

Welcome to

*Eastside Commons*

**Condominium Association, Inc.**

**Important information for  
owners and tenants**

# *Eastside Commons*

is professionally managed by:

## **Premier Property Management**

26 Valley Road, Suite 203  
Middletown, RI 02842  
Website: [www.PremierPM.biz](http://www.PremierPM.biz)

**Telephone:** (401) 845-2128

**Fax:** (401) 846-6191

**Emergency ONLY** (after hours): (401) 842-6009

### **On-site Maintenance Technician and Building Superintendent:**

**Larry Lawrence:** E-mail: [larjag61@yahoo.com](mailto:larjag61@yahoo.com)

Larry's On-Site Telephone (front desk w/voicemail): (401) 273-2832

Larry's Cell Phone: (401) 316-6092

Larry is available for hire to do side-jobs for residents (handyman and other similar tasks). Please discuss fees and arrangements with Larry personally.

**If you have not already done so, tenants and Unit Owners must provide all contact information to the staff of Premier Property Management, as well as the description of any automobile parked at the residence. Please contact Premier Property Management as soon as possible at 845-2128. Residents' cars may not be parked outside in the lot overnight!**

**It is important for those new to Eastside Commons, whether they be Unit Owners or tenants, to familiarize themselves with the Association's regulations. A summary and a full set of the regulations are included in the package. Every person who lives here must help to keep this community a clean, quiet, efficient and safe place to live.**

# *Eastside Commons*

## **Condominium Association, Inc.**

### **REGULATION SUMMARY**

1. **NOISE:** Please always be respectful of your neighbors and the noise you generate both inside and outside your unit. You are also responsible for noise that your visitors create, and they should be advised to act appropriately in the halls and elsewhere. The later the hour, the quieter things should be—with such things as televisions, music, voices, etc. The Fitness Center closes at 9 p.m. because of noise. Additionally, every time trash is disposed of in the chute, unit owners around the trash rooms can hear the chute door closing and the compactor operating. Kindly refrain from trash disposal late at night (after 11 p.m.).
2. **PARKING:** Outside parking spaces are for guest overnight parking ONLY and are not for resident overnight parking (see Declaration of Condominium, Exhibit E, Regulation #20). Please use **only your designated garage space**; parking spaces are deeded to specific units. **RESIDENTS MUST PUT THEIR CARS IN THE GARAGE OVERNIGHT. IF YOU WERE TOLD THAT YOU COULD PARK A CAR OVERNIGHT IN THE LOT, YOU WERE MISINFORMED.**
3. **BALCONIES:** The balconies are considered “limited common elements” and are governed by regulations that prohibit decoration or furnishing without consent of the Executive Committee (see Exhibit E of the Declaration of Condominium, Regulation #18). You are also reminded not to store “unsightly materials” on the balconies (Regulation #14). Decorations and furnishings must be limited to exterior patio type furniture (Regulation #7). **NO GRILLS OR COOKERS** (Regulation #6).
4. **GARAGE STORAGE:** Only bicycles and personal-type, folding shopping carriages are permitted to be kept in a parking space. **All other items are subject to removal by property management. The garage is NOT a storage facility.** Regulations #14, 18 & 20. The garages are “limited common elements.”
5. **SECURITY:** Please make sure that all exterior doors lock securely after you pass through them. You should also confirm that anytime you open a garage door it closes after use. Do not buzz people into the building without verifying their identity, and please stay on the alert for any potential security threats. Make sure North Building double doors are secured after use.
6. **PETS:** **Tenants may not have pets in their units (Regulation 25.1).** Only Unit Owners may have ONE pet. No lease of a unit can include permission for pets. Please keep pet noise to a minimum and only use the mulch beds for waste purposes (which must be PICKED UP immediately).
7. **TRASH DISPOSAL:** Please do not put anything down the trash chutes that the compactor cannot handle. Only regular, BAGGED and tied household waste should go down the chutes. Cardboard boxes **MUST** be flattened and cut into manageable sizes. **DO NOT** leave the trash rooms strewn with garbage. All garbage should go into the appropriate receptacle. See Larry Lawrence for any questions about proper trash disposal, and follow posted directions in the trash rooms. No kitty litter in the chutes!!! If the recycling toter in a trash room is full, please take your materials to the garage toters.
8. **WINDOWS:** Regulation #4: No personal property may be visible in windows (e.g., decorations, fans, etc.).

## **OPERATIONAL MATTERS AT EASTSIDE COMMONS:**

Eastside Commons is an 83-Unit condominium complex located at One Wayland Avenue in Providence, Rhode Island. Constructed by Toll Brothers, Inc., the complex was completed in 2005-2006. The property is professionally managed by Premier Property Management of Middletown, Rhode Island. It is governed by a five-member Executive Committee of Unit Owners. We strive to maintain this complex to be a high-quality and valued place of residence for everyone who lives here. To reach that goal, we have a number of simple but incredibly important operational guidelines that must be followed by Unit Owners and tenants alike in the spirit of neighborly cooperation.

**Larry Lawrence:** Premier has arranged for an on-site superintendent to handle many of the day-to-day operations of our complex. Larry has been with us since early 2007. He is an invaluable and trusted resource. In addition to his regular duties, he is available for side jobs for Unit Owners. You may discuss any terms directly with him. He is generally the one who is a “first responder” for such things as water leaks, mechanical system failures and other emergencies. He also oversees our trash disposal, so if you have any questions touching on this area, please seek out Larry. His contact information is included in this package.

**TRASH DISPOSAL GUIDELINES:** Follow the posted notices in the trash rooms!!! Please ask Premier’s on-site superintendent Larry Lawrence if you are unsure about trash disposal protocols.

We have trash chutes that lead to dumpsters with compactors (*not* incinerators). The compactors have a limited life span, and the system is not designed for certain things. Please realize that there are items that **CANNOT GO DOWN THE TRASH CHUTES:** (1) GLASS; (2) MOP HANLES (wood or plastic); (3) HANGERS; (4) LARGE SOLID OBJECTS. The trash compactors are designed to handle normal, everyday, household bagged trash. **BAGS MUST BE SECURELY TIED.** Open bags of garbage only result in trash strewn on the floors of the trash rooms. Unsecured trash bags that drop down the chute also allow garbage to escape and stick to the walls of the chute. Glass items, even in bags, cause the bags to break and broken glass to spill in the trash rooms (creating dangerous cleanup jobs). Such messes have to be cleaned up by hand. **DO NOT** send kitty litter down the chutes. **DO NOT** send cans of paint or stain or similar items down the chutes. **DO NOT** send unsecured liquids down the chutes.

Put glass and plastic recyclables in the appropriate green totes in the garages and trash rooms. Use your garbage disposal for food rather than sending it down the chutes. Bag and securely tie ALL TRASH that goes down the chute. Do not leave any food in the trash rooms. Break down cardboard boxes. If a tote in a trash room is full, please take your items to the garage totes. Every Unit Owner must make sure that trash is being disposed of properly. Every Unit Owner who has a tenant must make sure that his or her tenant is disposing of trash properly.

***It is likely we will not realize how convenient the trash chutes and compactors actually are until one of them fails and is inaccessible for even a short period of time for repair or replacement. Please help by following the protocols.***

**Heating and Air Conditioning (HVAC) Maintenance:** The Association, through property management, provides two rounds of maintenance annually (one in the Fall, one in the Spring) for the heating and air conditioning system attached to everyone's Unit. These mechanicals are located in the hallway closets next to every Unit's front door. This work is provided in this fashion because the Declaration of Condominium expressly makes it an Association responsibility to maintain the heating and air conditioning units. This service is presently provided by **Regan Heating & Air, Inc.** and is funded as a separate assessment that is part of the monthly Association payment coupon. Repairs to the equipment are billable to the Unit Owner. Tenants should contact their landlord with routine questions about HVAC and water heaters. **A water leak, however, should be reported immediately and directly to property management!** Water heaters should be changed out BEFORE the end of their useful life to avoid leaks.

**Fire System Testing and Rusty Water:** We perform quarterly tests of both the fire suppression system (sprinklers) and the fire alarm system. After the sprinklers are tested, many residents have encountered rust in their water. If this happens, please run the cold water in your tub until such time as the rust is no longer visible (this could take some time). We also ask your cooperation during the testing process to assure that the contractor can ascertain that your fire alarm (strobe light and siren) are in working condition. Access to Units is a must during the testing process. Look for notices of the testing in the halls, and please either have someone home for the test or give a key to property management.

**Luggage/Lobby Carts:** These carts are made available for the convenience of residents. They are not, however, intended for the use of contractors or movers. Professional movers should come with their own means to transport goods in and out of the buildings. Contractors, as well, should find alternate means to bring their supplies and tools into the building. We are seeking to avoid undue wear and tear on these carts and thank you for your understanding. Please be sure to return these promptly after use to the basement. Also, please do not overload to the point where items are spilling off the cart as you roll.

**Deliveries/Move-In/Move-Out:** If you are expecting a furniture or other large item delivery, please make sure that the delivery workers protect the walls of the corridors and the elevators. Notify Larry Lawrence at the front desk number provided below so that you may get access to the elevator pads for your expected delivery date. It is difficult, if not impossible, to track the precise day and time that someone will move into or out of Eastside Commons. We therefore seek the assistance of Unit Owners in making preparatory arrangements. Notifying Larry Lawrence at his front desk number or by e-mail that a move is about to happen will allow him to make available the protective wall pads for the elevator. Also, moving activity should be conducted during business hours so as to minimize the disturbing noise to residents that moving after hours can cause. In the North Building, it is imperative that the double doors be securely locked if they have been unsecured to allow both doors to open for large deliveries. This is a vital security measure.

**Building Security and Safety:** We need to take the security of our buildings very seriously. A reference list of basic and important security measures is included in this package. Our most important attribute in this area is that we have secure buildings (locked entry and exit doors that restrict access to the common areas from the outside combined with individual Unit doors). A secure building is only works when the outside doors are, in fact, secured. We regularly remind

everyone to make sure such doors close and lock after each use. We have security camera coverage on entry/exit doorways and garage doors. It is still vital that simple security measures be followed by everyone. This statement is not meant to alarm anyone—only a reminder that awareness of security needs and surroundings will be our most powerful preventive tool to keep our community safe. Security cameras cannot replace the need to be vigilant about keeping our perimeter doors secured.

Perimeter doors to both buildings must remain **closed and locked** when not in use. Whenever you pass through a door to or from the outside, *please make sure that it locks behind you*. Never leave the double doors of the North Building unsecured after use. There are many evenings when these doors are found to be completely unsecured because someone used them during the day and forgot to re-secure the two bolts that hold the fixed portion of the double door in place.

Never leave the windows at the bottom of the stairwells unlocked. We have three such windows (two in the South Building at the side doors and one in the front of the North Building at its side door). It is an unacceptable security risk to leave these ground-floor windows unlocked.

Please do not buzz someone into the building when you do not know that person's identity. Never leave anything of value in your car. A fair number of trespassers use our lot as a cut-through between Gano St. and Wayland Ave.

The non-emergency line for the Providence Police is (401) 272-3121. If you feel seriously threatened, call 911 immediately. We are in Providence Police's District 9. The substation for the district is located at 248-250 Brook Street. If you have any matters of concern that you wish to discuss with the police, the phone number at the substation is (401) 243-6990.

If the building-wide fire alarm sounds for any reason, please exit the building (do not use the elevators), and do not re-enter until cleared to do so by fire department personnel. Please familiarize yourself with all of the exits and routes of escape from the building, and take note of the fire extinguishers in the stairwells and garages.

**Smoke Detectors/CO2 Detectors and Burglar Alarms:** Please keep the back-up batteries in ALL of your smoke and carbon monoxide detectors fresh to avoid the low-battery chirping alarm that can disturb neighbors. This is an especially important thing for landlords and those whose Units are unoccupied for long times to observe. The beeps from these devices carry through the hallways and between Unit walls. If you have a burglar alarm, also be aware of its ability to disturb with beeps and take preventive steps.

**Telecommunications:** Eastside Commons has both **Cox Communications** and **Verizon FiOS** as telecommunications providers. Each Unit can select either Cox's coaxial cable connection or Verizon's fiber optic connection by calling the appropriate service provider.

**Power Outages/Storms/Emergency Generator:** In case the power goes out (a problem we seem to have avoided in past storms of significance), Eastside Commons is equipped with an emergency generator (it is located on a concrete pad near the South Building garage entrance). The system is serviced and tested at regular intervals (including a weekly self-test). Note well, however, that **it is designed to provide electricity ONLY to select common area systems** in

both buildings: (1) about one-third of the hallway lights; (2) stairway lights; (3) garage lights; (4) outside lights; (5) elevators—to reset them to the ground floor; (6) fire alarm control panels and fire sprinkler system; and (7) the door buzzer system. **This generator does not provide electricity for individual Units.** It simply does not have enough capacity to handle that kind of load, and it was designed to provide power only to critical building systems in the event of a power outage.

**Before a storm:** Place National Grid's power outage number in a handy and accessible location: (800) 465-1212. Place working flashlights throughout your Unit. Have a battery-operated radio on hand for storm information. Have extra batteries ready. Keep extra drinking water, a manual can opener and a supply of canned and dried foods on hand in case a power outage lasts more than a few days.

If you depend on electrically operated equipment (of a medical nature, for example), call National Grid at (800) 322-3223 for information about planning for an emergency.

If power goes out, you can call (800) 465-1212 to make sure that National Grid knows about the outage.

## **Payment Methods for Monthly Condominium Fee**

Condominium fees are due on the first day of each month, and there are late fees for payments after the tenth day of the month. When an annual budget is adopted and ratified (usually in December of each year), property management will create and send a payment coupon book to the Unit Owner. There are, however, several different ways in which you can pay your monthly fee:

1. **Coupon and Check:** Please place both the coupon and your check in the provided envelope and mail.
2. **Bill payer service:** You will have to contact your paying authority (bank) to provide the updated fee—this does have the advantage of being able to set up recurring monthly payments.
3. **Pay online:** Though Premier Property Management's website: [www.premierpm.biz](http://www.premierpm.biz). Please click on the "Dues Payment" option and then select the link to our Association from the list.

# *Eastside Commons*

**Condominium Association, Inc.**

## **IMPORTANT NOTICE TO UNIT OWNERS** **WHO LEASE THEIR UNITS:**

All Unit Owners who lease or rent their units to tenants at Eastside Commons have a duty to comply with Declaration of Condominium Article 2.7. This section requires an owner to submit a copy of any lease agreement to the Association (through Premier Property Management) prior to the start date of the lease. This provision is to ensure that any lease conforms to certain minimum requirements.

All leases must be for a term of at least one (1) year and be in writing. The lease agreement must incorporate all the rules and regulations of the Association (as found in the Declaration of Condominium, By-Laws and Regulations). Unit Owners are responsible for ensuring that their tenants are aware of all Association rules and will be held accountable for their tenants' actions that violate those rules (disturbing noises, outside parking, improper trash disposal, etc.). Premier Property Management must have contact information for both tenants and owners in the event of an emergency condition. Any tenant vehicles that are kept at Eastside Commons must also be identified to property management. Tenants are to be reminded that they cannot park overnight in the outside lot. They must use the deeded indoor garage space that belongs to the leased unit. Sub-leasing of units is NOT a right granted by the Declaration of Condominium and is prohibited. Tenants may not have pets.

Please select tenants carefully (criminal background checks—local and national—obtained from a government agency and not online, credit checks, and valid references that are personally verified and followed up on). We need tenants who have the capacity to abide by the regulations. You should have a lease clause that allows for termination upon the violation of a community regulation. Please understand the potential for a not-so-great tenant to have a very negative effect on the quality of life for the rest of us at the complex. Leases should include a no smoking clause. Tenants must be told that they cannot bring more cars than you have a garage space for and they CANNOT park outside overnight.

If you lease your unit to a tenant and have not complied with the above requirements, we ask that you call Premier Property Management at (401) 845-2128.

# *Eastside Commons*

Condominium Association, Inc.

## **Residents must keep unit heat no lower than 62 degrees to avoid pipe bursts.**

We have experienced pipe bursts at Eastside Commons when severe cold sets in during the winter. The damage has been significant and, when it comes to the fire suppression piping, required fire department responders to break open an unoccupied unit to address the emergency. It also required that the fire protection system be turned off for a portion of the complex until repairs could be made.

It is imperative that residents and owners maintain the heating temperature in their units to at least 62 degrees. Owners or residents who are away from their units for extended periods should make arrangements for someone to check on their units locally (especially in cold weather) to make sure the heat is working and inform Premier Property Management of how to contact you and gain access to units in case of this type of emergency.

Property management recommends that residents who travel frequently or who are away from their units for extended periods consider purchasing an automated freeze alarm that monitors the temperature inside a unit and can contact you or another person by phone if the temperature drops too low. There is a wide array of home monitoring devices from the simple to the complex that may suit your needs and tastes.

These types of emergencies can easily impact more than just one unit at a time. Therefore, we need everyone's cooperation to prevent (and cope with) similar occurrences in the future.

SPECIAL NOTE: WASHING MACHINE HOSES **MUST** BE CHANGED FROM RUBBER TO **METALLIC**, IF YOU HAVE NOT ALREADY DONE SO, AS MANDATED BY OUR INSURANCE CARRIER. TURN OFF THE WATER SUPPLY TO YOUR WASHING MACHINE WHEN NOT IN USE. CHANGE HOSES EVERY FIVE YEARS.

## **REPAIR ISSUES**

Every so often a Unit Owner may be in need of or desirous of repair work either within or related to his or her Unit. One of the first things a condominium unit owner should know is where financial responsibility falls for work relating to a Unit. Because the definition of a Unit is fixed in our Declaration of Condominium and supplemented by Rhode Island statutory law, which states that “each unit owner is responsible for maintenance, repair and replacement of his or her unit,” those texts control the lines of responsibility. There may, of course, be repairs to a Unit, or related to a Unit, that implicate common elements, and these are evaluated on a case-by-case basis by Property Management and the Executive Committee of the Association to determine lines of financial and other responsibility.

That being said, if you do have repair needs that arise for your Unit, it is incumbent upon you to engage your own contractor or vendor to perform the work. If you would like help in finding a contractor for such work, it is often the case that Larry Lawrence can handle some small jobs himself and can be hired directly by you. For other matters, Larry may be able to refer you to a suitable contractor or vendor that you can engage personally. Also, Premier Property Management can put you in touch with a contractor or vendor who can likewise be engaged by you personally to do the work.

Different Unit Owners will have different expectations about repair work. Some will want multiple estimates or quotations for a particular job. Others will want a more streamlined approach. Please understand that, when it comes to a property management assisted process, it may not be possible to accommodate the tastes and preferences of every particular Unit Owner. If you have had good or bad (or anywhere in between) experiences with a particular contractor or vendor, please feel free to share your observations with Premier. They may prove helpful to future referrals.

Sometimes it will happen that an emergency matter will arise (a repair need that cannot wait). In those cases, Larry and Premier will be as responsive as possible. In the urgency and haste to remedy active leaks or other emergent conditions, it may not be immediately apparent who is responsible, financially speaking, for the job. Please understand that the first commitment is to the safety and integrity of the buildings and the Unit and then to figuring out who has to pay for it. In such circumstances, we ask for patience and understanding.

Please remember that both Larry and Premier attempt to be as helpful as possible when Unit Owners contact them seeking assistance with repairs or problems (even if only for a referral). Keep in mind that the primary responsibility of Premier is to the common areas and expenses of this property. Assistance they provide with specific Unit Owner jobs inside a Unit arises out of their long tradition of trying to be as helpful as possible to the members of the Association and is testament to our relationship with them.

## **SAFETY AND SECURITY REFERENCE LIST**

1. Make sure all exterior doors are locked and secured at all times. Never leave them unsecured.
2. Always remember to keep your Unit door locked.
3. Make sure ALL of the doors to the outside of the building close securely behind you.
4. DO NOT allow a stranger to follow you into the building and DO NOT buzz unknown persons into buildings!!! Take the time to learn the identity of a person buzzing through the intercom system.
5. Be especially cautious of people you speak with on the intercoms—someone may be using a name from the directory posted next to the buzzer panel to convince you he is acquainted with a resident. Again, make sure you know who is buzzing before you let someone in.
6. If you sense personal danger, call 911 immediately.
7. If a building-wide fire alarm sounds **for any reason**, EXIT the building and do not return until cleared to do so by Fire Department personnel.
8. Familiarize yourself with and practice all routes of exit from your Unit to outside of the building. Also be familiar with the ways to exit the garages to the outside on foot.
9. There are fire extinguishers in the stairwells and the garages. Acquaint yourselves with their locations. Buy personal fire extinguishers for your Unit to cover a number of fire types—grease fires in the kitchen, electrical fires, paper, wood and plastic fires.
10. SLOW DOWN when driving in the garages or lots.
11. Get to know your neighbors closest to your Unit so that you have a sense of who should or should not be present.



## **MAIL DELIVERY AT EASTSIDE COMMONS**

Please be sure to provide the correct address in the proper format to those who send you mail so that it comes to your mailbox in a timely fashion or is not returned to sender. The correct format is:

Resident Name  
1 Wayland Ave., Unit #000N (or #000S)  
Providence, RI 02906

It is important that your unit number be on the same line as the street address of 1 Wayland Ave. Your unit number must include “N” or “S” to indicate whether your box is the North Building or South Building. On occasion, mail that is addressed with “101 North” (for example) on a separate line has caused the mail to be sent to 101 North Street.

Make sure that your **name** and **unit number** appear **INSIDE** the mailbox (there is a plastic sleeve for a card insert for that information on the inside bottom of the box). Do **NOT** place a label on the outside of the mailbox.

For your convenience, **outgoing mailboxes** are provided in both buildings (in the North Building, the out box is directly under the mailboxes next to the front desk; in the South Building, the out box is just outside the front door under the portico). Mail is picked up from those boxes by the letter carrier when he or she delivers the mail on any given day.

If you are away from the complex and will not be emptying your mailbox for more than three days, please notify the Postal Service so that they can hold your mail until you return (request their “**Hold Mail Service**”). They will stop delivering to your box when it becomes full.

**DO NOT LEAVE MAIL THAT YOU DO NOT WANT AT THE MAILBOXES OR ON THE FRONT COUNTER. THROW SUCH ITEMS AWAY PROPERLY IN A TRASH RECEPTACLE.**

## **RULES AND REGULATIONS**

### **EASTSIDE COMMONS CONDOMINIUM**

1. No use shall be made of the Common Elements except as permitted by the Executive Committee. No uses shall be made of the Limited Common Elements except as permitted by the Declaration and these Rules and Regulations.
2. There shall be no obstruction of the Common Elements nor shall anything be stored in the Common Elements without the prior consent of the Executive Committee.
3. No Unit Owner other than Declarant shall place a “for sale” sign on or about their Unit, Limited Common Element or Common Element.
4. Except for window treatments governed by Rule 5 below, no Unit Owner shall place any signs or any other items of personal property visible from outside the Condominium in any windows of their Unit.
5. All window shades, blinds, shutters, curtains and interior window treatments of any kind shall be a pale color and shall not distract from the appearance of the Condominium.
6. No grills, fires, broilers, or other cooking apparatus of any type shall be used or located upon the balconies.
7. Only exterior patio furniture designed for such purpose shall be used or located upon the balconies.
8. No flags, banners or hanging signs, or placards of any type shall be hung from or attached to the balconies. No bicycles, carts, boats or other sports equipment or like articles shall be stored, placed or kept on the balconies.
9. Garage doors shall remain closed at all times except when vehicles are entering or exiting the building.
10. Nothing shall be done or kept in the Common Elements or Limited Common Elements which will increase the rate of insurance of the Condominium, or contents thereof, applicable for residential use, without the prior written consent of the Executive Committee. No Unit Owner shall permit anything to be done, or kept in the Common Elements or Limited Common Elements which will result in the cancellation of insurance on the Condominium, or contents or portions thereof, or which would be in violation of any law. No waste shall be committed in the Common Elements or Limited Common Elements.

11. Unit Owners shall not cause or permit any satellite dishes of CATV wiring or cables to be placed on any Condominium Unit or in the Common Elements or Limited Common Elements appurtenant to any Condominium Unit.
12. No offensive activity shall be carried on in the Common Elements or Limited Common Elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or occupants. No Unit Owner shall make or permit any disturbing noises by himself, his family, servants, employees, agents, visitors, pets, lessees and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other Unit Owners.
13. Nothing shall be done in, or on to the Common Elements or limited Common Elements, which will impair the structural integrity of the Buildings or any Common Element or Limited Common Element without the prior written consent of the Executive Committee.
14. No clothes, clotheslines, sheets, blankets, laundry, or any other kind of articles including flags shall be hung out of a Unit or exposed on any part of the Common Elements or Limited Common Elements. No pet runs or external leashes shall be erected or placed on any part of the Common Elements or Limited Common Elements. The Common Elements, Limited Common Elements and Unit shall be kept free and clear of all rubbish, debris and other unsightly materials.
15. All rubbish and trash shall be deposited into designated trash chutes and containers, and all collection containers will be stored within the Condominium trash rooms or other designated areas as determined by the Executive Committee.
16. Except in areas designated by the Executive Committee, there shall be no parking of motor vehicles, playing, lounging or parking of baby carriages or playpens, bicycles, wagons, toys, benches or chairs, on any part of the Common Elements.
17. Nothing shall be altered or constructed in or removed from the Common Elements except upon the written consent of the Executive Committee.
18. The Common Elements and Limited Common Elements including hallways and doorways facing Common Elements, garage areas, storage areas, balconies and doorways shall not be decorated or furnished by any Unit Owner in any manner without the prior written consent of the Executive Committee.
19. All Owners and their guests shall follow the posted rules for the fitness room, the mechanical or trash rooms and any other Common Elements.
20. No boats, trailers or trucks shall be kept or stored overnight in the Condominium, except for a small "panel body" or small pick-up truck, which is regularly used by the owner of the Unit. No maintenance or repairing of any kind or nature of automobiles

shall take place within the Condominium, nor shall Driveways be used for any purpose other than to park motor vehicles, without the prior written consent of the Executive Committee. Notwithstanding the foregoing, in cases of emergency, commercial vehicles may be parked within the Condominium. Unit Owners and their occupants shall not park more than two (2) motor vehicles within the Condominium, without the prior written consent of the Executive Committee. In no event shall any Unit Owner park a vehicle overnight at any outdoor space within the Condominium without the express written consent of the Executive Committee. Parking spaces used by Unit Owners may not be leased, conveyed or loaned to third parties.

21. If any keys are entrusted by a Unit Owner or occupant or by any member of the Unit Owner's agent, servant, employee, licensees, lessee or visitor, to any employee of the Executive Committee, the property management company or the Condominium, whether for such Unit or an automobile, trunk, or other item of personal property, the acceptance of the key shall be at the sole risk of such Unit Owner or occupant, and the Executive Committee shall not be liable for injury, loss or damage of any nature whatsoever directly or indirectly resulting therefrom or connected therewith.

22. The use of the Common Elements and Limited Common Elements, by Unit Owners, as well as the safety and maintenance of all personal property of the Unit Owners kept in such areas and in the Units themselves, shall be the responsibility, and at the sole risk of the respective Unit Owners, and none of the Executive Committee, Association, the Declarant, nor their respective agents, servants, employees, successors or assigns, shall bear any responsibility therefor.

23. Each Unit Owner assumes responsibility for his/her own safety and that of his/her family, guests, agents, servants, employees, licensees and lessees (including responsibility for accidents occurring in walkways and driveways in such Unit Owner's Limited Common Element area).

24. Guns and weapons of any kind shall not be used on the Property.

25. Unit Owners shall be permitted to keep or maintain a maximum of one (1) small domestic pet not to exceed fifty (50 lbs.) pounds in weight, and all pets must be kept on a leash or otherwise restrained when on Common Elements. Each Owner shall assure its pet's droppings are immediately removed from the Common Elements or Limited Common Elements. Each Unit Owner shall be liable for any costs incurred by the Condominium resulting from any damage caused by any Unit Owner's pet.

25.1. A pet may be maintained in a Unit as long as it is not a nuisance. Actions that will constitute a nuisance include, but are not limited to, abnormal or unreasonable noise, crying, barking, scratching or hygienic offensiveness. All pets must be registered and inoculated by law. Pets are to be registered with the Association's property manager, and evidence of inoculations is to be furnished to property management. Pets shall be kept under control at all times and shall not be permitted to run at large within the Common

Elements (either interior or exterior). Pets shall not be left unattended on balconies.  
**Tenants shall not be permitted to maintain pets in Units.**

26. No signs of any type shall be placed or suffered to remain upon the Property, as provided in the Declaration.

27. No burning of rubbish or other offensive material shall be permitted in the Condominium.

28. No smoking of any tobacco products shall be permitted in any Common Element.

29. No plantings, other than in beds installed by the Declarant or the Association, shall be undertaken without the prior written approval of the Executive Committee.

30. The Declarant during the period of Declarant control of the Association reserves the right to modify the above Rule and Regulations and/or issue a waiver of same to individual Unit Owners in its sole discretion on a case by case basis.

31. All Unit Owners shall comply with applicable laws and ordinances.

32. Any consent or approval given under these Rules and Regulations may be added to, amended, or repealed at any time by the Executive Committee.

33. These Rules and Regulations may be amended from time to time as provided in the Declaration by the Executive Committee.

# *Eastside Commons*

**Condominium Association, Inc.**

## **USEFUL CONTACTS**

Residents who are tenants should normally contact their landlord Unit Owners first for non-emergency matters

### **Premier Property Management**

26 Valley Road, Suite 203 - Middletown, RI 02842

**Website:** [www.premierpm.biz](http://www.premierpm.biz)

**Telephone:** (401) 845-2128

**Emergency ONLY (after business hours):** (401) 842-6009

**General Inquiries:** Mary Ellen Helger **E-mail:** [maryellen@premierpm.biz](mailto:maryellen@premierpm.biz)

**On-site Superintendent:** Larry Lawrence. **E-mail:** [larjag61@yahoo.com](mailto:larjag61@yahoo.com)

**Larry's On-Site Telephone (North Building Front Desk):** (401) 273-2832

**Larry's Cell Phone:** (401) 316-6092

### **Gas Leaks**

National Grid: (800) 640-1595

### **Power Outages**

National Grid: (800) 465-1212

### **Appliances**

General Electric Factory Service Repair: (401) 441-5904

### **Heating, Air Conditioning**

Regan Heating and Air: (401) 461-8100

### **Providence Police**

Routine Matters: (401) 272-3121

### **Providence Fire Department**

Routine Matters: (401) 274-3348

### **Large Item Disposal**

(800) GOT-JUNK (468-5865)

### **Insurance Agent for ESC: Cross Insurance**

(401) 431-9200

FAX: (401) 431-9201

**POLICE, FIRE OR MEDICAL EMERGENCIES: Dial 911**