

















Dear Tenant/Owner:

Enclosed you will find the following forms that will need completion and return to the office prior to moving into the building.

- ❖ **Intercom System Information:**  Complete the “Owner / Resident / Tenant Form” and return to the office if you would like to have your name added to the intercom system on the Linden or Broadway intercoms. Once you receive your intercom access number, visitors may contact you for entrance into the building. To allow entrance into the building you must push the “9” key on your telephone which will open the front door for your visitor. **YOU MUST GO DOWNSTAIRS TO GET YOUR VISITOR.**
- ❖ **Owner/Resident/Tenant information Form:** Complete and return to the office.
- ❖ **Parking:**  If you would like to obtain a parking space, please contact the office. Parking spaces are at the Courtyard Marriott Lot and are \$110.00 per month with a \$25.00 refundable deposit for the parking card and \$5 for the sticker.
- ❖ **Rules and Regulations:** Read these documents carefully and file them in a safe place for easy reference. These rules are binding on all owners and occupants of the Lafayette and all persons in or about the building, whether by invitation, permission, or otherwise. These rules will be enforced by monetary fines on the person or persons that are found to be the source of the infraction.
- ❖ **Main Linden Lobby:** Moving of Furniture, construction materials or any large items through the main lobby is **NOT** allowed. All contractors must enter and exit through the Garden Gate or Broadway entrance, depending upon the unit number.
- ❖ **Packages:**  Acceptance of packages from UPS, Fed Ex, Airborne or other delivery services to the office is done as a courtesy with the right of refusal at any time. Please pick up your package as quickly as possible. The office is small and clutters easily.
- ❖ **Bicycle Room:**  There is a Bicycle Storage Room located in the Broadway building on the 5<sup>th</sup> floor. The fee for this room is **\$6 per month. Room allowing**, if you would like to store your bicycle here complete the form and return it to the office. When space is available you will be contacted. **All bikes must be in good working condition and used frequently, this is not a storage room for junk.**
- ❖ **Laundry Rooms:**  There are four (4) laundry rooms located in the building. The main laundry room, which has six (6) washers and six (6) dryers, is located on the 4<sup>th</sup> floor Broadway building. There are also two (2) washers and two (2) dryers located on the 3<sup>rd</sup> floor of the Broadway bldg. There is one (1) washer and one (1) dryer located in the Campbell building on the 7<sup>th</sup> and 9<sup>th</sup> floors. Please use **HIGH EFFICIENCY (HE) LIQUID DETERGENTS AND BLEACH ONLY.**

- ❖ **Entry Keyfobs:**  If you would like to obtain additional key fobs for building entry and elevator access they can be obtained at the office. There is a \$100 refundable deposit required for each key fob.
- ❖ **Storage:**  There are Storage Units located in the gym and closets in the hallways for rent. There is a \$100 refundable deposit and the monthly fee varies by size. Please contact the office for availability.
- ❖ **Board Meetings:** There is one board meeting each month. This meeting is held on a Thursday at 7:00pm on the 2<sup>nd</sup> floor mezzanine by the Main Lobby. Please look for the postings in the display cases or the elevators. Homeowners ONLY are allowed at the meetings, No Renters without special permission.
- ❖ **Bug Spraying:**  On the third (3) Friday of each month we have a company that sprays the building for insects. If you notice cockroaches or ants or other critters that are uninvited in your unit let the office know. Your unit will be sprayed at no charge to you, on the next available scheduled date.
- ❖ **Pets:**  **Pets are not permitted in the common areas unless on a leash or in a carry cage. Excessive barking or other loud noise is not allowed. Pets are not allowed to roam free in the hallways unattended. Only one (1) pet per unit is allowed.**
- ❖ **Doormats:**  No personal belongings are to be placed in the hallway. This includes, but is not limited to doormats, stickers, letters on doors, or other items.
- ❖ **Trash:**  There is a trash room on each floor for your convenience, but if you find that this room is full please take your trash to the dumpsters. The can with the black bag is for trash. The can with the clear/green or gray liner is for RECYCLING. All trash must be bagged prior to placing in trash receptacle. Large items are to be taken directly to the dumpsters in the Garden. All boxes are to be folded flat and taken to the dumpster. Appliances are the responsibility of the owner to remove from premises. Appliances and/or construction materials are not to be placed into dumpsters.
- ❖ **Alterations to your Unit:**  **If you plan to make alterations to your unit please come to the office to obtain an Architectural Review Application. This will explain what can and can't be done to your unit without the Architectural Committee approval. No work is to be started prior to obtaining this approval in writing.**
- ❖ **Smoking:**  Smoking is not permitted in the stairwells or any of the common areas. **Smoking is only permitted inside your personal unit.** Do not toss cigarettes onto the rooftop when finished smoking. Do not put cigarettes out on the wall of the building.
- ❖ **Window coverings:**  The Rules and Regulations Section 8.7 states that “All window coverings **must be white**. This will provide uniform appearance to the exterior of the building. The interior of the window coverings may be any color desired.”

I hope that this answers most of your questions, but if not please stop by the office between 9am and 5pm or call at 562-436-5391 for additional information.

Sincerely,

*Sharon Hays*

Sharon Hays, Manager