
**BOARDWALK CONDOMINIUMS
OWNER AND RESIDENT HANDBOOK -
RULES & REGULATIONS**
Revised: June 29, 1994

Prepared by Boardwalk Condominium Owners Association Inc., 201 Barrow Street #1, Anchorage, Alaska, 99501-2429. The Association thanks the following owners who donated many hours of their time writing and editing this handbook: Cynthia Aiken, Bob & Carole McConnell, Ray Kreig, Dennis Sullivan.

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- E. **Dogs** - All dogs should be kept on leashes while in hallways and stairwells.
- F. **Smoking** - NO SMOKING IS PERMITTED IN ANY OF THE INDOOR COMMON AREAS.
- G. **Alcoholic Beverages** - NO ALCOHOLIC BEVERAGES MAY BE STORED, CONSUMED, OR SERVED IN COMMON AREAS OF THE BUILDING.
- H. **Storage In Common Areas** - Hallways, stairwells, and parking spaces shall not be used for temporary storage of furniture, equipment, tires, or refuse.
- I. **Exterior Doors** - All exterior doors leading into hallways or stairwells shall be closed at all times to insure the maintenance of building security.
- J. **Residential Doors** - For the safety of residents, doors to residential dwelling units should be kept closed and locked.
- K. **Residential Windows and Balconies** - No articles shall be hung from the windows, or over the outside of the balconies. Nothing shall be thrown or otherwise discarded from the windows or balconies, or swept or thrown out of the exterior building doors.
- L. **Reporting of Utility Problems** - Any accident or injury to the common building water pipes, drains or fixtures, electrical wires or fixtures, elevator and central vacuum cleaner should be reported to the Boardwalk Condo Association at once. Emergency reports should be made to Marston Property Management at 248-1717. All non-emergency reports should be made in writing to Marston Property Management, Condominium Department, 4105 Turnagain Boulevard, Anchorage, AK 99517.

SECTION 3 - USE OF EXTERIOR COMMON AREAS

- A. **Landscaping** - The landscaping and flowers are for everyone's enjoyment. Do not pick flowers, dig up plants or damage landscaping in any way. Please do not allow pets to use these areas to relieve themselves.
- B. **Landscaping Damages** - Any damage done to landscaping by an owner, tenant, child, guest or pet shall be handled in the same manner as provided for in damage to interior common areas (see Section 1A).
- C. **Outside Appearance** - Do not dispose of cigarette butts or other litter on the grounds. There is an ashtray provided by the front entrance with a trash can under it. *We all very much appreciate the efforts of people who pick up trash in the parking lot and around the building!* Any material or equipment used for blackout purposes in windows shall not be visible from outside of the building.

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OBJECTIVE

The objective of these rules and regulations is to assure pleasant and comfortable living for all residents. These are the House Rules covering occupancy in the Boardwalk Condominiums. Each resident has certain rights but also certain obligations to all other residents. The restrictions imposed are for the benefit and comfort of all.

All Unit Owners and lessees, the families, employees, guests of owners and lessees and any other person who may in any manner use the Boardwalk Condominiums, or any part thereof shall be bound by and comply strictly with the Bylaws, Rules and Regulations, and all agreements, decisions and determinations of the Board of Directors as lawfully made or amended from time to time. The failure to comply with any of these provisions shall be cause for imposing a fine, an action to recover sums due for damages, or injunctive relief, or all of these.

SECTION 1 - FINANCIAL OBLIGATIONS OF THE OWNERS

- A. **Damages** - Any damage caused by any owner or owner's tenant to the common areas must be paid for by the owner. The owner is then responsible for collecting reimbursement from their tenant. Assessment for damages will be made by the Board of Directors of Boardwalk Condominiums.
- B. **Assessments** - Any assessments levied by the Board of Directors shall be paid as assessed. These assessments are due and payable upon presentation of invoice by the Board of Directors and are payable in addition to monthly maintenance fees.

SECTION 2 - USE OF INTERIOR COMMON AREAS

- A. **Safety Equipment** - Fire doors, exit signs, and related safety installations shall not be disturbed or altered in any way by residents.
- B. **Hallways and Stairwells** - Hallways and stairwells must be kept clear at all times. The placing or hanging of any objects on walls, ceilings, or floors will not be permitted, with the exception of seasonal decorations of doors only that do not damage the door exterior. **ALL SHOPPING CARTS SHOULD BE RETURNED TO THE PARKING GARAGE TO THE DESIGNATED STORAGE SPACE.** Please DO NOT leave carts in the hallways or in front of the elevator door. This is a safety hazard.
- C. **Furnishings** - Residents will not move or damage furniture, lamps, wall hangings, or plants provided to the complex for the enjoyment of residents.
- D. **Noise** - Any noise in the hallways should be kept at a minimum. Running or playing in the hallways and stairwells shall not be permitted. Use of common space for the benefit of individual residents is prohibited.

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SECTION 4 - GARAGE ENTRANCE/EXIT DOORS

The garage is located on the ground floor with two overhead doors on the north side that open to Second Avenue. The garage is heated and kept secure from entry by unauthorized persons. A security key (EM 2) or door operation transmitter is required for entry from outside the building. A one way traffic flow pattern is maintained in the garage with the northwest door being used as the entrance and the northeast door being used as the exit (figure 1).

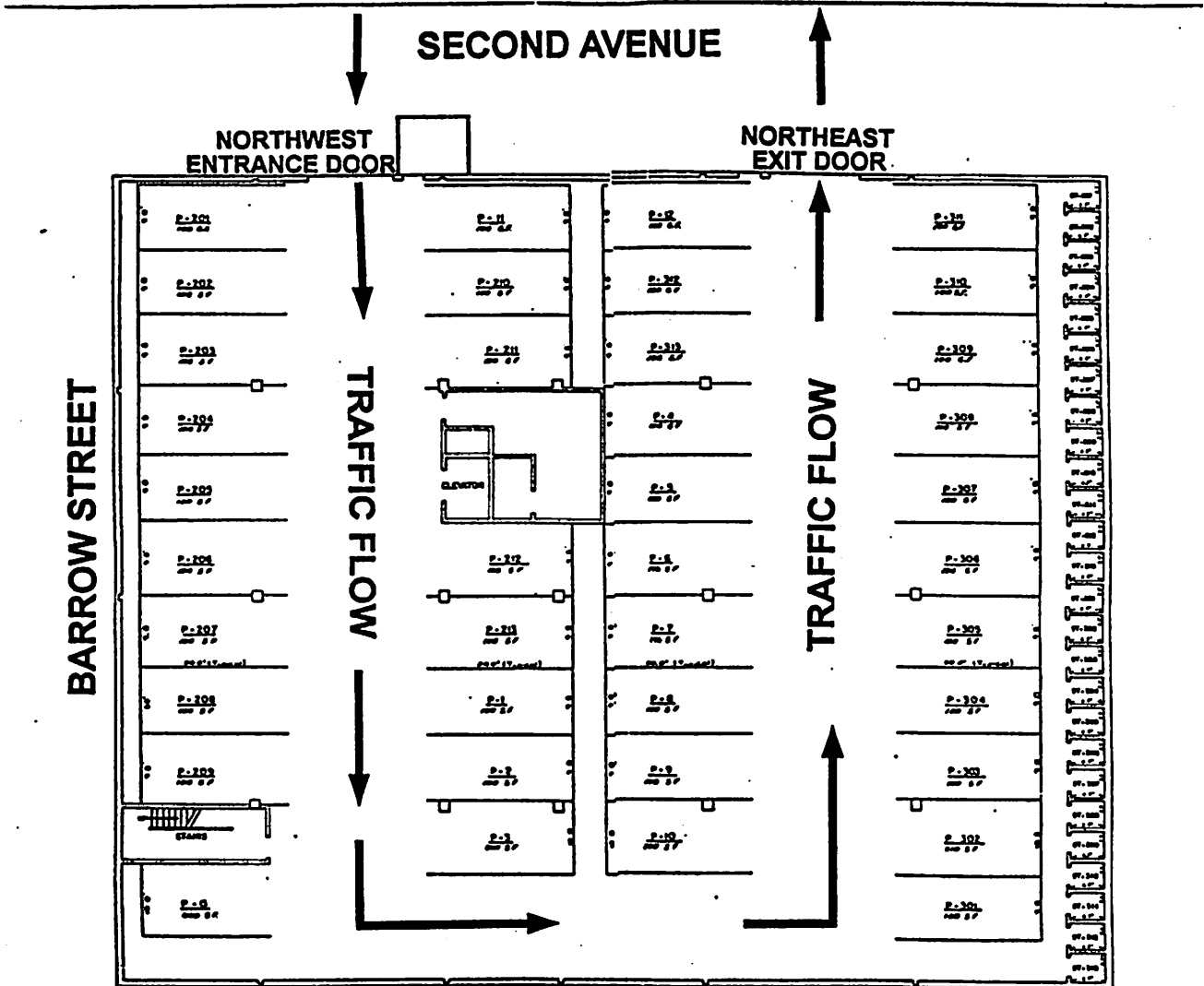
- A. **Door Operation Transmitter** - Owners or Tenants are responsible for purchasing and maintaining their own transmitters. For security reasons, the Boardwalk Condominium Owners Association may periodically change (after notice to owners) the transmission codes.
- B. **Vehicle Height** - The minimum controlling ceiling height clearance in the garage is 78" (except it is 70" under the duct between spaces P-210 and P-312). Owners of vehicles of excessive height such as trucks and vans must take particular care when passing under garage doors. Bouncing due to high speed and/or travel over snow and ice buildup at base of door will increase effective vehicle height that could cause you to hit the door. Vehicle owners will be billed for garage door damage caused by their vehicles. **GQ SLOW WHEN ENTERING OR EXITING THE GARAGE!**
- C. **Entrance Door Operation** - The northwest (entrance) door is opened by signaling with a suitable transmitter. The signal can be received from vehicles at the top of the Barrow Street Hill (before rounding the curve onto Second Ave.) so the door will be open by the time you reach it. Once opened, the door will remain up for 30 seconds before closing automatically without further prompting from the transmitter.
- D. **Entrance Ramp** - The ramp entering the building has a relatively steep grade and may be slippery. A vehicle sometimes has to make more than one attempt to enter the garage. **CAUTION:** The door may start to close before your vehicle has cleared the door. If this occurs, reactivate the transmitter to gain another 30 second open period. Both garage doors have a pressure tube safety feature on the bottom. If the door hits anything on its way down, it should reverse and open again. There is also an electric eye that will stop and reverse the door if a vehicle is present.
- E. **Closing the Entrance Door** - After completing entry of the garage with your car, the entry door can be closed immediately by activating your "clicker" a second time. If this is not done, as previously stated, the door will remain open for thirty seconds before it closes automatically. All residents are asked to please close the door rather than letting it remain open longer than necessary. Keeping it closed will reduce the heating bills for the Association as well as reduce the security risk of leaving the door open to unauthorized entry from the street.

GARAGE DOOR OPENER



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FIGURE 1 - GARAGE TRAFFIC FLOW CHART



BASEMENT

FLOOR ELEV 70.00'
CEILING ELEV 66.00'

LEGEND
□ - CONCRETE COLUMN

FIGURE 1

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- F. **Exiting From Entrance Door** - The northwest entrance door must not be used as an exit. The conflict in traffic flow could cause an accident if another vehicle is encountered trying to enter. If the entering vehicle becomes confused and then backs out onto Second Avenue, an unsafe condition could be created because 2nd and Barrow is a blind corner and visibility is limited. In any event, **VEHICLES ENTERING THE NORTHWEST (ENTRANCE) DOOR HAVE THE RIGHT-OF-WAY OVER ANY VEHICLE THAT MIGHT ATTEMPT TO LEAVE THROUGH THIS DOOR.**
- G. **Exit Door Operation** - The northeast (exit) garage door is controlled by a vehicle activated pressure switch on the floor. Do not use your transmitter. It only works on the northwest (entrance) door. After crossing the pressure switch, the exit door will remain open for 7 seconds. There is an electric eye that will reverse the door if it starts down while you are still exiting. **DO NOT RACE OUT THE EXIT DOOR!** The eye may not be able to act fast enough to keep the door from hitting a speeding vehicle (especially if it is a high van).
- H. **Failure To Operate/Manual Operation** - Either garage door may be operated manually by using the push button switches. The exit door may be connected to radio control in the event of failure of the normal entrance door (see signage in basement on the door motors).

SECTION 5 - VEHICLE CLEANING IN THE GARAGE

- A. **Vehicle Washing** - A water spigot and hose are located between space P-211 and P-313 (northeast of the elevator). Please be courteous in using the washing facilities. Washing is permitted only if cars parked in adjacent areas are not sprayed.
- B. **Vehicle Vacuuming** - Access to the building vacuum system for vehicle cleaning purposes is available at spaces P-207 and P-305. Users must supply their own hoses and fittings from their own unit systems.
- C. **Automotive Engine Repair** - Automotive engine repair in the garage is not allowed.

SECTION 6 - GARAGE SECURITY

- A. **Elevator** - The elevator is designed to ring a bell each time its doors open (to alert persons in the garage that persons might be entering the area).
- B. **Lock Doors** - Insure that the door leading out to the garbage area is always kept locked.

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- C. Security From Outside Pedestrians - Pedestrians on Second Avenue may be near the vehicle doors. Please remain in the area until the doors close to prevent pedestrians from attempting to dart inside the garage before the door automatically closes. These doors are the weakest link in the building security. If people get in the garage, nothing will stop their access to the residence hallways on the second and third floor.**

SECTION 7 - GROCERY CARTS

- A. Return Of Grocery Carts - Three shopping carts are provided for the convenience of residents. As a courtesy to others, please return the carts to the garage area within 30 minutes after use. Please DO NOT leave carts in the hallways or in front of the elevator door. This is a safety hazard.**

SECTION 8 - OUTSIDE PARKING

- A. Parking Use - Parking on the south and west side of the building is for temporary and transient use only (less than 24 hours). Long term car or recreational vehicle storage is not allowed. The outside parking spaces are for motorized vehicles only.**
- B. Landscaped Areas - Parking of vehicles of any nature are not permitted on the landscaped areas of the outdoor common area of the Boardwalk Condominium property.**
- C. Visitor Parking - All visitors are to use the visitor or on-street parking and should be advised to park in such a manner so as not to block another vehicle.**
- D. Street Parking - The following street parking is available and is regulated by the Anchorage Parking Authority (276-7275):**
- 1. Meters on the east side of Barrow Street**
 - 2. Monthly parking by permit from the APA costing \$15.00 per month. These permits can be used on 3rd Avenue and the west side of Barrow Street.**
- E. Plaza 201 Parking Lot - Boardwalk residents or their guests are notified that parking in the Plaza 201 (Alaska Anvil) parking lot, south of Second Court, are subject to towing without notice. NOTIFY YOUR VISITORS!**

SECTION 9 - CENTRAL VACUUM SYSTEM

The central vacuum system is a convenience whose efficiency and usefulness to Boardwalk residents is dependent upon everyone using it wisely.

- A. Reduced Airflow** - If more than one unit at a time is using the vacuum system, airflow will be reduced by at least half (below that required to effectively deep clean carpets). Therefore, if you hear the system operating - wait until it is quiet before starting your work.
- B. Clearing The Hose** - Residents should let the vacuum system operate a short time after suction of dirt is completed to make sure that ample time has elapsed to transport the material from your unit through the pipes to the collection basket in the garage. This is especially important after vacuuming heavier items such as Christmas tree needles, sand, etc. If the hose is immediately disconnected and airflow stops, these materials tend to settle out in the pipes before reaching the collection basket. Letting the unit run 10 seconds after dirt collection will be ample time to clear the system of all suspended materials.
- C. Liquids** - Do not vacuum up liquids. This may cause wet dirt buildup in the system tubing (located in the building walls) which is expensive for your Association to remove and could eventually clog the system. Liquids left in the tubing also may drain back out of wall inlets and cause streaking on your walls. Also, liquid in the garage collection cans corrodes the system's component parts.
- D. Fireplaces** - *Please exercise common sense in using the central vacuum system to clean fireplaces.* Wait until the fireplace is stone cold before cleaning. Remove the majority of the ash by shovel or scoop and place in garbage bags. It is OK to use the Central Vacuum system to "touch up clean" afterwards. Please help reduce the quantity of ashes going into the system by removing the bulk of this material into a garbage bag. **Don't risk having to pay the costs of unplugging the system!** Use the radiator cleaning attachment on the end of your hose to insure that no wood chunks larger than 1/3 inch are sucked in. Do not use the system if there is any chance of hot "live" coals being picked up (serious property damage from fires could occur).
- E. System Leaks** - Inlet doors (valves) should not leak air when in use by other condo owners, i.e., the inlet doors should not whistle. Report any leaking inlet doors to management. These leaks cut down on overall system pressure and, if not repaired, they reduce vacuum pressure and efficiency for everyone.
- F. Problem-causing Materials** - Do not vacuum up piles of material in a way that allows the system to gulp clumps or large quantities at once. Feed material in gradually -- or better yet, dispose of the bulk of such material in garbage bags. The worst time of year for system clogs is typically after Christmas when tree

needles are sucked into the system; please minimize the amount of this material that is vacuumed.

- G. **Vacuum Attachments** - If your unit does not have the vacuum attachments, the cost is approximately \$75 for hose and heads from VacuMaid of Anchorage (563-3115).

SECTION 10 - KITCHEN SINK GARBAGE DISPOSERS

Each Boardwalk residential unit is equipped with a kitchen sink garbage disposer. Similar to the central vacuum system, these disposer units are a convenience whose efficiency and usefulness is dependent upon everyone's cooperation. Improper use or maintenance of these disposers have caused drain plugging, flooding and damage several times a year to units or common areas in Boardwalk.

- A. **Problem-causing Materials** - The following food items cause the most problems in the disposers: banana peels, celery, egg shells, potato peelings and coffee grounds. Artichoke leaves should never be placed in any disposer system. Please be considerate of others. If you can put these problem wastes in the trash rather than our drains, please do so.
- B. **Proper Use** - Whenever you use the disposer make sure that you start water running before you begin grinding waste. Keep the waste in suspension by maintaining water flow from the faucet after you have finished grinding at least 2-3 minutes. This is long enough to remove all waste -- not only from the disposer and S-trap underneath it, but also to get it completely out of the 1.5 inch sink drain and piping in the walls into the 4 inch main sewer drain.
- C. **Disposal of Grease** - Please avoid putting grease or fatty foods down the disposer. But if you must, always use hot water to flush this material completely through our piping system (3 minutes after completion of grinding).
- D. **Disposal of Coffee Grounds** - Coffee grounds are a prime cause of drain blockage because they pile up in pipe elbows like sand unless they are kept in suspension by large water flow. Do not put these in our drains unless flushed with a large water flow before, during and after.
- E. **Brand of Disposal** - Our building was originally equipped with *Badger One* brand disposer units. These units were a low-cost, contractor-grade disposer which tends to wear out and allow large, unground waste particles into our system. The Association urges unit owners to replace these original disposers with higher grade, more powerful grinding units.

Again please be considerate of other Boardwalk residents in the use of your disposer. These plumbing clogs have caused considerable damage and are obviously unpleasant for the affected "downstream" units. The clogs usually occur at night and require overtime payments to repair crews to clear up, thus being costly for your association to respond to.

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SECTION 11 - STORAGE CLOSETS

- A. **Assignment** - Each residential unit except 305 and 306,¹ have one storage closet in the garage along the east wall. Please use the closet designated for your unit, and keep it locked at all times
- B. **Improper Material Storage** - No flammable materials shall be kept in storage closets such as paint, paint thinner, etc. No trash or refuse of any kind is permitted to be placed in storage closet areas.

SECTION 12 - REFUSE DISPOSAL

- A. **Disposal Area** - Foodstuffs or other such garbage are to be placed in the garbage cans located in the fenced area outside of the parking garage. Do not place refuse outside of the building or in the parking garage in any location other than the garbage cans in the fenced area. There is a door from the parking garage to this area. This door should be kept locked at all times to ensure building security.
- B. **Disposal Procedures** - All refuse must be sacked or wrapped in accordance with municipal ordinance.

SECTION 13 - NOISE

- A. **Quiet Hours** - Noises outside of the building should be kept at a minimum at all times. Noises inside the building should be quieted as much as possible prior to 7:00 am and after 10:00 pm, and in no case should noise be loud enough to disturb residents of adjacent units.
- B. **Televisions and Stereos** - Televisions and stereos shall be reduced in volume after 10:00 pm.
- C. **Repairs** - Non-emergency repairs and maintenance to individual units should be performed between 7:00 am and 6:00 pm.
- D. **Laundry Facilities** - It is encouraged that laundry facilities not be used between the hours of 10:00 pm and 7:00 am unless absolutely necessary. Noise from laundry facilities can be exceptionally loud and after hours washing is a common complaint received by the association.

¹ Unit 305 does not have a storage unit. The status of storage unit 306 is unclear (see owner or ask Condo Association officer for more information).

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SECTION 14 - FRONT DOOR SECURITY SYSTEM

- A. **Building Security** - One of the benefits of living in Boardwalk is the security of the building. Please make sure the front lobby door (by the mailboxes) is latched on entering and exiting. Be conscious of locking all outside doors.
- B. **EntraGuard System** - The front door security system allows your visitors to dial your residence from the EntraGuard System in the front lobby. The system will dial into your home phone just like any incoming phone call. Your party may then talk to you. Please instruct your party that you will release the doors and that they are to walk from the lobby door to the elevator door. These doors are set on a timer and will remain unlocked only for 1 minute. Please instruct your visitors that if they miss the "open" period to return to the lobby and redial your residence. **First floor office tenants cannot open the door to the elevator for your visitors.** Release the doors for your party by pressing 9 on your phone. Also, remember that once you have pressed 9 to release the door, you can no longer talk with your party in the lobby because your phone connection will be terminated.
- C. **Connection and Orientation Fee** - The cost to connect your phone to the EntraGuard System is \$40.00. This fee also reimburses the Association for the Owner & Resident Handbook (a copy of which will be provided to each new resident at time of hookup). The fee can be paid in cash or by check made payable to Boardwalk Condominium Association. Contact R.A. Kreig & Associates in Suite 104 on the first floor at the time you wish service to begin. They will also add your name to the building directory when your phone is connected to the EntraGuard System. **NOTE: You cannot be connected to the system until the \$40.00 fee is paid.**
- D. **Security Cameras** - There are two security cameras that can be seen on your cable television². Persons in the front lobby or in the elevator lobby can be viewed by these cameras. The front door lobby can be viewed on Channel 57 and the elevator lobby can be viewed on Channel 56.

Do read the Bylaws of the Boardwalk Condominium Association -- and -- do attend the association meetings if you are a homeowner. If you are renting out your unit to a tenant, it is your responsibility to ensure that your tenant has a copy of these House Rules so that 1) you as an owner reduce the possibility that the actions of your tenant could cause you expense and 2) the safety and security of the building can be better protected.

Thank you! We hope your ownership/stay in Boardwalk is comfortable and pleasant.

Sincerely,
**BOARDWALK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS**

² Only residential units have cable TV provided through the Association.