York
Condo West

Handbook of Rules, Regulations & Procedures

As Amended by the Board of Directors - August 2020

7220 York Avenue South - Edina, Minnesota - 55435
PREFACE

YORK CONDO WEST ASSOCIATION HANDBOOK

RULES, REGULATIONS
AND PROCEDURES

The York Condo West (YCW) Association Handbook is a guideline for governing the condominium community and its operation. It includes the Rules and Regulations of the Association in effect at the time of publication. The Rules and Regulations are established by the Board of Directors as authorized by Article IV, Section 3, Paragraph E and Article VII, Section 5 of the By-Laws of the Association subject to revision from time to time as provided in the By-Laws.

You are urged to become familiar with the information in the Handbook as this knowledge will facilitate condominium community life. It provides the framework for successful communal living while also ensuring a standard of behavior applicable to all residents of YCW.

These policies, rules, regulations and procedures are intended to reinforce our condominium community values of maintaining a quiet, respectful community and immaculate environment, which protects our real estate values, while also assuring our health and safety through a well-managed community association. The goal is to provide reasonable, practical guidelines for our conduct and the operation and use of our building and grounds.

The Board of Directors of YCW is responsible for developing and implementing these policies. Owners and occupants are responsible for ensuring that they, their family, guests and tenants comply with the contents of the Handbook.

The Handbook is distributed to all homeowners in accordance with the YCW Declarations and By-laws in the condominium documents. It supersedes previous policies, procedures, rules and regulations established by and for the YCW. In case of a conflict between these Rules and the Declaration or Bylaws, the provisions of the Declaration or Bylaws prevail.
I. RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Directors is responsible for the overall operation and management of the Association, including the selection of a management firm and its functions.

The Board is responsible for developing plans and policies to assure that the property is maintained in a manner which will protect the financial investment of the owners.

It is responsible for the safekeeping of legal records, guarantees and warranties and wise investment of the Association’s funds.

The Board has the authority to:

- Levy assessments, both regular and special;
- Levy fines for violations of condominium documents, rules and regulations;
- Levy charges for late payment of Association fees;
- Take any other action permitted by Condominium Documents and local, state, and federal statutes and regulations.

Board meetings are held with dates and times determined by the Board. Notices of scheduled meetings are posted on the bulletin boards by the mailboxes and homeowners are encouraged to attend the meetings. Board minutes are distributed to homeowners by e-mail and copies are available for pick up in the mailrooms at the front entrances.

Board members are elected during the November Annual Meeting of the Association. Terms of office are for three years; two Board Members’ terms expire each year. The Board elects the Officers of the Association whose powers and duties are described in detail in the Condominium By-Laws.

II. RESPONSIBILITIES OF PROPERTY MANAGEMENT FIRM

Subject to the responsibilities outlined in the agreement between the management firm and the YCW Board of Directors and the Association By-laws, the property management firm is responsible for:

- Maintaining and repairing the building, grounds, and facilities.
- Performing various financial responsibilities.
- Managing the on-site staff.

YCW maintains an on-site office in the northeast lobby of the building. The on-site staff takes direction from the property management firm, and is responsible for:

- General housekeeping, the day-to-day maintenance and upkeep of the common areas, oversight of contractors.
- Security and assistance with compliance including the reporting to the property management firm and Board President incidents to which police, fire, or other public agencies respond and violations of these Rules and Regulations that require notification as described in the Complaints and Violations section below.
- Certain managerial functions as directed by the management firm.

The office is staffed with regular posted hours. The phone number is 952-831-2054. Please call or visit this office if you have a question or concern. Report all matters involving accidents and/or grievances directly to the YCW office. For afterhours noise complaints (between the hours of 10:00 P.M. and 7:00 A.M.), call the Edina Police Department’s 24 hour non-emergency number (952-826-1600) to report the condition.

For afterhours building emergencies, call 612-490-3024 for assistance. In case of a medical or safety emergency call 911.

As Amended August 2020
III. COMPLAINTS & VIOLATIONS

COMPLAINTS

1. All complaints with regard to operation or maintenance of the building or grounds should be addressed as follows:

   First Contact: on-site office (952) 831-2054 during posted hours.
   Second Contact: Property Manager (contact information available in on-site office)
   If not satisfied after contacting staff or the management company, contact the Board of Directors in writing.

2. Complaints about violations of these Rules and Regulations or of any York Condo West rule, regulation, or policy by a building resident or visitor shall be made in writing, signed and delivered to the Property Manager (contact information available in on-site office). An electronic communication to the Property Manager is acceptable provided the sender is clearly identified in the message.

VIOLATIONS

Residents in violation of these rules and regulations will be notified as follows:

1. Notification by telephone, e-mail, or otherwise stating the nature of the violation and directing the party involved to correct the condition.

2. If the violation remains uncorrected, a written notice will be mailed to the party concerned notifying the party of the date, time, and location of a hearing before the Board (or a committee designated by the Board) to determine whether a fine should be assessed.

3. Notwithstanding the notice and hearing requirements in paragraph #2 above, if the violation is deemed to affect the health, safety, or security of building occupants and/or the building, the Board or the Property Manager may take immediate action to cure the violation, including removal of any items or vehicles, at the expense of the violator.

4. The Board has the authority and responsibility to assess fines plus interest. All unpaid fines constitute a lien against the violating owner’s unit and are the owner’s personal obligation to pay. All costs related to the enforcement of these regulations or collection of unpaid assessments (fines) are assessable to the violating/delinquent owner.

5. The Association reserves the right to suspend the warning and notice provisions of these Rules where circumstances warrant, particularly in the event of a violation that threatens the health or safety of other residents or where it is imperative that the Association act promptly to cure the violation in the interest of all owners and residents.

6. These violations procedures apply to the Rules and Regulations, Condominium Documents, and to special situations as determined by the Board of Directors.
Schedule of Fees & Fines

FEES:

Late Payment of Monthly Association Dues
Late fee of $25.00 for each instance of payment of monthly dues after 10th calendar day of month.

Late fee of $25.00 for each instance of payment of special assessment 11 or more calendar days after due date established by the Board of Directors.

Move In/Move Out Move in/move outs require:
1) Payment of a moving fee ($150.00) and 
2) Damage deposit fee ($250.00) the balance of which is refundable following payment for any damage repair and/or cleaning to the common areas.
3) Fees are payable by two separate checks or money orders made payable to York Condo West a minimum of three days prior to the actual move date.

Security Keys
Each homeowner/resident is provided a numbered and registered YCW (Medeco) security key. All YCW Security Keys are the property of York Condo West. Occupants shall sign for keys upon original receipt and when unit is sold or vacated. A non-refundable fee of $100.00 will be charged for the replacement of each security key.

A (Medeco) Community Building key is assigned to each unit at original purchase. The Community Building key is issued by York Plaza and the cost replacement is determined by York Plaza management.

Garage Door Opener: The fee for replacing a garage door opener is $50.00

Office Copying
The office will provide limited access (1 - 20 sheets) to the copy machine at the rate of $.10 (ten cents) per copy. The office cannot provide fax services.

FINES:
The Complaints & Violations section above defines the steps the Board will follow should the party involved fail to correct a violation or comply with Association rules. In all instances in which a tenant is found to be the violator, the unit owner will notified and will be responsible to insure the violation is corrected and will be responsible for any fines levied. All unpaid fines constitute a lien against the violating owner’s unit and are that owner’s personal obligation to pay.
The following fine schedule will serve as a guide to the Board.

Conditions that violate the Handbook such as, but not limited to, rules governing storage, parking, lease of unit, and architecture:

First Violation Notice — a violation letter will be sent to the Homeowner. The letter will provide for the violation to be remedied within five days to avoid further actions. If the Homeowner disputes the violation, they will be given the option to do so in writing to the Board of Directors

Second Violation Notice — if after five days the violation is not remedied and the Homeowner has not disputed the violation in writing, the Association will levy a fine of $50.00.

Third Notice — if after the second violation notice the violation is still not remedied and the Homeowner has not disputed the violation in writing, the Association will levy an additional fine of $50.00.

Fourth and Subsequent Notices — if after the third and/or subsequent violation notice(s) the violation is still not remedied and the Homeowner has not disputed the violation in writing, the Association will levy a fine of $100.00. Noncompliance can result in a $15.00 per day fine until resolution. Fines are levied against the Homeowner where the Homeowner and/or Occupant/Lessee are in violation. Fines levied by the Association will be added to the Homeowner’s account balance. If the fine is not paid within ten days, the Association will attempt to collect the fine in accordance with the Association’s Collections Policy. The Association will pursue collection of the fine in the same manner a delinquent assessment would be. This may include the following actions: late charges, administrative charges, attorney charges, liens and foreclosure actions.

Any repetition of a condition violation within 12 calendar months will result in an immediate $100.00 fine. A third such violation within 12 calendar months will result in an immediate $200.00 fine.

Actions that violate the Handbook such as, but not limited to, rules governing security, general conduct and decorum, driving, parking, and trash disposal and recycling: After a first warning, $50.00 for each instance of a repeated violation such as but not limited to noise complaints, parking or driving violations, and trash or recycling violations.

$250 for any unscheduled move-in or move-out.

Violation Hearing — a Homeowner who has received a violation letter and chooses to dispute the Violation may do so. The Homeowner must make a written request to the Board disputing the Violation and requesting a hearing in front of the Board. The request for a hearing must be sent to the Community Manager via email, fax or mail. The request for a hearing must be received by the deadline stipulated by the violation letter received by the Homeowner. The hearing will be scheduled at a fair and reasonable time by the Board of Directors. If the violation in question involves a fine and the Board elects to dismiss the violation, the matter will be closed immediately with no fine levied. However, if the Board elects to confirm the violation then all fines associated with the violation shall be paid in full immediately following the Hearing.
IV. SECURITY

BUILDING ACCESS

Regulation:
1. The YCW has approved security systems and procedures, including cameras at all entrances which provide a continuous recorded video. It is the ultimate responsibility of each resident to be alert and observe the procedures set in place to make this a secure place in which to live.

2. When entering or leaving your unit or the building, always be sure the door closes and locks behind you. Propping a door open or interfering with the locking mechanism in any way is prohibited. First floor residents are advised not to leave their units through their patio glass door as these doors cannot be locked from the outside.

3. Solicitors or canvassers are not allowed in the building unless provided by law.

Procedures:
1. The Entraguard security system has a telephone panel at each of the two main entrances. Residents may monitor guests calling from these panels by viewing TV channel 990 which provides a closed circuit view of these entries. Digital subscribers should check with their provider to find the channel number used by their provider (currently COMCAST Channel 990).

2. To admit someone who has called from the Entraguard panel, press 6 on your telephone to release the electronic security lock on the lobby door. Do not hang up until you hear the door buzz.

3. Residents should be sure to recognize a caller before releasing the entrance security doors. Never admit a stranger.

4. TV Channel 990 may also be used to check for mail arrival—indicated by a raised flag in the east entrance.

5. If you contract with an independent alarm company, be sure to follow their protocols.

6. When ordering delivered groceries or late-night restaurant foods, make sure to leave your name, call number and unit number with the service provider to assure the delivery reaches your unit.

7. Vendor cartons shall be stored according to established policies.

BUILDING ENTRANCE KEYS

At the time of purchase, each homeowner/resident is provided a (Medeco) numbered and registered YCW security key. The security key fits all common area exterior and interior doors in the building including the garage storage rooms and the tennis court. A (Medeco) Community Building key is also assigned to each unit at original purchase by York Plaza and provides access to the Community Building facilities (with the exception of the party rooms.) Keys cannot be duplicated and a substantial replacement fee will be charged if one is lost.

All YCW Security Keys are the property of YCW. Occupants sign for keys upon original receipt and surrender keys when unit is sold or vacated.

As Amended August 2020
1. An additional security key may be obtained by written request and payment of key charge.
2. Each unit owner/landlord is entitled to one key in addition to key(s) for which rental occupant’s sign.
3. Arrangements may be made for a temporary key for visitors, guests, realtors, upon receipt of a refundable deposit.
4. The owner of each unit is responsible to the Association for any assigned keys. A replacement fee, as determined by the Board, will be charged for each key that is lost or not returned.
5. A “Temporary Use of YCW Security Key” form must be approved in advance by the on-site manager whenever a YCW Security Key is to be used by a third party in the absence of the owner or rental occupant.

UNIT ENTRANCE KEYS
Regulation:

1. YCW staff has both the responsibility and authority to enter individual apartments in emergencies.

2. If an emergency entry is necessary and a key has not been provided to the YCW office, the expense of repairing damage will be borne by the owner.

Procedure:
1. It is recommended that each resident provide a key for YCW staff access in case of an emergency in your unit.

2. The key is kept in a locked cabinet.

GARAGE ENTRY/EXIT
Regulation:

1. When entering the garage, please be certain that you can see the entrance door before activating your remote. When entering or leaving the garage, observe the rule of “one car up/down the ramp per garage door opening.” Always pause to assure door has closed behind you.

2. There is one garage door opener for each garage stall.

3. Do not use your remote opener to open the garage exit door as this will also open the entrance door. Wait until the garage door closes before proceeding for the same reasons. If doors do not close, report the malfunction immediately to on-call staff.

4. Promptly report theft of a garage door opener to the Office.

Procedure:
1. To assist in preventing unauthorized entrance, be alert for persons lurking or loitering in the vicinity.

2. It is recommended that you keep your car locked and windows closed when it is parked in the garage.

3. Check to insure that the garage door has closed is especially important in winter with the potential of water pipes freezing when exposed to the elements, as well as for security reasons.

As Amended August 2020
V. FIRE SAFETY

HOUSEHOLD HAZARDS

Regulation:

1. The halls, sidewalks, and stairways shall not be obstructed or used for any other purpose than for entrance and exit to or from units. Boots, overshoes, rubbers, doormats etc. are not allowed in any hallway area. The temporary placement of furniture and/or household goods in the common areas (corridor, stairwells) during renovations, repairs, painting, or flooring events is not permitted.

2. Personal artifacts (doorknockers, flower arrangements, or seasonal decorations) on the exterior surface of the unit door are allowed so long as they remain within the individual unit door indentation. They must not protrude into the main hallway and must be fire/flame retardant according to Minnesota State Fire Code requirements.

3. The entrance door to the unit must be closed at all times. Do not open your door for ventilation. Smoke detectors in the halls are connected to the fire department and the City of Edina charges a substantial fee to responding to false alarms. This fee is charged to the homeowner responsible, not the Association.

4. Flammable oils or fluids (e.g. gasoline, propane gas, kerosene, naphtha, benzene or other hazardous materials) are not allowed in the building including the garage except in standard motor vehicle fuel tanks.

5. The City of Edina Fire Department prohibits charcoal grills in multi-use buildings. Electric grills which meet specific established specifications are allowed on the patio/balcony. Check with the on-site manager for details.

FIRE ALARM (Source: Edina Fire Department)

FIRE ALARM SOUNDING FOR ACTUAL FIRE

****7220 York Avenue South****

Procedure:

1. If the fire alarm sounds in your building, remain calm and go to your unit door. Check the temperature of the door with the back of your hand.

   **Hot Door**
   - Unlock the door, but keep it closed.
   - Call 911 and report your unit number.
   - Place towels at bottom of unit door to keep smoke out.
   - Go to the farthest window and wave a towel to attract attention.
   - Unit is a safe area with doors closed.
   - Await fire department instructions.

   **Cold Door**
   - With foot against front door, open the door slowly.
   - If smoke is present in hallway, follow instructions above for Hot Door.
   - If no smoke is present, proceed to lobby via the stairs. Do not use the elevator.
   - Await an all clear from fire department or building staff before returning to your unit.

2. Fire in your Unit
   - Leave your unit immediately.
   - Close door. If present, pull nearest fire alarm by stairway door.
   - Call 911 as soon as possible.
Go to one of the front entries (#1 or #2) and wait for fire department.
Do not use the Elevator.
Small Fire in Unit, such as wastebasket fire or pan on the stove

Fire extinguishers are located in the hallways.
Call 911 first before using the fire extinguisher.
Know how to use them before the fire.

OTHER IMPORTANT INFORMATION

1. The smoke alarm in your unit DOES NOT automatically notify the Fire Department. Call 911 if smoke or fire is sighted.

2. Fire extinguishers are located in the corridors. Become familiar with their location as well as posted evacuation routes from the building. If you must evacuate the building for any reason, do so by the stairways. The stair enclosures should protect you from fire until you exit the building. DO NOT USE THE ELEVATORS.

3. Keep a flashlight in good operating condition in a handy location. The 9 volt back-up battery in your electric smoke detector should be replaced annually. If this battery is allowed to be depleted it will emit intermittent beeping, and the detector will be inoperable in the event of a power outage.

VI. EMERGENCY RESPONSES

EMERGENCY CONTACTS

1. Emergency:
   a. For major emergency call 911.
   b. For building/common area emergency call 952-831-2054 during office hours or 612-490-3024 at other times.

2. Personal Emergencies: Call 911 for fire, police, or medical emergencies.

3. During office hours, alert the on-site manager who will let the emergency team into the building.

4. For emergencies such as disturbances in the building, parking lot, or cars being burglarized call 911; then notify the office.

5. To report emergencies such as broken water pipes, call 612-490-3024.

6. For safety issues that are not emergencies, call the Edina Police 952-826-1600.

7. Have the emergency phone numbers on hand for police, fire, doctor, and contact person such as a friend or relative.
   a. Give the operator your name, address (including unit number) and a description of the problem.
   b. Be sure to advise which entrance to use: Northeast office entrance (#1 posted in window to right of door) or Northwest (#2 posted in window to right of door).

STORM/TORNADO SAFETY

1. Know the difference between a Storm/Tornado Warning and Watch
   a. Watch: be alert
b. Warning: seek protection immediately and listen to a battery-operated radio for instructions.

2. The Edina community alarm sounds when weather conditions are threatening. (Edina’s Community alarm is tested at 1 p.m. on the first Wednesday of each month.)

3. When Radio/TV announcements advise taking cover, proceed to the interior walls:
   a. Of the basement/garage via the nearest stairway.
   b. Or to a place in your unit with no windows or glass doors (ex: bathroom, closet, or hallway).
   c. Carry a flashlight and portable radio with you.

4. Be sure to close both sets of your windows to prevent water damage to your unit and those below you.

EMERGENCY PREPAREDNESS PLAN

YCW’s Emergency Preparedness Plan deals with emergencies of a community wide nature; you need to establish your own plan to deal with emergencies of a personal nature. Community emergencies may be such things as:

- Long power outages,
- Severe storms,
- Fire
- A pandemic event (see Public Health Emergency Plan on page 25)

The on-site manager is in charge of declaring an emergency and setting the plan in action. In case of the absence of the on-site manager, we have a YCW Emergency Chair who acts in place of the on-site manager. One or the other of these individuals notifies the floor captains who in turn notify their floor team members.

It is the floor team member who is responsible for:

- Knowing each of the residents in her/his area;
- Knowing about any limitations of the resident that might impact the individual’s safety in an emergency; and
- Knowing if they are in residence or away.

The team member is also expected to have a good, working flash light and—hopefully—a means of communicating with others should phones be out (like a cell phone). It is the team member who will communicate with the residents and keep them informed of what is happening and what they—the residents—should be doing.

All residents should:

1. Get to know your floor team member

2. Cooperate by informing your team member if you have any limitation that might impact your exiting the building in an emergency or becoming aware of an emergency in the beginning (like a hearing or sight problem).

3. Keep your team member informed about your travel plans.

ALTHOUGH THE ASSOCIATION HAS TAKEN STEPS TO PROMOTE THE HEALTH AND SAFETY OF ALL ITS OWNERS AND RESIDENTS, IT IS ULTIMATELY YOUR RESPONSIBILITY TO ENSURE YOUR OWN SAFETY.
VII. OTHER SAFETY ISSUES

WATER PROBLEMS

Water Turn Off: Familiarize yourself with the types of turn-off valves and where they are located in your unit. Be sure the turn-off valves are in working order. In most units:

1. Above the water heater is a red valve which can be used to cut off water to the heater.
2. Above the ceiling in the laundry room near the hall wall is a similar red valve which cuts the water supply to the entire apartment.
3. Two faucets above the washing machine cut off the water to this appliance.
4. Individual turnoffs are under sinks and toilets.
5. Two shutoff valves for the heating systems are at ends of baseboard heat pipes.

POWER PROBLEMS

Keep emergency lighting available and accessible (flashlights and fresh batteries).

1. Check if the problem is only within your unit or if other areas are also affected. If in your unit, you may need an electrician.


3. If you are away during the winter months, thermostats lower than 60°F may contribute to freezing water pipes located on outside walls. A burst pipe can cause considerable water damage to one or more units.

4. If you use medical equipment requiring electricity, inform the power company to flag your name as medical priority in case of an emergency.

5. There is back-up battery-powered emergency lighting throughout the building common areas which will last for 1 to 3 hours. The back-up system is checked regularly. For your safety, remain in your unit throughout the outage.

6. Familiarize yourself with the circuit breaker and its operation within your unit. If power is lost to an appliance or an area of your condo one of the breakers may have sprung from the normal “ON” position. If returning the switch to “ON” does not restore power, an electrician should be called.
VIII. GENERAL CONDUCT AND DECORUM

COMMON AREA CONDUCT AND DRESS CODE

1. Smoking and consumption of alcoholic beverages in common areas is prohibited. Any resident using the party rooms located in the community building at York Plaza for gathering and serving alcohol at such gathering is solely responsible for the conduct of his or her guests, including any injury or damage that may result from excessive alcohol consumption.

2. Street clothes are required (including shoes and shirt) when in the common areas.

NON-SMOKING BUILDING

Regulation
Effective January 01, 2019, YCW is a smoke-free environment. Restrictions on smoking include the use of all tobacco products as well as electronic smoking products and devices.

1. Smoking as defined above is not permitted anywhere within the building. This policy applies to the building interior as well as exterior areas and includes but is not limited to the:
   a. Lobbies
   b. Stairwells
   c. Garage
   d. Courtyard
   e. All common property
   f. All limited common property including patios and balconies
   g. Within 50 feet of the exterior perimeter of the building

2. Smoking is not permitted anywhere within an owner’s apartment.

3. All ashes, cigarette and cigar butts and other smoking waste from beyond the 50 foot perimeter of the building must be appropriately removed and not deposited anywhere on the building exterior property.

Violation of the smoke-free policy shall be enforced as are other use restrictions for the property.

NOISE AND DISTURBANCES

1. Always consider the noise level in relation to the hour of the day. Voices and noises via hallways, open patio doors and balcony conversations tend to carry, especially at night. Please be considerate of your neighbors who may have retired for the evening.

2. Do not operate noisy appliances or tools between the hours of 10:00 P.M. and 7:00 A.M. This includes but is not limited to:
   a. Garbage disposal, dishwasher, clothes washer, dryer, vacuum cleaner, hammers, drills, grinders, etc.
   b. It is suggested that you turn off appliances e.g., dishwasher, clothes washer, and dryer when you leave your unit.

3. Operate audio/visual equipment, television, DVDs, stereos, at a reasonable sound level at all times. Turn to lower level between the hours of 10:00 P.M. and 7:00 A.M.

4. If you have hardwood or tile floors, be sensitive to the noise the residents below your unit may hear. To reduce noise, use area rugs and/or chair/table leg pads.

5. Adults are to accompany children when in the halls and public areas.

6. No running in the halls.

As Amended August 2020
PETS
1. This is a “Pet Free Building” subject to the exceptions noted in these rules. The definition of Pet shall be construed in its broadest sense. Exceptions to this prohibition:
   a. Service animals
   b. Small fish
   c. Quiet, caged birds.
   Bird droppings and other wastes must be securely tied and disposed of in the trash.
2. Do not feed birds or wildlife which appears around YCW or in the courtyard.
3. Violation is subject to a fine and other disciplinary action.

GROCERY CARTS
1. Grocery carts are for resident use only and are located in the elevator vestibules on the garage level.
2. Carts are for use only within the confines of the building and must be returned promptly to the proper garage elevator vestibule after use.
3. YCW grocery carts are never to be used by tradesmen, remodelers, or building contractors.
4. Fire regulations forbid leaving any carts in halls or elevators.

IX. BUILDING AND UNIT MAINTENANCE

HEATING
Heating is baseboard hot water tube and fin with water supplied via underground pipes from a boiler in the 7230 building. Heating is provided by the Association.
1. In most cases, it is recommended the louvers on the baseboard heaters remain open during heating season.
2. If you have the windows open for any reason during the winter, please remember that the baseboard heat is directly below and pipe could freeze and rupture.

AIR CONDITIONER
Each unit has its own air conditioning compressor on the roof. Maintenance of the air conditioner equipment is the owner’s responsibility.
Care guidelines recommend:
1. Filters should be changed regularly.
2. Air conditioning unit should be serviced routinely. As a courtesy, the office staff coordinates routine servicing; signup is optional.
3. It is suggested that, prior to the cool weather, the breaker switches labeled “AC Roof Unit” should be moved to “OFF” to prevent the unit from being accidentally turned on in cold weather. Conversely, in the spring, the breaker switches should be moved to “ON.”

BALCONIES, PATIOS, WINDOWS
In order to maintain the quality of the building’s appearance and structure, no alterations are allowed.
1. Balconies and patios may not be used for storage.
2. Balconies are not to be used for airing or drying articles of clothing or furnishings. Clotheslines are prohibited.
3. Bird feeders other than hummingbird feeders are not permitted.
4. Wind chimes and other noise-making decorations are not permitted.
5. Barbequing is allowed with an electric grill plugged into a hardwired receptacle mounted on the balcony/patio in accordance with city code. Use of charcoal and gas grills is not permitted by order of the Fire Marshal.
6. Attaching antennas, banners or signs to the exterior of the building is prohibited.
7. The Association provides basic cable as part of the Association fees. Additional tiers/upgrades are the responsibility of the unit owner.
8. After complying with the terms of the YCW Installation Agreement, an owner may install a satellite dish inside the unit or within the limited common area of the unit balcony/patio in compliance with FCC regulations (47 C.F.R. Section 1.4000 as amended) and the YCW Installation Agreement.
9. Be certain your plants are hung to the inside of the railing and please be considerate of the neighbors living below you when watering your plants.
10. Balconies, patios, and windows are to be kept orderly and attractive. Shades, screens, or similar devices visible from the building exterior are not permitted on balconies.

SEASONAL PLANTS, TREES & GREENS
1. Trees, wreaths, plants (real or artificial) are allowed within your own unit.
2. Dispose of all dead flowers and plants properly at the end of the season. Do not attempt to use garbage disposal or drains. Dead flowers and plants should be wrapped or bagged and taken to the dumpster.
3. Plants and greens shall be wrapped or bagged before being brought into or out of the building.
4. Holiday trees and other greens shall be wrapped and disposed of by placing them in the northwest corner of the YCW parking lot within 10 days of the holiday to comply with vendor contract requirements for pickup.

WINDOW TREATMENTS
All window treatments shall appear snow white or off-white from the exterior of the building.

SPILLAGE
1. Any spillage in the halls, lobbies, or elevators shall be cleaned up by resident and/or immediately reported to the on-site manager to determine what cleaning treatment may be best.
2. Securely wrap garbage to avoid dripping. Beverages (cups of coffee, etc.) shall have covers if carried in corridors.

REMODELING, INSTALLATIONS, AND VENDOR DELIVERIES
1. Homeowners shall contact the YCW office prior to deliveries, repairs and/or remodeling/redecorating projects.
2. No resident furnishings or appliances shall be stored in the common areas while doing unit repairs, remodeling or moving.

3. Details of housekeeping, elevator use and disposal of trash shall be coordinated with the on-site manager.

4. The clean-up and disposal of all debris associated with vendor deliveries and/or remodeling of any kind or scope is solely the owner’s responsibility. Such debris/refuse is not permitted in the Association dumpsters and removal from the premises is the responsibility of the owner.

X. AMENITIES

INTERIOR COURTYARD
The interior courtyard is available for all residents’ enjoyment

It is your responsibility to remove personal debris after your use of the court yard. Return courtyard furniture to the location and arrangement from which you found it.

TENNIS AND SHUFFLEBOARD COURT
YCW owns the tennis and shuffleboard court adjacent to the building.

1. Tennis may be played from 8:00 A.M. to sunset. The court may not be used for any other purpose such as skateboarding, rollerblading, bicycle riding.

2. The court is available on a first-come, first-served basis. If someone is waiting to use the court, play is limited to one hour.

3. Smoking and glass containers are not allowed on the court.

4. Tennis shoes are required.

YORK PLAZA COMMUNITY BUILDING

The Community Building (Recreation Building) facilities are intended for the enjoyment of all residents of the York Plaza Complex - including York Condo West residents and their guests.

Amenities Include:
1. Fully equipped Business Center with Internet access
2. Fitness Center
3. Child Play Area
4. Indoor and outdoor pools
5. Party/Game room with full kitchen, lounge, billiards, video projection
6. Home Theater

Residents are bound by the York Plaza Policies & Procedures when using the Community Building and pools. Guidelines for their use are available from the Stuart Corporation’s office at York Plaza. Call 952-835-7203 for details.
XI. PARKING AND DRIVING

INTERIOR PARKING
1. Ownership of garage apartments (stalls) is limited to homeowners. Ownership cannot be transferred or sold to parties other than YCW Association members.

2. Owners are permitted to rent out their garage apartment(s) to YCW residents only. Such leases must be in writing for a term of at least 60 days. The party leasing the stall must be the resident of YCW. A copy of the executed lease must be provided by the resident to the Board of Directors. Owners leasing their living units may include rental of their garage apartment(s) as part of the rental of the living unit.

3. Parking by non-residents shall be approved by the stall owner or the on-site manager. Vehicles in violation shall be removed at the owner’s expense.

4. Parking is not allowed in driving lanes. Stopping and/or parking at garage elevator entrances for the convenience of loading or unloading cars is prohibited.

5. Parking in the washing stall is prohibited, except during the time when an owner is actively washing his or her vehicle.

PARKING STALL ELECTRICAL OUTLET
1. An electric outlet may be installed in a homeowner’s garage stall by a licensed electrician. The outlet shall be approximately four feet off the floor in conformance with existing outlets and requirements. Please check with the on-site manager for details. The installation shall be at the homeowner’s expense. If the outlet is to be used to deliver electricity to any type of battery powered vehicle, an Excel Energy-approved meter must also be placed between the building source and the vehicle and its owner will be billed on a monthly basis for the energy consumed.

2. Extension cords or other electrical cords that are suspended from the garage ceiling or placed across any surface that is subject to pedestrian or vehicular traffic are prohibited.

INTERIOR DRIVING
1. Idling an auto engine in the garage is not permitted. To do so produces dangerous noxious gas fumes.

2. Within the garage, the speed limit is 5 MPH. Cars must have their lights on.

3. Use the proper entrance and exit doors.

4. When exiting the garage, drive over the hose at the exit door. Once out of the garage and at the top of the ramp, pause until the door has closed behind you.

5. Do not use your door opener when exiting. Use of door opener when exiting will also open entrance door adding to cold air burden in winter and compromising security.

6. Bicycle riding is not permitted in the garage.
EXTERIOR PARKING
1. Neither the Board nor Association is responsible for property left in cars (in the garage or elsewhere).

2. Ample outdoor parking is available north and west of our building. Parking spaces are provided for guests and residents, but space is not designated to any particular individual unless otherwise posted.

3. The yellow markings at the east building entrances are reserved for pickups, drop-offs, and emergency vehicles. Vehicles left unattended will be removed at the owner’s expense.

4. Vehicles may not be left in the parking lot for more than ten days without being moved. (See also Vehicle Storage in Section XII.)

5. Vehicles without current license plates or in inoperable condition are not permitted to be parked in any parking lot.

6. Oversized vehicles may not be parked in the outdoor areas without prior written permission of the YWC Board. Parking is limited to 10 days.

7. Vehicles parked in violation of any Rule may be towed, without further notice or warning, at the owner’s expense.

EXTERIOR DRIVING
1. The speed limit on the exterior driveways and within the surface parking lots is 15 MPH.

2. Observe handicap parking and all other posted signs.
XII. STORAGE

GENERAL STORAGE

1) Bicycles, carts, or equipment of any kind may not be left in the entryways, hallways, sidewalks, patios, balconies or courtyard. Bicycles must be registered in the office and placed in either of the two bicycle parking areas in the garage, within a garage parking stall, or on mounted storage racks approved by Property Management. Non-mounted bicycles stored within a garage parking stall should be secured and are limited to two bicycles per garage stall.

2) YCW will conduct an annual audit of registered and non-registered bicycles. Non-registered bicycles identified in the audit will be tagged with a notice indicating the date of the audit, the regulation requiring bicycle registration and options for registering the bicycle or removing/donating/disposing of the bicycle. Non-registered bicycles which are not subsequently registered and remain in garage storage six (6) months after the date of the audit will be removed, donated or disposed of by YCW.

3) Storage is not permitted in the aisles of the locker rooms. Any item stored in the building deemed to be unsafe by YCW staff or the Edina Fire Department shall be removed.

4) Storage of materials other than bicycles in the garage parking stalls is prohibited except for handicap carts/scooters, ladders, and small grocery carts mounted for clearance of at least one foot from the floor. Garage storage units must adhere to the specifications below.

5) Stored items in individual storage lockers shall have at least an 18 inch clearance from the ceiling.

GARAGE STORAGE

STORAGE UNIT SPECIFICATIONS

New garage storage units may be installed within the stall limits only on existing walls or as free standing units in front of interior parking spaces.

1. Storage units shall be totally enclosed, wood-type cabinets within dimension guideline and must have at least a 4-inch clearance from any sprinkler head as required by Edina Fire Department regulations.

2. Freestanding storage lockers shall:
   a. Be no deeper than two feet
   b. Have a minimum floor clearance of 12 inches

3. Wall-mounted storage lockers shall:
   a. Be no deeper than two feet at the base and three feet in the upper section.
   b. Have the upper (overhanging) section beginning four feet above the floor.
   c. Have a minimum floor clearance of 12 inches and ceiling clearance of 18 inches.

4. Units shall be painted to conform to standard color (defined as Sweatshirt gray) or the equivalent within one week of being installed.

Installation Procedure:

1. Obtain specifications and name of builder/installer from the office staff.

2. The length of your garage space ends at the end of the yellow parallel lines located on each side of your car. Therefore, the length of your car plus the storage cabinet depth shall not extend beyond that point.

As Amended August 2020
VEHICLE STORAGE
1. Interior - Stored vehicles must be removed before the major garage cleaning in the spring.

2. Exterior - Storage of vehicles of any kind (cars, campers, trailers recreational vehicles), for more than 10 days is prohibited.

3. No owner may store a vehicle for more than two 10 day periods per year.

4. Vehicles in violation of these Rules may be towed, without further notice or warning, at the owner’s expense.

5. If residents plan to be away from the property ten days or more, they should make provisions with a neighbor or friend to move their vehicle when it becomes necessary. This is particularly important in winter when snow removal is required.

VEHICLE MAINTENANCE
1. Within the garage, vehicle maintenance is limited to washing and waxing a vehicle. Any work requiring the engine to be running is prohibited.

2. Automobile repairs are not allowed on the YCW premises (interior or exterior).

OIL LEAKS AND SPILLS
1. The cleanup of oil spills or leaks are the owner’s responsibility, and the contents of the leak/spill must be cleaned up immediately.

2. Owners shall receive notification of a leak. The leak must be repaired within 30 days.

3. The vehicle must be moved immediately to the outside parking lot until repairs are made and the stall cleaned.

4. If the leak is not repaired and stall cleaned within the specified time frame, the owner shall pay the cost of professional cleaning of the stall.

USE OF CAR WASH STALL
1. A car wash stall is located near the garage entrance ramp.
   a. Clean stall after use.
   b. Turn off water.
   c. Roll up the hose.
   d. Turn off the light.

2. This area is for resident use only.
   a. Washing vehicles for friends/relatives is not allowed.
   b. Commercial use is not allowed.
   c. Car wash area is to be used only for washing cars; no vehicle may be parked in the wash area except while being washed. No vehicle may be parked in the wash stall except while being washed.
XIII. TRASH AND RECYCLING

RECYCLING

Regulation
Recycling starts with knowing what to recycle and what not to recycle. There is a significant difference between trash and items that are recyclable.

RECYCLING:

1. We have a commingled system which means:
   a. YES: all plastics #1-#7 (no PVC piping), including yogurt cup, butter dishes, laundry tubs, pop/water bottles, Tupperware, shrink wrap and plastic grocery bags (bagged or baled only), ice cream pails, mayo/ketchup/mustard jars, all plastic toys; brown paper and plastic bags; all papers (colored paper, too); catalogs and magazines; all junk mail & envelopes, post-it; cardboard (please flatten the boxes); newspapers and newspaper inserts; boxboard (cereal, pasta & cracker boxes); aluminum cans/mixed metals; tin and steel cans; glass jars and bottles. All food containers need to be rinsed clean.
   b. NO: food waste; overnight shipping envelopes; pizza boxes; foam packing peanuts; waxy/paper milk cartons; aluminum foil; plastic cups & plastic flatware; aerosol cans; garbage or yard waste material; PVC piping; Styrofoam. These items except PVC piping) are to be put in the large trash dumpster.

2. All recyclable items shall be placed into the recycling dumpsters in the garage area. Use of the trash chute for recyclable items is prohibited.

3. Receptacles for recycling small batteries are located near the recycling dumpsters.

Procedure:
1. It is your responsibility to dispose of your refuse according to policy. If in doubt read the posted signs above the dumpster and/or ask the office staff for a complete list of recycling rules provided by our hauler.

2. Many items can be recycled at the Hennepin County recycling center in Bloomington or by contacting the Minnesota office of Environmental Assistance at 800-623-3299 or www.reduce.org.

3. Electronics, fluorescent tubes, tires, paints, and all other hazardous wastes must be personally delivered to the hazardous waste center.

4. Reduce junk mail by:
   a. Removing your name from most national marketing lists. Contact:
      Mail Preference Service
      PO Box 90008
      Farmingdale NY 11735-9008
   b. Call 1-888-5-OPT-OUT (1-888-567-8688) to stop unwanted credit card mailings.
TRASH

Regulation

1. Trash items are the disposables placed in a waste basket, including plastic bags, used facial tissues, leftover food not suitable for the garbage disposal, dirty diapers and other small items. Needles must be put into a closed container before being thrown in the trash.

2. Boxes are to be flattened and placed in the recycling bin.

3. Plants and other small items must be carried to the garage and placed in or next to the trash dumpster.

4. Trash chutes are located on each floor. Garbage, vacuum cleaner waste, and other small waste materials must be carefully and securely wrapped before being deposited into the refuse chute. Cardboard boxes and glass items and loose paper must never be sent down the refuse chute.

5. Confine your garbage drops to the hours of 7:00 A.M. to 10:00 P.M.

6. Owners/residents are to make arrangements for disposal of appliances, furniture, carpeting, etc., in conjunction with the YCW office. They are not to be left in the garage. Removal is at the owner’s expense.

7. Our trash/recycle vendors will not accept large or hazardous items, including computers, televisions and microwaves. It is your responsibility to transport them to a Recycling Center.

8) Fireplace ash must be carefully inspected to be sure all embers are extinguished before disposal.

Procedure:

1. The garbage disposal should be used for most foods (see manufacturer’s recommendations).

2. To successfully operate your disposal, use plenty of cold water. Turn the water on full force and then turn the disposal on. Slowly push small amounts of food through until the motor runs freely. Let the water continue to run a minute or so after the disposal is turned off.
XIV. VACATIONS, MOVING IN/OUT, RENTAL AND SALE OF UNITS

VACATIONS OR EXTENDED ABSENCE
1. For any extended absence, either have Post Office hold or forward your mail or leave a mailbox key with a friend. Office staff is not permitted to collect, hold, or forward mail.

2. In your absence, do not let newspapers or other materials accumulate outside your door. When away from your unit for short periods, please make arrangements for a friend or neighbor to pick up your papers or stop delivery.

3. Other Preparations - To avoid frozen and ruptured plumbing and heating pipes while you are away, it is essential that:
   a. The switch on the wall thermostat marked “Cool-Off-Heat” be left in “Heat” position (recommend 60°F) during winter months.
   b. It should not be necessary to turn off any circuit breaker other than: Hot water and air conditioner.
   c. The air conditioner circuit is turned off on the panel in the laundry room for both the fall and winter seasons.
   d. Turn off the water valves to both the washer and refrigerator.
   e. The cost to repair damage within your unit and to others units as a result of your failure to abide by these Rules is at your expense.

4. YCW Communications
   If you wish to receive YCW newsletters, Board minutes, or special notices when away, leave stamped, self-addressed envelopes and/or your e-mail addresses with the YCW office.

5. When leaving for an extended period, residents are encouraged to give the YCW office a contact address and telephone number (if available) and the name and telephone number of a local emergency contact person. You are also encouraged to leave a key with a trusted neighbor, and to advise the office staff of the same.

LEASE OR RENTAL OF UNIT
Regulation
1. An apartment may not be rented by an owner for transient or hotel purposes

2. Units may be leased by owners to tenants only when all of the following conditions are met:
   a. The lease term shall not be less than sixty (60) days.
   b. The lease is in writing, is signed by both parties, and includes:
      1) Statement that the tenant agrees to follow the provisions of the Declaration, By-laws, and these Rules, and that a copy of the Declaration, current By-laws, and these Rules have been provided to the tenant.
      2) A provision that any default in observing these provisions will cause a breach of the lease subjecting the owner to sanction and also be cause for eviction by the owner.
   c. The owner shall provide a copy of the lease to the Association.

3) Sub-leasing a unit or any part, thereof, is prohibited.

Procedure
1. Contact the Office for specific lease/rental information.
2. Owners are responsible for conveying to tenants the policies and fees for a move-in or move-out. Arrangements are to be made with the YCW office prior to their move-in/move-out date.
3. Disposal of move-in or move-out trash and household items shall be done according to YCW trash and recycling policies and procedures.

As Amended August 2020
SALE OF UNIT
1. The owner who is selling his/her unit shall notify the office staff who will provide a packet of information detailing the Seller’s Responsibilities and Realtor Protocols.

2. The seller must notify the office in order to properly record the transfer, clear the move-out date and pay the move-out fee.

3. Both owner and his/her sales agent shall comply with the following:
   a. The on-site manager shall review the open house policy with owner and the realtor prior to any open house.
   b. The owner shall notify the YCW office prior to an Open House.
   c. The potential buyers must identify themselves and be accompanied by a responsible sales person to/from the lobby and unit being sold. No potential buyer is permitted to enter or walk the building or hallways without a responsible escort.
   d. With advanced approval of the on-site manager, a notice may be posted on the Bulletin Boards of upcoming open houses.
   e. Signs may not be posted on doors, windows, walls, or elevators.

MOVING IN or MOVING OUT
1. Anyone planning to move into, out of, or within the building shall schedule a date with the on-site office no later than 2 weeks in advance. Normally only one move can be scheduled for any given day. For those new to the building, the on-site office shall provide a New Resident Orientation Packet that will answer many frequently asked questions.

2. Moves are limited to weekdays, Monday through Friday, between 9:00 A.M. and 5:00 P.M., excluding weekends and holidays. Moves may not start after 1:00 P.M. Moves on Saturdays must be approved in advance by the Property Manager and will incur an additional fee to be set by the Board. Weekend moves require a $250.00 moving fee.

3. Move in/move outs require:
   a. Payment of a moving fee
   b. Damage deposit fee which is refundable following inspection (for damage repair and/or cleaning to the common areas).
   c. Report damage caused by the move immediately to the on-site manager.
   d. Fees are payable by two separate checks or money orders made payable to York Condo West a minimum of three days prior to the actual move date.

4. Door Attendant: The Association will provide a door attendant during the move to monitor the entrance/exit doors and maintain security. The owner must insure that the security door is not propped or held open at any time in the brief absence of the door attendant.

5. Parking: Trucks are not to be parked on the curb, sidewalk or in handicap stalls. The entryways shall not be blocked. Emergency vehicles and residents must have access to the driveway and entrances at all times.

6. Elevators: The elevator is not to be held any longer than is necessary when loading and unloading. It is recommended:
   a. Items be placed near the elevator door and then summon the elevator. This will avoid extended hold times and maintain its availability to other residents during the move.
   b. Release the elevator during the times boxes are being taken to/from the unit.

7. Boxes/Moving Materials: All moving boxes are to be flattened and placed in the garage recycling dumpster or several boxes may be flattened and put into one large box and set in the recycling dumpster. Boxes may never be sent down the chute as they can lodge in the chute.

8. Any violation of the moving in or moving out policy outlined in the Rules and Regulation, will result in a forfeiture of the moving deposit to the Association.

As Amended August 2020
ESTATE AND OTHER MERCHANDISE SALES

1. Sales shall be permitted only under the following conditions:
   a. Open to residents of YCW only.
   b. By appointment only
   c. Public advertising is not permitted.

2. Sale shall be registered with the YCW office 72 hours in advance of the sale.

XV. COMMUNICATION

SIGNS AND BULLETIN BOARDS

1) Bulletin boards are located in the mail rooms for Board/Management staff announcements and in the garage/elevator entries for general interest announcements.

2) The YCW office staff shall pre-approve owner notices.

3) Posting signs or posters in entryways, on doors or on windows is not allowed except by staff.

OTHER FORMS OF COMMUNICATION

Board Meetings (owners are encouraged to attend); YCW newsletters; e-mails, and flyers delivered to unit doors.

BOARD MEETING MINUTES

Minutes from Board meetings and Annual Homeowners meeting as well as other pertinent material are distributed to all owners by e-mail and copies are available for pick up in the mailrooms at the front entrances.

Notices

Notices are posted on the garage bulletin boards requesting written material for the newsletter. Residents are welcomed to submit copy for editing by the 15th of the month in which the newsletter is published.

Mailing Arrangements

You may leave stamped, addressed envelopes if you wish to receive meeting minutes, newsletters, and notices when you are away for an extended time. Some material may be e-mailed. Arrangements shall be made with the YCW office.
VOLUNTEERS

BOARD OF DIRECTORS AND COMMITTEES OF THE BOARD

1. The YCW Board of Directors and committees of the Board are owner volunteers who invest their time and talents for the common good of the YCW Association members.

2. Board Committees may include:
   a. Budget Committee
   b. Investment Committee
   c. Capital Reserve Committee
   d. Social Committee
   e. Nominations Committee
   f. The Design Committee (Decorating/Landscaping)
   g. Emergency Preparedness Committee
   h. Ad hoc Committees

3. Resident Volunteers - “Helping Hands” A group of resident volunteers is available to lend an occasional helping hand to residents in need. A few examples are:
   a. Running an errand
   b. Providing a ride
   c. Preparing food

   These volunteers offer their services as a courtesy to their neighbors. The “Helping Hands” program is not sponsored by the Association, nor is the Association responsible for any act or omission of any “Helping Hands” volunteer.

4. The Board president appoints committee chairs, who in turn recruit interested volunteers. Please make your volunteer interests known to a Board member, committee chairs, or the YCW office. Volunteer Forms are available through the YCW office. The Volunteer List is revised annually. New volunteers are welcomed.

5. There may be a nominal annual fee for those interested in attending social events sponsored by the Social Committee.
FUNCTIONAL DESCRIPTION
EMERGENCY PREPAREDNESS PLAN
York Condo West has been designated as a Closed Dispensing Site by public health authorities. This means that, in the event of a public health emergency caused by pandemic or bioterrorism, our association is a participant in an area plan to distribute medical supplies within 48 hours. We are a Closed Dispensing Site because only residents of our building, plus any visitors on site at the time that the emergency is declared, will be able to access the services provided here at 7220 York Avenue South. A functional description is described below.

Communications and Supplies Team
• Receives emergency notification from the Bloomington Health Department
• Notifies management team
• Makes announcements to residences via YCW’s telephone system
• Obtains and provides copies of screening forms to floor control leader
• Arranges tables and chairs for both lobbies
• Provides current copies of the YCW directories to floor control leader
• Calls courier, provides identification, driver’s license, license plate and vehicle description to the Bloomington Department of Health
• Sends courier to pick up medications at location provided by the Bloomington Department of Health
• Directs courier to pick up medications as and deliver them to dispensing team in west lobby
• Provides help as needed

Floor Control Team
• Obtains individuals to deliver screening forms to every unit with a copy for each person residing in the unit
• Asks individuals to complete form as soon as possible
• Instructs individuals with completed forms to go to east lobby and report to the census table
• Logs the individuals into the YCW directory and return the forms to the individuals
• Instructs individuals to wait in east lobby until called by dispensing team in the west lobby

Dispensing, Labeling, and Inventory Control Team
• Reviews the individual’s screening form for completeness
• Selects the correct medication
• Removes label from container and affixes I to the screening form
• Updates medicine inventory records
• Retains screening form for return to the Bloomington Department of Health
• Sends resident back to his or her unit
• Packs up unused medicine and stores in locked facility for return to the Bloomington Department of Health

Revision Approved: 19 June 2019