



**HIGH POINT SOUTH
CONDOMINIUM
ASSOCIATION**

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Welcome To Ocean City and the High Point South Condominium

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 carefully and keep it in your unit during your stay.

High Point South is a condominium, not a hotel or apartment. Since you have rented a unit from 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 be registered with your respective realty agent or company and they and their guest comply with our rules as set forth in this guide and posted throughout our building.

For additional security, we have installed 24/7 digital video recording cameras. These cameras are operating throughout our building and our property's common areas.

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

High Point South Board of Directors High Point South Condominium Council of Unit Owners HPS HOUSE RULES

May 2011

WELCOME To HIGH POINT SOUTH. We hope your visit will be a pleasant one. The Board of Directors has developed these rules to ensure that all who come to High Point South may fully enjoy their stay. **Flagrant disregard of the HOUSE RULES by renters may be cause for eviction.**

REGISTRATION

All renters must pay a twenty five dollar (\$ 25.00) fee per vehicle per week (for one day it will be a ten dollar (\$ 10.00 parking fee per vehicle) and is located by the HPS north lobby entrance. Credit cards or cash will be accepted at the ticket machine. Please note if you do not have a parking ticket display on the front driver's side dashboard, your vehicle will be towed or boot locked and an

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additional fine of \$ 50.00 will be charged.

ACCESS TO UNITS

Access to a unit when an owner will not be in the unit can be granted only by prior request from the owner.

BALCONY RESTRICTIONS

Balconies are for the quiet enjoyment of the residents.

Nothing may be placed on or hung over balcony railings. Balconies must not be used for drying clothing, rugs, beach towels or for storage of items such as bicycles.

Barbecuing on the balcony is not permitted.

Overnight sleeping is not permitted on the balconies.

Nothing may be thrown, swept, shaken or otherwise propelled off balconies or walkways. This includes cigarette butts.

Please do not feed birds from the balconies.

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 walkway, elevators, Oceanside deck and lobby. Skate Boards, roller skates, roller blades and scooters of any kind may not be used on High Point South property at any time.

BOATS – JETSKIS – TRAILERS OR OVERSIZED VEHICLES ARE NOT PERMITTED ON ANY OF THE HIGH POINT CONDOMINIUM PROPERTIES AT ANY TIME OF THE YEAR.

BUILDING WALKWAYS

Bicycles, skateboards or roller blades should not be used on walkways. Bicycles and other personal property should not be stored on building walkways.

CAMERAS

Cameras or digital video cameras are operating 24/7 for your protection. These cameras are located through out the building and common areas.

CHILDREN

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

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ELEVATORS

Elevators are provided for your convenience. **If there is a power failure while on elevator, use the phone, which is connected to an answering service. In case of an emergency or fire, do not use elevator; use stairways.**

ELEVATORS IN A FIRE, DO NOT USE THE ELEVATORS!

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 try to get out by forcing the doors open; you may be hurt if the elevator is between floors. The safest place for you to be is inside the elevator. Elevators are for the convenience of residents. Under no circumstance are children allowed to play in the elevators.

EMERGENCIES

In an emergency – use stairways not an elevator. **Call 911 for Police, Ambulance or Fire Emergencies.**

The non-emergency numbers for these services are:

Beach Patrol	(410) 289-7356
Fire Department	(410) 289-4346
HPS Gate House Security Guard	(410) 524-8060
Ocean City Police Department	(410) 723-6610

PLEASE ADVISE ANY OF THE HIGH POINT SOUTH STAFF WITH ANY PROBLEMS YOU ARE HAVING

EMERGENCY MESSAGES

Manager will deliver only an emergency message to a unit.

EMERGENCY PROCEDURE

A maintenance emergency procedure is any occurrence or unsafe condition that, if left unattended, could cause property damage or personal injury. This may include: loss of water or electric service, sewer backups, water leaks that cannot be stopped or malfunctioning elevators. Call the Business Office immediately to report any of these situations.

Do not smoke in bed or while lying on a couch. Provide good ash trays. Keep matches and lighters away from children.

FIRE SAFETY TIPS

Each unit has a heat detector and smoke detectors. The heat and smoke detectors are for your protection. There is only one heat detector, and it is located above and in between the kitchen and dining area. One smoke detector is located in the living room, plus one each in the bedroom and one in the hallway. Heat detectors are connected to the building Fire Alarm System, while smoke detectors are not connected to the building Fire Alarm System. The heat detector senses the fire if the unit inside registers 130 degrees Fahrenheit, The fire alarm bell will go off and at the same time you will hear a loud voice instructing everyone to evacuate the unit and to go to the main building parking lot. The smoke detector is sensitive

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and it will automatically beep; however, it is not connected to the main fire alarm system of the building. If you hear the smoke detector, don't panic; just reset the button on the smoke detector itself or just fan the smoke detector to clear the smoke or the smell of the smoke. Do not bring into the condominium any flammable oils, or fluids such as gasoline, kerosene, naphtha, and benzene or explosives material hazardous to life, limb or property. Do not leave heaters, toasters, irons, etc. on and unattended.

Know the locations of exit doors, stairways and alarm boxes well enough to be able to find in the dark. Families should prearrange a meeting place outside the building. In an event of a fire, elevators, stairwells, walkways, and the ground floor lobby area must be kept unobstructed to aid in an evacuation.

If you discover a fire outside your unit, call 911 to report it to the Fire Department and exit the building by the nearest stairwell. If the fire alarm bell has not sounded, pull the handle on the nearest fire alarm box while exiting. This alarm is connected to the City Fire Alarm System and the Fire Department and the Ocean City Police Department will immediately respond to the fire alarm. **PLEASE NOTE: Surveillance cameras are located in various areas. If caught, pulling false alarms will result in prosecution and immediate eviction.**

If you encounter smoke, get close to the floor and continue to exit the building. If a fire prevents you from proceeding to the stairwell, stay in your unit. Put wet towels against the door and / or seal the opening around the door frame with wide electrical or masking tape. If you think there may be a fire, but you are not certain, notify the High Point South Business Office. The fire extinguishers in the corridors should be used only in case of dire need to rescue someone in a unit and should be used only by a person skilled in their use. Do not use them on grease or electrical fires. Do not pour water on grease fires. Use baking soda or dirt from a flower pot for grease fires. Some small fires can be smothered with a towel, blanket, or table salt. If the fire in your unit is out of control, close your doors and windows, if you can to contain the fire and leave the unit quickly. Do not lock the door behind you. Pull all alarm handles and get to a phone to report the fire to **911**. If you are trapped in your unit, call **911** and the HPS Business Office, if possible. Go out on the balcony, close the balcony door, and signal for rescue. If you cannot get to your balcony, retreat to the farthest room from the fire, close all doors and windows and cover yourself with a wet blanket. Open a window slightly for fresh air and signal from the window for rescue.

When you hear the fire alarm bell and the voice evacuation, first feel the upper part of the door, if it is not hot, open it slightly to see if you can leave your unit. If you can, exit the building by the nearest stairwell.

GARBAGE DISPOSAL IN EACH UNIT

Garbage disposals should be used for kitchen refuse only. All trash must be placed in plastic bags and tightly secured. Trash chutes are located on each floor next to the south elevator. Trash that should not be thrown down the chute includes: all lighted objects such as cigarettes and cigars, boxes, cardboard containers, heavy and large objects, magazines, newspapers, oversized trash bags, plants, small appliances, which may jam the chute and should be taken down to the trash dumpsters on the ground level, south side of the building.

LITTERING

Do not litter. LITTERING ON HPS PROPERTY IS PROHIBITED AND WILL CONSTITUTE A CAUSE FOR EVICTION AND OR IMMEDIATE REMOVAL FROM HPS PROPERTY.

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Notice that ash trays and waste receptacles are conveniently located.

LOCK OUTS / LOST KEYS

Upon realizing you are locked out of a unit, please notify the HPS management

HPS management will charge a fee of forty dollar (\$40.00) to unlock a unit upon prepayment, proper identification and presentation of a lease contract.

LUGGAGE CARTS

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 it will constitute a cause for eviction, fine or criminal charge.

MAINTENANCE PROBLEMS

Report all maintenance problems, including appliance malfunction and plumbing problems to the HPS management immediately upon notice.

MOVING IN / MOVING OUT

Under no circumstance is the elevator door to be wedged or propped open by any 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 and enjoyment of their units and common areas; therefore, at no time should there be excessive noise of any kind.

The 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 it is punishable by a fine and or removal from the premises.

The Public Noise Ordinance and curfew is strictly enforced by the Ocean City Police Department.

Violators are fined, prosecuted and will be evicted from HPS 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 as not to disturb the persons around you.

Boisterous parties, running, screaming and other generally unruly behavior is not permitted and constitutes a cause for eviction.

Immediate eviction of persons 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 a unit owner.

OPEN COOKING

Open flame on HPS balconies is prohibited. Unit owners, renters, guests and visitors are not permitted to cook on the balconies, walkways, or any common areas of the building.

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PARKING

From May 1 to September 30 of the current year, a parking permit is required to park on High Point South condominium property. All owners will be issued two parking tags which owners can use to park on HPS property. Owners' parking tags cannot be used by renters or visitors.

A parking ticket machine is located by the HPS North Lobby entrance to dispense parking tickets for a fee. All renters and visitors of renters will be required to obtain a parking ticket from this machine and display it on the front driver's side dash board.

Guests and visitors of owners will obtain free parking permits from the management office (2B) during the hours of 9:00 AM to 5:00 PM. After office hours parking permits have to be obtained on the next business day. Failure to display a proper ticket may result in fines of an additional daily charge of fifty dollars (\$50.00) per vehicle, loss of parking privileges and/or towing of vehicles.

Parking is available on a first come, first served basis. Spaces are not assigned.

No more than two parking spaces are allowed per unit unless authorized by the building manager.

All parking spaces under the building are reserved. Do not park in the reserved spaces unless you are authorized to do so or your vehicle will be towed at owner's expense.

All unit owners and visitors' tenants will park head in, between striped parking lanes.

There are designated spaces in front of the building for loading and unloading vehicles.

Boat trailers, recreational vehicles, buses and oversized vehicles are not permitted in any of the HPS parking areas.

Please note: the HPS Board of Directors and the HPS Owners Association disclaim any liability for damage to parked vehicles.

The HPS Board of Directors and the HPS Owners Association is not responsible for damages or any loss of property from vehicles parked on High Point South property.

PETS – RENTERS MAY NOT HAVE PETS AT THE HIGH POINT CONDOMINIUMS

Renters or guests are not allowed to bring pets into condominium or onto the property.

POOL USE

Swimmers Swim at Their Own Risk – THERE IS NO LIFEGUARD ON DUTY.

A pool attendant is on duty to enforce HPS Pool Rules and Regulations.

The swimming pool is located on the Ocean side of the HPS property.

The swimming pool is open from 10:00 a.m. to 10:00 p.m..

RULES AND REGULATIONS FOR USING THE HPS POOL

Please Note: Please observe pool safety rules at all times.

- **An adult must accompany children under 14 years of age in the swimming pool area.**
- **At all times, an adult must accompany children who cannot swim in the swimming pool area and in the pool.**
- **INFANTS ARE NOT PERMITTED TO USE THE POOL.**
- **Persons using the pool, coming from the beach must shower before entering the pool.**
- **Persons with long hair should wear bathing caps.**

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- **Ball playing and or throwing of objects is prohibited.**
- **Floats, rafts, and similar items are not permitted in the pool area except as Coast Guard approved Personal Floating Devices (PFD) and are worn by the person.**
- **Deck furniture cannot be reserved and or covered with a towel before use or in anticipated use.**
- **Proper attire is required when leaving the pool area to enter the building area.**
- **Running, jumping and shouting are not permitted at any time in the pool area.**
- **Persons entering the pool area are required to remove sand and beach tar before entering the pool area.**
- **Deck furniture is for use on the pool deck area only.**
- **Use of deck furniture is on a first come basis and cannot be reserved.**
- **Protective footwear should be worn by all persons when on the pool deck.**
- **No smoking, No alcohol is permitted in the pool area.**
- **Non alcoholic drinks are allowed in non glass containers**
- **Music is allowed, but the volume must not disturb the people nearby and should be turned down upon request.**
- **All trash must be placed in designated trash containers.**
- **All items left on the pool area will be discarded.**
- **Persons use the pool area at their own risk.**
- **The HPS Board of Directors and HPS Owners' Association disclaim any liability for use of the HPS pool deck and pool.**

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 both North and South walkways.

RIGHT OF ENTRY

The Management has the right of entry into individual units in case of emergencies originating in or threatening a unit or common property, whether the owner is present or not. The HPS Management is provided with a key to all HPS units.

SMOKING

The town of Ocean City prohibits smoking in public areas-- including swimming pools and attached and or enclosed pool deck areas.

TICKET MACHINE

There is only one ticket machine and is located in front by HPS north lobby entrance and will operate from May 15 to Sept.30. The ticket machine is used to purchase parking tickets to park on High Point South Condominium parking areas. Persons must purchase parking tickets in conformity with the HPS

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Parking Policy.

VIDEO GAME MACHINES

Video game machines are located on the North mezzanine level (swimming pool). All guests and visitors are permitted to use them.

WASHERS / DRYERS

Washer and dryers are located on each floor next to the South elevator and are available for use subject to a fee from May 1st thru November 1st of each year.

WATER LEAKS

Unit owners, summer tenants, guests and visitors are prohibited from leaving open faucets unattended on HPS property.

Report any water leaks immediately to HPS management.

All persons on HPS property are responsible for preventing stoppage of waste lines.

Do not flush anything down the toilet that will not completely dissolve in water (such as kitty litter). A plunger is useful in some cases of stoppage. Do not put anything down the disposal that will clog the disposal line.

Items that cause plumbing problems include:

rice, bones, fruit pits, stringy vegetables (e.g., cabbage, celery, corn husks, and onion skins), dough, oils or grease, paper, plastic or cellophane, and cigar or cigarettes butts. Also watch out for small items such as wire twisters or pop tops.

Avoid washing hair in the kitchen sink, as hair is a major contributor to clogged drains.

A cover should be kept on the drain when it is not in used to prevent foreign material from accidentally dropping into the disposal.