

605 WEST MAIN CONDOMINIUM OWNERS ASSOC., INC.

C/O Community Focus of NC, Inc.

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Welcome to 605 W. Main Street! Built in 2004, this Bauhaus style building offers residents and workers creative spaces for work and living. We invite you to get involved and stay informed as to what's happening in the building. Below are some guidelines that we ask everyone to follow. I know...I know...rules are no fun, but without these, your rent and /or HOA dues will likely go up and that's really no fun!

When moving in and out of the building:

- 1. Protect the elevator -** Don't allow your movers to abuse the elevator by scratching the walls and the floors. Please use moving blankets that cover the walls and put protective paper on the floor when moving in and out.
Protect the floors - Even though most of the floors are concrete and you might be wondering, "how can I mess up concrete?" we have found that the floors are easily scratched. Please put duct tape on all cart and dolly wheels to avoid scratching the floor and put down protective paper when sliding heavy things across the floor.
Inform your contractors - Contractors make things look pretty, but in the process they usually make a mess. Please have your contractors follow the two rules above and make certain any outside prep work is done in the rear left corner of the parking lot (i.e., near the picnic table). Also, please ask them to clean up any common areas and remove any construction material from these areas at the end of each day.

Garbage and Recycling rules:

- 2. Keep us from having to dumpster dive - No corrugated cardboard in the dumpster.**
Please never put any corrugated cardboard in the dumpsters. The town will not empty our dumpster if they see that there is any corrugated cardboard in it. There is a cardboard recycling center at Carrboro Plaza, which is about 1 mile west of us. And on site, cardboard may be placed inside the blue recycling bins.
- 3. Garbage collection is on Mondays.** The silver doors to the large dumpsters need to remain open for the garbage collectors to take the garbage.
- 4. Recycling rules- NO PLASTIC BAGS into the blue recycling bins!** We are having weekly issues and they will not collect the recycling if there are plastic bags in there. Also, break down large pieces of cardboard and boxes. Whatever is too large to fit should go to Carrboro Plaza recycling center.

Parking area guidelines:

- 1. Reserved spots -** Several spots under the building are assigned to residential units on the third floor. Please make yourself aware of the reserved spots and refrain from parking there unless it is assigned to your unit. While this may sound like an obvious rule, the word "RESERVED" is written in BIG blue letters.

Pull vehicles all the way into parking spots - The area between the rows is very narrow, and vehicles sticking out into the driving areas can present a hazard. Parking is first come first serve.

2. **Do not store junked or inoperable vehicles on the property**- Please let the property manager or groundskeeper know if you need any clarification on this one.
3. **Do not park cars overnight in the nine spots to the right of the main entrance**- Please pull all the way to the back of the parking lot or park under the building. Parking in these spots prohibits the trash truck from emptying the dumpster and emergency vehicles from entering the parking lot.

Lobby entrance, stairwells and bathrooms:

1. **NO SMOKING in the common areas or near the front entrance of the building** - Please move to the rear of the parking area and dispose properly of your cigarette butts. Please inform all visitors of this policy as well.
2. **Do not store items under the stairwells** - This is a fire hazard and we can be fined by the fire marshal. *Guess who gets to pay this bill if we ever get one? You, as part of your HOA dues.*
3. **Do not dispose of perishable foods or large items in the bathroom trash bins** - These are emptied twice a week and nobody wants to smell your leftover Chinese food.
4. **Directory signs.** While the owners/renters are responsible for paying for their signage, the actual substrate is the property of 605 W. Main and should not be removed for any reason. Owners/renters should contact Signs Now to have directory signage made for the exterior, lobby and individual door signage.
www.signsnnow.com/chapelhill phone- 919-929-0702

Please share this document with your tenants and/or employees.