

THE LOFTS AT PERKINS ROWE CONDOMINIUM ASSOCIATION

July 8, 2025 Changes: Refer to New Lease Requirements; Refer to New Insurance Requirements All Leases must include Lofts Mandatory Addendum; Introduce Class D Fine; include Lofts rights to seek legal remedy -Second and subsequent lien additional information on advance; Introduce Individual Assessments Multiple Liens and Excess Unit Ownership: refer to new addendum detailing Renovation and Restoration Rules; Introduce new requirement for New owners to pay account balances electronically.

The following rules and regulations, along with any future amendments, govern the use of the property within The Lofts at Perkins Rowe Condominium Association and apply to all unit owners, tenants, guests, invitees, and occupants. The Board of Directors may modify or repeal rules in accordance with the procedures outlined in the Declarations and Bylaws of The Lofts at Perkins Rowe Condominiums and all applicable Master Association governing documents. The board will decide the timeline and method of implementing new rules considering both the impact of the rules to the community and the need for the new rule.

Any violation of the Rules & Regulations may result in fines, penalties, reimbursement of related expenses and/or suspension of privileges. All fines must be paid within **thirty (30) days** of receiving notice. Failure to correct the violation may lead to escalating penalties, and late fees as determined by the Board, and/or suspension of access to Common Areas and amenities or ability to Lease Unit.

If an owner's outstanding balance for fines and fees reaches \$600 or becomes more than 60 days past due, the Association reserves the right to:

- Convert the full outstanding balance to an individual assessment.
- File a lien against the unit or seek other legal remedies in accordance with the governing documents and Louisiana law;
- Assess all related legal fees, court costs, and administrative expenses to the unit owner's account.

Fine Classes and Penalties

Class A	1 st Occurrence-Warning
	2nd occurrence \$100.00
	3rd occurrence \$150.00
	4 th and subsequent occurrences determined by the Board
Class A-1	1 st occurrence \$50.00
	2nd occurrence \$100.00
	3rd occurrence \$150.00
	4 th and subsequent occurrences determined by the Board
Class B	1st occurrence \$300.00
	2nd occurrence \$500.00
	3rd and subsequent occurrences determined by the Board
Class C	1st occurrence \$300.00
	2nd occurrence \$500.00
	3rd and subsequent occurrences determined by the Board
Class D	1 st Notice- Warning/Reminder-
	2 nd Notice- \$300 Fine and loss of common area privileges
	3 rd Notice and Subsequent Notices \$300 Fine and all acquired legal fees associated with gaining compliance

Individual Assessments/Fees:

Type	Frequency	Amount
Excess Unit Ownership Individual Assessment	Monthly	\$250
Multiple Lien Individual Assessment	At time of lien	Equal to 6-12 months of assessments
Lien Fee	At time of lien	\$100
Late Fee	11 th of month	\$50

1. **General Common Areas:** Any common sidewalks, entrances, parking spaces or passageways and so forth shall not be obstructed or used for any other purpose than ingress and egress to and from the units. These areas shall **not** be used as play areas and no articles shall be placed on or in any of the general common areas. Nothing shall be altered or constructed in or removed from the common elements or anything that would impair the structural integrity of any unit. The common elements shall be kept free and clear of rubbish, debris and other unsightly materials. (Violation: Class A)
2. **Windows, Balconies, Porches and Patios:** Balconies, porches and patios, many of which are identified as Limited Common Elements appurtenant to specific Units on the Condominium Plat must not be enclosed - either by screening or other permanent structures or materials. No clothes, sheets, blankets, towels, laundry or other articles may be hung from any Common Elements or visible from any Unit. Awnings, canopies, shades, window guards, ventilators, fans, air conditioning units, antennae and dishes may not be placed on the roof or the exterior walls of the building without prior written consent of the Board. All window coverings must be uniform and either white or off white in color. Community Outdoor gas grills and fire pit are available for use in the pool area (2nd floor.) The use of any other type of cooking appliance or fire pit on the balconies or patios, including charcoal/electric or gas grills of any kind is strictly prohibited. **(Violation: Class A)**.
3. **Renovations, Alterations and Improvements by Unit Owners:** Prior to renovations, owners must submit approval request through <https://mylofts.info/renovate-my-condo> Requests must include all requested information including Vendors certificate of insurance naming LOFTS at Perkins Row and PR Building A R&R Condominiums as additional insured, start date. **(Violation Class B)** Please see addendum 3 for detailed rules on Lofts Renovation and Restoration Rules.
 - a. Hard- surfaced floor coverings may only be installed in units with prior written consent of Board. Such floor coverings also include installation of sound-absorbing material. The type of sound dampening material used under hard flooring must be approved- provide spec sheet showing the material has been minimum IIC score of 70 **when tested on wooden floor joists**. NOT CONCRETE. Date of installation must be provided to the Board, and the Board has the right to inspect installation to ensure the use of the sound dampening material. Seventy-five (75%) of the hard- surface floor in a unit must be covered with area rugs. No floor covering can be installed on balconies, terraces or patios without prior written consent of the Board. **(Violation: Class B)**

- b. Any construction, demolition, or renovation to a unit, whether by a contractor or unit owner, shall only be conducted between the hours of 8:00 AM and 5:00 PM, Monday thru Friday and from 9:00 AM to 5:00 PM on Saturday. No construction can occur on Sundays or Federal holidays. No household items, construction material, demolition, or renovation debris (whether the product of a contractor or unit owner) is allowed to be placed in the dumpsters or stored in the dumpster room. Floors must be covered to protect the common areas carpeting from the unit door to the freight elevator. Construction crew is responsible for cleaning construction debris from common areas before leaving for the day including but not limited to the elevator and trash compactor room. **(Violation: Class A)**

In the event of unapproved renovations/demolitions, the Board has the right to stop ongoing work. The unit owner may be ordered to change improvements that do not comply or if proof of sound absorbing material cannot be provided. The Board has the right to inspect to ensure hard floors have the required floor coverings upon receiving noise complaint.

- 4. **Leasing:** See Separate Leasing Rules for detailed and most recent Leasing Regulations (Addendum 2 Lofts Rules and Regulations.) Lofts now has a Lease Cap in effect requiring a leasing procedure. Owners must Request Lease Eligibility, Submit Lease For Approval (All Leases must include Lofts Mandatory Lease Addendum), Submit Lease Renewals, and Inform the Board of Vacancies. (Violation Class B + ineligibility)
No unit shall be advertised, used or rented for transient hotel, AirBnB, Vrbo etc or any event for an initial period of less than six (6) months. **(Violation: Class C)**
- 5. **Noise/Odor:** No unit owner or tenant shall make or permit any noise or objectionable noise or odor that will disturb or annoy the occupants of any other unit or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other unit owners, their tenants, clients, invitees or guests per the City of Baton Rouge Code of Ordinances, Chapter 2 Noise, as may be amended from time to time. Faulty smoke detectors emitting false alarms shall be disabled and replaced within 24 hours of notification being sent. The Board reserves the right to inspect units to ensure 75% of hard flooring is covered by rugs after complaints from adjacent neighbors. Failure to grant access for inspection is a violation. **(Violation: Class A)**

6. Parking:

Garage Parking

- a. **Parking Space Usage**: No vehicle on the Condominium Property may occupy more than one parking space at any one time. Parking is only permitted in assigned parking spaces. Vehicles must be positioned within the designated parking space to allow reasonable access to neighboring vehicles.
- b. **Vehicle Condition and Registration**: Owners and Occupants are responsible for keeping their vehicles, including cars, pick-up trucks, and motorcycles, in at least operating condition and with current state-issued tags and license plates while on Condominium Property.
- c. **Size Restrictions**: Vehicles parked on Condominium Property must not exceed 74 inches in body width or 224 inches in length. Extensions such as trailer hitches and bicycle racks must not extend into neighboring parking spaces or block the flow of traffic.
- d. **Prohibited Vehicles**: The following vehicles are prohibited from parking on Condominium Property at any time: Mobile homes, Oversize or recreational vehicles, Motor homes, Trailers of any kind, All-terrain vehicles (ATVs), Commercial vehicles (excluding those temporarily present for active loading, unloading, or service), Boats or other watercraft, including trailers
- e. **Enforcement**: Violators of these parking rules will be subject to the following actions at the discretion of Perkins Rowe Security and the Association including: Booting, Ticketing, Towing at the vehicle owner's expense, Fines levied by the Association in accordance with the violation classification (**Violation Classification: Class A**)

Perkins Rowe Common Area Parking: Vehicles without assigned garage parking have access to Perkins Rowe Common Area Parking Including: Parking Lot in front of Barnes and Nobel, Parking Garage behind Cinemark, Parking Garage under Fresh Market

- a. No Parking on street in front of Retailers (short term parking is allowed when shopping, during business hours)
- b. All other rules provided at the Perkins Rowe Website for parking in these areas and are subject to change. (**Violation Subject to discretion of Perkins Rowe Security**)

7. **Maintenance of Units**: Unit owners are responsible for maintenance, repair and replacement for their entire unit and everything within the confines of the unit. In the event a neighbor's action whether negligent or not results in damage to another unit or any common area, the unit owner who caused the damage will be financially responsible to make all repairs in a timely manner. Recurring maintenance homeowners are responsible for includes Cleaning HVAC drain quarterly with vinegar and baking soda, testing smoke detectors, checking hot water heater and plumbing fixtures and connections for leaks. If an owner fails to respond to attempts to address an issue causing damage to surrounding property, the Board reserves the right to enter the unit and perform work needed to prevent

further damage. All costs associated with accessing the unit and repairs will be charged to the unit owner **(Violation: Class C)**

8. **Moving:** Unit owners moving in shall break down all boxes and place them neatly in the dumpsters. Packing materials or boxes resulting from the delivery of furniture or appliances shall not be placed in the dumpster and shall be removed by the delivery company. All damage to the building or common elements caused by the moving or carrying of any article therein shall be paid by the unit owner responsible. **(Violation: Class A)**
9. **Enjoyment:** No unit shall be used or occupied in such manner as to obstruct or interfere with the enjoyment of occupants of other units, nor shall any nuisance or illegal activity be committed or permitted to occur in or about any unit or upon any part of the Common Elements of the Condominium. **(Violation: Class A)**
10. **Installation Restrictions:** Prior approval by the Board is not required to install satellite dishes, aerials, antennas and associated lines and equipment that are located wholly within a Unit. Prior Board approval is required to install satellite dishes, aerials and antenna and associated equipment in Common Elements on rooftops, balcony railings, porches or outside of unit windows. The Board may develop rules and regulations about the size and location of the equipment installed in the Common Elements, but such rules must comply with applicable laws (including the Federal Telecommunications Act of 1996, as amended from time to time and regulations thereunder). The Board may install or approve the installation of telecommunications equipment in the Common Elements or on the roof of the Condominium. No installation of telecommunications equipment, satellite dishes, aerials, antennas and associated lines and equipment shall be permitted by the Board if such installation would invalidate roof warranties. **(Violation: Class B)**
11. **Signage:** No sign, decorations, notice, lettering or advertisement shall be inscribed or exposed on or at any window, door or other part of the building. **(Violation: Class A)**
12. **Roof:** No unit owner, tenant, visitor, guest, agent or contractor of a unit owner shall be allowed on the roof, without written permission of the Board of Directors or Management. **(Violation: Class B)**
13. **Smoking:** Smoking is prohibited in the Common Elements, all indoor areas of the common elements and pool area. **(Violation: Class A)**

14. Grills/Fire Pit: Only grills approved by the Board may be used on the Condominium Property. The Board has the sole discretion to deny the use of grills on aesthetic, health or safety grounds. **(Violation: Class A)**

15. Trash: All garbage must be bagged in plastic bags, sealed and/or tied and shall be deposited with care in the trash chutes or dumpster located in the building and intended for such purpose only at such times and in such manner as the Board may direct. No trash shall be left in any of the common areas including but not limited to hallways, pool area, parking areas and storage areas. **(Violation: Class A)**

As per Fire Marshall-No Items are to be placed in the compactor room. No Furniture, No Mattresses, No dishwashers. **(Violation: Class B)**

16. Pets: Only two (2) household pets are allowed in a unit at any time. The pets must be registered with the Board and Management. The types of pets that are permitted in the Condominium include only domesticated dogs, cats, fish, or birds (no reptiles or other wildlife are permitted in any unit). Fish tanks are limited to 20 gallons. Birds are limited to small birds (max length 10 inches.) Pets shall not be bred or kept for commercial purposes, and they must not become a nuisance or annoyance to other residents in the Condominium. Pets shall not be kept in Limited Common Elements when the pet owner is not in his/her unit; fish shall never be kept on Limited Common Elements. Dogs and cats must be always kept on leashes that are six (6) feet in length or shorter when outside of their unit. The Board may establish pet walking areas and if so, pets shall only be walked in those areas when on the Condominium Property. The types of pets that are permitted in the Condominium include only domesticated dogs, cats, fish, or birds (no reptiles or other wildlife are permitted in any unit).

The owner of a pet shall indemnify, defend and hold harmless the Association and unit owner from all damages against any loss or liability associated with the presence or actions of the pet on the Condominium Property. Pets are **NOT** allowed by the pool or pool area.

(Violation: Class A)

Complaints about pets or damage caused by pets must be made in writing to the Board or through the TOWNSQ. The Board shall evaluate the damage and notify the unit owner in writing and may direct them to make the necessary repairs, replacement or removal at the owner's expense. If the owner fails to act within fifteen (15) days of the date of the notice or fails to reach an agreement in writing with the Board about the cost of the repairs or the means to remedy the damage, the pet must immediately and permanently remove the pet from the Condominium Property. Failure to remove the pet will result in additional fines assessed to the

unit to be determined by the board. The owner's payment of any fees or cost under this Section is not in lieu of any independent right of action that the complaining resident may have against the pet owner. The Board may establish additional procedures for addressing complaints about pets

- a. **Dogs:** Any defecation must be immediately removed and either wrapped or bagged. Unwrapped defecation shall NOT be placed in any trash container. **(Violation: Class A-1)**

Dogs must not become a nuisance or threat to the other residents of the premises. Failure to do so may subject the pet owner to fines or fees as determined by the board.

- b. **Cats:** Cats must be always kept inside the premises when not leashed as described above. A litter box must be maintained inside the premises. Litter be bagged before being placed into the trash chute. **(Violation: Class A-1)**

17. Pool Rules & Guidelines: (Please See separate Pool Rules Acknowledgement for all Pool Rules AKA Addendum 1 of Lofts Rules and Regulations.) Please note the "Pool Area" refers to all the space within the metal fencing enclosing the pool and its perimeter. The Board reserves the right to suspend access to the Pool Areas to residents and their guests who violate Association Rules. The Board will determine the length of suspension based on the nature and frequency of the violation.

Owners have a responsibility to alert Security and Management to address any violations of the Pool Area Rules as published in the "Pool Rules" document. The board may alter Pool Rules as needed; any new rules will be published on TownSq when updated.

Failure to comply with pool rules is a **Violation: Class A.**

Each resident must complete a form acknowledging the current rules prior to using the Pool Area. The current Pool Rules Acknowledgement webform link to the current pool rules is available in the announcement section of TownSq. **(Violation: Class A)**

****In the event glassware is broken in the Pool Area, the Pool Area and pool pumps will be shut down immediately. The Pool Area will remain closed until the Pool Area inspected by both pool and cleaning staff to ensure the area is safe and there is no further risk of damage to the pool pump. The unit associated with the party violating the rule forbidding glass in the Pool Area will be charged all costs associated with clean up and repair (possibly including but not limited to draining pool, damage to pool pumps, parts, cleaning fees.)**

18. **Callbox:** Residents with callbox access can only allow access to their guests or vendors servicing their unit. Residents are not to allow package delivery personnel into the building. They are to be directed to Security. Unknown persons are not to be granted access to the building through callbox service. The Board reserves the right to suspend callbox access to any resident after multiple offenses. **(Violation: Class A)**

19. **Utilities:** All unit owners must maintain continuous electric to their units. If the unit is vacant, the owner must ensure these utilities remain active to allow for proper climate control and plumbing maintenance. **(Violation: Class B)**

Per Bylaws, the unit owner is responsible for utility fees including chilled water, water/sewer, electricity and Cox services. If any Perkins Rowe HOA utility accounts are billed for a unit's delinquent utility fees, the unit will be charged the cost to the community, regardless the name on the utility account. If the utility service provider requires access to your unit to check meters or other equipment, it is ultimately the homeowner's responsibility to arrange access. Failure to comply with the service providers that lead to increased cost to the community is a violation. Any additional cost incurred to the community will be charged to the unit to offset said expense. **(Violation: Class A-1).**

20. **Deliveries:** Freight deliveries are to be made using only the freight elevator. All other packages for the LOFTS are delivered to Security. It is permissible to meet delivery personnel in the lobby to retrieve small deliveries. If you receive a call on the call box from delivery personnel, you are to direct them to security. It is not permitted to allow delivery personnel to enter the building unescorted. **(Violation: Class A)**

21. **Insurance Requirement:** All units—whether mortgaged or owned outright—must always carry active HO-6 (condo homeowner's) insurance. Each unit will have the Following Minimum Coverage Amounts:

Dwelling: Studio and 1 Bedroom Units \$75,000; 2 Bedroom units \$150,000
Loss Assessment: 10% of Dwelling
Property: \$1000
Liability: \$300,000

Each homeowner is required to provide Declaration Page of HO6 policy to the Board. The Policy shall list Lofts at Perkins Rowe Condominium HOA as "Additional Interest" (7707 Blue Bonnet Blvd #327 Baton Rouge, LA 70810.) Failure to provide proof of homeowners insurance meeting these requirements by the 2nd notice will result in Fine plus loss of Pool Area Privileges. Failure to provide proof of homeowners insurance meeting these requirements by the 3rd notice will result additional fine plus the cost of any legal fees acquired by the Association in the effort to gain compliance.

The Board reserves the right to oversee any restoration or renovation work to ensure it meets HOA requirements and applicable codes.

If restoration is not completed in a timely manner, the Board may intervene and coordinate necessary repairs. Restoration is subject to renovation and Lofts Restoration Rules. All costs—including legal and contractor fees—will be charged to the homeowner. **(Violation Class D)**

22. **Repeat Lien:** If the Lofts Board of Directors must file a lien against a unit owner due to non-payment of assessments, fines, or other charges, the owner shall be subject to an additional administrative fee. This fee is in addition to all outstanding amounts owed, including legal fees, fines and interest. It is to cover additional administrative costs associated with the lien filing. When a second or subsequent lien is filed against a unit or a different unit owned by same owner, The unit owner will be required to pay 6-12 months in advance or as allowed by law. **(Violation: Class C/ Multiple Lien Individual Assessment.)**
23. **Ownership Limit:** No single entity or related entity may own more than 3 units. Each unit purchased after 4/15/2025 in violation of this rule will be assessed an additional \$250/month until the situation is resolved. **(Excess Unit Ownership Recurring Individual Assessment)**
24. **Payments:** Monthly assessments payments are due on the 1st of the month. Late fee of \$50 is assessed after the 10th of the month. Any legal or collection fees associated with collection is the responsibility of the homeowner.

All Leased units and units purchased after 6/5/2025 must be pay assessments, fines, fees electronically through TownSq. ACH withdrawal is suggested to avoid excessive processing fees. **(VIOLATION:CLASS A)**

**THE LOFTS AT
PERKINS ROWE CONDOMINIUM ASSOCIATION, INC**

Changes: Change age child can be at the pool unaccompanied by someone over 18.

Each Owner and Resident must complete this Pool Use Agreement annually, indicating they agree to uphold the Pool Rules & Guidelines to use the Pool and Pool Area of the Lofts at Perkins Rowe Please note the "Pool Area" indicates all the space within the metal fencing enclosing the pool and its perimeter the fire pit and the grill area. Failure to abide by the rules and guidelines describes is a (**Class A Violation.**)

No lifeguard on duty: all persons using the pool do so at their own risk. The Association assumes no responsibility for any accidents or injury in connection with such use or for any loss or damage to personal property.

Pool Hours: Monday-Thursday: 5am-10pm

Friday: 5am-11pm

Saturday: 8am-11pm

Sunday: 8am-10pm

- Children age 15 and under must be accompanied and supervised by an adult age 18 or over at all times when they are in the pool and Pool Area.
- Residents must always accompany their guests while in the pool and Pool Area.
- Residents are responsible for the actions of their children and guests: this is a community space, so be considerate of your neighbors.
- Persons having communicable diseases, including colds, coughs, inflamed eyes, infections and open sores, or wearing bandages shall not use the pool. Spitting and spouting of water, the introduction of bodily fluids or waste, and similar un-hygienic actions are not permitted.
- Proper swimming attire is required in the pool and Pool Area. Street clothing and/or shoes shall not be worn into the pool.
- Children who are not toilet-trained must wear swim diapers while in the pool.
- Smoking is not permitted in the Pool Area.
- Glass containers are not permitted in the Pool Area.
- Persons using the pool and Pool Area are urged to assist in keeping the Pool and Pool Area clean: all refuse must be placed in the waste containers provided.
- No other pool furniture (e.g. umbrellas, outdoor rugs, etc.) maybe brought into the Pool Area.
- Pool furniture should not be placed up on the pool decking surround, and all furniture must be returned to its original position and umbrellas closed after use.
- Riding any wheeled recreational devices, including but not limited to bicycles, scooters, hoverboards, skateboards, rollerblades, and similar contraptions, is strictly prohibited in the pool area.
- Vinyl inflatables are not permitted in the pool area. Any floating objects must not prohibit other swimmers from swimming past or otherwise using the pool. Single -person, Mesh bottom, flotation accessories are allowed.

Rules and Regulations

Appendix A - Pool Rules

- No leaving personal items, particularly floating items, unattended in the Pool Area
- Ball-playing is not permitted in the pool or Pool Area, except for sanctioned events having prior approval of the board.
- Animals are not permitted in the Pool Area, except for guide dogs for the disabled.
- Intoxicated persons are not permitted in the Pool Area at any time.
- Diving, running, pushing, dunking, roughhousing, or using profane language is not permitted.
- All persons shall take a cleansing shower before entering the pool.

Use of Pool Area Fire Pit:

1. Ensure that the gas is off on the fire pit.
2. Then turn the timer on located on the wall by the barbecue pit.
3. Go back to the fire pit and turn gas knob and press button until the fire come on (takes about 20 seconds with your finger on the button.)
4. Replace the metal cover on the fire pit after use to prevent rainwater from entering gas line.

Barbecue Pit Instructions

1. Turn gas on first at timer (Located on wall by the barbeque pits)
2. Turn knobs on the pit for a flame
3. Clean the area after use

*** In the event glassware is broken in the Pool Area, the Pool Area and pool pumps will be shut down immediately. The Pool Area will remain closed until the Pool Area is inspected by both pool maintenance and cleaning staff to ensure the area is safe and there is no further risk of damage to the pool pump. The unit associated with the party violating the rule forbidding glass in the Pool Area will be charged all costs associated with clean up and repair (possibly including but not limited to draining pool, damage to pool pumps, parts, cleaning fees.) ***

THE LOFTS AT PERKINS ROWE CONDOMINIUM ASSOCIATION, INC

Effective: April 16, 2025- Rules published April 16, 2025 and subsequently recorded-This Document created and appended to Lofts Rules and Recommendations for benefit of homeowners.

The Lofts at Perkins Rowe HOA is dedicated to maintaining an exceptional residential environment—one strengthened by active homeowner engagement and a shared commitment to community standards. These rules help us:

- Stay within lending limits to comply with Lender guidelines
- Track and manage renters for safety and communication
- Protect owners and the association from legal and financial risk

These new rules add additional burden on association resources but is necessary to maintain the Lofts warrantability and value while in a way that is fair.

All homeowners who wish to lease their Unit must adhere to the updated leasing procedures. All lease related webforms can be found at <https://mylofts.info/lease-my-condo>

Homeowners wishing to lease their Lofts Condominium must

- 1) Complete the Lease Eligibility Request Webform and be granted approval before marketing property. The board will notify the homeowner with the highest Lease Waitlist Score that they may actively market their property as available to lease.
- 2) Once a lease is signed submit Lease approval form with required documents
- 3) Lease Renewal is required at end of lease or as otherwise indicated.
- 4) Notify Lofts of empty unit using the Lease Termination Form

Leasing Restrictions for Units and Tenants

The following restrictions apply to All units :

- All documentation must be up to date- Insurance, Inspection etc.
- Lease Must include Lofts Mandatory Lease Addendum
- Lease Eligibility is dependent on lease space availability.
- Units Water bill must remain in homeowner's name.
- Unit account must be up to date and violation free

The following restrictions apply to units purchased after April 15, 2025:

- New owners must wait 12 months before leasing.
- Units purchased by corporate entities cannot be leased.
- An owner may only lease one unit at a time even if they own multiple units.
- Corporately held Units purchased may not be Leased.

The following restrictions apply to New tenants:

- Tenant credit score must be > 700
- Tenant background check- Board approval required for felony convictions

Violations and Enforcement

The following actions are considered serious violations and may result in fines and or suspension of leasing rights for up to 18 months:

- Marketing or leasing your unit without HOA approval
- Failure to submit required documentation and webforms
- Allowing or marketing as short-term rentals (e.g., Airbnb)
- Not reporting tenant move-outs
- Violations, Damage or disturbances caused by your tenants or their guests
- Unregistered or non-compliant pets

Required Documentation and Submission options:

When submitting a new lease or renewal, include:

- Signed lease agreement
- Signed Lofts Mandatory Lease Addendum
- Certificate of annual maintenance (if not completed during Spring Maintenance)
- Homeowners insurance (HO6) declarations page
- Proof of tenant credit score (700+)
- Contact info and copy of ID for all residents
- Pet information (if applicable)-registration form will be sent to tenant- owner must approve pet

Upload through the Lease Approval Webform or Additional documentation webform available on [Mylofts.info](https://mylofts.info)

Owner Responsibilities

As the owner, you are responsible for:

- Any tenant-caused violations or property damage
- All utility bills (e.g., unpaid Baton Rouge Water will be charged back to your unit)
- Keeping your HO6 insurance current
- Ensuring the tenant has renters' insurance.
- Submitting all required lease documents and updates

Lease Waitlist Score (LWS)

When a leasing space becomes available and a waitlist is in place, Lofts uses a Lease Waitlist Score to prioritize homeowners. This score is based on:

- Time on the waitlist
- History of on-time HOA payments
- Length of ownership
- Participation in community activities (meetings, votes)

Owners with multiple units may market more than one but may only lease one unit at a time. Lease Eligibility is valid for 90 days once granted. Extensions may be granted with proof of active marketing and reasonable circumstances.

Step 1: Getting Lease Approval (Before You Advertise or Lease)

Before you can lease or market your unit as “for Lease,” you must:

1. Fill out the [Lease Eligibility Request Form](#) online.
2. Wait for HOA approval (we respond within 5 business days—usually sooner).
3. If we’re at the leasing limit, your unit will go on the Lease Waitlist.
4. We’ll contact the highest-owner with the highest LWS on the list when a leasing spot opens up.

Step 2: Submitting a Lease Approval (After You Find a Tenant)

Once you’ve found a tenant, submit the following:

- Signed lease agreement
- Signed Lofts Lease Addendum ([Download Mandatory Lease Addendum](#))
- Tenant’s name, contact info, and photo ID
- Proof of tenant credit score of 700 or higher
- A \$300 lease application fee (charged to your HOA account)
- Submit above using [Lease Approval Webform](#)

After Lease Approval

- Security is notified so your tenant can access the building.
- The tenant is added to TownSq to receive building updates, and access the callbox (only adults living in the unit may use the callbox).
- Your tenant will be sent an email with Link to Pool Rules Acknowledgement Webform and Pet Registration forms if applicable.

Step 3: Lease Renewals

Each lease must be renewed at the end of the lease end date. [Lease Renewal Webform](#):

- Submit updated lease documents, insurance, and inspection certification.
- Pay a \$300 lease renewal fee.
- Submit updated Mandatory Lease Addendum
- Month-to-month leases are allowed with Board approval after the original term but are still subject to annual board approval and renewal fee.
- You must notify the HOA within 7 days if your tenant permanently moves out.

Step 4: Report Vacancy

Failure to renew or report vacancies is considered a violation and may impact future leasing privileges. [Lease Termination Webform](#)

THE LOFTS AT PERKINS ROWE CONDOMINIUM ASSOCIATION

The board recognizes that the aging building will require more renovations, and this document was created to be a resource for homeowners considering renovations. The items in this document reflect restrictions found in all related CCR's including Building A Master Declarations, Lofts Declarations, Bylaws and Community Rules.

Renovations, Restorations, Alterations and Improvements

(Violation: Class A, B, or D as indicated)

While prior approval is required, the Board generally approves cosmetic changes that do not affect the exterior appearance of the unit, compromise structural elements, or interfere with building systems. The intent of the approval process is to ensure that owners and vendors are aware of the community rules, that vendors follow proper procedures, and that no damage is caused to common areas or building infrastructure. All work must remain consistent with the governing documents of the Lofts at Perkins Rowe.

Owners may replace standard household appliances (e.g., refrigerator, dishwasher, washer/dryer, stove) without prior Board approval as long as:

- The new appliance is of a similar type and size
- The installation does not require structural changes or alterations to electrical, plumbing, or gas lines beyond basic reconnections
- The delivery and installation follow Lofts access and debris disposal rules (e.g., use of freight elevator, removal of packaging)

Any appliance installation that requires cutting into walls, floor or ceiling, upgrading utility connections, or venting through exterior walls must be submitted for approval through Mylofts.Info.

Renovation and Restoration Request to be completed at [Mylofts.info/](https://mylofts.info/)

1. Pre-Approval Required

All renovations must be submitted for approval through Mylofts.info prior to starting any work. The request must include the following:

1. Start date
2. Vendors Certificate of Insurance naming both *Lofts at Perkins Rowe* and *Perkins Rowe Building A Residential and Retail Condominium* as Additional Insured
3. Scope of work
4. Materials to be used

The Board reserves the right to oversee any renovation to ensure proper materials and construction methods are employed. (Violation: Class B)

2. Vendor Rules

○ Vendor Approval

1. Vendor approval is required for any vendor using power tools or trade requiring licensure. This includes Painters, Plumbers, Electricians, General Contractors, Carpenters. If in doubt, ask the Board through TownSq.

Lofts Renovation and Restoration Rules – Appendix C

2. Lofts has a list of Pre-Approved Vendors available. These vendors work at lofts frequently, are knowledgeable about the building and provide updated documentation to the Association. [This list is provided as a courtesy only. Homeowners are not required to use these vendors.]
3. The approval process ensures the vendors working in the building have current licenses, have adequate insurance coverage and are provided Rules. This protects the Association as well as the individual homeowner. Homeowners not using approved vendors are subject to fines and are responsible for any damage the vendor causes to common areas and effected units.
- **Vendor Approval Requirements:**
 1. Vendors Certificate of Insurance naming both *Lofts at Perkins Rowe* and *Perkins Rowe Building A Residential and Retail Condominium* as Additional Insured
 2. Current relevant licensure
 3. Acknowledgement of Lofts Rules related to Renovation and Restoration
 4. Vendors must wear garments or name tags indicating the company they represent when in the building.

Note: Your Renovation Request may be granted with conditional approval while we are awaiting your vendor(s)' insurance information or other documentations required for vendor approval so you can continue your planning process, however, work cannot begin without the vendor's COI.

- **Vendor Access**

Approved Vendors must check in with Perkins Rowe Security for access. Vendors that are not approved will not be granted an access card to the building by security.
3. **Flooring Requirements:** Installation of hard-surface flooring requires prior written Board approval and the use of approved sound-dampening underlayment. The underlayment is a special-order acoustical underlayment and will require additional to be delivered.
 1. Underlayment must have an IIC rating of 73 or higher when tested on wooden joists (not concrete). [The underlayment is a special-order acoustical underlayment. Homeowners should factor for additional time]
 2. The Board must inspect the soundproofing layer at time of installation- homeowner or vendor needs to schedule with Board
 3. 75% of all hard-surface flooring must be covered with area rugs. The Board may inspect units in response to noise complaints to verify compliance.
 4. Floor coverings on balconies, terraces, or patios are prohibited without written Board approval.
(Violation: Class B)
4. **Construction Hours**

Permitted construction hours:

 1. **Monday–Friday:** 8:00 AM – 5:00 PM
 2. **Saturday:** 9:00 AM – 5:00 PM
 3. **No work on Sundays or Federal holidays**
5. **Debris & Common Area Protection**
 1. All construction debris must be removed by the contractor or homeowner—it may not be placed in building dumpsters. (Violation: Class A)
 2. Floors from the unit door to the freight elevator must be covered during construction.
 3. Construction crews are responsible for cleaning the elevator and compactor room before leaving each day.
6. **Painter Requirements**
 1. Painters (like all vendors) must enter and exit through the freight elevator.
 2. Floor protection is required between the unit and elevator.
 3. Any paint found on common area surfaces (walls, carpet, elevator) will be the homeowner's responsibility to clean or repair.

7. **Sprinkler Head Warning**

1. When painting ceilings, sprinkler head covers must not be painted or altered. Doing so is a fire code violation under NFPA 13 and 25.
2. Any required adjustments to the fire suppression system must be performed by the Perkins Rowe-authorized vendor.
3. The Board reserves the right to inspect newly painted ceilings.
4. If sprinkler caps are painted or damaged, the cost of fines (\$50–\$200 per day, up to \$1,000) and repairs will be charged to the unit. (*Violation: Class B*)

8. **Unauthorized Work**

If renovations begin without approval or required documentation:

1. The Board may issue a Stop Work Order
2. The homeowners are responsible for any resulting damages to common areas or neighboring units
3. The Board may require removal or correction of any unapproved work or improvements including floors installed without verification of adequate sound barrier.
4. Renovation and Restoration work not completed in a timely manner is subject to Board intervention and associated costs to be charged to unit owner (*Violation: Class D*)

9. **Work in Common Areas Prohibited:** Contractors/vendors hired by unit owners may not use any common areas—including the compactor room, hallways, or elevator lobbies—for construction activities, prep work, or material cutting (e.g., cutting countertops or tile). All work must be completed inside the unit or off-site. Use of power tools or construction materials in common areas is prohibited due to fire safety, building cleanliness, and liability concerns. Violations will result in immediate stop of work and may result in fines and/or suspension of vendor (*Violation: Class B*)