



2615 Park Avenue Associates Co-operative

A Diverse, Urban Cooperative

ASSOCIATE HANDBOOK

2020

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INTRODUCTION

2615 Park Avenue Associates Co-operative (hereafter referred to as the Association) is a proud community of residents who are committed to fostering a welcoming, inclusive environment, as well as being stewards of this historic property. Welcome to the community and please view this handbook as a useful resource.

As in any community, policies, procedures, and regulations help achieve harmony, quality of life, and ensure the integrity of this historic building.

1) Value Statement

The Association is a diverse, urban cooperative that cares deeply about the values of history, respect, and cooperation, supporting them by insisting on accountability, fiscal sustainability, and collaboration.

2) Organization of the Association

Established in 1947, the Association was among the first cooperative housing organizations in the Twin Cities. The Association owns and self-manages the building and adjacent grounds for the mutual benefit of its shareholders, and those who may be renting or sub-leasing.

The major responsibility of the Association is to protect and enhance the shareholders' investment in the property. The Association provides for the physical maintenance and operation of the common areas, enforces the governing documents of the Association, drafts and enforces rules and regulations, collects assessments, and pays association expenses.

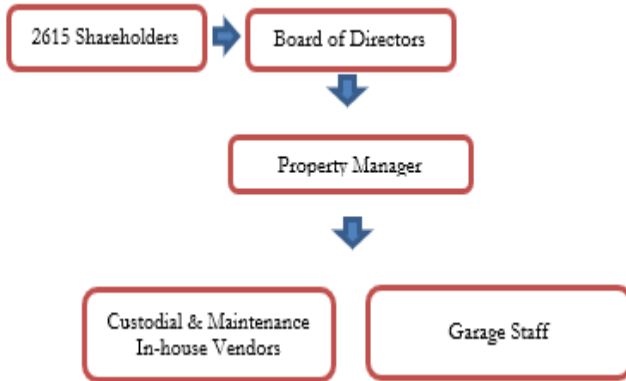
A five to seven shareholder-member board of directors is elected annually to 3-year terms. Officers are elected by and from the board of directors. (See By-Laws Article 6)

Ad Hoc committees of shareholders may be formed from time-to-time to address specific needs or concerns.

At the time of purchase and/or occupancy, residents of the Association will receive applicable legal documents that would include but not necessarily be limited to the following:

1. Articles of Incorporation
2. Stock Certificates
3. Association By-laws
4. Occupancy Agreement
5. Appropriate financial statements
6. Association Handbook
7. Association Phonebook
8. Helpful Hints Guide

3) Organizational Flow Chart



4) Building Operations

a. Office

The property manager's office, located just off the front lobby, is typically open Monday through Friday from 8:00 a.m. until 4:30 p.m. Should an urgent need or an emergency occur before 8:00 a.m., after-hours or weekends, please contact the Garage Office at 612-843-2902.

Detailed assessment invoices are distributed on the first day of the month via the in-house mailboxes or electronically through a designated e-mail address.

Payments are due by the first day of each month. If payment is not received by the 10th of the month, a late fee will be assessed to any outstanding assessment. Any required legal fees incurred by the Association are also added to the shareholders assessment. (Operating Agreement Article 1 and By-Laws Article 2.9)

There are three methods of payment:

Check

Credit Card (through Appfolio)

eCheck (through Appfolio as an ACH transaction)

Cash is not accepted.

Electronic payment is preferred, but payment may be made by using the in-house mailbox located in the mailroom. The mailroom is found on the ground level opposite the passenger elevator.

For personal tax purposes, every February each shareholder will receive a statement indicating the amount of their portion of the common space real estate taxes plus their portion of the Association's mortgage interest payment. For individual unit real estate taxes please refer to your Property Tax Statement from Hennepin County.

Even though shareholders will receive a Hennepin County property tax statement, do not pay it. It is for individual records only. Property tax is paid for the current year in twelve monthly installments and is reflected on the Monthly Assessment Invoice.

b. WiFi

2615 Park Avenue Associates has obtained a group rate for Internet access in each unit. The charge for this service is part of the monthly association assessment and shows as a line item on the monthly invoice.

c. Website & Resident's Portal:

The website www.2615parkavenue.com describes the community at 2615 Park Avenue along with unit availabilities and contact information.

The Association maintains a Resident Portal accessed from the Web Site. Including access to the Resident Handbook, Association By-laws, and Board Meeting Minutes.

When accessing the portal, the password is [welcomehome](#), all lower case.

d. Elevators

The passenger elevator is restricted to passengers only—no carts that might damage the paneling.

The service elevator is used for large parcels, grocery and laundry carts, service personnel, and moving in and out of the building.

When either elevator is being serviced or reserved for a specific purpose, a sign will be posted on each floor adjacent to the affected elevator on each floor.

e. Laundry Room

Located on the garage level, the laundry facility is provided for the exclusive use of residents from 7:00 a.m. until 10:00 p.m., except when closed for cleaning. This room is where you will also find vending machines for snacks, soft drinks, and a change machine. Money lost in the vending machines may be reported to the Garage Office.

The Association is not responsible for unattended items in the laundry room. Any item left for more than five days will be removed.

There is a “Free Table” for any unwanted “treasures.” If items are placed on the laundry room table, they are considered “free” for any resident to take as their own. Rules for the table are:

No Food Items

No Medicines

No electronics*

No Trash

**Recycle your
own electronics*

f. Mini Library

A singular feature of the laundry room is the library of donated books curated by volunteers. The library is there for residents to enjoy and borrow books. If you wish to donate books, a box in the mailroom, to the left of the pigeonholes, is designated for donations.

g. Workout Room

The workout room, adjacent to the laundry room, is for the exclusive use of residents and overnight guests. If watching TV, please close door and keep volume at a moderate level. Wipe off all machines and weights after use. Open 24 hours.

h. Guest Suite

The guest suite is available at a moderate cost to all residents. Please see the Property Manager or check web site for the current rate. Bed and bath linens are provided. You may check Guest room availability and request a reservation on the website Resident’s Portal (see above). A limited number of roll-a-way beds are also available for use in the guest room as well as individual units. The roll-away is

complete with pillow and bedding. Smoking is not permitted in the guest room or anywhere inside the building.

i. Mail Room

The mail room is located on the ground level across from the passenger elevator.

Individual U.S. Postal Service boxes are for the sole use of the postal service. It is a violation of federal law to do otherwise. Box numbers correlate to apartment numbers. Residents receive keys for these boxes. The box for outgoing mail is located immediately adjacent the mailroom door.

At the back of the room are individual pigeonholes for each apartment. Monthly paper statements, newsletters, notices, and personal notes to residents can be placed in these. Shareholders and residents are encouraged to check the mailroom daily for both mail and notices from the property manager and/or the board of directors.

The business office mailbox is located to the right of these pigeonholes and clearly marked. Use this box to deposit assessment payments, suggestions for the board of directors and other appropriate correspondence.

If you need to stop or forward mail, do that directly with the post office. Notices for the United States Post Office and purchase of stamps can be easily completed using the USPS.gov website.

Suggestions can be placed in the business office mailbox.

j. Deliveries and Pickups

Without exception, all deliveries must be made to the garage entrance. You must specify delivery to the Columbus Avenue entrance. This rule includes any food delivery. Liquor deliveries must be accepted directly by the resident and signed for with proof of ID.

When your delivery arrives, you will be alerted via text, email, or lobby monitor. (food, groceries, dry cleaning, or parcels).

The garage staff manages all packages/parcels. Text and email notification of package arrival is available to residents. Please contact the Property Manager to sign-up for e-mail or text notification of packages(s).

All parcels will be delivered to the garage office. Garage attendants register each parcel and notify every recipient. Residents must sign for all parcels upon receipt.

When expecting delivery of any large item (furniture, appliance, etc.), notify the garage office. Arrangements for delivery must be made 24 hours prior to delivery. Remember all deliveries must be made to the rear of the building at the Columbus Avenue garage entrance.

Verify prior to arrival that any delivery item will fit in the freight elevator. The freight elevator is 6'2" W x 4'10" D x 7'6" H, or in inches: 74" W x 58" D x 90" H.

Grocery, dry cleaning, and prescription services are available through independent vendors.

Newspaper deliveries are the responsibility of individual residents and are delivered to the resident's door. When away, either suspend delivery or make arrangements to have newspapers picked up by a neighbor; otherwise they will be disposed of.

k. Bulletin Boards & TV Monitor

There are five bulletin boards on the premises: one in the laundry room and four glass-encased boards in the mailroom. Official notices, including Board of Directors meeting minutes, are posted in the mailroom. Please check notices routinely as they include board minutes and actions. Residents may also post items of general interest on these bulletin boards. No notices are to be posted by residents outside the mailroom door or inside the elevators.

Items on bulletin boards will be posted for 30 days and then removed.

Items, other than events, on the TV Monitor will be posted for 10 days or in the case of a meeting notice taken down once the meeting has occurred.

l. Staff

It is the Association's policy not to tip the staff or any vendor, but rather to contribute to the annual Garage Staff Holiday Fund at the end of the year. This will ensure that all residents are treated equally regardless of the service provided.

m. Solicitation within Building

Except when legally required, such as candidates for public office, any door-to-door selling, or soliciting is prohibited. You may leave information, notices, and pamphlets on the table in the mailroom.

5) Maintenance and Repairs

a. Requesting Repairs

Routine maintenance or repair requests should be made via the online portal Appfolio, or you may submit a request by calling the business office number and selecting the appropriate menu option for maintenance. No work orders go through the Garage Staff.

b. Emergency Protocol After Hours

Maintenance emergencies are specifically related to water, gas or plumbing emergencies. Emergencies related to individuals should be reported immediately to 911.

In case of a maintenance or building emergency, immediately contact the garage office: (612) 843-2902.

c. Gone from the Building

Residents are required to notify management in writing if they are going to be absent seven days or more. Please send an email or a note to the Property Manager with the information listed below. If leaving for more than 60 days, all perishable foodstuff (cereals, grain, and flour products) must be removed from the unit or sealed in airtight containers to avoid infestations. Any costs related to eradication will be borne by the unit owner. Never shut off utilities to the unit but do shut off any water supplies to washers/dryers, dishwashers, or icemakers.

Name & Unit, Departure Date & Return Date, Contact information while gone such as Email & Cell Phone/Text, Best alternate contact information in an emergency.

d. Plumbing

Plumbing and other water problems are especially damaging to the building. Be vigilant in watching for any leaks from pipes, valves, faucets, or radiators. If you see bubbling or stained plaster on walls or ceilings, report it immediately.

The use of any chemicals to clear a plugged drain is strictly prohibited. Submit a work order for a plugged or slow drain. In an emergency contact the Property Manager during regular office hours or the garage staff after 4:30 p.m. A fee will be assessed to the shareholder if chemicals are used to clear a plugged drain.

In-unit washers, dryers and dishwashers need Board approval before installation. Please contact the Property Manager for specifics and installation guidelines. If permits are needed, copies must be filed with the business office after sign-off by inspectors.

e. **Temperature Control**

1) **Heating**

The Association is heated by a steam boiler system. Each unit has radiators that can be individually controlled. It is common for radiators to emit sounds from the expansion and contraction of the steam pipes as they heat and cool. If a resident notices unusual noise or experiences steam or water leaks, call the Property Manager. For questions or problems with radiators, please fill out a work order for maintenance.

Should any resident alter the heating system by eliminating radiators or replacing them with baseboard units, the Association will not be responsible for insufficient heat to that apartment or maintenance. It is the responsibility of a selling shareholder to notify the purchaser if the apartment's heating system has been altered.

2) **Air Conditioners**

Beginning May 1, 2022, window air conditioners will not be allowed in any units. Except B units are exempt. Failure to comply will result in the removal by the Association, with all associated costs assessed to the Shareholder.

Air conditioning units are the personal property of each resident. Residents will be notified at the beginning and end of each cooling season when staff will be available for assisting with the installation and subsequent removal of a unit(s) for storage in the Shareholder's storage. All window air conditioners are required to be permanently removed by November 1st of 2021.

f. **Outdoor Areas**

The grounds are meant for the enjoyment of all. The formal garden is planned, planted, and maintained by a professional gardening service. An outside vendor maintains the lawn and performs snow removal. All residents must be responsible for keeping the grounds free from litter. The veranda, along with other areas of the building, is a “No Smoking Zone”. Appropriate receptacles and smoking-permitted areas are available elsewhere on the property. Sound travels so be conscious of noise and smell for residents with windows open.

A limited number of individual garden plots are located on the south side of the building. Check with the Property Manager for availability. Gardeners are expected to attractively maintain their plot. Failure to maintain a plot could result in a fee assessed for cleanup and possible loss of garden plot privilege.

6) **Safety and Access**

a. **General**

No resident is permitted to store any flammable, explosive or hazardous material in a unit or storage area, or to allow any activity on cooperative property that would pose a risk to property, residents or guests, potentially causing a cancellation of or increase to the cost of insurance for the property.

*Only authorized personnel are allowed on the building’s roof at any time.

*Children should be supervised when in common areas and are not permitted to play in the halls, stairwells, elevators or garage.

*Cameras are located at all entrances and throughout common areas.

*The Board reserves the right to apply a service fee for any damage, cleaning or repair required resulting from the shareholder not adhering to the handbook or Bylaws.

b. Fire Prevention- Emergency Manual will give more specific details.

All apartments have fire-rated hallway doors and must not be punctured with nails or other objects. Stairway and security doors may not be propped open.

Every apartment is equipped with a hard-wired smoke detector. If set off, it immediately sounds an alarm in the garage office and will display on a master panel. The garage staff will call the apartment for verification if they show an alarm. If someone does not answer or is not home, someone will be sent to your unit to check. If you leave your unit, leave the door UNLOCKED.

If it is necessary to exit the building in case of fire, use the nearest stairwell to your unit. In the case of fire, elevators are not in service.

No resident is permitted to store any flammable, explosive or hazardous material in a unit, garage space or storage area.

Open burning candles are not allowed in any of the common areas of the building including the veranda. Residents should never leave a burning candle unattended in their unit.

Natural/live evergreen trees, garlands or wreathes are not permitted in Shareholder units or common areas.

Smoking is not permitted in any of the common areas of the building or grounds including the veranda. Smokers should never leave any live smoking materials unattended in their units. As stated in the Amended and Restated By-laws Article 8 and governed by the Occupancy Agreement, Article 23, effective May 1, 2022, the Cooperative will become a nonsmoking property.

Medical Emergencies-Whenever possible, please alert the Garage staff if there is a medical emergency in your unit so they may expect emergency personnel and ensure unimpeded entrance to the building.

c. Building Access

Guests may be buzzed in at the front door; otherwise, if coming in through the garage, they must sign in.

- 1)** The security for the building is the responsibility of each shareholder and resident. When entering or leaving the building, make certain that doors are latched and locked.

This procedure includes security/fire doors within the building. Security/fire doors should never be propped open.

- 2) If no staff person is present when exiting or entering the garage, make certain the garage door closes behind and latches before proceeding.
- 3) Make certain guests are clearly identified when using the front door telephone and buzzer system. Instruct guest(s) never to allow anyone else into the building.

Please report any suspicious activity to the Property Manager, staff member or the police

d. **Keys**

Each resident is issued a security key for all security doors as well as an elevator key. Neither can be duplicated or loaned.

Replacement keys can be obtained through the business office for a fee.

The garage staff can admit friends, relatives, visitors, and workers if you make those arrangements in advance; however, they must still sign in at the garage office.

No visitors will be admitted without express permission of the resident. The garage staff will call the resident to confirm the visitors' arrival.

A duplicate unit door key must be provided to the garage office for the use in the event of a lost key.

7) **Parking and Garage**

PLEASE USE CAUTION FOR PEDESTRIANS AND TRAFFIC WHEN ENTERING AND EXITING THE GARAGE

a. **Parking Arrangements**

Contract parking spaces are available to Shareholders and Renters of the Cooperative when available. Shareholders will be given priority. Only one space is allowed per Unit. A signed and dated contract is kept on file in the Property Management Office which includes current insurance coverage. The parking contracts explain in full how

parking is handled for rental of parking spaces. The rates for parking space rental are determined by the board of directors and are included in the monthly invoice. This is covered in the Occupancy Agreement, Article 11.8.

A permit sticker is available and required from the City of Minneapolis for parking on the street longer than the posted limits. Garage staff have no responsibility for resident cars parked on the street. <http://minneapolis.myparkinginfo.com>

b) Garage Incident Reporting

Please provide the Property Manager information regarding any incident that may have occurred in the garage to a vehicle or bicycle.

c) Cleaning and Repairing Cars

The car wash stall located on the lower level of the garage is for the sole use of residents. Please ask garage staff for help and instructions on using the facilities and equipment in the car wash stall.

No major automotive mechanical work may be performed on vehicles in the garage at any time. Vehicles with excessive leaks, defective exhaust, or unsafe equipment (steering, brakes, etc.) will not be permitted in the garage until repaired.

d) Stall Parking

All cars must be backed into stalls to make it easier and safer for pulling out of the parking space. Garage attendants are available to valet park any car. Any car parked in the garage must have keys available in case the car must be moved for any reason.

e) Loading and Unloading

Residents may load and unload packages, groceries, etc. from the main level of the garage. This is also available to those who do not park in the garage.

Carts are to be used with care to avoid damage in the common areas. After carts are used to carry items to the unit, they must be returned immediately to the proper storage area in the garage. Carts must not be left in the hallways, elevator areas or the elevators themselves.

CARTS MAY ONLY BE USED IN THE SERVICE ELEVATOR

f) Horn Honking & Automatic Garage Door Openers

It is not necessary to honk when proceeding up or down the ramp if caution is used.

Every car using the garage will have an RFID sticker placed inside the windshield for the automatic garage door opener to work. These stickers are provided by the Property Management Office at the time you sign your contract.

g) Bicycle Parking & Storage

Bicycles are to be registered and kept in the spaces provided in the garage. Bicycles are not to be transported in the elevators or stairways and are not to be kept in storage rooms or apartments. RFIDS are also available for bicycles.

8) Residents Responsibility

a. Common Areas

The facilities of the Association are for the exclusive use of members of the Association. The member must accompany guests and friends. “Common areas” include the entire Association building except unit interiors.

Apartment entries, elevators, corridors, sidewalks, driveways, and other common areas of travel must not be obstructed at any time and must be kept free of unsightly and hazardous materials. No boots, shoes, mats or any objects may be kept or left in hallways, by doorways, elevators or corridors.

The appearance of the physical structure of the Association Cooperative building, or grounds surrounding the building, may not be altered in any way without the approval of the Board of Directors.

b. Private Use of Common Space

Many of the common areas may be reserved for private events by residents. The host is responsible for their guests. The Board of Directors reserves the right to amend or cancel this policy as necessary and establish a rental fee to cover costs.

Available common areas are main lobby, kitchen & restroom, club room, veranda and front lawn.

All shareholders are eligible to reserve the available common areas for personal use, such as club meetings, social hours, parties, etc. Other requests by non-shareholder residents shall be reviewed by the Property Manager and/or board of directors.

At no time shall a shareholder be prohibited from traveling to or through a common area being used on a reserved basis by another shareholder.

Please make reservations at least two weeks prior to the event. Special requests, such as tables and chairs, should be noted at the time the reservation is made. Should an event be cancelled please notify the office as soon as possible. A “wait list” will be maintained by the Management Office. Damage deposit will be required.

After making your reservation – a handout with details will be emailed to you. Those using the public spaces are required to adhere to the guidelines in the handout provided.

c. Foyer Call Box

Resident telephone numbers are programmed into the front entry security system. Notify the business office of new phone numbers. Resident names are listed by First Initial, Last Name. For security reasons, resident’s codes on the front register are not related to apartment number or phone number.

To open the Foyer Doors from your apartment press *9 after ensuring who is calling.*

d. Home Remodeling and Repairs

The Occupancy Agreement (Article 12) specifies that the Shareholders must apply for the prior written consent from the Board of Directors, if they wish to make any structural alterations. These include but are not limited to woodwork, walls, plaster, the water, gas lines or radiators, electrical conduits, communications conduits, plumbing or fixtures. Any additions of this type become the property of the Association once the unit is resold.

The Shareholders must apply for the prior written consent of the Cooperative if they wish to install or use in the dwelling unit any washing machine, clothes dryer, electric heaters. The Cooperative may require the Shareholder to promptly remove any such equipment at any time and the Shareholder’s failure to remove such equipment

upon request will be a default within the meaning of Article 13 of the Occupancy Agreement.

Please obtain a handout from the Property Manager detailing the protocols and rules.

All contractors, sub-contractors, repair providers used by Shareholders for work in a unit must be preapproved or listed as approved vendors.

If selling your unit, all remodeling or improvements must be disclosed to the new buyer.

e) Homesteading and Insurance

It is up to the Shareholder to determine if they wish to register for Homesteading.

Non-homestead apartments incur higher property taxes for the shareholder of the unit.

Every shareholder is required to carry a HO6 insurance policy. The Association must be listed as additional insured on the policy. (Occupancy Agreement Article 9)

f) Noise

To ensure personal comfort for all residents, radios, music, and television sets should be kept to reasonable volumes (especially between 10 p.m. and 8 a.m.).

Additionally, residents are asked to slowly pull their apartment doors closed behind them until they latch, to keep doors from slamming. The metal door knockers are especially noisy. This may include other items that could create a nuisance to the surrounding neighbors.

g) Guests

If any guest is to remain for a week or longer, you must notify the business office.

h) Move In and Move Out

After a moving day has been determined, please call the business office at least two days before the move to reserve the elevator for that day and time. There is a fee for moving in or out. Any damage to the building will result in a damage charge being added to the move in move out fee. (Occupancy Agreement Article 11).

The only acceptable way to move furniture is through the stairwell or the service elevator. If the furniture is too large to fit in the service elevator or in the stairwell it will not be allowed in apartments.

i) Waste and Recycling

Waste and Recycling is contracted out to a private company and is not part of the Minneapolis City Services.

All residents are encouraged to recycle. A recycling center has been set up in the far north-end room of the garage's upper level.

Recycling bins include a large bin for corrugated cardboard and other smaller bins for single sort recycling. Recycled items must NOT be placed in plastic bags or none of the items in the recycling area will be removed.

Detailed list of acceptable and unacceptable items is posted.

The garage office has a container for discarded household batteries and CFL/LED and fluorescent Bulbs.

j) Storage Areas

Residents are provided storage space on the respective floors. The space provided is for the assigned residents only.

Residents are expected to respect the space and possessions of other residents by not placing items in or on another residents' space or on the floor.

Residents are expected to have storage space kept neat, clean and orderly. No perishable items, such as food, are allowed in the storage rooms. At times, additional storage areas may be available for rent. Contact the business office.

The fruit lockers located on the lower level are also available for residents' use. Please ask the property manager about the availability and use of the lockers. Residents must provide their own lock for these fruit lockers.

A reminder: The garage is the only portion of the building equipped with a sprinkler system and under no circumstances will flammables, explosive material or toxic materials be placed or stored by residents anywhere in the building at any time.

k) Pets

Pets are not allowed at the Association. Animals may not live, be boarded, or left in the care of any resident. Visiting animals are not permitted.

A service animal or companion animal is permitted if properly documented and registered according to the Service Animal Guidelines adopted by the Board of Directors on November 21, 2019.

l) Transfer of Membership (aka selling your unit)

If you wish to transfer your membership, notice must be given to the property manager's office to allow the required notification be given to the Association and shareholders as required by the Association by-laws.

m) Maintenance Responsibility

2615 Park Avenue Associates Cooperative is a Market Rate entity. Therefore, while residing in the unit you lease, you are allowed to make upgrades or improvements and ask market rate prices upon the transfer of the shares. Structural items such as plumbing, any type of renovation, etc. need Board approval

The Association is responsible for maintaining any access to plumbing, access to electricity and access to heating. The Association also repairs and replaces plumbing, heating or electrical services as may be required; provided, however, that, repair and replacement of such items required is not a result of Shareholders, its agents' or its invitees' negligence or is an upgrade to the existing unit.

Shareholder is responsible for all appliances, windows (including the repair, maintenance and replacement of all screens and combination windows).

n) Solicitation and Signage

No solicitation or window signage is allowed, unless affiliated with official Federal or State election campaigns. The signage must then be removed after the election. No solicitation is allowed in the building aside from political candidates or their campaigners in a local or national election.

o) Renters or Short-Term Rentals

Shareholders who have owned their unit for no less than 36 months may seek permission from the board to sub-lease the dwelling to a renter who meets the criteria for occupancy. Approval of the request is at the Board’s discretion. No short- term leasing such as Airbnb or VBRO is permitted. (Occupancy Agreement Article 4.4). All communications are between the Association and the Shareholder including complaints, damages, monthly assessment, or other charges.

9) Attestation

As a resident of 2615 Park Avenue Cooperative, I agree to abide by the rules and regulations stated in the 2615 Park Avenue Associates Resident's Handbook.

Name: _____

Apt No. _____

Printed

Signature: _____

Date: _____

**2615 PARK AVENUE ASSOCIATES
CO-OPERATIVE**

MINNEAPOLIS, MINNESOTA 55407

www.2615PARKAVENUE.COM