

Congratulations and welcome to Scarborough House Condominium
from the Board of Managers and Residents

Our governing documents are available on the Realty Performance Group (RPG) website under the Properties tab. Scroll to Scarborough House: realtyperformancegroup.com. Our property manager is John Standing. Call John with questions or concerns at 585.225.7440--after-hours answering service for building emergencies. Call 911 for police or fire emergencies. The lost and found basket is located in the mailroom, on the shelf. Remember, see something, say something.

Tobacco use of any kind is prohibited everywhere in the building and on our grounds.

Security, entry, exit, deliveries, and moving household items:

All deliveries, including move in or out of the building are through the rear entrance only. Protective elevator pads are located in a box to the right of the elevator. A fine of \$250 will be levied per-violation.

Be cautious of who attempts to enter the building with you; this is a building security and personal safety precaution. At closing you will receive an outer door key that works for all three outside entry doors. For your convenience, call RPG to arrange an access code that allows you keyless entry by using the directory callbox located in the front and rear entrances. The directory callbox allows you to open the outer front and back doors for guests and deliveries. RPG will explain.

Pets:

Scarborough House is a two-cat-per-unit building only. Pet waste and litter must be disposed of in the outside dumpster.

As per state and federal law, we allow a service animal or an emotional support animal with supporting documentation as well as proof of current licensing and vaccinations, updated annually. Failing to provide proof is a \$250 fine. Clean up after your pet and dispose of all waste in the outside dumpster.

Parking:

The RPG website has a link to our parking regulations. Please read the regulations, as parking is an important aspect of Scarborough House. We are in the Neighborhood of the Arts (NOTA), and that means lots of year-round activities. Remember, always lock your vehicle. The front circle parking (four spaces) is short-term convenience parking and visitor parking. Do not park in the fire lane or on the side of the building; both are tow zones.

The back parking lot is for residents and guests during the day and evening hours. The carport and garage are reserved parking; there is a wait list; call RPG to inquire.

Overnight parking requires a sticker for owners through RPG, and your current registration and insurance are necessary. There is a yellow visitor placard for overnight guests, found in the mailroom. For renters, we assign stickers to those on the lease only. Overnight parking is between midnight and 7 a.m.

Our policy is to give a warning ticket and then tow the vehicle for continued violations. It is important to understand and follow our parking regulations. Please call RPG for clarification.

Trash and recycling:

Each floor has a compactor room with a garbage chute and bins for recycling. Our building's trash chute accommodates secured small and medium-sized bags only. Please bring overstuffed and large bags as well as construction debris to the dumpster, located at the rear of the parking lot, next to the garage. All cardboard boxes must be broken down before recycling. Request a special pickup from RPG if you fill the dumpster.

Non-recyclable glass, such as lightbulbs and sharp objects, must be disposed of in the outside dumpster. Our cleaning and maintenance crews handle the compressed trash bags. Glass or sharp objects pose the threat of cutting someone. Please use the dumpster for the safety of our employees.

Our building is a "one stream" recycling system. Please familiarize yourself with what is recyclable and how to recycle at the Monroe County monroecounty.gov/des-residentialrecycling webpage. Recycle only clean and dry items; food and liquids attract pests.

Condominium Insurance:

Scarborough House carries a master insurance policy that covers damage to common areas of the building. The policy also covers individual units that are damaged from outside the unit's walls, such as a water pipe leak that comes into your unit. If the damage to your unit is from another unit, it becomes the responsibility of that owner.

Equally important is a condominium owner's policy that covers the structural elements within your unit (think kitchen cabinets) and your personal items. The master policy or an owner's policy commonly covers the cost of basic replacement, not exact replacement or upgrades; this is what your condo owner's policy covers. Protect what you own.

Again, welcome to Scarborough House and our neighborhood