

The Cairo

A Condominium Residence

**House Rules and
Information Package for Residents**

Welcome to the Cairo

You are now joining a residential community. We are proud of our building, which has a rich history and a reputation for congenial living. As a community, we are governed by rules. While we try not to make regulations too onerous, we do try to preserve the quality of life of all residents of the building. Please take some time to acquaint yourself with the basic information provided in the following pages. Familiarity will help to eliminate future problems.

We employ a staff that also stands ready to assist you if you have problems in your apartment or with the building. Please contact the management office at 202-232-4020 or leave a message with the desk if you need assistance. If your apartment needs repair, fill out the appropriate repair request form available at the front desk. Remember that the apartment owner will be billed for service performed inside apartments.

Please let us know how we can make your home a better place.

The Board of Directors.

Note: This is an abridged guide to the most essential information. This is not intended to be a complete statement of Cairo Rules and Regulations.

Revised November, 2012

Additions, Alterations, or Improvements/Unit Owners

Prior written consent from the Board is required for any structural addition or improvement.

Air Conditioning/Heating (HVAC)

Heat is available all year round, but air conditioning is available only in the summer when the building's cooling tower is in operation, usually from May to October.

Seasonal Maintenance (Performed by building staff)

Fall: Filters in individual units are replaced.

Spring: Filters in individual units are replaced.

Leakage: You should obtain a service contract for your HVAC unit to extend its life. Make sure you have condo owners insurance to protect you in case of leaks or overflows originating in your apartment that causes damage in you apartment or in units below. Turn off you're a/C unit if you notice dampness nearby. The drip pan below the cooling coils may not be draining properly. If it is clogged, call the manager at 202-232-4020.

Operation of HVAC Units. In the winter, all residents should turn on the HVAC unit providing minimal heat to avoid freezing pipes, which could cause disastrous flooding. Check with the On-site Manager for further guidance. Your A/C compressor is operational all year. However, the building does not circulate coolant except in the summer. **Use of you're a/c when we do not circulate coolant may damage the unit.**

Bicycle Storage

A bicycle storage rack with twelve spaces is located on the patio of the manager's office. Slots are allocated by lottery. Only owner-occupants are eligible for the drawing on the slots. Owners with bicycle slots must complete a contract, which sets forth the rules for use and disclaims liability.

Storage of bicycles on the front porch, in hallways, stairwells and elsewhere in the Cairo's common areas is prohibited. (D.C. Fire Code and Cairo By-Laws)

Bicycles may be brought into the building only through the basement. They should be taken out of the building through the basement whenever possible.

Bulletin Board/Notices and News

Residents wishing to post bulleting may use the bulleting boards in the laundry room or lobby. Please keep notices small and date them. Notices on the lobby bulletin board must be on 3x5 cards and dated by the desk staff.

Christmas Information

Bonuses: Voluntary contributions are collected each year for staff bonuses.

Tree Removal: Notice of tree removal is posted in late December. Trees are to be left outside of the unit. Notify the management office and the tree will be picked up.

Condo, Electric, and Repair Fees

Fees are due on the first of each month. If payment is not received in full by the 15th of the month, a late fee of 15% will be imposed. Neither the Board nor the management will waive late fees.

Accounts overdue over 45 days from the 1st day of the month are referred automatically to a collection agency/attorney that will assess the cost of collection against the unit. The entire year's condominium fees are accelerated and immediately due in case of a delinquency. Disputed amounts (i.e. electric bills) should be paid while resolution of the dispute continues. No late fee is charged if payments are brought to the office in a stamped envelope by the first day of each month.

Deliveries

The front desk will accept deliveries and allow maintenance people into the unit, upon prior arrangement by the resident. This service is provided as a convenience to residents and the Cairo accepts no responsibility for lost packages or deliveries or for the conduct of your contractors while inside your unit.

Floods

You should immediately contact the resident above your unit to see if the source of the leak can be located and action taken. You should then call 202-232-4020 (if no answer, call 301-468-8919) to report the leak and to request assistance. Give you name, unit number, and phone number and describe the emergency. Owners may be responsible for repairs and damages originating within their units.

Front Desk Staff

Front desk staff is on duty 24 hours a day.

Front desk staff is responsible for getting signatures of guests as they enter the building and keeping a register of long-term guests.

Packages for which you have received a notice in your mailbox may be picked up from the front desk staff.

In case of an emergency, the front desk staff will contact the manager if you are unable to do so.

Please do not ask the front desk staff to leave their post except in cases of emergency.

Front desk staff are not permitted to perform services for residents during duty hours.

Front desk staff do not have access to the manager's office or individual unit keys and therefore cannot provide lockout service.

Garbage Disposal

Normal Trash: Chutes are located on each floor (except the first) for all garbage disposals except recyclables. Ground floor units may use the basement access chute opposite the laundry room. Never dispose of lighted cigarettes in the trash chute. Trash must be bagged and tied. Disposal of hazardous substances in trash bags or down chutes is strictly prohibited. Townhouse residents are required to put garbage outside their doors in the morning rather than the evening for rodent control. Trash will be picked up daily.

Appliance and furniture removal is your own responsibility. Large, empty cartons should be flattened and taken to the dumpster in the alley east of the building. Trash too large for trash room or trash chutes must be hauled by unit owners to the dumpster as well. Depositing trash outside trash rooms or in common areas is strictly prohibited by Association By-laws and D.C. Fire Codes.

Kitty litter must be placed in plastic bags, tied securely, and left in the closet. Do not put kitty litter down the trash chute.

Disposal of trash between 11:00pm and 7:00am (10:00am on weekends) is considered a noise nuisance and is prohibited.

Recyclable Trash: Newspapers are to be placed in the utility closet on each floor that contains a sink. There is a can in each of these closets in which bottles (glass and plastic) as well as cans (aluminum, tin, and steel) should be placed after being carefully rinsed. **Recycling is mandatory in the district**; failure to recycle can result in the assessment of a fine. Please keep the recycling rooms neat. (Please see the attached memo on recycling.)

Guests

Guests and others admitted with permission of occupants are subject to the same rules that govern residents. Guests must announce themselves using the front door intercom and be admitted by the electrical buzzer. You may leave an admit slip and key at the desk to admit guests when you are not at home. We cannot admit guests without proper admit slips and identification. Guests will be requested to sign in by the receptionist.

As a security precaution, residents should never admit others at the front door unless they are familiar with them or believe they have legitimate business in the building.

Insurance Coverage

The Board of Directors maintain property insurance in compliance with the By-laws. Each resident and owner must obtain their own insurance to cover personal possessions and liability.

To initiate insurance claims covered by the master policy, call the management office at 202-232-4020.

The building's master policy covers repair of your unit after a fire, but only to the extent of returning it to its bare white paint, before improvement you may have made. Your policy should cover improvements, furnishings, medical expenses, and other losses. The building insurance never covers your personal property.

Key/Lock-Outs/Changing Locks

Regulations require that a complete set of keys (including burglar alarms) be provided to The Association so that service to meters, hearing and cooling units, and response to emergencies may be performed. Keys are coded for security and kept in a locked security box in the manager's office. Desk staff do not have access to building unit keys.

The Cairo main doors operate on electronic keys. There is a charge of \$40.00 for each electronic key.

Except in an extreme emergency, or for essential maintenance, no one will gain entry to your unit without permission. Call management in advance to arrange for deliveries, phone installation, etc.

The condominium management does not provide lockout service. For your own protection, you may want to give an extra key to a friend or neighbor in case of a lockout or an emergency. The manager is not required to respond to a lockout situation outside of regular duty hours. During regular duty hours he will admit you or provide a duplicate key for a fee. Some residents have left convenience keys at the desk in case they are locked out. We do not recommend this since the desk is not secured. The building will not be responsible for keys left at the front desk.

If you change your lock, don't forget to provide a set of new keys to management. The Association will deny services to residents failing to provide unit keys to the manager.

Laundry Facilities

The laundry room is located in the basement. Machines operate on a Coinmach Smart Card system. New cards may be purchased from the Smart Card Center located in the laundry room.

Mail/Packages

You will receive a notice in your mailbox and may claim the package from the front desk. The addressee or his/her designee must sign for all packages. Incorrectly addressed mail should be given to the front desk.

Moving Regulations

All moves must be scheduled with the manager in person or by mail by presenting leases where required and the designated moving fee at least five days in advance. The Cairo has a lease addendum, which must be signed and presented. No moves will be scheduled over the phone. Moves are permitted only between the hours of 9:00am and 5:00pm, Monday through Saturday. No other times are permitted.

Charges for moves in/out apply as follows:

Monday through Friday	\$350.00
Any Saturday is an additional	\$200.00

Elevators are reserved on a first call basis. Please schedule early. If the day you wish to move has been reserved, you will have to schedule another day. Unscheduled moves, Sunday moves, Holiday moves or moves after hours will be assessed a fine double the normal base move fee. For safety reasons please keep the entrance door closed, if left unattended a fine of \$50.00 will be imposed.

Pest Control

The building has an exterminator visit Bi-weekly. This service is provided free. Contact the desk for an extermination form.

Pets

Cairo leases for rental unity do not permit pets. Owners may have pets, but will be held responsible for any damage resulting to the building from their animals. Do not allow your pets on the front lawns. All dogs must be on leashed while on Cairo property. Dogs should enter and exit through the basement. No more than two pets are allowed per unit. Fines have been established for pet violations

1. Pets not on leashes \$50.00
2. Pets on front lawns \$50.00
3. Barking dogs (a noise nuisance) \$50.00

Plumbing

The Cairo staff performs a variety of minor plumbing repairs for minimal charges. Report all leaking faucets or any other plumbing problems to the manager immediately.

Repairs

The building staff performs many minor repairs at a minimal charge. Please fill out a repair request at the front desk for service.

Roof Deck

One side of the roof deck may be reserved for small parties from 6:00pm until 12:00 midnight, for a maximum of thirty people. Contact the manager for reservation information and fees. The roof deck is open from 7:00am until 12:00 midnight. The rental charge for parties is \$75.00 and is subject to revision. A camera monitors the roof at all times. If the front desk staff observes a violation, they are authorized to order everyone to evacuate the roof and to lock the door. Residents climbing over the desk railing onto the roof will be fined.

In the case of a rained out event, you may reschedule your event with the management office on the next available day at no charge. Reservations are not refunded.

Smoke Detectors

Each unit has a smoke detector that is wired into the main electric system (batteries are not required). You should test your system periodically to ensure its proper operation. The system is tested annually by the building.

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TV Cable

Cable is available; call Comcast, Verizon or RCN.

Warnings:

Do not put grease down drains.

Do not leave your unit during the winter for a prolonged period of time unless you leave the heat on at the lowest setting.

Some Cairo ceilings have been found to contain small traces of asbestos.

Periodic painting of the ceilings is recommended to encapsulate any asbestos that may exist.

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