



# A Diverse, Urban Cooperative

ASSOCIATE HANDBOOK

2018

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## I: INTRODUCTION

2615 Park Avenue 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.

### A. Value Statement

2615 Park Avenue 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.

### B. Organization of the Association

Established in 1947, 2615 Park Avenue Associates 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 members, 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.

A Finance Committee of shareholders exists to oversee and advise on budgetary matters.

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 2615 Park Avenue will receive applicable legal documents that would include but not necessarily be limited to the following:

1. Articles of Incorporation
2. Stock Certificate
3. Association By-laws
4. Proprietary Lease
5. Appropriate financial statements
6. Associates Handbook
7. Associates Phonebook
8. Helpful Hints Laminated Guide

## ORGANIZATIONAL FLOW CHART



## II: BUILDING OPERATIONS

### A. Office

The property manager's office, located just off the front lobby, is typically open Monday through Friday from 9:00 a.m. until 5:00 p.m. The board asks that residents refrain from disturbing the property manager until 1:00 p.m. In-person meetings should be pre-arranged when possible and restricted to the hours of 1:00 p.m. to 5:00 p.m. Should an urgent need or an emergency occur before 1:00 p.m., after-hours or weekends, please contact the garage office.

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

Payments are due on the tenth day of each month. If payment is not received by the 10th of the month, a 10% late fee will be assessed to any outstanding balance.

There are three methods of payment:

1. Check
2. Credit Card
3. Electronically  
(from checking or credit card)

Please **do not** pay in cash.

Please place payment along with the top portion of the statement into the envelope provided and slip it into the in-house mailbox located in the mailroom. The mailroom is found on the ground level opposite the passenger elevator.

For tax purposes, every February each shareholder will receive a statement indicating the amount of real estate taxes plus their

portion of the Association’s mortgage interest payment.

Even though shareholders will receive a Hennepin County property tax statement, **do not** pay it. It is for individual records only. The association pays all property taxes in common.

## **B. Complimentary Wi-Fi & Resident’s Portal**

2615 Park Avenue is pleased to offer complimentary Wi-Fi. In addition, access points can be installed in most apartments for even more reliable Internet service and faster speeds. There is a one-time charge for installation of individual access points. Submit a Work Order for an individual access point or for any questions on the websites resident’s portal. Wi-Fi outages are reported immediately to the Manager of Operations via an automated notification system.

The secure Wi-Fi password for **2615 Park Ave Residents** is **irisheyes** all lowercase.

## **C. Website & Resident’s Portal:**

The website [www.2615parkavenue.com](http://www.2615parkavenue.com) describes the community at 2615 Park Avenue along with unit availabilities and contact information.

The Resident’s Portal is a secure area of the site where a variety of related documents are posted along with access to create a Work Order. 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 facade.

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 and overnight guests when accompanied by their host. Hours are from 7:00 a.m. until 10:00 p.m. except when closed for cleaning. The Laundry Room is cleaned on Wednesday morning from 9:30am – 1:30pm. This room is where you’ll also find vending machines for snacks, soft drinks, and a change machine. Product suggestions are welcome.

Three washers and three dryers can be reserved for one hour's use for any individual who makes this election. If, however, after a 10-minute grace period, the individual making the reservation doesn't arrive, that reservation is forfeited.

Overloading the washers can damage or destroy a machine.

**Top Loaders:** A large load of laundry should not fill the washer tub more than three-quarters full or clothes above the agitator.

**Front Loaders:** washing machine, pile clothes up high, but don't cram them past the last row of holes at the front (the row closest to the door).

The laundry room is a busy and important common area. Please be mindful and carefully observe the following:

- **Promptly** remove all laundry from the washers and dryers as well as those on the clotheslines when dry.
- **Do not leave any laundry overnight** in the laundry room with the exception of damp items on the clotheslines. In that case, remove them first thing in the morning.
- **Clean the lint filter on dryer immediately after use.** Wipe off all machines after use. Turn out the lights when you leave.
- When finished using the dryers please **CLOSE** the dryer doors. Dryers are vented directly outside and can let Air Conditioned or heated air escape.
- Ironing boards and irons are provided. They are the property of the Association and may not be removed from the laundry room. Unplug iron after use.
- Do not use the electric fan after 9:00 p.m.
- Use the blue recycle bin only for recyclable items. Trash is placed in the trash bin.
- There is a "Free Table" for any unwanted "treasures." If items are placed on the laundry room table, they are considered "free" for any shareholder or renter to take as their own. Rules for the table are:

- |                 |              |
|-----------------|--------------|
| No Food Items   | No Medicines |
| No electronics* | No Trash     |

*\*Recycle your own electronics*

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

## **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 Room**

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. For reservations, use the main telephone number and Select option 6. You may check Guest room availability and request a reservation on the websites Resident's portal (see above). A limited number of roll-a-way beds are also available at no charge 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 in the building.

## **I. Mail Room**

The mail room is located on the lower level across from the passenger elevator. The room must remain locked. Use the utility key to access.

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 required 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.

The USPS Mobile Post Office van makes a stop at the garage every Tuesday between 11:00 a.m. and 11:15 a.m. 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.

A blue recycle basket for recyclables only is provided in the mailroom. A second basket is provided for trash.

A Suggestion Box, also the business office mailbox is available for residents input.

## **J. Deliveries and Pickups**

**Without exception, all deliveries must be made to the garage entrance. This rule includes any food delivery!**

**When ordering you must specify delivery to the Columbus Avenue entrance.**

The garage staff manages all packages. Text and email notification of package arrival is available to residents. Please contact the Operations Supervisor 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 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. A key can be obtained from the business office. **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. 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.

### **III. MAINTENANCE AND REPAIRS**

#### **A. Requesting Repairs**

Routine maintenance or repair requests should be made via the building web site or the maintenance office. An automated work order with tracking software is used on the web site and the preferred method of work order requests. You may do this by calling the main office number and selecting the appropriate menu option or on-line at the association Website:

**[2615parkavenue.com/resident-portal/](http://2615parkavenue.com/resident-portal/)**

- Please complete a Work Order for each item needed to be scheduled so they can be prioritized. Combining items onto one ticket requires the staff to separate the ticket into individual work orders.

#### **B. Reporting Problems**

In case of a maintenance or building emergency, immediately contact the garage office: (612) 871-2808, extension 2. (Please note this extension may change overtime.) Maintenance emergencies are specifically related to water, gas, pipe or plumbing emergencies. Emergencies related to individuals should be reported immediately to 911.

**C. When a resident is away** (*see Uninhabited Apartments for further information*)

Residents are required to notify management in writing if they are going to be absent 7 days or more. Within 24 hours their unit shall have a safety check performed by an Association employee (to

check for leaks, lights, fans or stove burners or ovens, etc. left on), and once **every week thereafter** until the resident returns.

*Name* \_\_\_\_\_ *Unit* \_\_\_\_\_

*Departure Date* \_\_\_\_\_ *Return Date* \_\_\_\_\_

*Contact information while gone:*

*Email* \_\_\_\_\_ *Cell Phone/Text* \_\_\_\_\_

*Best alternate contact info in an emergency:*

\_\_\_\_\_

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Date (mm/dd/yyyy)*

#### **D. Plumbing**

Plumbing and other water problems are especially damaging to a building. Be vigilant in watching for any leaks from pipes, valves, faucets or fixtures, moist or “bubbling” plaster, and **report them immediately**.

Effective 01/01/2018, residents shall be allowed acceptable in-home washers and dryers only with prior written approval by the manager or their designee. All washers including washers currently installed in the building shall be front load, low water usage of 5 gallons per entire wash and rinse cycle or less and have easily accessible shut off valves (see photo). Water supply hoses must be Pex or braided stainless steel. Catch basins designed to collect any overflow are required. Additionally, electronic sensors designed to detect any water in the catch basins and emit an alarm are recommended.



**Contact the property manager for approved model and brand specifications.**

## E. Temperature Control

### 1. Heating

2615 Park Avenue 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 MAINTENANCE immediately**. For other questions or problems with radiators, contact the maintenance office.

**To maintain the radiators, turn the values all the way open and back to normal range at least once a month during the heating season.**

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

### 2. Air Conditioners

Up to two window air conditioners are permitted and 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 units. All air conditioners are required to be removed and stored by November 1st. (See list of additional charges.).

Because of the wear and tear caused by installation of air conditioners, effective 01/01/2019, all new air conditioners must be floor models that do not rest on the window sills, but exhaust through the window opening via a flexible venting hose.

**Note:** B Units on the ground floor level are exempt from this requirement.

## 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. Staff maintains the lawn and performs snow removal. Every resident 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. Gardeners are expected to attractively maintain their plot. **Failure to maintain a plot will result in a cleanup fee assessed to have the staff rectify the issue and possible loss of garden plot privileges.** When working garden plots, remember to keep voices to a conversational level. Check with the office for garden plot availability.

#### IV. SAFETY AND SECURITY

##### 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.

\*Minneapolis Fire Code (Section 19-3.6.2) requires that residents keep the doors to their units closed at all times.

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

\*Security cameras are located at all entrances and throughout common areas.

\*Natural/Live evergreen trees, garlands or wreaths, during any holiday, are not permitted within the building.

##### B. Fire Prevention

In the event of a fire elsewhere in the building,

#### **DO NOT LEAVE YOUR APARTMENT**

2615 Park Avenue is a fire-resistant building of solid masonry construction with interior partitions of gypsum blocks. All apartments have fire-rated hallway doors and must not be punctured with nails or other objects.

Every apartment is equipped with a hard-wired smoke detector. If set off, it immediately sounds an alarm in the security office and shows on a master panel. Generally, the garage/security staff will call the apartment for verification if they show an alarm. If someone doesn't answer or are not home, someone will be sent to your unit to check. A supplemental smoke detector is in each bedroom.

Fire extinguishers are located on each floor near the stairwells and other common areas.

### C. Building Security

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 doors within the building. **Never temporarily prop a security door open without someone monitoring that door.**
2. If no staff person is present when exiting or entering the garage, make certain the garage door closes behind and latches before proceeding. Garage staff have numerous responsibilities and may not always be in the garage office.
3. Make certain guests are clearly identified when using the front door telephone and buzzer system. Instruct guest(s) to never allow anyone else into the building.
4. No person without a key shall be allowed entrance through the front or side doors. Direct anyone without a key to the garage entrance.
5. Alert any staff member, the property manager, board member or the police regarding any person in or around the building who cannot explain what they are doing.
6. It is a requirement that all residents submit a photograph to be published in a security office directory. It is strongly recommended residents also allow a current and clear photograph to be published in the telephone directory to increase a sense of community, security and well-being.

### 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/security staff can admit friends, relatives, visitors and workers if you make those arrangements in advance. No visitors will be admitted without express permission of the resident. A ledger of family and/or friends of residents that have been granted access to their apartment is maintained in the garage/security office.

Duplicate apartment door keys must be located in the security office for the use in the event of a lost key.

## **V. PARKING GARAGE**

### **A. Parking Arrangements**

Hourly parking rates are posted for non-contract parking.

Contract parking spaces at a reasonable rate are available to all shareholders of the association who request one. A signed and dated contract is required to be submitted to the property manager and kept on file in the office. The forms may be requested from the property manager. The parking contracts explain in full how parking is handled for rental of parking spaces. Renters may also request a space, and one will be provided upon availability. Renters are allowed no more than one space per unit. The rates for parking space rental are determined by the board of directors and are included in the monthly statement.

Parking attendants are employed primarily for parking and security, though they can assist as various needs arise.

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.

### **B. 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.) must be repaired within 30 days of discovery of the issue. Failure to complete repairs within 30 days will result in denial of parking privileges.

### **C. 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.

### **D. Loading and Unloading**

Residents may load and unload packages, groceries, etc. from the main level of the garage.

## **E. Horn Honking & Automatic Garage Door Openers**

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

### **PLEASE USE CAUTION FOR PEDESTRIANS AND TRAFFIC.**

Every car using the garage should have a sticker placed inside windshield for the RFID automatic garage door opener. These stickers can be requested from the Operations Supervisor.

If doors do not automatically open, a key-code (provided by the garage staff) can be inputted on the key pad located outside by the driver's side of the car.

## **F. Bicycle and Nonstandard Vehicle Parking**

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.

Motorcycles, scooters, and other nonstandard vehicles should also be registered for parking with its attendant parking space fee. Ask the parking attendant for the registration process for bicycles and nonstandard vehicles. When moving out of the building, please have the bicycle and/or nonstandard vehicle removed from the registration roster.

## **VI. RESIDENT RESPONSIBILITIES**

### **A. Common Areas**

The facilities of 2615 Park Avenue Associates are for the exclusive use of members of the Association. Guests and friends must be accompanied by the member. "Common areas" include all the 2615 Park Avenue Cooperative 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 rubbers, overshoes, shoes, mats or any objects may be kept or left in hallways, by doorways, elevators or corridors.

No resident or committee of residents shall alter the appearance of the physical structure of the 2615 Park Avenue Cooperative building, or grounds surrounding the building, without the approval of the board of directors.

Children in the common areas must be in the immediate care,

custody and control of an adult.

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 FREIGHT ELEVATOR.**

#### **B. Private Use of Common Space**

The building's public spaces may be reserved for events hosted by shareholders. The host is responsible for their guests. The board of directors reserves the right to amend or cancel this policy as necessary.

- Public spaces shall include: Main Lobby, Kitchen & Restroom, Club Room, Veranda and Front Lawn and Fitness Room.
- All shareholders are eligible to reserve public space(s) for personal use, such as club meetings, social hour teas, 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 public space(s) being used on a reserved basis by another shareholder.

The Club Room and formal lobby are available for private functions of the shareholders and renters of 2615 Park Avenue. 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 this becomes apparent. A "wait list" will be maintained by office staff to resolve any scheduling conflict and to move the next party into any vacated time slot.

The expectation is that the area will be returned to its original organized, clean condition at the conclusion of the event. Failure to comply can result in a monetary fine, as determined by the board of directors.

Those using the public spaces are required to adhere to the following guidelines:

- Reservations and a refundable damage deposit (\$100.00)

are required prior to use. See property manager.

- User will be assessed for repair of any damage up to and including cost of replacement.
- If special arrangements are required (tables, folding chairs), inform the property manager when making reservations and staff will provide when possible.
- Immediately clean up any and all spills.
- To avoid marring, do NOT place chairs against wall paneling.
- All food, drink and personal items must be immediately removed at the conclusion of each private event.
- No amplified music is allowed at any time.
- Mind all noise levels. Close both doors of Club Room – hallway amplifies and reverberates/echoes voices and music. Units B1, B2, B3, and B5 occupy this level.
- All of these areas, including veranda, are **NON-SMOKING**.
- Should a gathering extend beyond 10:00 p.m., there can be no music (including piano in lobby) and voice levels must remain at quiet conversational levels. This applies to the Club Room, the lobby and also the veranda. Please respect your neighbors.

### C. Foyer Phone

Resident telephone numbers are programmed into the front entry security system. Notify the business office of new phone numbers. If residents have a preference regarding how their name is listed on the front register, please express that information also. For security reasons, resident's codes on the front register are not correlated to apartment number or phone number.

To open the Foyer Doors from your apartment press **9** when the phone rings.

### D. Home Remodeling and Repairs

Please notify neighbors sharing common walls, ceilings, and floors when planning remodeling, or repairs that may cause a disturbance.

Remodeling projects that alter the structure of individual units, such as the removal of walls, doorways, kitchen cabinets/counters or radiators **must be approved by the board of directors**. Doors, woodwork and all other original fixtures must be returned to the association. These items will be stored for future use of shareholders.

Location of sinks and other structural plumbing, may not be moved.

## **REMODELING AND CONSTRUCTION RULES**

Shareholder's wishing to remodel or start construction in their apartments must obtain prior approval from the board of directors by submitting a plan to include floor plans and counter or cupboard samples as well as follow the construction rules. Renters may not alter the apartment by any method.

A completed contractor form is required to be on file with the property manager PRIOR to construction. See property manager for the form.

### **General**

1. Work may take place only Monday through Friday from 8:30 am to 5:00 pm.
2. Loud music is prohibited.
3. Smoking in common areas is prohibited.
4. Contractors are responsible for any damage they cause to 2615 Park Avenue.
5. Contractors must provide proof of insurance.

Workers must be let into the garage by garage staff who will provide advice on street parking.

### **Deliveries**

All deliveries must be made to the Columbus Avenue (garage) entrance.

1. Notify the property manager **prior to deliveries** to make arrangements with elevators and carpet protections.
2. The building's carpet covers must be used to protect hallway carpeting.

### **Before Work Begins**

1. Meet with property manager to discuss the scope of the project.
2. Provide copies of building and destruction permits to property manager.
3. Provide a certificate of insurance to the property manager.

### **While Working**

1. Maintain neat and orderly work areas. Take care to keep all common areas (halls, stairways, garage and elevators) free from debris.

2. Notify building manager one day prior to performing work on stacks (water, steam, drains) so all shareholders who will be affected may be notified.
3. No cutting or drilling in hallways.
4. Park work trucks on Columbus Avenue.
5. Contact building manager or engineer to access plumbing and electrical closets.
6. Please notify building manager of any discovered issues concerning the structural, electrical and mechanical or fire safety systems in the building.

### **Construction Debris & Garbage**

- Contractors must provide their own dumpster.

### **Removing original building features**

- If removing original doors, cabinets, hardware, or lights, please notify the building manager.

### **Important Numbers**

Building manager: 612.871.2808 ext. 1

Garage: ext. 2

Operations Supervisor: ext. 3

Contractor's Signature \_\_\_\_\_

Date \_\_\_\_\_

### **E. Homesteading and Insurance**

Residents must promptly file homestead applications. Non-homestead apartments raise taxes; this additional tax is assessed to the non-homestead apartment shareholder.

After a unit closing, apply via Hennepin County Assessor's office and file the homestead application form. Forms are available online. The Stock Certificate provides proof of ownership.

**Every shareholder is required to carry a HO6 insurance policy. The Association must be listed as additional insured on the policy.**

### **F. Uninhabited Apartments (see Maintenance & Repair for further information)**

Residents who will be absent from their apartment, for 60 days or longer, must remove all perishable food items and all cereal,

grain and flour products from the unit. These items especially attract infestation. The resident will be responsible for all related costs resulting from the failure to comply.

Electrical service must not be shut off to apartments at any time.

### **G. Noise**

In order to ensure personal comfort for all residents, radios, music and television sets should be kept to reasonable and acceptable 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, so as to keep doors from slamming. The metal door knockers are especially noisy.

### **H. Occupancy**

Efficiency and studio apartments are designed for a single person's individual needs, although the board of directors may make exceptions on a case by case basis. One-bedroom apartments are for one or two persons and two-bedroom apartments are for one to three persons.

If any guest is to remain for a week or longer, please notify the business office for security reasons.

### **I. Moving In and Moving 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. Remember that all moving is to be done via the freight elevator. (See property manager and fee schedule.)

When large items are left by the trash dumpsters for pickup, the shareholder or resident leaving the item will be charged a fee on their next statement or at the time of moving (whichever comes first.) This charge is made by the disposal company as an addition to the building's costs for rubbish removal.

Furniture which is too large to fit in the service elevator or in the stairwell will not be allowed in apartments.

### **J. 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.

Items for recycling include:

- Corrugated cardboard bin: Boxes should be flattened before going into this bin.
- Do not include: candy wrappers, photos, cellophane, labels and label backing in sheets, napkins, “waxed” anything, toilet paper or tissues, foam packaging or string.
  - Include all plastic bottles and jugs with necks
  - All metal cans should be rinsed
  - Glass jars and bottles (all colors) do not require labels to be removed
  - Glass jars and bottles should be rinsed, and lids removed.
  - There is a container for used fluorescent bulbs in upper level of garage. Notify maintenance staff if you have a burned-out fluorescent bulb.
  - Unacceptable items: household hazardous waste such as pesticides, paint, solvents, motor oil (which must be taken to a proper disposal site). Ask garage staff for additional information, as required.
  - Styrofoam, microwave trays or dishes, plastic film, mirrors, window glass, plate glass, light bulbs, Pyrex or ceramics, and aluminum foil are also unacceptable for recycling and must be placed in the trash bins.

## **K. 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, and by removing only those items from the storage space that belong to another resident.

Residents are expected to have storage space kept neat, clean and orderly. No perishable items, such as food, are allowed in the storage rooms. 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.

**L. Pets**

Pets are not allowed under the bylaws of the 2615 Park Avenue Association. Animals may not live, be boarded, or left in the care of any resident.

Visiting animals are not permitted.

Please inform the Business Office if a Service Animal or a Companion/Emotional Support animal will be residing with you.

**M. Selling an Apartment**

When an apartment is listed for sale, notice must be given to the property manager’s office to allow the required notification to be given to the association and shareholders as required by the association by-laws.

Shareholders must fill out, complete, and abide by the new 2615 Apartment Sale Listing Agreement for 2018.

Real estate services, including MLS listing, are available from any licensed real estate agent or broker.

**N. Maintenance Fee Schedule**

<b>See Appendix for other Services</b>	
Air conditioner installation/removal	\$15 in/\$15 out
Move-in Fee	\$200 -refund \$100
Move-out Fee	\$200 -refund \$100

## VII. 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: \_\_\_\_\_

## VIII. APPENDIX

Disconnect radiator	\$25.00
Reconnect the radiator	\$25.00
Hang light fixture	\$10.00
Repair broken windows	\$25.00
Move stove or refrigerators	\$10.00
Flip mattresses	\$10.00
Remove or install plumbing fixtures minimum	\$25.00



**PARK AVENUE ASSOCIATES  
MINNEAPOLIS, MINNESOTA**

**[www.2615PARKAVENUE.COM](http://www.2615PARKAVENUE.COM)**