

Park Tower Homeowners Association  
**RULES AND REGULATIONS**

**TABLE OF CONTENTS**

A.	Security .....	2
B.	Fire Safety.....	2
C.	Vehicles.....	3
D.	Noise .....	3
E.	Visitors .....	3
F.	Moving.....	3
G.	Dumpster.....	4
H.	Pets .....	4
I.	Common Areas .....	4
J.	Maintenance.....	5
K.	Plumbing .....	5
L.	Insurance .....	5
M.	Building Exterior .....	5
N.	Construction/Remodeling.....	6
O.	Mailboxes .....	7
P.	Pickups and Deliveries.....	7
Q.	Children.....	7

Park Tower Homeowners Association  
**RULES AND REGULATIONS**

The following rules and regulations have been adopted by the Board of Directors of the Park Tower Homeowners Association (Association). They may be amended by the Association at any time.

These rules and regulations are subject to the Declaration of Covenants, Conditions, and Restrictions (CC&Rs); if there is a conflict between this document and the CC&Rs, the CC&Rs will prevail. The rules and regulations do not include all the legal issues contained in the CC&Rs.

Washoe County Health District (WCHD) regulations and the Nevada Administrative Code (NAC) applicable to the Association are incorporated into this document.

For the purpose of this document, both unit owners and renters are defined as residents.

In this document, general common areas include, but are not limited to, the grounds and landscaping, exterior walls, stairs, elevators, hallways, all garage space surrounding parking spaces, and roof deck. Limited common areas include patios, balconies, and individual parking spaces in the garage. All common areas are fully illustrated on the subdivision map. Contact management to view this map.

Residents are requested to report violations of the rules and regulations in this document to management by either written and signed statement or email message. Management contact information can be found online at [www.parktowerhoa.com](http://www.parktowerhoa.com).

**A. SECURITY**

1. Report any suspicious person or activity around or on the property to the police and/or management.
2. Lock your car at all times.
3. Lock your unit when you are gone for any reason and for any length of time.
4. Report common areas with burned-out lights to maintenance or management.
5. Solicitors are not allowed in Park Tower. If a solicitor knocks at your door, note the time and date and report it to management.
6. Ensure that all doors are completely shut after entering or leaving. Do not leave any door, including garage doors, open and unattended.

**B. FIRE SAFETY**

1. Call 911 in all cases of fire or suspected fire. Call management as soon as possible. If needed, fire extinguishers are located in each hallway.
2. Display seasonal decorations, including, but not limited to, Christmas trees in your unit only if they are UL-approved and flame retardant. Set up natural Christmas trees so that the trunk is in water at all times.

Park Tower Homeowners Association  
**RULES AND REGULATIONS**

3. Maintain internal appliances and fixtures according to manufacturer requirements and instructions.
4. Maintain your unit and patio or balcony according to standard requirements of city fire and health ordinances. Contact management for a description of these requirements and ordinances.

**C. VEHICLES**

1. Never leave your car in an area marked "Fire Lane," "Handicapped," or "No Parking." Your illegally or improperly parked car will be towed at your expense.
2. Do not wash your car anywhere on the property.
3. Ensure that your car is operable, licensed, and well enough maintained not to detract from the appearance of the property or present a hazard. Otherwise your car will be considered illegally parked and removed at your expense. Contact management with questions or complaints regarding vehicles.
4. If a car is parked illegally in your parking space, note the license number and make of car and report it to management.

**D. NOISE**

1. Do not make or permit any noise that interferes with the rights, comforts, or convenience of other residents. Keep electronics, including, but not limited to, radios and televisions at volume settings that do not annoy other residents.
2. If you hear unreasonable noise of any kind, contact management.

**E. VISITORS**

1. Ensure that visitors, including, but not limited to, guests, relatives, or contractors adhere to the rules and regulations listed in this document. Should a problem occur, such as a parking violation, damage and/or nuisance caused by pets, or damage to the building, you are held responsible for your visitor(s) and are subject to the decisions of the Association.

**F. MOVING**

1. Do not move belongings into or out of a unit before 8:00 am or after 9:00 pm. Moving is permitted only between these hours.
2. Take extreme care moving into and out of the building. Damage to the common areas by you or anyone involved in your move will be repaired by the Association at your expense.

Park Tower Homeowners Association  
**RULES AND REGULATIONS**

**G. DUMPSTER**

1. The dumpster is located in the ground floor parking garage. Do not, under any circumstances, stack or place trash, including moving and storage boxes, adjacent to the dumpster. Crush boxes and compact trash as much as possible to avoid overfilling. Place odorous materials in plastic bags and secure them firmly.
2. Place trash in the dumpster in a manner that allows the lid to close completely. If you prop the lid open to dispose of your trash, ensure that it is closed before you leave. An open dumpster lid may result in the Association being fined by Waste Management.

**H. PETS**

1. Do not keep as a pet any dangerous or untamed animal, regardless of size or weight.
2. Keep your pet on a leash or in a carrier at all times when not in your unit.
3. If you cannot control barking or any other annoying habit of your pet, you must permanently remove your pet from the building.
4. Remove all pet excrement immediately and completely from the premises; failure to do so will result in a fine.
5. Keep up-to-date vaccination records for your pet, as required by city ordinance, in the event of a problem with your pet.
6. You are completely responsible for all damages caused by your pet.

**I. COMMON AREAS**

1. Do not use the general common areas for any activities that interfere with the rights, comforts, and conveniences of other residents.
2. Do not alter or improve any part of the general common areas without the prior consent of the Association.
3. Maintain the appearance, safety, and cleanliness of your patio, balcony, or parking space. You may furnish your patio or balcony with lawn furniture and greenery, such as plants and flowers; all other items must be approved by the Association.
4. Do not obstruct fire hydrants or fire lanes at any time.
5. Do not place objects in hallways, except temporarily.
6. Do not smoke in **any** indoor common area, even if the area is not posted with a "No Smoking" sign.

Park Tower Homeowners Association  
**RULES AND REGULATIONS**

**J. MAINTENANCE**

1. The Association is responsible only for maintaining the original structure and equipment of the building. You are solely responsible for maintaining any alteration or improvement to your unit.
2. You are solely responsible for maintaining any alteration or improvement to your patio, balcony, and/or parking space.
3. Maintenance personnel will not enter your unit without your prior knowledge and consent, except when deemed an emergency by management.

**K. PLUMBING**

1. You are responsible for plumbing problems that involve your unit only, including, but not limited to, faucet leaks, bad washer seals, running commodes, or a stopped-up toilet.
2. Flush only toilet paper and natural matter through the sewer system. Do not flush fabric products or paper other than toilet paper that could block the system.
3. If your toilet or shower/tub does not drain properly, find out if there are other stoppages in the building.
  - a. If there are other stoppages in the building, call management.
  - b. If the stoppage is in your unit only, either attempt to clear it (for example, using a plunger) or call a plumber.
4. Always run sufficient water to carry food from your garbage disposal to the main line.

**L. INSURANCE**

1. The Association insures the building and common areas against loss by fire, windstorm, hail, and certain other perils. It also assumes the risk and carries liability insurance on all common areas.
2. The Association does not insure your personal property in any way, whether it is in your unit, locked or not, or in a common area. The Association does not assume the risk or carry liability insurance for accidents that occur inside your unit.
3. Contact management for a detailed explanation of the Association's insurance policy.
4. To protect yourself and your property, purchase your own personal property and liability policy.

**M. BUILDING EXTERIOR**

1. Do not attach or hang a radio, television, or microwave antenna from the exterior of the building unless it is approved by the Association.

Park Tower Homeowners Association  
**RULES AND REGULATIONS**

2. Do not hang, shake, sweep, or throw anything from windows, balconies, patios, or the roof deck.
3. Do not inscribe or expose a sign, notice, or advertisement on or at any window or other exterior part of the building unless it is approved by the Association.
4. Beware of high winds when placing articles on your patio or balcony. Ensure that furniture is secure (for example, tape glass on glass-top tables). You are responsible for all damage or injury caused by personal property blown off your balcony.
5. Do not dry or air clothes or other items on the exterior of the building.
6. Use only neutral colors for window treatments.

**N. CONSTRUCTION/REMODELING**

1. Provide a set of plans, in writing, detailing any and all interior structural modifications of your unit to the Association for approval. Make modifications only in accordance with the plans approved by the Association.
2. Do not cover any part of the building exterior or extend any awnings or other material attachments from the building without approval by the Association. Aesthetic and engineering parameters of all exterior alterations must be approved by the Association.
3. Do not install any supplementary air conditioning or heating system without approval by the Association.
4. Do not make or attempt any repairs, alterations, modifications, or innovations to the air-conditioning, electrical, or water systems within your unit, or to any structure or equipment that might adversely affect other residents, unless such work is authorized by the Association and conducted under the direct supervision of the Association. Unauthorized work affecting the common interest and deemed hazardous in any way may be corrected by the Association at your expense.
6. Use fire retardant material in all walls when you remodel your unit. All materials and work must be city-code approved and authorized by the Association.
7. Do not tile your full unit. All flooring and leveling materials must be approved by the Association.
8. Do not use tools belonging to the Association or space in the common areas for remodeling projects. All such work, by you or a hired contractor, must be done inside your unit or off the premises.
9. Do not work on any remodeling projects on Sundays or federal holidays. Do such work only between the hours of 8:00 am and 5:00 pm. You are legally responsible for keeping all areas clean; if the Association must spend time cleaning as a result of work done by you or your contractor, you will be fully charged for the cleaning, including overtime pay, if any.

Park Tower Homeowners Association  
**RULES AND REGULATIONS**

**O. MAILBOXES**

1. A mailbox for each unit is located in the lobby of the building. The Association maintains the mailboxes in accordance with Postal Service regulations. Do not damage, deface, or alter these boxes in any way, or you will be fined.
2. Mailbox keys are your responsibility. Contact maintenance with questions about obtaining or replacing mailbox keys.

**P. PICKUPS AND DELIVERIES**

1. Make arrangements for any deliveries to or pickups from your unit. The Association assumes no responsibility for accepting deliveries or commercial shipments for residents.
2. Park Tower is a residential community. A large amount of traffic generated by commercial activities, including, but not limited to, the selling of goods is strictly prohibited.

**Q. CHILDREN**

1. Do not allow children to play in or on parking areas, garage ramps, equipment areas, or any common area where hazards may exist.
2. Supervise your children to prevent loud and boisterous behavior or disorderly conduct that disturbs other residents.
3. Do not allow children to play in the hallways.