

**THE PORTER, INC.**  
**HOUSE RULES**

The following rules are set forth as part of the proprietary lease and are established in an effort to promote the general welfare of the residents of the building and to protect the value of the corporation's property.

1. Applicants for occupancy must first be given one copy each of the bylaws, occupancy agreement, and the house rules. The applicant will be requested to sign a statement that he/she understands and will comply with the three above documents before approval is given for residency.
2. The public halls and stairways of the building shall not be obstructed in any way or used for any purpose other than entering and leaving the apartments in the building.
3. Children shall not play in the public halls, stairways, or elevator and shall not be permitted in the elevator unless accompanied by an adult.
4. Quiet hours are between 11:00 p.m. and 7:30 a.m. Eighty (80) percent of the floor space in each apartment must be covered by rugs or carpeting. The volume for the playing of radios, television sets, audio equipment, or musical instruments must be kept moderate at all times so as not to disturb other occupants.
5. Each resident shall keep his/her apartment in a good state of preservation and cleanliness. No dirt or other substances shall be swept or thrown from the doors or windows, or into air shafts. No resident shall litter the common areas of the building or the grounds owned by the lessor.
6. No awnings, window guards, or ventilators shall be installed or used in or about the building windows except such as shall be approved by the board of directors. Nor shall anything be placed on the sill or be projected out of any window of the building without similar approval. Any window maintenance or repairs shall be the responsibility of the lessee.
7. All window shades, blinds, and curtains used in individual apartments and showing from the outside of the building must be white. No sign, signal, advertisement, or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the board of directors.
8. No For Sale signs are permitted on the grounds of the Porter or posted in any window at any time. Temporary Open House signs are permitted on the day preceding and the day of the Open House event.

(Adopted 4/12)

9. No bicycles, scooters, or similar vehicles shall be allowed in the passenger elevators. No baby carriages or any of the above-mentioned vehicles shall be allowed to stand in the public halls, stairways, or public areas of the building, except in areas designated by the board of directors.
10. The building elevator is for passenger use only. It may be used by occupants of the building and their guests. The resident is responsible for damages to the building or elevator caused by tradesmen and delivery men employed by him/her.
11. Any moving of heavy items that require a dolly or hand truck must be taken in or out of the rear entrance. This includes any food deliveries.
12. Residents are to take bagged garbage, trash, and recyclables to the designated area in the basement.
13. Toilets, basins, and other water apparatus in the building shall not be used for any purpose other than those for which they were constructed, nor shall any sweepings, rubbish, rags, or any other article be thrown into the same. Any damage resulting from the misuse of any toilets or other apparatus shall be paid for by the lessee in whose apartment it shall have been caused.
14. Cats or other small animals may be kept by the resident in his/her apartment when approved, in writing, by the board of directors. No dogs, other than service dogs, will be allowed. Applications are available from the Secretary. Visitors accompanied by a dog must keep the dog on a leash.
15. The lessor will afford such lessee a portion of the storage space in the basement. Questions arising over each lessee's allotment will be settled by the president, whose determination shall be final. Such space shall be deemed to be supplied gratuitously and the lessor shall have no liability in connection therewith. The lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
16. No radio or television aerial shall be attached to or hung from the exterior of the building.
17. The agents of the lessor, and any contractor or workman authorized by the lessor, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects, or other pests, and for the purpose of taking such measures at the expense of lessee as may be necessary to control or exterminate any such vermin,

insects, or other pests.

18. Gas operated appliances, other than kitchen stoves, are not permitted. No laundry equipment (washing machine or dryer) may be installed in an individual unit.
19. Guests remaining in a stockholder's apartment in excess of two weeks must be registered in writing with the Board of Directors.
20. No air conditioning shall be installed or used by the lessee without the prior written approval of the lessor as to the type, location, and manner of installation or use of such device, and provided sufficient electric current is available for its use. Make sure that the water condensing from an air conditioner does not drip on the window sill or exterior of the building.
21.

The maintenance fee is payable in advance on the first day of each month to the management company. Any fee not received by the first of the month shall be considered late and will be subject to a late fee of \$20 per month. If an account is delinquent for three months, the late fee will be raised to \$50 per month. If an account is delinquent for six months, the case will be turned over to the coop's attorney for collections. The board will ask our property manager to inform the shareholder in writing prior to any legal action. All attorney fees and collection costs will be added to the delinquent unit owner's account and become their responsibility to pay.

(Revised 9/12)
22. The lessee must notify the Board of Directors and obtain their written consent before making any structural alterations in the apartment, making any alterations of the water, gas, or steam pipes, electrical conduits, or plumbing, or removing any additions, improvements, or fixtures from the apartment.
23. It is the unit owner responsibility to install, maintain and regularly check two smoke detectors in their apartment as required by DC law. One must be a smoke detector connected with electrical wires to the building and the other must be a battery operated smoke detector. It is the shareholder's responsibility to ensure they are functioning properly and to periodically replace the battery.

Failure to do so could result in legal liability in the event of a fire. All residents also need to be aware of the procedure to follow if a fire were to occur. This procedure is posted by each hall alarm.

  1. Pull the alarm in the hall to warn residents.
  2. Call 911. (The Porter alarm is not connected to the fire department.)

3. Use the hall extinguisher if it will not cause danger to oneself.
  
24. The Board of Directors urges the lessee to provide it with a key to the lessee's apartment, to be used in case of emergency, or, with the lessee's approval.
  
25. Security keys to the front and back doors are the property of The Porter, Inc. Lessees may rent such keys from the Board of Directors for the price of \$40 each. Proximity cards are also available for the front door at a cost of \$20. The price is refundable upon returning the key(s) to the Board of Directors.
  
26. Complaints regarding the service of the building shall be made in writing to the president of the Board.
  
27. Any consent or approval given under these house rules by the lessor shall be revocable at any time.
  
28. These house rules may be added to, amended, or repealed at any time in the manner prescribed in the corporation's bylaws. The undersigned hereby agrees to be bound by all such additions and amendments. The board of directors shall have authority to enforce these rules through exacting monetary fines in the amount of \$10 through \$1000. Any lessee so fined shall be afforded an appeal upon his/her requesting it in writing within ten days from the date the fine is assessed. The decision of the board will then be final.

The undersigned, having read the aforesaid House Rules, hereby agrees to abide by them at all times during his/her occupancy at The Porter, Inc.

---

Date	Lessee
------	--------

(Adopted November 1979)  
(Revised 10/80, 10/87, 7/94, 10/99, 10/02, 5/08, 3/09, 10/09,  
9/11, 4/12, 3/15)