

**Belmar Gardens
Corporation**

**RULES AND REGULATIONS
("House Rules")
OF THE
BELMAR GARDENS
CORPORATION
2023
(Supersedes all previous rules)**

Dear Shareholder/Member:

This rules and regulation booklet was developed as a supplement to our Bylaws and Occupancy Agreement. It is our hope that the booklet will assist you in better understanding the rules and regulations of the Corporation and be easily accessible to you when questions arise.

Rules and Regulations are necessary in Belmar Gardens Corporation so that all of us may enjoy the benefits of the highest standard of safety, comfort, and privacy.

The Board of Directors (or Board) will endeavor to enforce our rules and regulations by being dedicated, vigilant, concerned and progressive in the maintenance and upkeep in the improvement of the Belmar Gardens Corporation. We request your cooperation.

RULES AND REGULATIONS ("House Rules")

Any rules and regulations of the Corporation ("House Rules") now or hereafter adopted or amended from time to time and for so long as the Member is a Shareholder in good standing of the Corporation.

RULES AND REGULATIONS OF BELMAR GARDENS' CORPORATION

(A) RESTRICTIONS

THERE WILL BE NO LEASING, SUB-LEASING OR GRANDFATHER CLAUSE (Any Legal Provision that exempts a business, class of persons, etc., from a New Regulation that would affect prior rights and privileges) in the Belmar Gardens Corporation. Shareholders must occupy the residence, leave vacant, or sell. Shareholder will be responsible for carrying charges, water bills and any damages to the unit while vacant.

(B) MONTHLY CARRYING CHARGE

Must be paid on the first of the month and no later than the 10th day. Any amount after the 11th day will result in the Management Company taking immediate action.

(C) SPECIAL CHARGES

Water and Sewage payments are due 30 days from receipt of the bill. (See Bylaws and Occupancy Agreement for detailed explanations). In the event of the shareholder becoming delinquent, all costs associated with the unit will be due in full.

(D) NOTIFICATION

1. Notify the Management Company for routine maintenance between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday any of the following ways:

- By Phone (412) 727-7430 and leave a message
- By Email at info@lotuspgh.com
- On line portal @ <https://lotuspgh.twa.rentmanager.com/Login> to leave a service request.

For emergencies, phone (412) 551-7311.

Examples of emergencies: furnace failure, water and gas leaks, fire.

2. You are required to permit management to enter your Dwelling Unit

during regular hours for inspection or repairs, and any time for emergencies.

(E) INSURANCE

Each Shareholder/Member is responsible for obtaining Homeowner's or Renter's Insurance. The Corporation is not responsible.

(F) PARKING

Street parking is first come, first serve. However, families owning more than one vehicle should utilize their driveways and garages. Parking against the fence is prohibited at all times. Violators are subject to be towed.

(G) FIRE LANES

DO NOT BLOCK, STOP or PARK in the Fire Lanes between the Dwelling Units or on the opposite side of the street where cars are not supposed to park. These areas must be available at all times for emergency vehicles and buses to get through. Violators are subject to be towed.

(H) ABANDONED AND INOPERABLE VEHICLES

1. All Vehicles must have current licenses, inspection stickers and in operating condition. Motorcycles and motorbikes are not permitted on the sidewalks or lawns. Violators are subject to be towed.
2. No car repair in the common areas. Repeat offenders are subject to fines.

(I) GARBAGE

1. Place all plastic bags and garbage containers at curbside, in the front of your dwelling unit, after 6:00 p.m. the day before scheduled PICKUP.

2. On Scheduled PICK-UP days, all containers must be returned to the rear of the Dwelling Unit.

3. The same applies for appliances. (See your City of Pittsburgh REFUSE SCHEDULE.)

4. NO TRASH OR GARBAGE SHOULD BE LEFT IN THE FRONT OR REAR OF DWELLING UNITS.

(J) BARBECUE GRILLS

All barbecue grills must be stored in the rear of the dwelling unit

(K) EXTERIOR PROPERTY RESTRICTIONS

Due to the fact that there is no exclusive ownership and for the purpose of aesthetic quality of the neighborhood environment, there shall be no installation of exterior antennas, satellite dishes or similar equipment to the exterior of any Belmar Gardens properties. Any damage caused by exterior antennas, satellite dishes or similar equipment will be the responsibility of the shareholder.

The Cooperative will make the necessary repairs, which will then be charged to the shareholder.

(L) PETS

1. Pets must be kept on a short leash at all times. If your pet is caught running loose, you will be required to have it removed permanently from the Corporation Property.

2. Use your POOPER SCOOPER when walking your pet.

(M) WINDOWS

Shareholder/Member is responsible for window cleaning at least once every three months.

(N) VIOLATIONS AND FINES

Abandoned/inoperable vehicles found in violation must be removed from the premises within ten (10) days from the date letter is received. If

vehicle still remains on site, a \$50.00 fine will be assessed. Thereafter, a \$100.00 fine will be assessed each month and will be billed with the monthly carrying charge.

(O) NOISE/DISTURBANCE

Resident will not do anything to unreasonably disturb other residents, such as loud radios and stereos. Private parties are to be confined to individual Shareholder's homes. When entertaining, shareholders should invoke property discretion to ensure that the peace and quiet of the neighbors is not infringed upon. Shareholders who habitually disregard these rules will incur fines from Management and/or cause for the eviction process.

MANAGEMENT COMPANY

Lotus Real Estate
9725 Frankstown Road
Pittsburgh, PA 15235
Phone: (412) 727-7430 Emergency
Phone: (412) 551-7311
Info@lotuspgh.com

DEFINITIONS

Board of Directors (or Board) - Shareholders/Members elected to act for and direct the affairs of the Corporation in the interest of the members.

Carrying Charge - The monthly income expected to be received for the operation, maintenance, care, alteration, and improvement, including capital improvement of the property.

Common Areas - All of the property, other than the Dwelling Units, for which the Corporation will assume the responsibility of providing for the renovation, maintenance and/or replacement.

Corporation - Belmar Gardens Incorporated, a Pennsylvania Corporation

Dwelling Unit - An individual dwelling unit, as such dwelling unit is identified by a certificate of shares of stock of the Corporation' issued to a Shareholder/Member.

Shareholder/Member - The owner of shares of the Corporation; the ownership of which entitles the Shareholder/Member to execute an Occupancy Agreement.

Shareholder/Member's Immediate Family - Includes the shareholder/member's spouse, children, parent or shareholder/member who has legal custody of a child or who has been appointed by a court of law as a guardian for a minor child. Shares - Shares of stock by the Corporation, issued and outstanding from time to time.

Property - Land owned and leased by and belonging to the Corporation.
(See Bylaws)

Special Charges - Other costs incurred, such as water and sewage, court costs, etc. (See Bylaws & Occupancy Agreement for detailed explanation.)

**SERVICE
AND
PHONE DIRECTORY**

POLICE, FIRE, AMBULANCE – CALL 911

ELECTRIC

Duquesne Light Company
411 Seventh Avenue
Pittsburgh, PA 15230-1930
1-888-393-7100 (Business Phone)
1-888-393-7000 (Emergency)

GAS

Peoples Natural Gas Co.
PO Box 644760
Pittsburgh, PA 15264-4760
<http://www.peoples-gas.com/>

To Report an Emergency: Call 1.800.400.4271 (24 hours/ 7 days) - Please use this line for emergencies only.

To Contact the Peoples Natural Gas Customer Service Center: Call 1.800.764.0111
Customer Service Center Hours: Monday - Friday, 8:00 AM - 5:00 PM

WATER & SEWAGE (PWSA)

Pittsburgh Water and Sewer Authority
441 Smithfield Street
Pittsburgh, P A 15222
(412) 255-2423 (Business Phone)

CITY OF PITTSBURGH MAINTENANCE

(Potholes, Street Cleaning, etc.)
(412) 665-3609

CITY OF PITTSBURGH REFUSE AND RECYCLING

(412) 255-2773