



**HIGH POINT SOUTH
CONDOMINIUM
ASSOCIATION**

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OWNERSHIP RESPONSIBILITIES

Revised 04/16/2011

These **OWNERSHIP RESPONSIBILITIES** for the operation of High Point South Condominium are in accordance with High Point South Condominium By - Laws and Master Deed dated June 15, 1970 and revised as of May 1993 of which each owner has a copy. The Board of Directors has reviewed and endorsed the **HOUSE RULES** and **OWNERSHIP RESPONSIBILITIES** in accordance with Article V, Section 8, Rules of Conduct, By - Laws of High Point South Condominium and Maryland Senate Bill1028

This document is to assist owners in being aware of the mutual responsibilities of the condo and the individual owners, **INCLUDING THE ACTIONS OF ANY OF THEIR RESPECTIVE RENTERS.** The owners must provide a copy of the **HOUSE RULES** to their respective Real Estate Agent and / or renters directly, to ensure that all parties know that they are subject to the **HOUSE RULES** when rental contracts are negotiated. During the summer season, each renter will be provided with a copy of the **HOUSE RULES** by their respective realty agent or the owners themselves. A thorough understanding of the **HOUSE RULES** and **OWNERSHIP RESPONSIBILITIES** by owners and their subsequent notification to renters and rental agents will go a long way to alleviating violations that frequently occur each year.

RENTAL PROCEDURE

OWNERS' RESPONSIBILITIES - Under the legally binding rules of the Condominium Association, owners are fully responsible for any damage caused by their tenant or guest to common areas. The Condominium Association will act vigorously in any such case.

- **OWNERS or their Rental Agents must provide renters with the following: copies of the House Rules that apply to all renters, plus the keys to the unit.**
- **RENTERS must obtain the necessary keys from the owner or rental agent, not from the Resident Manager.**
- **RENTERS must purchase ticket at the ticket machine at \$ 25.00 per vehicle per week.**
- **RENTERS should be informed to whom they must contact in regard to a problem with the unit.** The Resident Manager and staff are under strict instruction from the Board of Directors not to become involved in rental matters other than providing information or reacting to an emergency that threatens either personal safety or damage to property. In every instance, the renter should know the owner or designated rental agent.
- **The RESIDENT MANAGER and staff members are not permitted to accept keys, cash deposits (other than the parking fees) or otherwise involve themselves in private rental matters.**

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ROLE OF RESIDENT MANAGER

- **Primary Responsibility** - The Resident Manager's primary responsibility is to assure that general maintenance to the building is performed in a satisfactory manner. The responsibility for the common area includes electrical, plumbing, cleaning, public restrooms and pool, elevators, grounds and general security.
- **ADVICE** - The Resident Manager is available for advice on individual condominium problems and has information concerning local contractors for the various trades.
- **EMERGENCIES** - The Resident Manager will respond to any emergency as part of his/her duties and take necessary emergency action to protect the building and individual units from damage or to provide security and safety. He will respond to minor emergencies such as leaking faucets or jammed garbage disposals, but the Manager is required by the Board to do this only as time permits and to charge for such service. (\$ 40.00 / Hour plus \$ 50.00 service fee.
- **LOCKOUTS** - The Resident Manager will respond to lockouts only after verification of approval of owner to allow entry into the condominium with charge. (\$ 40.00).
- **WATER TURN OFF**- Water turn - off is the responsibility of the individual owner. The Resident Manager is authorized to do this upon request at a nominal fee.

ADMINISTRATIVE

- The Board of Directors reserves the right to charge late fees, attorney fees and interest on the late payment of condominium fees, Special Assessment Fees or any other Fees charged by the Association. The quarters are such:

1 January	1 April	1 July	1 October
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- **ASSESSMENTS** - The Board of Directors may determine a need to make Special Assessments for expenses, which are not covered by the Quarterly Fees. The Board of Directors will provide written notice of the amount and due date of the Special Assessment.
- **DELINQUENT PAYMENTS** - If the Assessment or Quarterly Fee is not received by the 30th day after the due date, a 10% late charge is applied in addition to an interest charge that begins the first day of the delinquency. On the 90th day of delinquency, a lien may be placed on the unit and the delinquency referred to the attorney representing the High Point South Condominium Associate for collection, foreclosure, etc. (Article III, Section I, HPS By - Laws).

COMMON ELEMENTS VERSUS UNIT ELEMENTS

This is to provide a summary of some of the responsibilities of the condominium and of individual owners.

OWNERS' RESPONSIBILITIES (Unit Elements)

- All non- - structural (non- - load bearing) partitions.

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- **All windows and doors, except paint on outside of entrance doors. Leaks around doors and windows.**
- **All appliance and fixtures, including service line outside partitions.**
- **All electric, telephone and television cable lines at the point of entry to each unit.**
- **Lockers on grounds floor, except for paint on outer surfaces.**
- **Maintain individual unit in good repair including interior of individual Condominiums, painting, electrical work and plumbing.**
- **Maintenance of temperature in condominium at no less than 50 degrees during cold weather - November 1 through April 1. To shut off water at main valve for individual condominium when unit is unoccupied for a period of a week or more.**
- **Owners will not change the appearance of any exterior surface of the building including his/her unit without the written permission of the Board of Directors. No floor covering can be added to patio floors on the ocean side or A & J Units on Bayside. Owners must obtain approval of Board of Directors for any changes in appearance of Exterior surface of the building, including doors.**
- **Reimburse condominium for expenditures incurred in repairing or replacing any common element damaged through fault of the owner.**
- **Condominium Access - for purpose of fire safety, no lock or other device preventing opening may be placed on the second penthouse floor partition doors. Each owner shall allow access at all reasonable times to any person authorized by the Board of Directors for purpose of inspecting such doors, and any locks or other such device maybe removed by such authorized person.**
- **Residents of condominiums shall not post any advertisements or posters of any kind on the condominium except as authorized by the Board of Directors.**

CONDOMINIUM RESPONSIBILITIES (Common Element)

- **All woodwork on bayside of building.**
- **Painting of exterior surface of entrance doors and locker doors, railings and frames.**
- **All pebble board through the condominium.**
- **All piping located inside walls or partitions upstream of the shut-off valve.**
- **All structural (Load bearing) parts of building, including roof, girders, columns, and floor joists wherever located and structural parts of dividing wall between units.**
- **Repair of leaks due to faulty caulking around pebble board panels, beams or columns.**
- **Maintenance of light fixtures, including replacement of bulbs and tubes on walkways.**
- **Make repairs and bill owners for same, if in absence of such repair it is reasonable to assume structural damage to building or damage to any other condominium.**

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ADDITIONAL RULES

The Board of Directors may make other reasonable rules, as they deem appropriate

Ownership of Maintenance

Architectural

HPS

- **Roof, Structural Concrete Elements (beams, columns, floor planks)**
- **Wall framing (studs, sole and top plates) between units only**
- **Elevators, exterior hallways, lobbies, service rooms, Mezzanine floor**
- **Painting and numbering of unit entrance doors, painting wood trim around doors and windows, painting and caulking metal window frames**
- **PH fire doors, balcony dividers and railings, exterior wall finishes, painting storage lockers**

Unit Owner

- **Walls within a unit, drywall on unit separator walls**
- **Repair and replacement of windows (glass and frame), all unit doors,**
- **Storage locker doors (except paint)**
- **Air conditioner wall sleeves**

Mechanical

HPS

- **Water lines to units (up to and incl. unit shutoff valve)**
- **Sanitary risers throughout building and any horizontal piping serving more than one unit**

***Unit owners are responsible for water damages to other units and common elements caused by leaks from unit plumbing**

Unit Owner

- **All plumbing downstream of shutoff including pressure reducing valve**
- **Sanitary piping serving only one unit**

Electrical

HPS

- **Electrical feeders to unit panels and all equipment upstream**

Unit Owner

- **Unit panels and all downstream wiring and devices (receptacles, switches)**

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- **If after 10 days, written notice to a unit owner, necessary repairs are not made, HPS (Board & Management) may make repairs and bill the owner.**
- **Unit owners may not change the exterior appearance of their unit without prior Board approval.**

ADDITIONAL RULES

The Board of Directors may make other reasonable rules, as they deem appropriate