter parking areason a first come, first- served basis. **It is highly recommended that residents keep their vehicles locked at all times, even when parked in their assigned spaces.**
2. There is a 10 mph speed limit at all times in the parking lot with a 5 mph limit in garage/covered areas.
3. Driveways and entrances must be kept clear of vehicles at all times. The circular driveway in front of the building is a Fire Lane. It may be used for loading and unloading passengers and the vehicle must be moved promptly.
4. “Visitor” parking spaces in front of the building are for visitors only, not residents.
5. The area outside the perimeter door at A wing (near the mailboxes) is a “No Parking” zone for use by emergency vehicles. Loading and unloading are permitted at A, B, and C wings; but the vehicle must not be left unattended and must be moved promptly.
6. Residents parking in A and B parking decks must use entrances under awnings when entering with a shopping cart, luggage cart, etc., rather than going through the formal lobby.
7. Bicyclesand bicycle accessories attached to the bicycle, including but not limited, to tire pumps and helmets and one personalshopping cart which may not be used for storage of items may be placed in front of vehicles in covered parking spaces. There is a bicycle storage area for residents. **It is recommended that all bicycles be locked when not in use.**
8. Motorcycles which by law classified as vehicles may not be parked in the bicycle storage area but may be parked in the owner’s assigned parking space and/or in a perimeter parking space. Any motorcycle parked in a perimeter parking space must display a current Virginia license or if not will be subject to towing at the owner’s or resident’s expense.
9. No mechanical repair of vehicles shall be done on the premises except for emergency assistance such as charging a battery or changing a tire.
10. Residents who own vehicles parked in the Hathaway parking lot, parking decks, or basement garage that leak oil or other automotive fluid will be notified to take action to repair the leak. Failure to repair the leak promptly will authorize Hathaway Association, Inc. to bill the vehicle’s owner at the current hourly rate for time and materials expended by the Hathaway Maintenance Staff to correct the spills*.*
11. If a vehicle is parked in a reserved space without owner’s permission, the owner should notify the Manager or Security.
12. An owner may give permission to another owner, guest or tenant to park in or rent his/her assigned parking space. In each case, the owner must notify the Manager in writing, giving the make and model of the car, license tag number and state, and length of time that such permission is granted or until the owner sells his/her condominium unit.
13. Residents who have visitors with vehicles parked overnight shall notify Security in writing and provide the vehicle make, model, year and license number and state, and anticipated length of stay.
14. Campers, trailers, mobile homes, boats, trucks of any type or size may not be stored in the parking lot and will be towed at owner’s expense. Exceptions to this rule are residents’ vans twenty (20) feet in length or pick-up trucks less than three quarter (3/4) ton capacity (not used commercially).
15. With permission of management and when space is available, residents may, for a short time, as determined by the Manager, park a motor home or camper parallel to the curb at the rear of the parking lot for cleaning or to load and unload the vehicle.
16. With permission of management, overnight guest(s) of residents may park motor homes or campers parallel to the curb at the rear of the parking lot, when space is available, but not more than 3 days at any one time. Details of the vehicle make, year and license number, along with the anticipated length of stay must be provided in writing to Security.
17. An unlicensed or inoperable vehicle may be parked ONLY in an assigned space. If parked in the perimeter parking areas, such vehicles will be towed at the owner’s expense.

 **B.** **Elevators**

1. The freight elevator is to be used for grocery carts, luggage valet, pets, and by workers with supplies, except when locked down for moves or large deliveries.
2. The freight elevator must be reserved on the Freight Elevator Reservation Calendar located in the office. Reservations are on a first come, first served basis and the applicable fees must be paid.
3. Moving time is restricted to the hours between 8 am and 6 pm, Monday through Saturday. No moving will be permitted on Sundays or holidays. Under special circumstances, deviation from these hours must be approved by the Manager in advance.
4. Perishable items, such as food or flowers, may be delivered to a resident’s unit from 8 am to 9 pm seven (7) days a week if resident has notified security or if the security officer verifies their receipt with resident. Perishable items delivered after 9pm and before 8am will require residents to go to the lobby for pick-up.
5. Deliveries and pickups that must be delivered directly to a resident’s unit for installation are allowed seven (7) days a week from 8 am to 9 pm.
6. Medicine and medical devices may be delivered at any time.
7. Residents may bring personal items to their condominium at any time. Larger items, such as televisions, side tables, paintings and lamps must be transported through the loading dock and on the freight elevator before 10 pm.
8. All recycling, garbage, grocery carts, dog carriers and luggage carts must be transported in the freight elevator unless the freight is out of service.

 **C.** **Equipment**

1. Equipment belonging to the Association such as power tools, copiers, etc. is for the use of Hathaway personnel/employees only.
2. Broken or out-of-order common use equipment such as fire doors, car wash hoses, ice machine, pool or lobby furniture, grills, carts, etc. should be reported promptly to the Manager or Security.
3. Shopping carts stored in A, B, C wings, and basement and luggage carts from the basement storage area shall be returned to their original storage places immediately after use. No one should store carts in their units overnight.
4. A dog carrier may be available through the Security Officer and is intended for visitor use when bringing a dog to the premises. It should be used to and from resident’s condominium. The Association assumes no responsibility for the operation or maintenance of the dog carrier. It may not be taken off premises and should not be stored in a resident’s unit.
5. The basement ice machine door must be kept closed.
6. Grills are located in the picnic and swimming areas. Grills must be cleaned after each use. Cleaning instructions are provided near each grill.
7. Kitchen exhaust fans, vented directly to the roof, must be used when cooking.
8. Drip pans with spouts into the drain must be placed under hot water heaters during all new installations.
9. In advance of replacement, the Manager must approve the type and method of installation of new heating and cooling units. No heat pumps are allowed.

 **D.** **Club Room**

 1. The Club Room is available for residents’ use on a first come, first served reservation basis. Reservation requests for a calendar year are taken starting December 15th of the previous year*.* Standing reservations made for weekly events for 12 consecutive months are subject to cancellation once during each month for other resident use of the Club Room.

 2. The Club Room is NOT available for use of outside groups unless sponsored by a resident.

 3. The Club Room serves as a venue for residents’ social activities. It may be reserved for family occasions, catered affairs, etc. The range of activities includes book clubs, Bible study, exercise sessions, card parties, etc.

 4. In keeping with the “no soliciting” sign at the entrance to the building, overtly commercial activities such as business activities like Tupperware parties and political fundraisers, are prohibited. Political candidates may speak to residents.

 5. Third-party service activities such as exercise, yoga, art demonstrations for which there is a charge are permitted ate documentation.

 6. Smoking, vaping, or e-cigarettes are NOT allowed in the Club Room, adjacent hall, restrooms or pool deck.

7. Club Room stove, microwave and refrigerator are to be used only in support of Club Room activities. Stove and microwave may be used only for warming pre-prepared food and not for cooking.

8. No furniture or supplies may be removed from the Club Room.

9. In instances of power outage, hall lights, one elevator, and power to the Club Room are provided via generator. Residents are invited to use the Club Room resources for medicines requiring refrigeration, oxygen, warming food, charging batteries, or keeping warm or cool when needed during the outage. The Association is not responsible for the theft, loss, spoliation, or other damage to any items stored in the Club Room or its refrigerator.

10. Club Room capacity is as posted. The Fire Marshall forbids guests from congregating in the area outside the Club Room.

11. Private parties and music must be confined to the Club Room and must end by 11 pm. The resident host must be in attendance at such functions for the duration of the event to the extent possible unless deemed otherwise by the Manager or the Board of Directors.

12. Resident host for Club Room activity will provide a guest list to Security for visitor authorization check-in. No sign-in required but all visitors/guests must be confirmed by security.

13. A use and care “check list” will be given to the resident when reserving the Club Room. It is the responsibility of the resident reserving the Club Room to leave it clean, arranged and in the condition and repair as it was found. Failure to comply with each of the items on the checklist will result in the resident being charged the applicable fee for cleaning and damage beyond normal use. A resident’s second failure to comply may result in loss of the privilege of reserving the Club Room for future use.

 **E.** **Fitness Center**

1. The Fitness Center is located on the first floor adjacent to the Club Room and available for all residents and their visitors between the hours of 6 am and 10 pm.
2. All persons using the Fitness Center do so at their own risk and should follow equipment directions. Hathaway Association assumes no responsibility for any injury that may occur.
3. Shirts and shoes (no sandals or flip-flops) must be worn at all times.
4. Food, alcohol, glass containers, smoking, vaping or e- cigarettes are not permitted in the facility.
5. No pets allowed.
6. Children under the age of 16 must be accompanied by an adult.
7. Hathaway Association is not responsible for lost or stolen items.
8. Faulty equipment should be reported immediately to the Management or Security.
9. Additional equipment may NOT be brought into the Fitness Center.
10. The door to Fitness Center should be closed at all times.
11. When finished with Fitness Center use, wipe down equipment with disinfectant towels provided and turn off TV and lights.

 **F.** **Pool**

 **1.** All persons using the pool do so at their own risk.

 2. The pool may only be used between the hours of 7 am and 10 pm. The pool deck entrance door is locked from the outside during non-pool hours. A perimeter door key will be needed to gain entry from the pool deck into the building.

 3. The use of the pool and pool area is restricted to residents and their visitors. Residents are responsible for the conduct of their visitors. Residents need not stay with adult visitors, but should be available if needed.

 4. The number of visitors using the pool/pool area is limited to 8 per resident family.

 5. Family and friends cannot use the pool if a resident is away or not in the building when they arrive.

 6. Residents’ visitors using the Club Room for special occasions such as family reunions, family celebrations, etc. may use the pool with permission of the Manager which permission the Manager is not obligated to give.

 7. For safety reasons, children under the age of 14 must be accompanied by an adult when in the pool and pool area.

 8. No running, diving, “belly flopping,” or other types of “horsing around” is allowed in the pool.

 9. Acceptable floatation devices are provided at the pool. Any other type of flotation device must not impede the enjoyment of others in the pool. Children may use arm floatation or other safety devices provided by their family. No water toys are allowed in pool.

 10. The use of swim diapers is permitted in the pool.

 11. Only water shoes are permitted in the pool and should only be put on at pool-side.

 12. Smoking, vaping, or e-cigarettes are NOT permitted on the pool deck.

 13. Towels and/or blankets should be used to protect pool furniture from spots and stains resulting from use of suntan preparations.

 14. All personal items should be removed from pool furniture when an individual expects to be away from the pool area for 30 minutes or more.

 15. There shall be no glass at any time anywhere in the pool area. Only unbreakable containers are permitted in the pool area.

 16. All pool users should wear a cover-up and footwear when going to and from the pool area and should use the freight elevator when suits are wet. Dripping suits and bodies become safety hazards when the drips fall on tiles in the halls and formal elevators.

 17. Use appropriate containers for trash and recycling.

 18. Pets are not permitted in the pool area at any time.

 19. Tables and chairs used during pool visit must be returned to their original location. For safety reasons, pool umbrellas should be closed and secured.

 20. The grill is available for pool users. Follow instructions provided at the grill for cleaning after each use.

 21. Residents should report rule infractions to Manager or Security.

 **G.** **Mail and Package Delivery and Pick Up**

1. Security will receive package deliveries on behalf of residents.
2. Security will log receipt of packages and notify residents that a package is being held at the Security desk for pick-up.
3. Residents should promptly pick-up packages once notified by Security.
4. Medicine and medical device deliveries may be delivered and will be received at any time.
5. Hathaway Tower assumes no responsibility for damaged, misdelivered, or lost packages.

 **H.** **Car Wash Area**

1. Car washing is permitted by residents or detailers hired by residents in the designated area on the southwest section of the parking lot.
2. Area must be left clean; hose wound on reel; and water turned off after use.
3. Trash from car must be deposited in trash can located at pool pump room door*.* The recycle bin is for recyclables.
4. An electrical outlet for your vacuum cleaner is located on the brick wall adjacent to the pump room door. Close the outlet cover after use.

**V. PETS**

A. The keeping of an acceptable pet is not a right and all pets must be registered with the Association. One is given a conditional license which is subject to termination at any time by the Board upon a determination that such pet is either vicious or annoying to other residents or has otherwise become a nuisance. The pet owner assumes full liability for all damage to person or property caused by the pet. All pets must adhere to City of Richmond licensing ordinances and meet all vaccination requirements of the City of Richmond.

B. A conditional license to keep a pet is granted only to a resident subject to the following conditions and reservations:

1. Only common household pets such as dogs or cats may be kept in any condominium. In addition, small caged birds and tropical fish are permitted. No exotic pet or animal of any kind that has venom or poisonous defense or capture mechanisms, or if let loose would constitute vermin, shall be allowed on any portion of the property.

2. Pets are limited to two per condominium unit. This limit does not apply to tropical fish.

3. Pets shall weigh no more than approximately thirty (30) pounds. Pets must be in owner’s arms, or in a suitable carrier or cage, whenever in a common interior areas of the building. Hathaway luggage or grocery carts are prohibited for this use.

4. Pets shall not interfere with the quiet enjoyment of the condominium by its residents. Noisy pets, inside and outside, must be brought under control and quieted immediately. If a dog or any other animal becomes a nuisance by barking or otherwise, the unit owner thereof must cause the problem to be corrected; or if it is not corrected, the unit owner, upon written notice by the Association, will be required to permanently remove the animal from Hathaway Tower.

5. Pets must not be left unattended on the balcony.

6. It is the responsibility of each pet owner to choose the area safest for them to walk their pet, barring the two front lawns and all planting beds. Pets are to be leashed at all times.

7. The pet owner must pick up pet waste and deposit it in the receptacle provided. A waste clean-up tool and receptacle are located in the dog park area.

8. The freight elevator is the designated means of transporting pets between floors of building. Passenger elevators may be used only when the freight elevator is in reserved use or out of operation.

9. Except as otherwise provided herein, all common area elements (lobby, pool, club room, etc.) are “No Pet” areas.

10. A dog carrier may be available through the Security Officer and is intended for visitor use when bringing a dog to the premises. It should be used to and from resident’s condominium. The Association assumes no responsibility for the operation or maintenance of the dog carrier. It may not be taken off premises and should not be stored in a resident’s unit.

11. Pet owners shall indemnify the association and hold it harmless against any loss or liability of any kind or character whatsoever arising from or growing out of having any animal within the property.

C. Visitors with pets are subject to all of the Hathaway regulations. It is the responsibility of residents to inform visitors accompanied by a pet of rules and regulations pertaining pets and to ensure that visitors follow these rules.

D. The Association adheres to the fair housing laws and guidelines for service animals and emotional support animals (ESA’s) as outlined by federal, state, and local laws.

 1. Requests for reasonable accommodation should be made in writing to the Building Manager and should include at least the following:

 (a) Name of the requesting party.

 (b) Address (please also include telephone number where you may be reached).

 (c) Do you own or lease the unit? If lease, please give the commencement date of the lease and the name of the unit owner.

 (d) The general nature of your handicap/disability and whether it is permanent or temporary.

 (e) Please describe the problem that your handicap/disability is causing with respect to a rule, policy, practice, or service of the Association. Please try to be specific as to what the problem is and what you would like the Association to do.

2. One the written request is submitted to the Building Manager, the Building Manager has ten (10) business days to respond back to the resident requesting the accommodation. Pursuant to Federal Fair Housing and the Virginia Fair Housing Act, the Association may verify a person’s disability only to the extent necessary to ensure applicants who have requested a reasonable accommodation have the need for the requested accommodation. The Association may not require applicants to provide access to confidential medical records in order to verify a disability, nor may the Association require specific details as to the nature of the disability. The Association may require documentation of the manifestation of the disability that causes a need for a specific accommodation or accessible unit. The information might be provided by a doctor, medical professional, a nonmedical service agency, or other appropriate expert. To that end, the Association may request that the written request is accompanied by a Reasonable Accommodation Form completed by the appropriate expert for review by the Building Manager, the Executive Committee of the Board of Directors and/or legal counsel. The Reasonable Accommodation Form may be obtained from the Building Manager.

3. Approval of a request for reasonable accommodation is not guaranteed, but will be determined on a case-by-case basis.

4. Requests for reasonable accommodation apply to residents’ animals and not visiting animals.

**VI. RECYCLING/TRASH DISPOSAL**

 **A. Trash Disposal**

 1. The Trash Room on the Lobby level is open at all times. Large items, including but not limited to, mattresses, furniture, televisions, computer monitors and Christmas trees, etc., must not be placed in the dumpsters. Residents should make arrangements for off-premises disposal of items of this nature. Large cardboard boxes should be broken down and placed in the Recycling Bin.

 2. There is a trash chute room on each residential floor that is open from 8 am to 9 pm.

 3. Items placed down the chute must be suitably wrapped in a plastic bag and securely tied. Bags too large for the chute must carried to the lobby-level Trash Room dumpster. Forcing a bag into a chute can result in damage to the system.

 4. No **loose** trash may be put down the chute. Loose items may result in damage to the ventilation system.

 5. There is a container in the lobby-level Trash Room for burned out florescent light tubes

 6. The trash cans in the parking areas are for miscellaneous debris from automobiles and not household trash

 **B.** **Recycling** - Recycling is a major part of Hathaway’s *Go Green* effort to protect the environment.

1. Information about materials that can be recycled is posted in the trash chute room on each floor. Items for recycling should NOT be placed in plastic bags.
2. The large plastic tub in the trash chute room is for GLASS only – nothing else. The glass is picked up by Maintenance weekly to insure safety.
3. There are shopping carts in the lobby-level Trash Room for recycled items – No trash.
4. There is a large green dumpster for recycled items located in the northwest corner of the parking areas.
5. Marked recycling containers are located in the hall near the mailboxes, the Club Room, and in the parking decks and basement.
6. Cardboard boxes must be broken down before placing them in the recycling dumpster.

**VII. PERSONAL BULLETIN BOARD**

A.A personal bulletin board is located near C Wing perimeter door**.** All notices for the bulletin board must be submitted to the Manager and will then be posted by Hathaway Tower staff.

 B. In the interest of space, uniformity and clarity, notices will be signed and dated on 4x6 index cards. Any flyer or other communication, such as a group announcement, larger than 4x6 must be approved by the Manager.

 C. Notices will be posted for a maximum of four (4) weeks but will be allowed to remain an additional period if requested by the resident concerned.

 D. The personal board is for resident use for such items as:

1. Sale or give-away of personal items of property.
2. Offering services, instructions, etc. for a fee or no cost basis.
3. Request for use of purchase of items of services.
4. Useful information on devices or practices such as space saving items, energy conservation, etc.
5. Notices of non-profit events may be posted under the sponsorship of a resident. Such notices must be signed and dated by the resident.

 E. Items involving outside solicitations, commercial services, and advertisements may not be posted on the bulletin board. These notices may be placed in the binder on the shelf below the bulletin board. All entries must be dated and signed by a sponsoring resident.

 F. Transactions resulting from posted notices will be strictly between the parties involved. Hathaway Association is not responsible for results during or after a transaction.

**VIII. OUTSIDE CONTRACTORS**

 **A. Construction**

1. Residents are responsible for ensuring that the prospective contractors receive a copy of **Outside Contractor Rules and Regulations**, which are also available in Spanish.
2. A resident is responsible for their contractors’ actions while on Hathaway Condominium property. Contractors must leave common areas including the freight elevator clean and clear of debris following work done each day.
3. For a contractor to obtain a key to an apartment from Security, permission in writing from the resident must be on file with Security.
4. Residents must NOT allow contractors to leave or store such items as tool or boxes in hallways, stairwells, or on balconies while performing work in an individual apartment.
5. Contractors’ vehicles must park in the rear of the building. Personnel must enter through the loading dock entrance on the B wing side of the building.
6. Construction work may be performed are 8 am to 5pm, Monday through Saturday. These hours do not apply to special circumstances, such as emergency repairs to plumbing, HVAC, electrical service, Verizon or Comcast and any repairs authorized by Management.
7. Contractors should reserve the use of the freight elevator. The first hour is free. Additional hours can be reserved at the applicable fee payable at the time of the reservation to Hathaway Association.
8. Management must be notified of any new floor covering and remodeling work. In most cases, both items will need to be approved by the Architectural Review Committee.
9. All the above rules apply when work is done by the resident or with family or friends.

 **B.** **Personal Service**

 1. Services of a personal nature, such as aerobics or yoga, may be offered at Hathaway Tower. Outside persons offering such services must apply to the Manager for authorization to conduct the activity in common element areas, such as the Club Room or Pool.

 2. The provider must sign the **Fitness Service Agreement** before beginning the proposed activity.

**IX. CONDOMINIUM SALES AND REALTORS**

A.Residents who intend to sell their condominium unit should inform Management when deciding on a listing agent so that the agent may be informed of the protocols for sales of Hathaway condominiums.

 B. There shall be no “FOR SALE” signs on the premises.

 C. Any brochure created regarding an available condominium unit should be developed at the Realtor’s expense and made available at the security desk only with permission of Management.

 D. Condominium units for sale may be listed on the Hathaway Association website for a fee. The fee is the responsibility of the owner and/or listing agent.

 E. All Realtors must notify management in advance of an open house event. Failing this, the event will not be allowed to proceed.

 1. The realtor must ensure that sufficient personnel are available so that visitor prospects are escorted to the open house unit and back to the lobby or are accompanied on any tour of building amenities.

 2. All visitors to a “for sale” apartment must sign in at the Security desk.

 3. The realtor or owner will notify Security when the event has ended.