

LATTA PAVILION RESIDENT HANDBOOK



THE CONDOMINIUMS AT LATTA PAVILION INC.

RESIDENT HANDBOOK

FIRST EDITION JUNE 2011

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1. INTRODUCTION

The Executive Board of The Condominiums at Latta Pavilion, Inc. has prepared this Handbook to help you enjoy your experience as a resident and to understand and accept your responsibilities as a member of our 100-unit Association.

This handbook is a guide, and more details are available in documents cited below. It is available both in print and online at www.LattaPavilion.com. No part of this Handbook is intended to supersede or replace the content of the Bylaws of the Association, which are legal documents provided to all homeowners and also [available on our website](#).

If you have additional questions about living at Latta Pavilion, please contact our property manager, Abbott Enterprises at (704) 527-2314, or call any member of the Board, whose contact information is provided in the margin of letters from the Board (not published here due to privacy concerns and periodic changes).

1.1 HISTORY

Latta Pavilion was developed in 2001 and 2002 by Grubb Properties, Inc., and constructed by Rodgers Builders, with the first unit becoming occupied in 2002. The block on which Latta Pavilion is located was originally all residential, but over the years a variety of small shops and restaurants were built on the site. Located in the heart of Dilworth, Latta Pavilion is in Charlotte's historic first "suburban" neighborhood, just two miles from downtown. Both the Latta and Dilworth names come from Edward Dilworth Latta, a visionary developer of much of original Dilworth. See details online at <http://www.cmhpf.org/kids/neighborhoods/Dilworth-early.html> .

Latta Pavilion is also named after a historic pavilion which once existed in nearby Latta Park a couple of blocks west of the property. The lower area of the park was for years a lake which was a favorite gathering spot for the community. The Victorian-style pavilion was built out over part of the lake, just as a pavilion at the beach extends out over the water.

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2.0 COMMUNITY AMENITIES

Latta Pavilion is one of the most conveniently located developments in the entire Charlotte area. Within just a couple of blocks you'll find:

- A large supermarket and an organic food store
- A wide variety of restaurants of all kinds and styles
- Several national and local-brand coffee shops
- Salons, laundries, package shippers, drug store, banks, videos for rent and many specialty shops
- Bus service on 3 surrounding streets, with quick connection to the light rail line

Stretch just a couple of more blocks and you'll also be able to enjoy:

- Freedom Park and Latta Park
- Several churches
- Carolinas Medical Center's main complex and doctors' offices

Hop in your car in the secure underground parking garage, and in minutes you'll be downtown, on the John Belk Freeway, or on I-77. And Charlotte/Douglas International Airport is a quick straight shot to the west.

A fitness center for residents is located in the 1315 East Boulevard building but is operated for joint use and can be used by Latta Pavilion residents at any time. Access to the fitness center can be gained by using your resident key fob or card (as used for the parking garages) and going to the sixth floor in the 1315 building. Also accessible via the sixth floor is a roof-top patio for outdoor social events or cook-outs.

Horseplay and disorderly conduct cannot be tolerated on the roof-top patio - it is six stories up. Additionally, no unsupervised children can be on the patio, and it must be vacated after 10:00 pm as residents live below, above, and on the same level as the patio.

Currently laundry-dry-cleaning pick-up and drop-off service are also provided in the building by a local company. Once you establish a charge account with the company, you can leave your dirty laundry in one of the designated mechanical rooms on each floor, and it will be returned to you cleaned and pressed. Ask any Board member or our property manager for details.

2.1 CONDOMINIUM OWNERSHIP

A condominium, or condo, is a type of residential housing where units are individually owned, while "common areas" such as hallways, heating system, elevators, courtyards and other exterior areas are owned and controlled by the Association as a whole. A condominium is like an apartment that the resident or other individual owns as opposed to rents. But unlike an apartment building, each condo owner has a much higher level of

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responsibility as an owner – in this case a 1% ownership stake in the Association. If you are a renter or tenant and not an owner, you are still expected to act in a highly responsible manner just as an owner would, taking care of the common areas just as you would your own individual unit, and being respectful of other residents' peaceful enjoyment of the property.

2.2 YOUR UNIT

Your unit is a part of Latta Pavilion designated for separate ownership or occupancy, the boundaries of which are described in the "Declaration of Condominium" available [online here](#). The boundaries of each unit are defined as the interior unfinished surfaces of exterior perimeter walls, the middle of interior demising walls, floor, ceiling surfaces, doors and windows of the unit, any wallboard, plaster, paint, tile, flooring, wallpaper, etc. All spaces, interior partitions, cabinets, sinks, other fixtures and improvements, within the boundaries of a unit, are part of the unit and the responsibility of the owner.

2.3 COMMON ELEMENTS

When you purchase a condo you own the unit you reside in, as well as a percentage of the common elements associated with the condo complex. These elements include hallways, foyers, sitting areas, courtyards, walkways, pad and common trash receptacle, roof top terrace, underground parking areas and structures, exercise facilities and other elements. Note, the exercise facility and roof top terrace are also common elements shared with the residents of 1315 East Condominiums.

2.4 YOUR UNDIVIDED INTEREST

The percentage of interest in the common elements allocated to each unit is the common elements interest for that unit. The common elements interest allocated to each unit should not be changed except with the unanimous consent of all the owners of all the units. Since Latta Pavilion has 100 units, each owner's undivided interest is 1%.

2.5 MASTER POLICY AND INSURANCE COVERAGE

The Association has Commercial General Liability Coverages on the Property, Directors and Officers, and an Umbrella Policy. The Association maintains at all times a policy of property insurance on the building in an amount considered to be not less than 100% of the replacement cost of the building at the time such insurance is purchased, which means "as built by the developer." Owners are responsible for insuring personal contents as well as "additions and alterations," e.g., bookcases, hardwood floors, and kitchen or bath improvements. In North Carolina, an H0 0006 1000 Condominium Policy is required for owners of condominiums. Ask your insurance agent for details.

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2.6 ALTERATIONS AND PERSONAL PROPERTY

While you have freedom to decorate the interior of your unit as you wish, you may not alter the external structure of your unit, balcony or patio. For example, removable planters are acceptable, but affixing structures such as wooden frames or pipes to your balcony or patio are not.

All exterior doors are to be kept in their original condition. Do not place signs on any doors. If you would like clarification, contact the property manager or any Board member.

2.7 MANAGEMENT OF THE PROPERTY

Latta Pavilion employs a professional property management firm to assist with property management and related responsibilities. Currently Abbott Enterprises is the management company for Latta Pavilion. Abbott's responsibilities include, but are not limited to: financial services, administrative, facility services, common elements maintenance, and coordination of communications and meetings. The Board is directly responsible for major repairs, capital improvements, governance and other priorities.

Contact information for Abbott Enterprises is:

Abbott Enterprises, Inc., AAMC
5970 Fairview Rd., Suite 710
Charlotte, NC 28210
Phone: (704) 527-2314
Fax: (704) 527-1304
E-mail: info@abbottexcellence.com

2.8 MAINTENANCE AND DAY PORTER

Latta Pavilion has a Day Porter who provides building cleaning and light maintenance. An employee of Abbott Enterprises, some of the Day Porter's responsibilities include but are not limited to:

- Performing routine janitorial building services of common areas only
- Performing "light" carpentry, plumbing, electrical and basic trade functions of common areas (not inside individual units)
- Meeting with and coordinating third party contractors
- Maintaining an inventory of light bulbs, parts and other supplies
- Preventive maintenance, where applicable.

Common area maintenance requests should be made to Abbott Enterprises at (704) 527-2314.

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2.9 COMMON ELEMENTS AND USES

Common Elements at Latta Pavilion include portions of the property used by all the unit owners. Everything that is not a unit or a limited common element is a general common element. For example, the land, such items as foundations, roofs, slabs, perimeter walls, elevators, corridors, common stairs, building lobby, trash areas, utility rooms and water mains are considered common elements. These are the portions of the property used by all the unit owners. Responsible care of common elements includes:

- Common Elements should not be used for storage of personal property of any kind.
- Stairs, entrances, lobbies, hallways, sidewalks, courtyards and parking areas shall not be obstructed in any way, or used for other than their intended purposes.
- All trash and recyclable materials should be deposited in the trash chute or recycling containers on each floor. Large items such as appliances or mattresses require a special pick-up by the City of Charlotte. Call 311 for assistance.
- Do not deposit trash or other materials beside the trash containers in the parking garages. Those spaces are owned by the individuals parking there. Those trash receptacles are only for small items such as paper or cups.

Limited Common Elements include balconies, roof decks, storage areas, and parking spaces. Limited Common Elements are external to individual units but “limited” to the use of the owners of those individual units.

2.10 PARKING GARAGE, DOORS, AND SPACES

We are fortunate to have secure and convenient underground parking at Latta Pavilion. Parking spaces are the deeded property of individual condominium owners. Each unit has one or more spaces. Park only in your deeded space(s), unless given permission by another unit owner to use their space.

Additional cars and guest vehicles may be parked on the south side (under 1315 East) of P2, P3 or on Fillmore Avenue if spaces are available.

Nothing should be stored in individual parking spaces except vehicles – each unit has a secure storage space for storing personal items. A parking space should not be considered an open garage for storage of lawnmowers, firewood, gasoline cans or other items which might be used or intended for another residence or other use.

Should you have a problem with a parking garage door, an unauthorized person parking in your space, or other parts of the parking structure, please contact our property manager.

Please note: parking lots belonging to businesses and homes surrounding Latta Pavilion have their own restrictions and may tow violators. The parking lot immediately across Fillmore is private commercial property and should never be used by Latta

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residents, guests, repair services or others, although our off-duty police may park there at night to watch our building.

2.11 STORAGE UNITS

In the parking garages and some P2 and P3 elevator lobbies, residents are given a dedicated secure storage unit. These storage units are deeded to the individual unit owners. While these areas are secure, we recommend a sturdy padlock for the door of your storage unit to secure your contents. We also recommend covering valuable possessions with plastic sheets to avoid dust build-up. Storage units are not waterproof. Pallets to keep stored items off the floor as protection from rainwater or spills are available from the property manager, or you can purchase your own storage shelves.

2.12 GENERAL BUILDING MAINTENANCE

The Association is responsible for the maintenance and repair of all common elements as defined above.

Limited common elements such as balconies, porches and patios are the owner's responsibility, including maintenance and repairs. Any damages caused by negligence or intentional misconduct of any owner, their agents, guests or family members will be the responsibility of that owner.

2.13 A NOTE TO TENANTS AND INVESTOR OWNERS

If you are a unit owner renting your unit to a tenant, you are responsible for ensuring that each person living in your unit short-term or long-term understands the rules and guidelines set forth in this handbook, especially the Leasing Policies in the Appendix, as well as the By-Laws and other official documents, and follows them as an owner would.

If you are a tenant or renter, you are responsible for behaving as an owner would, considerate of other building residents and taking responsible care of all property.

In accordance with the Bylaws, fines may be levied by the Board for damaging common element property, disturbing the peace, failure to clean up pet wastes, or other inconsiderate actions.

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3. CONDOMINIUM GOVERNMENT AND FINANCE

3.1 GOVERNING DOCUMENTS

Latta Pavilion has several governing documents for the residents' information and government, including the Declaration of Condominium, Articles of Incorporation of the Association, the Bylaws, and the rules and regulations governing the use of the Property as set forth in this Handbook.

All owners are responsible for reading, understanding and following these governing documents. This Handbook highlights some of the key parts of each but is not a substitute for the original documents.

3.2 DECLARATION OF CONDOMINIUM

The Declaration of Condominium for the Condominiums at Latta Pavilion, Inc., were issued on September 30, 2002, pursuant to the provision of Chapter 47C of the North Carolina General Statutes, entitled the "North Carolina Condominium Act." The Declaration may be amended from time to time by approval of two thirds of the owners. You can see the full text of each document in the Appendix and at www.LattaPavilion.com.

3.3 BYLAWS

The Bylaws of the Condominiums at Latta Pavilion Owners Association, available [online here](#), include information about:

- Administration
- Offices and officers
- Membership, meetings and voting
- Committees
- Operation of the property

3.4 THE EXECUTIVE BOARD

The Executive Board, consisting of the President, Vice Presidents, Secretary and Treasurer, are elected at the annual meeting of the Association. Only homeowners are eligible, and any owner may run for election. The Board has the power and duties to manage all the business and affairs of the Association, although they cannot amend the Declaration or Bylaws without a two-thirds majority vote of homeowners.

Board members serve without pay and oversee the selection and services of the Property Management firm. The Board manages the Association's finances and insurance, and keeps detailed records of all financial transactions with the help of the Property Management firm. The Board has the power to levy fines for late payments, violations of the Bylaws and other matters up to \$100 per infraction.

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The Board oversees property management and maintenance, landscaping and grounds keeping, repairs and replacements of common elements as needed.

The Board normally meets once or twice a month, and any homeowner may attend. By N. C. law four meetings a year are specifically open to members and may involve discussion of matters affecting all residents or the Association as a whole.

3.5 CAPITAL RESERVES

The Board on behalf of the Association maintains Capital Reserves, which are funds set aside from dues and other sources, to provide for future repairs and maintenance, especially for larger items such as roof repair/replacement, exterior painting, carpet repair/replacement, and exterior improvements such as additional lighting or plantings.

Periodically professional consultants are hired to assess the property and Capital Reserves, recommend a schedule of building repairs and improvements, and suggest appropriate fund allowances to pay for them.

3.6 YOUR MONTHLY DUES

Each homeowner is assessed an equal amount of dues per month to cover common area maintenance, utilities, property management, capital reserves and other operating costs. Since the vast majority of operating expenses are a function of the number of units and not the size of units, the dues for all units are the same.

Dues are set annually by the Executive Board at a level judged sufficient to cover all operating expenses and capital reserves in the budget. Every effort is made to keep dues increases minimal, but continuing increases in operating costs and capital reserve allowances require periodic increases.

Dues are collected by the Property Management Firm as an agent of the Association. Paying dues on time and in full is the responsibility of each homeowner. You may be given a coupon book as a reminder, but you will not be invoiced every month.

Late fees are charged for dues not paid on time. The longer the delay past the deadline, the higher the fees. After a standard series of collection efforts, if dues are still not paid, the Association may undertake foreclosure proceedings.

3.7 SPECIAL ASSESSMENTS

From time to time it may be necessary for the Association to levy special assessments to pay for unexpected expenses. However, special assessments are not charged without a great deal of thought and discussion involving all homeowners, so you will always have advance input in case needs arise in the future.

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3.8 SERVICES

Services that are provided at Latta Pavilion include:

3.8.1 LANDSCAPE AND LAWN MAINTENANCE

Latta Pavilion has a contract with a company responsible for landscaping the courtyards, and Fillmore, Scott, and Kenilworth Avenue natural areas. Additionally, we have a resident Grounds Committee Chairperson. Should you have a question or suggestion regarding the landscaping, please contact a Board Member or our property manager.

3.8.2 SECURITY SERVICE

Latta Pavilion is in an inner-city urban area where vigilance and caution for personal and building safety are smart practices. We employ an after-hours security patrol, currently using off-duty police officers several nights a week on a randomized basis. Security cameras constantly monitor and record activity in major building access and entry areas. All exterior doors and gates are locked and can only be accessed with a security code, card or fob. You can assist with making Latta a safer building by:

- Not propping open the front doors or courtyard gates at any time
- Keeping your access fobs and cards in a secure location and in safe hands
- Reporting any suspicious activity immediately to the property manager or 911
- Installing a burglar alarm in your unit
- Keeping all windows locked at night or when you are not at home
- Keep all street-parked vehicles locked at all times, remove all valuables, and do not leave any items which you value on vehicle seats or floors.
- Other guidelines from the Charlotte-Mecklenburg Police Department may be found on their website

3.8.3 SNOW REMOVAL

Removal of heavy snow is provided at Latta Pavilion for the Fillmore, Kenilworth and Scott Avenue sidewalks, and in some cases interior courtyard walkways. The alleyway is the responsibility of 1315 East.

3.8.4 TRASH AND RECYCLING REMOVAL

Each floor has a trash room (placarded as “service room”) with a chute for general trash, and three recycling bins. Only certain types of items may be disposed of in these rooms – please read the signage on the walls there for details.

- Trash chutes are for garbage sealed in plastic bags and small non-recyclable items such as Styrofoam pieces. Do not put cardboard, furniture, hazardous materials, or oversized trash in the trash chute, as this can lead to expensive outages and repairs.
- Recycling containers are for paper products, and bottles and cans that have been cleaned and rinsed to avoid pests and odors. If the containers are full, leave your recyclables in paper grocery bags on the floor. Responsible recycling is strongly encouraged.

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- Containers with food on them such as pizza boxes are not recyclable and should be compressed and placed in the trash chute.
- To dispose of large items such as furniture, call the City for a special pickup as noted on the signs in each trash room. Do not leave large items in the trash rooms for the Day Porter to deal with.

3.9 COMMUNICATIONS

The board and management company communicate with residents several ways. One of the most convenient ways is through e-mail. Please make sure that the property manager has your updated e-mail address. For especially important matters, we may also send correspondence through the US Mail, leave information at your door, and hold meetings at various times – always announced in advance.

If your unit at Latta is rented, please make sure that the property manager has your updated contact information, as well as the contact information for your tenant.

3.10 VARIANCE

If you have a compelling reason to want a variance or exception from any of the rules and guidelines in this handbook, the Bylaws or other governing documents, you may state your case in writing and present it to the Board through any Board member or Abbott representative. If the Board decides that your request has merit, you may be invited to meet with the Board in person to discuss the matter further. However as a general rule the Board strives to be consistent with applications of all rules and policies to all homeowners and tenants.

4. ACCESS TO UNITS AND EMERGENCIES

4.1 EMERGENCY ACCESS

In the event of a fire or police emergency, fast access to the building by emergency personnel is critical. Fire department personnel, which are often the first responders, have a special lockbox where they keep a key or card that lets them access the building. Police and Medic (ambulance) personnel do not have such access, and must be let into the building by someone at the door.

In case emergency access to your unit is needed and you are not at home or cannot open your door, the Board requests that owners voluntarily provide the Association a key. The keys are kept in a secure location behind double locks and are accessible only by Board members and the property manager. Emergency access may be needed for something as simple as smoke coming from burning food on a stovetop where food has been left cooking but the owner forgot and left the unit. This has happened in the past. Without a voluntarily provided unit door key, fire department personnel would have had to break the door down, leading to expensive repairs.

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If you would like for the Board to hold your key, please provide it to the property manager. Whether you share a key or not, please make sure that the property manager has your complete contact information so you can be contacted rapidly if an emergency arises and you are not at home.

4.2 NON-EMERGENCY ACCESS

A callbox is provided beside the front door for visitor access. They can scroll through the resident list and press a button that will call your unit phone. You can then let them in by pressing 9 on your phone and holding it till you hear the phone signal go dead. That means the front door has been unlocked electronically and your visitor can enter. You will probably need to explain this in advance to any expected visitors. Be sure the property manager has your unit phone number so that the connection with the front door can be entered into the system.

Deliveries by FedEx, UPS and the postal service are usually facilitated by providing those organizations with a special access code to enter the building. However sometimes new or substitute drivers do not get the code and then may leave a note of attempted delivery stuck to the outside of the building. You are responsible for contacting the delivery service and making arrangements for pickup.

4.3 ACCESS CARDS, CODES AND FOBs

Three types of electronic access devices are available.

- Fob – a small oval device which can be attached to a keychain
- Card – about the size of a credit card which can be carried in a wallet
- Windshield – a small electronic transmitter which can be attached to the windshield of your car to operate the garage doors

In addition to electronic access, entry through the courtyard gates is controlled by one set of access codes, and entry via pedestrian doors on P1 and P2 is done by entering another access code into an electronic keypad. That entry code also opens the combination locks on storage unit and bicycle parking sections in the parking garages. Contact the property management firm for details.

Each owner is given an access card and/or fob for the parking garages, fitness center, and main doors at Latta Pavilion. Should your fob or card get misplaced, please contact the property manager immediately to deactivate the lost item and start the process of getting a replacement. Please be careful as to who you give your card or fob to, as these serve as a main access into our building.

4.4 AFTER-HOUR EMERGENCIES

If you have an after-hours emergency related to the building, please contact the property manager's after-hours answering service at (704) 529-4018. If you need police,

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the fire department, or an ambulance, call 911 promptly. Note the restrictions on access in section 4.1 above.

5. GOOD NEIGHBOR POLICIES, RULES AND GUIDELINES

5.1 AESTHETIC AND EXTERNAL APPEARANCE GUIDELINES

To maintain the aesthetics, security and consistent appearance of Latta Pavilion, the following are not allowed, and any violators are subject to being fined:

- Antennae or satellite dishes attached to the building or common areas (see 5.3)
- Architectural changes to any portion of the exterior of the building
- Removing or substantially altering any interior wall, due to potential impacts on the rest of the building including electrical and water-sewer systems, without prior permission from the Board
- Exterior awnings of any kind
- Window air conditioners
- Signage in common areas except bulletin boards (see below)
- Physical or permanent additions or changes to balconies, porches, railings or patios. They should be kept clean and neat for the overall aesthetics of the building exterior. Live and artificial plants, outdoor seating and tables are permitted.

5.2 BULLETIN BOARDS

Bulletin boards are provided in the elevator lobbies on the P1, P2, and P3 for resident use only. Please post information on the bulletin boards in a professional manner, using the magnets provided if possible. Remove any such information as soon as the event or need has passed, or it will be removed periodically by property management or Board members.

5.3 CABLE TV, ANTENNAS, SATELLITE DISHES AND INTERNET

Residents are responsible for their own cable television and internet services. Currently Time Warner Cable has a contract to supply the building, and each unit is pre-wired for cable TV, internet access and Ethernet, as well as telephone outlets.

In accordance with FCC rules and in an effort to reduce the chance of personal injury or property damage, the following regulations concerning satellite dishes have been instituted: (1) A satellite dish may not exceed three feet, three inches in diameter across its widest part; (2) satellite dishes may be placed only on residents' own private patios or balconies – not on shared patios or balconies – or inside the residents' own units; (3) satellite dishes may not be mounted or affixed in any way in windows, on window frames, to exterior walls or floors, in common areas, on roofs, on railings, on trees or at any location outside of the residents' own spaces; (4) no portion of a satellite dish may extend beyond the edge of a patio or balcony and should be placed in a way that will

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ensure it will not fall on people or property below.

5.4 CLEANING SERVICES – PERSONAL

Some residents prefer to have personal cleaning services work inside their unit. You are responsible for providing your cleaning service with an access card, fob and door key as needed. The Association has the hallway carpets cleaned on a regular basis. These carpet cleaners will come into your unit for a special discounted price when they are on site. Look for correspondence from the Association or property managers when such carpet cleaners will be available.

5.5 CONTRACTOR/REPAIR WORK

If you need contractor or repair work inside your unit, you are responsible for providing workers with access to your unit and to the building by access card, fob and key unless you are going to be on-site to let them in personally.

- Work may only be done between the hours of 8 a.m. and 5 p.m. weekdays, and 10 a.m. to 5 p.m. on weekends, so as not to disturb other residents.
- Residents are expected to manage any work done in the common areas, ensuring the areas are kept clean and no damage is done. Some contractors may need water or power in common areas. Contact the property manager for further guidance and assistance.
- Contractors are responsible for moving their own equipment and supplies in and out of the building. If they use one of the building's carts, make sure they return it immediately and clean it after use.
- Remember major changes to the building's structure, including interior walls, are forbidden or limited as noted above.
- The property manager or Board can recommend reliable contractors if needed.
- Again cleaning up any dust and debris after work is very important, and you are responsible for checking up after your hired workers have finished and cleaning anything they leave behind.

5.6 DOORS AND ENTRYWAYS

Unit entrance doors are "limited common elements" and may not be altered in any way.

- Seasonal decorations such as wreaths are permitted but should be removed at the end of the season. They should be hung by wire and not nailed or screwed to the door so there is no damage to the structure.
- Do not leave any personal items such as shoes or umbrellas outside your front door, and please pick up newspapers as soon as possible or have a neighbor or friend do that if you are going to be on an extended trip.
- Welcome mats outside of interior (hallway) unit entrance doors are not allowed for aesthetic reasons, but may be used on exterior doors of ground floor units.

5.7 ELECTRICITY AND CIRCUIT BREAKERS

Each unit has a circuit breaker panel, typically on a wall inside a bedroom.

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- If an appliance or other electrical device “blows a circuit,” that will cause the electrical service to that device or part of your unit to shut off.
- If that happens, unplug the electrical device or appliance, go to your circuit breaker panel, and look for one or more switches that have been thrown to the side or are pointing to OFF. You can flip the switch to turn that circuit back on, but for best results do not recreate the same problem that blew the circuit in the first place.
- If this continues to be a problem, call an electrician, or ask the property manager to recommend one. Electrical problems inside your unit are the unit owner’s responsibility.

5.8 ELEVATORS

Elevators are common elements and are maintained by the Association for shared use. Please do your part to keep them in good appearance for the benefit of all users.

- If you need an elevator to move furniture, appliances or other large objects in or out, this requires protective padding - please see Moving In or Out below for details.
- You are responsible for immediately cleaning up any spills or dirt on the elevator or lobby floor which you or a pet causes.
- Do not block an elevator door from closing for longer than a few seconds, and do not let your guests or hired workers do that. It can easily damage the elevator parts, and repairs can be quite expensive. You will be responsible for any damage caused.

5.9 EXTERIOR BATHROOM VENTS

Exterior bathroom vents are limited common elements and will be kept in good repair by the Association. The ventilation fans in your unit are your responsibility. If the vent pipe seems to be clogged or malfunctioning, please report this to the property manager.

5.10 EXTERIOR LIGHTS AND ELECTRICAL OUTLETS

Lights and outlets on your balcony, patio or entranceway are your responsibility to maintain. For exterior townhomes, police recommend keeping porch lights on all night for security purposes, and the Association would appreciate it.

Christmas and other holiday lights may be displayed on balconies and patios during holiday season but should be removed at the traditional end of the holiday period.

5.11 FIRE SAFETY, PREVENTION AND EMERGENCIES

The Association has very detailed plans for fire safety and prevention, as provided to each homeowner. Please review this information so you know what to do in case of fire.

5.12 GRILLS – OUTDOOR

The use of grills on balconies or patios is forbidden. The Fire Department requires that any outdoor grills or firepits in use be at least 10 feet from the building to prevent accidental fires, which means in the center of the courtyards. Contact the property manager for permission. You are responsible for following fire codes.

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5.13 GUESTS, PARTIES AND EVENTS

Hosting large parties in a mid-rise condominium complex can be challenging. Here are some guidelines to enjoy the experience without causing problems for other residents:

- Notify the Board, property manager and neighbors in advance of your plans
- Be sure all guests understand parking restrictions and allowances, as noted above in this document
- Instruct guests how to enter the building using the front door keypad, or station someone at the front door to let them in.
- For security, do not leave exterior doors or gates propped open.
- If you plan to have a party that uses the courtyard, even for a small group, get advance permission through the property manager.
- A City of Charlotte ordinance forbids outdoor parties that make noise of any kind after 10 p.m. The courtyard design tends to amplify loud noises and even outdoor conversations can disturb the sleep of other residents. It's best to move all guests indoors by 10 p.m.
- Please do not play loud music or allow activities that might disturb residents below or near your unit. The building's concrete structure tends to amplify certain sounds and carry them a long distance.

5.14 PHYSICALLY CHALLENGED ACCESS

Latta Pavilion was designed to comply with all relevant codes and for convenient access and use by the physically challenged, including wheelchairs. If you or a guest is physically challenged and encounters unexpected problems, please express your concerns to the property manager who will share them with the Board.

5.15 HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

1. **Your Unit's HVAC** - Each unit is equipped with a heat pump for interior heating and cooling, with a heat exchanger and fan inside your unit, and a compressor connected by piping and wires on the roof. If you have a problem with your HVAC, contact Abbott for a trusted repair service. If a repair person needs to access the roof to work on your compressor, the roof can be accessed through a door at the top of the fire escape off the center hallway. The security code on the door is the same as the exterior gates.
2. **Building-Wide HVAC** - Roof-top commercial units deliver fresh, conditioned, filtered air from the outside into each unit, and heat and cool the common areas, such as the hallways. The central system is maintained by the property management and its contractors and should not be touched or opened by anyone else.

5.16 LEAKS – WHAT TO DO

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If you have an on-going water or sewer leak in your unit or its walls, please do your best to find the source and stop the leak as soon as possible, since other parts of the building can easily be damaged. Leaks inside your unit are your responsibility, so call a plumber for repair. Leaks in the walls are treated situationally depending on the source. If you discover a leak in a wall which may be coming from outside your unit, call the property manager for assistance as soon as possible.

5.17 LEASING YOUR UNIT

While you have the right to lease your unit, that decision will impact the Association and other homeowners. For that reason we have adopted a thorough Leasing Policy which can be found in the appendix of this handbook. Please review it and follow it if you are contemplating or are already leasing your unit. Also please keep in mind that if the number of units in the building being leased exceeds one third, that places it in a different status for mortgage lending, making it more difficult for anyone in the building to sell their unit.

5.18 MOVING IN AND OUT

The following policies were adopted by the Board to manage moving in an out:

- The Unit owner must pay a \$500 damage deposit upon picking up the elevator key from a property management representative. Upon completion of the move, and finding no damage or violations, the deposit will be refunded.
- A 48-hour move notice is required so elevator pads can be placed in the elevator.
- An elevator key may be obtained from the property management firm to enable control of the padded elevator during moving hours (see below).
- Move-In/Move-Out hours are Monday through Saturday, 9AM to 5PM – never on Sunday or after 6 PM.
- The resident must break down all moving boxes and containers and remove them from the property by their own means. Boxes and related items, such as packing material, *may not* be deposited in the trash room. If the resident fails to do so, the cost of removing the trash will be deducted from the deposit.
- During the move, courtyard gates and entry doors to the building may not be blocked open and left unattended.

5.19 NOISE

Normal living sounds and TVs are rarely transmitted into other units, but loud music, treadmills, objects dropped or rolling on hard floors, hammering and other high-impact sounds travel instantly through the concrete floors and ceilings and can often be heard throughout the entire building. Please make every effort not to make loud noises that may disturb others, especially at night or early morning. Repairmen and contractors hired to work in your unit should only do so during normal business hours.

If noise made by another resident or contractor continues to bother you for a period of time, please report it to the property manager for corrective action.

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5.20 PETS

Many residents at Latta have pets, and we have an explicit Pet Policy which must be followed. Much of this is in the Bylaws. See Pet Policy details in the appendix.

- **Permissible Pets** - Up to two small common household pets may be maintained in a unit.
- **Designated Areas**
 - Pets are permitted to pass through hallways, elevators and other common areas, so long as the pet is carried, leashed, and under the control of the owner.
 - Pets are permitted in the designated pet areas on Fillmore Avenue at the corners of Scott and Kenilworth Avenues. Plastic bags and trash receptacles are available for pet wastes.
 - Pets are not allowed to urinate or defecate in the courtyards, on grass or other common areas except for the designated pet areas. This kills the grass and negatively impacts other residents and property values.
- **Other Policies**
 - Pets must not be left unattended on patios or balconies.
 - All pets must be controlled so as not to create a nuisance or unreasonable disturbance.
 - Every owner or custodian of a pet shall remove any and all pet waste on the common areas including, but not limited to, grass, walkways, and interior areas. This is required by City ordinance.
 - Pet owners are responsible for providing their own bags in the event that there are no plastic bags in designated pet areas.
 - Pet owners are responsible for any damage caused by their pets. This includes damage to landscape and any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage.
 - All pets shall be registered or inoculated as required by law.

Pet owners are responsible for following the Pet Policy as detailed in the Appendix.

5.21 PLANTING BEDS AND COMMON-AREA PLANTERS

Common-area beds and planters are maintained by the Association, its Landscaping Committee and its contractors. If you would like to do special plantings in your patio planting bed or outside your townhome door, please discuss this in advance with the property manager. Planting in pots on balconies or patios is allowed so long as care is taken to maintain neat appearances. If you have peat or fibrous planters on your balcony, please water them very carefully to avoid water falling onto the balconies, patios, furnishings or homeowners below.

5.22 PLUMBING, REPAIRS AND SEWER LINES

Plumbing problems inside your unit are your responsibility to repair. Call a licensed plumber or contact the property manager for a recommendation. Problems which occur

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in the walls or other common elements should be reported to the property manager immediately to minimize damage.

5.23 POWER FAILURES, SURGES, BACK-UP AND LIGHTNING

Latta Pavilion and its neighbor building at 1315 East share an emergency diesel generator which automatically comes on in case of a building-wide power failure. This powers only the elevators and hallway lighting. However because the building is served by modern underground power lines in an urban area, power outages rarely last long. If you experience a power outage longer than a few seconds, report it to Duke Energy's automated power outage line at 1-800-POWER-ON.

To protect your computers and other electronic equipment, it is recommended that you use a good quality back-up power supply and surge protector unit. Unprotected computers and TVs in the building can easily be damaged by power surges from lightning and other causes.

5.24 SELLING YOUR UNIT

Whether you sell your unit by yourself or through an agent, no exterior "For Sale" signs are permitted. SuperLocks or other unit key devices must be kept on metal bars provided for that purpose inside the Scott Avenue sheltered entrance to the courtyard. If you have an open house, instruct each visitor on proper use of the front door callbox, or station a Realtor or friend at the front door. Propping open any exterior building door or gate is forbidden. If you do not have a Realtor relationship, the property manager can give you names of others who are experienced selling units at Latta.

5.25 SIGNS

No exterior signs of any kind are permitted, either on the property or on or beside your unit entrance door, for aesthetic reasons.

5.26 SOLICITATION

"No Solicitation" signs are posted on exterior doors. If you see anyone in the building dropping off menus or other advertisements, or appearing to be knocking on doors for purposes of selling or other solicitation, let them know they are in violation of the law and that you will call the police if they do not cease and desist immediately.

5.27 STAIRWAYS AND FIRE ESCAPES are located off each end hallway and the central hallway of the building. Exterior doors to these stairways must be kept closed at all times and may not be left propped open for anyone's convenience. This is essential for building security. Also do not use the stairways for storage of bicycles or other personal property. Each residential unit has a designated storage unit for that purpose. In case of a fire or fire alarm, use the stairways, not the elevators, to go down and out of the building.

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5.28 TELEPHONE SERVICE is the responsibility of each unit. The building is serviced by AT&T as well as TimeWarner Cable for telephone service. Some telephone and cable wiring is in electrical rooms on the back side of the central trash-service rooms in case you need repair work that cannot be done inside your unit.

5.29 VIOLATIONS of these rules and guidelines, the Bylaws or other Association regulations, are subject to fines and other consequences. Please take time to review this handbook and other guidelines regularly so you remember and follow them.

5.30 WINDOW SCREENS

For aesthetic reasons, the building's windows do not include screens. Residents may use small removable screen units available from local home supply stores may be used temporarily for fresh air etc. Full-height "disappearing" screens can also be installed on glass doors that open to patios or balconies. If you have a townhome be sure for security purposes to remove screens and lock windows before leaving.

5.31 WINDOW WASHING – windows can be washed by unlocking and tilting them in, allowing them to be washed on both sides from the interior of your unit.

5.32 POLICY CHANGES – The rules and policies in this Handbook may be changed from time to time by the Executive Board or by the Association as a whole. Such changes will be distributed to all homeowners via email, postal mail or both. All residents and homeowners are encouraged to notify the property management firm of any changes in email or physical address as soon as they occur.

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6. APPENDIX

6.1 LATTA PAVILION BYLAWS – AVAILABLE AT WWW.LATTAPAVILION.COM

6.2 LEASING POLICY

Adopted by the Executive Board on February 24, 2010

The Declaration of Condominium for the Condominiums at Latta Pavilion Owners Association, Inc. (“Association”) permits the leasing of units (Section 7.6), and the establishment by the Association of rules and regulations governing the use of the Property (Section 7.15).

As a service to the Owners, the Board hereby presents each owner with a summary of the rules and regulations governing leasing of Units.

1. No unit may be leased for transient or hotel purposes. Leases must be at least six months or longer.
2. Each lease between unit owner(s) and tenant(s) must be in writing. You may obtain from the Executive Board a copy of the Latta Pavilion Association Standard Lease, which fulfills the requirements of an acceptable lease.
3. All tenants or occupants are subject to the provisions of the Declaration of Condominium, the by-laws, and the rules and regulations of the Association (collectively, the “Condominium Documents”), and the owner(s) of the unit(s) will be held responsible for any and all violations.
4. The owner(s) must provide the Association’s property management firm with a copy of the lease. The lease must include full name(s) of tenants and occupants, their permanent address, daytime and evening phone numbers, email, automobile make and model, and license plate numbers.
5. The owner(s) should exercise reasonable care to ensure the tenant(s) are individuals of good character and suitable for responsible living at Latta Pavilion. Unless a professional background check is provided to the property management firm, they will conduct a background check of each proposed tenant and notify the owner(s) and the Board of their findings.
6. The unit owner(s) are always responsible for Association dues and assessments, insurance on the unit interior, and any other charges the Association may direct to the unit or owner(s). The owner(s) are responsible for any damages to the Property caused by their tenant(s) and will pay any costs incurred to repair such damages.
7. The tenants and occupants of unit(s) are guest of the owner(s) and are encouraged to attend Association meetings even though they are not eligible to vote or hold elected office. The owner(s) should communicate to their tenant(s) all information from the Board promptly.
8. No leasing shall relieve the owner from said owner’s obligations under the Condominium Documents.

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9. Each lease must contain a provision that a violation by a tenant of any of the provisions of the Condominium Documents shall constitute a default under the lease.
10. If a tenant fails to comply with any provisions of the Condominium Documents:
 - a. The Association may notify the owner of such violations and demand that the same be remedied through the owner's efforts
 - b. If such violation is not remedied within a reasonable period, the Association shall have the following rights, along with any others provided at law or equity: (i) the right to enforce the provisions of the Condominium Documents by legal means; (ii) the right to make any repairs required by the actions of the tenant; and (iii) the right to enter the unit and summarily abate and remove the continuance of any such breach. The owner shall be responsible for all costs incurred by the Association in exercising its rights. In addition, after providing notice and an opportunity to be heard, the Association may levy fines of up to \$100 per day against the Owner for so long as the violations continue.
11. The unit owner shall be responsible for (a) all costs and expenses incurred by the Association in correcting any breach or enforcing the provisions of the Condominium Documents (including legal fees, regardless incurred regardless of whether suit is instituted), and (b) all fines levied as a result of any such breach. The Association may levy a special assessment on the owner of the unit involved for payment of such costs, expenses or fines, which shall constitute a lien on the unit involved, and collection thereof may be enforced by the Board in the same manner as the Board is entitled to enforce collection of owner assessments.

6.3 PET POLICY

The guidelines and restrictions listed here are in accordance with Section 7.8 of the Association's Declaration.

Permissible Pets

Up to two (2) small common household pets may be maintained in a unit.

Designated Areas

ALLOWED

- Pets are permitted to pass through common areas, so long as the pet is carried, leashed, and under the control of the owner. Common areas include, but are not limited to, hallways, elevators, courtyards, and sidewalks.
- Pets are permitted in the designated areas on Fillmore Avenue at the corners of Scott and Kenilworth Avenues. Plastic bags and trash receptacles are available.

NOT ALLOWED

- Pets are not to urinate or defecate in the courtyards or other common areas.

Policies

1. Pet owners shall comply with signs designating or restricting pet activity.
2. Pets going in and out of the building must be under their owner's control.
3. Pets must not be left unattended on patios or balconies. All pets must be controlled so as not to create a nuisance or unreasonable disturbance.
4. Every owner or custodian of a pet shall remove any and all pet waste on the

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- common areas including, but not limited to, grass, walkways, and interior areas.
5. Plastic bags and receptors are provided on the corners of Fillmore and Scott and Fillmore and Kenilworth. Pet owners are responsible for providing their own bags in the event that there are no plastic bags.
 6. Pet owners are responsible for any damage caused by their pets. This includes damage to landscape and any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage.
 7. All pets shall be registered or inoculated as required by law.
 8. Each owner shall indemnify the Association and hold it harmless from any claim resulting from any action of his or her pet, and shall repair at his or her expense any damage to the Common Elements caused by his or her pet.

6.4 MOVE-IN AND MOVE-OUT POLICY

- The Unit owner must pay a \$500 damage deposit upon picking up the elevator key from an Abbott representative. Upon completion of the move, and finding no damage or violations, the deposit will be refunded.
- A 48 hour move notice is required so elevator pads can be placed in the elevator.
- An independent-operating key for the elevator may be obtained from the property management firm with a refundable \$25 deposit. This will enable full control of the moving elevator and save time in the process.
- Do not hold the elevator door open for long or jam it with furniture, boxes etc. Prolonged forced opening of the elevator doors will cause the motor to be damaged, and repair costs will be charged to the responsible person.
- Move-In/Move-Out times are Monday through Saturday, 9AM to 5PM.
- The resident must break down all moving boxes and containers and remove them from the property by their own means. Boxes and related items, such as packing material, *may not* be deposited in the trash room. If the resident fails to do so, the cost of removing the trash will be deducted from the deposit.
- During the move, courtyard gates and entry doors to the building may not be blocked open and left unattended.

Thank you for taking these steps to keep property values and safety at an optimum.

6.5 FIRE SAFETY GUIDELINES – AVAILABLE AT WWW.LATTAPAVILION.COM

6.6 NORTH CAROLINA CONDOMINIUM ACT – AVAILABLE AT WWW.LATTAPAVILION.COM