

PORT COMMONS
CONDOMINIUM ASSOCIATION
HOUSE RULES
Revised April 4, 2019

The Board of Directors of the Port Commons Condominium Association share the concerns and desires of fellow unit owners to maintain high quality living standards within the complex and to protect the property's value. To meet these goals, the following set of rules has been adopted to ensure that there is a fair enforcement standard to promote quality of life while protecting the value of the property.

GENERAL

1. Unit owners are strongly encouraged to carry Personal Content/Damage insurance. The Association is not responsible for damages to personal property within a unit or garage.
2. Only electric BBQ grills are allowed.
3. **Open flame BBQs are strictly prohibited** per the Anchorage Fire Department and can void the Association Master Insurance Policy.
4. Each unit owner is liable to the Association for any damages he/she has caused to the common areas to include – but not be limited to – lawns, trees, garage, building interior and exterior, and any equipment on the premises.
5. To preserve building security, all common area exterior doors, including the garage door, are to be kept closed and locked unless they are under constant surveillance by a unit owner. Propping open any common area outside door is prohibited.
6. Please report any infractions of the rules/regulations to the Association's property management company, with pictures, names, and dates.
7. The postal area is not for personal items or mail left for others to take. The cork board wall may be used for personal notices and items you may have for sale.
8. Please immediately report any damage or mechanical problems with any part of the complex to the property management company.

RENTAL OF UNITS

Unit owners are responsible for their tenants' conduct. Any violation(s) committed by the unit's tenant(s) will be addressed with the owner. The owner is responsible for payment to the Association of any fines incurred by the tenant(s).

PERSONAL CONDUCT

1. Residents, tenants, and guests may not cause a nuisance to other residents. A nuisance is defined as excessive noise, odors, behavior or activities that disturb other residents.
2. Parents are responsible for the behavior of their children regarding noise, nuisance and/or damage. Children are not allowed to play in the garage, driveway, hallways, stairs, elevator, or with garage door openers.
3. Owners are solely responsible for guest's compliance to all house rules and/or laws.

4. Quiet times are between the hours of **10pm and 8am, Sunday through Thursday and 12am (midnight) to 8am, Friday and Saturday.**

HOUSEKEEPING

1. It is strongly encouraged the stove fan be ON every time while cooking to prevent the smoke alarm from going off in your unit. The Anchorage Fire Department may assess a fine for a call resulting from an alarm within a unit. If incurred, the fine will be passed on to the unit owner.
2. Electrical outlets in hallways and common areas are not for personal use. Outdoor water faucets and garage water faucet are also not for personal use.
3. Any mess or spill (toxic or otherwise), caused by a unit owner, tenant, guest, child, or pet is the responsibility of the unit owner to clean up and/or repair at their own expense, either personally or by a professional.
4. Garbage and trash must be properly disposed of in the Association's dumpster only. No items may be disposed of in the neighbor's dumpster.
5. No trash or garbage may be left outside a unit door, kept on the deck, or left in a common area for others to dispose of it.
6. Please break down boxes before tossing them into the dumpster.
7. The Association's dumpster may not be used for construction debris. All contractors hired by any a unit owner must remove their debris from the premises.
8. Do not dispose of toxic, hazardous, or controlled substances in the dumpster.
9. Do not leave anything outside the dumpster, including tires, furniture, or other large items. Should this occur, the owner will be charged for the cost of removal and disposal.
10. Hallways must be kept clear for evacuation in the event of a fire. No decorations or personal items may protrude into the hallway. The alcove for each unit door is the express responsibility of the unit owner.
11. Please help keep the grounds and building clean by not littering. Please pick up any bits of trash in the common areas or grounds and deposit in the dumpster.

ANIMALS

Units owners are responsible for their pets. This includes those of renters or guests. Failure to adhere to the regulations listed below will result in penalties to the owner, which could include fines and/or removal of pets from the premises.

1. Pets allowed are only birds, cats, dogs and fish. No other animals are allowed.
2. Pets are limited to a total of two per unit.
3. No pet may exceed 25 lbs.
4. When outside of a unit, all pets must be on a leash at all times and held by a person capable of controlling the animal. Having pets under "voice control" is not an acceptable method of control inside or outside of the building.
5. Pets may not be tied to anything outside of the unit of residence.
6. Pets which pose a threat to, or attempt to, attack anyone are subject to removal from the premises.
7. All owners are expected to immediately clean up after their animals. Do not allow pets to urinate on the lawn, in the common areas, or by the dumpsters. Please be courteous of other residents.

GARAGE

1. For safety reasons, please do not idle or "warm up" your car in the garage.
2. The main garage door and man-door may never be propped or left open and unattended.
3. Recreational vehicles (as defined in the Declarations) may not be stored in the garage.
4. Personal belongings and/or motorcycles may not infringe on any other resident's parking space or be left/parked in the sections of the garage marked by diagonal lines.
5. Cleaning up of oil or other fluid leak is the responsibility of the unit owner and must be done immediately and properly.
6. Storage of toxic or flammable items such as those listed below is strictly prohibited.
Gas cans (new, used, empty, or full), motor oil, transmission fluid, engine de-greaser, starter fluid, lamp oil, paint thinner, kerosene, varnish, aerosol paint, rubbing alcohol, used cleaning rags, paint cans, and bug spray.
7. Disposing of toxic items from your unit into the garage is strictly prohibited.
8. Personal items may only be stored in front of the parking space each resident is assigned. Vehicles that extend beyond the yellow lines may not be parked in the garage.
8. Vehicle maintenance, including washing a vehicle, is not allowed in the garage.
9. No tires are to be stored in the garage.

PARKING/DRIVEWAY

1. Speed limit for the driveway parking lot, and garage is 5 mph.
2. Recreational vehicles may not be parked in the Association parking lot.
3. Inoperable vehicles or vehicles not street-legal may not be parked in the Association parking lot or in the garage.
4. Vehicles not belonging to residents/tenants or guests are subject to towing at the owner's expense.
5. Vehicles without proper credentials that are parked in the Handicap parking spaces will be towed at the owner's expense.
6. Camping or sleeping in vehicles is not allowed at any time.
7. Vehicles, including moving vans and service vehicles, may not block the entrance to the underground parking.
8. During October through April, no parking is allowed in the spaces between the two signs by the dumpster. This area is for snow storage.
9. Vehicle maintenance, including washing a vehicle, is not allowed in the Association's lot.
10. Do not park in front of Building E, as this is reserved for their tenants.

VIOLATIONS AND FINES

The above rules, in addition to provisions of the Declaration and the bylaws will be enforced with minimum fines of **\$25.00 per violation**. At the discretion of the Association manager or directors, minor "first offenses" may result in a warning before imposition of fine. Violations which are deemed "serious" may warrant larger fines, up to any amount deemed "reasonable" for the purpose of Alaska Statute 34.08.320(a) (11). Ongoing, recurring or intentional violations will result in progressively severe fines which may be levied. The board may institute legal proceeding of correct the violations (i.e. repairs, restoration, vehicle towing, etc.), charging all associated costs back to the offending owner as additional assessments. If the association retains legal counsel to enforce House Rules, declaration, or Bylaw provisions, all association legal costs may be assessed against the owner as additional fees.

Notice of fines shall be delivered to the unit owner by first class mail sent to the owner's address listed in the association records. Email to the unit owner or hand delivery to the unit owner shall be an acceptable alternate form of notice. Fines shall be tentatively assessed as final unless the owner submits a written request for hearing within 30 days thereafter. Fines will be levied to ensure compliance with association rules and regulations, rather than to raise revenue.