

# *Welcome To Ocean City and High Point South Condominium*

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(revised April 2012)

This guide has been prepared to make your stay more enjoyable. It provides you and your guests with our rules, regulations, and other valuable information. Please read it carefully and keep it in your unit during your stay.

*High Point South* is a condominium, not a hotel or an apartment. Since you have rented a unit from a *High Point South* unit owner, either directly or through a rental agent, *High Point South* is not a party to your lease. However, we require that all renters and guests comply with our rules as set forth in this guide and posted throughout the building.

We want you to have a great time in Ocean City. However, we are committed to providing a clean, safe, and quiet place for you and your family to stay at *High Point South*. A violation of any of our rules, or any local or federal law, either by the renter, anyone in their party, or any of their guests, will not be tolerated and may result in eviction.

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## *High Point South Condominium Association House Rules*

### **BALCONY RESTRICTIONS**

- Balconies are for the quiet enjoyment of the residents.
- Nothing may be placed on or hung over the balcony railings.
- Balconies may not be used for the storage of items such as bicycles, umbrellas, etc.
- Barbequing on the balcony is not permitted. Open flames on *High Point South* balconies is prohibited. Unit owners, renters, guests, and visitors are not permitted to cook on balconies, walkways, or any common areas of the building.
- Overnight sleeping is not permitted on the balconies.
- Nothing may be thrown, swept, shaken, or otherwise propelled off balconies or walkways.
- Clothing, towels and other items of personal property shall not be hung on exterior railings or on any other exterior part of the building, except the towel rack.
- The feeding of birds from the balconies is prohibited.

**BIKES, MOPEDS, SKATE BOARDS, ROLLER SKATES, ROLLER BLADES**

- Bike or moped riding is only permitted in the open parking lot areas when entering or leaving the property. Their use is prohibited on the walkways, elevators, ocean side deck and lobbies.
- Skate boards, roller skates, roller blades and Scooters of any kind may not be used on *High Point South* Property, at any time.
- Bicycles and other personal property may not be stored on building walkways.

**BOATS, JET SKIS, TRAILERS OR OVERSIZED VEHICLES**

- Boats, jet skis, trailers, or oversized vehicles are not permitted on the *High Point South* property from May 1 through October 1.

**CHILDREN**

- Children may not play in the elevators, lobbies, stairwells, or in any way interfere in the quiet and comfort of other guests.

**ELEVATORS**

- Elevators are provided for your convenience.
- If a power failure occurs while you are in an elevator, use the emergency phone, which is connected to an answering service. In case of emergency, or fire, do not use the elevator, use the stairways. If you are trapped in an elevator, stay calm and press the alarm on the control panel, and then pick up the telephone and depress the button on the receiver. This will automatically dial for assistance. Do not attempt to get out by forcing the doors open; you may be hurt if the elevator is between floors. The safest place for you is inside the elevator.

**EMERGENCY MESSAGES**

- The *High Point South* staff will deliver message(s) to a unit only in the case of an emergency.

**EMERGENCY PROCEDURE**

- A maintenance emergency is an occurrence or unsafe condition that, if unattended, could cause property damage or personal injury. This may include: loss of water or electrical service, sewer backups, water leaks that cannot be stopped, or malfunctioning elevators. Call the *High Point South Management Office* immediately to report any of these conditions.

**FIRE SAFETY TIPS**

- Each unit is equipped with a heat and smoke detector, for your protection. There is only one heat detector, located above and between the kitchen and dining area. Smoke detectors are located in the living room, one in each bedroom, and one in the hallway. The heat detector is connected to the building Fire Alarm System, while the smoke detectors are not.
- When heat in the unit registers 130 degrees Fahrenheit, the heat detector will go off. The fire alarm will sound and a loud voice will instruct everyone to evacuate the building and proceed to the parking lot.
- The smoke detector is not connected to the main alarm system of the building.
- The following flammable liquids or explosive materials are prohibited; flammable oils, gasoline, kerosene, naphtha, benzene, explosives, and the like.
- In case of emergency, families should have a predetermined meeting place outside the building.
- If you discover a fire outside your unit, call 911 to report the fire and exit the building by the nearest stairwell. If the fire alarm has not sounded, go to the nearest fire alarm and pull down the handle.
- Fire extinguishers are located in the hallways. Do not use these fire extinguishers on grease fires.

- If you are trapped in your unit, call 911. Go out to the balcony, close the balcony door behind you, and signal for rescue.

### **IMPORTANT TELEPHONE NUMBERS**

- Emergency  
410-524-4455 *High Point South Management Office, 2-B*  
911 Police, Fire, Medical
- Non-Emergency  
410-723-6610 Police (Non-Emergency)  
410-289-4346 Fire (Non-Emergency)  
410-289-7556 Beach Patrol  
800-492-2414 Poison Control  
410- 289-8311 Ocean City Convention Center Information  
800-213-0552 Ocean City Information Center

### **LITTERING**

- Littering on *High Point South* property is prohibited and will constitute cause for eviction, fines, and/or immediate removal from *High Point South* property.

### **LOCK OUTS / LOST KEYS**

- Access to a unit can only be granted by a prior request from the owner.
- Upon realizing that you are locked out of a unit, please notify *High Point South* management.
- A service charge of \$40 is charged when a member of the management staff is called upon to unlock a unit.
- Prior to opening a unit, management will require proper identification, and presentation of a lease contract.

### **LUGGAGE CARTS**

- Luggage carts are provided for the convenience of owners and guests. Return luggage carts to the North or South lobby area immediately after use.
- It is prohibited to keep luggage carts overnight in a unit, and is cause for eviction, fine, or criminal charge.

### **MOVING IN / MOVING OUT**

- Under no circumstances is the elevator door to be wedged or propped open by a person, at any time.
- Blocking common areas is prohibited and will constitute cause for eviction.

### **NOISE / DAMAGE TO PROPERTY**

- All residents are entitled to the quiet enjoyment of their units and common areas.
- At no time should there be excessive noise of any kind. Ocean City noise curfew is from 11:00 p.m. to 7:00 a.m. Any noise audible at a distance of fifty (50) feet from the noise source is a violation of the law (Ocean City Ordinance) and is punishable by a fine and/or removal/eviction from the premises.
- The Public Noise Ordinance is strictly enforced by the Ocean City Police Department. Violators are fined, prosecuted, and will be evicted from the *High Point South* property.
- Unreasonable noise will not be tolerated. Keep the volume of radios, television sets, and other such devices at a reasonable level at all times, so as not to disturb the other residents.
- Boisterous parties, running, screaming, and other generally unruly behavior is not permitted and constitutes a cause for eviction.

- Immediate eviction will take place in the event of having more occupants in a unit than permitted in a lease agreement, or if there has been misrepresentation of a person pretending to be unit owner.

### PARKING

- From May 15<sup>th</sup> to September 30, a parking permit is required to park on *High Point South* property.
- All owners are issued parking tags, which owners can use to park on *High Point South* property.
- Owners parking tags cannot be used by renters or guests.
- For renters and visitors, a parking ticket machine is located by the *High Point South* North Lobby entrance. This machine dispenses parking tickets for a fee. All renters and visitors are required to obtain a parking ticket from this machine and display it on the front driver's side dash board. Failure to display a valid parking ticket may result in fines of an additional daily charge of \$50 per vehicle, loss of parking privileges, and/or towing of the vehicle.
- Parking on the west side of the building is first come, first served. Parking on the ocean side of the building is reserved.
- All unit owners, guests, and tenants will park head in, between the striped parking lanes.
- The *High Point South Condominium Association* is not responsible for and disclaims any liability for damages or any loss of property from vehicles parked on *High Point South* property.

### PETS

- Renters or guests are not allowed to bring pets into the units or on condominium property.

### PUBLIC DRINKING

- The Town of Ocean City prohibits drinking in public areas and prohibits open alcohol containers in public areas.

### RESTROOMS

- Restrooms are located on the mezzanine level (swimming pool area) on the South side walkway.

### RIGHT OF ENTRY

- The management has the right of entry into individual units in case of emergency originating in or threatening a unit or common property, whether the owner is present at the time or not.

### SECURITY

- *High Point South* does not provide "security". The staff attempts to enforce *High Point South* rules and policies and protect the common elements against damage. The *High Point South* staff are not police and do not assume any police responsibilities. If they observe or are informed of an action that requires the police, they will call the police immediately.
- If you observe a problem that may appear to be in violation of the law, the police should be called immediately, at 911.
- If you observe a problem which does not appear to be a violation of the law, but a problem for *High Point South*, then call the *High Point South Management Office* at 410-524-4455, and report the problem.

### SMOKING

- The Town of Ocean City prohibits smoking in public areas which includes the swimming pool and enclosed deck area.

**SWIMMING POOL**

- The pool is open from 9:00 a.m. to 10:00 p.m.
- Warning – There is no lifeguard on duty.
- Only owners and registered guests are permitted to use the facilities.
- Use the pool facilities at your own risk. *High Point South* is not responsible for accidents or injuries.
- No children under 15 years of age are allowed in the pool area without adult supervision.
- Be considerate – no excessive noise.
- Diving, running, or dangerous horseplay is not permitted.
- Glass containers are not permitted in the pool area.
- Open flames are not permitted on the pool deck.
- Reserving chairs and chaise lounge chairs is not permitted.
- Smoking is not permitted in the swimming pool area.
- In case of emergency, call 410-524-4455.
- Persons using the pool, coming from the beach must shower, to remove sand, before entering the pool.
- The pool gate, between the beach and the pool deck, must be closed at all times, in accordance with Health Department regulations.
- The *High Point South Condominium Association* disclaims any liability for use of the *High Point South* pool deck and pool.

**TRASH / GARBAGE DISPOSAL IN EACH UNIT**

- Garbage disposals should be used for appropriate food and liquid kitchen refuse only.
- Trash chutes must only be used between 7:00 a.m. and 11:00 p.m.
- Trash chutes are located on each floor next to the south elevator.
- The following items are not allowed to be thrown down the trash chutes: lighted objects, boxes, cardboard containers, heavy and large objects, magazines, newspapers, oversized trash bags, plants, small appliances, etc. Oversized items will jam the trash chute and should be taken down to the trash dumpsters on the ground level, south side of the building.

**WASHERS / DRYERS**

- Washers and dryers are located on each floor next to the South elevator and are available for use subject to a fee from May 1<sup>st</sup> through October 31<sup>st</sup> of each year.
- Washers and dryers must only be used between 7:00 a.m. and 11:00 p.m.
- Malfunctioning laundry equipment should be reported to the *High Point South Management Office*.
- Remove laundry from the machines as soon as it is done, both for your protection and as a courtesy to others.
- Use of tints or dyes in the washers is strictly prohibited.
- The *High Point South Condominium Association* disclaims any liability or responsibility for use of the washers and dryers.

**WATER LEAKS**

- Unit owners, tenants, guests, and visitors are prohibited from leaving open faucets unattended on *High Point South* property.
- Report water leaks immediately to the *High Point South Management Office*.
- Do not flush anything down a toilet that will not completely dissolve in water.

*Have an enjoyable, safe, memorable stay at High Point South...*