

**\*\*Please observe all posted rules in addition to these rules, at various locations\*\***

**General Building Rules and Procedures:**

1. Upon arrival, *everyone* must register name & vehicle at the front Lobby Security Office. *The proper parking pass must be displayed in all vehicles or the vehicle will be towed at the owner's expense and risk.* Absolutely no boats, trailers, jet skis, mobile homes, or over-sized vehicles are allowed on the property during the summer season.
2. Loading & unloading of luggage carts. **USE REAR ENTRANCE ONLY.** A driver's license **must** be left with the guard if you desire to use a luggage cart. Upon returning the cart after loading or unloading your license will be returned to you.
3. **No alcohol** in open containers is allowed on Quay property. **No smoking** inside common areas of building. **No smoking of any illegal substance** on Quay Property, to include the condominium units, will be tolerated. The Quay Management has the authority to have said guests removed immediately.
4. All trash must be disposed of in **plastic bags** only, and put down the **Trash Chute** located on each floor across from the elevators. Items larger than a trash bag such as pizza boxes, beer boxes, etc. are not to be put down the trash chute. These items should be taken to the dumpster area and disposed of properly.
5. Renters encountering maintenance problems must call their rental agent or owner and report the problem.
6. **No articles are to be hung over balcony rails.** Anything thrown from the balcony is cause for immediate ejection. Rental agent or owner will be notified. No refunds!
7. City fire ordinance prohibits cooking on balconies.
8. If smoke from burning food in unit occurs, please open balcony sliders "first" to air out the unit. Do not open the unit entrance door to air out smoke; this will activate the building fire alarms. Persons causing the alarm to activate unwarranted will be charged the amount the Quay is charged to have the system reactivated.
9. Children are not to play in elevators, lobby, stairwells, and corridors or in any way interfere with quiet & comfort of other guests.
10. Owners / Guests are not to cause disturbances, destroy Quay property, or act unruly. Should this occur, if the unit is rented, the renter will be responsible for any and all damages that the Quay deems reasonable; if the unit is not rented, the owner of the condominium will pay for any and all damages that the Quay deems reasonable. If more than one incident occurs from the same unit, the Quay may have the person or persons responsible for the disruption banned from the Quay premises.
11. Please do not flush articles such as baby diapers, sanitary napkins, paper towels, cigarettes, etc. down toilets.
12. Absolutely **no pets** are allowed on the property unless it is the **owners'** pet and all owners must display the Quay pet tag or Quay leash at all times!
13. **Anyone wearing bathing suits must exit and enter the building through the 2<sup>nd</sup> floor Sun Deck or 1<sup>st</sup> floor Rear Entrance. Bathers are not permitted to exit or enter the building through the front Lobby.**
14. **NO** deliveries on weekends.