Eclextion Lofts Condominium Association dba

ARENA DISTRICT LOFT

CONDOMINIUM ASSOCIATON

221 N Front St., Cols OH 43215



NEW RESIDENT HANDBOOK

Date| March 2023

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New Resident Information

I. Getting Around the Building

BUILDING ACCESS

Front and Back Door

- Use your gray key fob to enter the building through the front, back, and second floor doors.
- Front door: hold your key fob up to the Wifi symbol on the callbox and you will hear a click unlocking the door.
- Back and second floor doors: hold your key fob up to the small black box; the light will turn from red to green allowing you to open the doors to the building.
- If the building loses power use your master key to open the front door, back door, and garbage room door.
- The master key opens the bicycle room in the basement and the parking garage doors into our private parking garage cages.

Call Box

- Press center button to bring up the welcome screen.
- Press center button to select the directory.
- Press the right/left arrow buttons to select the first letter of the Resident's last name.
- Press the down/up arrow buttons to select the Resident you want to call.
- Press the center button to call the Resident.
- The call box dials the Resident's phone and allows the Resident to talk to guests or delivery people.

- Press 9 on your phone's key pad to allow the guest to open the door. NO ONE SHOULD BE AUTHORIZED TO ENTER THE BUILIDNG UNLESS YOU KNOW WHO IT IS.
- Contact the property management company to have your name and phone number added to the call box. Refer to IX. Property Management Company for more information.

Elevator

- The building has one elevator.
- The elevator provides access from the basement to the 5th floor.
- The elevator doors should not be blocked open or allowed to bounce off items being loaded into the elevator as it will cause the doors to go off track.

Front and Back Stairway

- The front stairway gives you access from the basement to the 5th floor, the rooftop, and unit 602.
- The back stairway gives you access from the basement to the 5th floor and unit 601.

Rooftop Deck

- Take the elevator to the 5th floor and walk up the front stairway to the top of the stairs. Go through the door on the right to access the roof top deck.
- There is a locked door at the back of the deck to access the rooftop for air conditioning maintenance. Refer to V. Utilities > Air Conditioning for more information.

Basement

- The basement houses your assigned storage space.
- It is your responsibility to secure your storage space. This is recommended even if you have nothing to put in it so others do not put items in it.
- Turn lights off when you leave the area.
- There is a room in front of the elevator to house a bike at your own risk. Use your master key to unlock the door.

- No items are to be stored outside your assigned storage space or in any of the common areas.

Replacement Keys, Key Fob, & Garage Door Openers

- For replacement keys (master keys, key fobs, garage door openers or garage door transponders), contact the property management company.
- Unit keys and mailbox keys are the owner's responsibility if copies are needed.
- If you change the lock on your front door, you are required to give a key to Ohio Equities. If you have an alarm you are required to give Ohio Equities an alarm code.
- Refer to IX. Property Management Company for more information.

II. GARAGE / PARKING

Parking Garage Access

- There are two ways to access the garage: from the 2nd floor of the condo building and from the alley.
- To access the garage from the 2nd floor, take the ramp/stairs (close to the back stairway) through the exit into Nationwide's office building. (This is a camera secured area.) Turn right and walk through the double doors to the elevator. Descend to either the basement or 1st floor depending on your parking spot. Use your master key to gain access to the parking area.
- To access the garage from the alley, use your key fob to enter through the door in the middle of the alley. Ascend to access the 1st floor or descend to the basement depending on your parking spot. Use your master key to gain access to the parking area.
- To access your loft from the garage, ascend to the 3rd floor and turn right. Use your key fob to gain access to the double doors. Turn left after the break room and use your fob on the black box to access entrance to our second-floor condominium area.

Resident Parking Spots

- Parking spots have been assigned according to your unit number in the Declarations and Bylaws.

- There are two floors of parking including the ramp between the floors.

Entering the Garage

- To enter the parking garage from Ludlow Street or Hickory Street pull up to the gate. The equipment will read your transponder and the gate will open.
- The transponder is to be visible and put in the left corner of your windshield and dash board.
- To enter the Resident secured parking area, pull up to the interior garage door and use your garage door opener.

Exiting the Garage

- To exit the private parking garage area, pull up to the exit door to trip the motion sensors which will open the door.
- Sometimes the interior motion sensor does not detect motorcycles – CAREFULLY use your garage door opener to open the door on the left (the entrance garage door). This should be done only if all options fail to work.
- To exit the parking garage to Ludlow Street or Hickory Street pull up to the gate. The equipment will read your transponder and the gate will open.
- If there are any issues with the exterior gates, use the call box to contact LAZ Parking.
- For any issues with the private parking areas or our garage doors, please notify Katrina at Ohio Equities.

Guest Parking

- There is no parking for guests.
- There is available parking for a fee in the garage across Hickory Street and parking on nearby streets.
- Street parking is free 10:00 p.m.-8:00 a.m. daily and all day Sunday.
- Free Street parking is available on these holidays. New Years Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas. It is your responsibility to verify these days in case the city makes changes.

- The city will sweep all curbed streets at least two times during April through October.

III. Moving In and Out

Unit owners are to adhere to Rules and Regulations concerning move-ins and move-outs for the building. Landlords must communicate these procedures to their tenants and must enforce the procedures. The association has the right to fine for any violation by owners or their tenants. Fines will be assessed to the owners.

The purpose of the moving procedures includes, but is not limited to the following:

- Prevent damage to common area space such as carpets, tile flooring, walls, doors, and the elevator.
- Maintain a secure and quiet environment for building residents.
- Efficient and quick moves.

1. Moves and deliveries must be made through the Front Street entrance. The front and back door are not to be propped open and left unattended at any time. No furniture, appliances or large items are permitted to be moved using the back stairwell.
2. Owners are to coordinate moves with the property manager, Katrina Lampinen.
   Phone: 614-629-5238
   Email: klampinen@ohioequities.com
   At this time, the name of the moving company, if applicable, must be submitted.
   This information must be given 4 days prior to the move.
3. Owners are required to call the City of Columbus Permit Department at 614-645-3039 to arrange for reserved parking on the street in front of the building on Front Street.
4. Pads will be placed in the elevator to protect the walls.
5. Only one move is permitted at a time. The building has one elevator. Residents will continue to use the elevator during a move. Moving professionals and tenants must allow residents to utilize the elevator.
6. An estimated start time must be given to the property manager.
7. Moves are permitted during the following times:
   8:00 AM – 9:00 PM Monday through Saturday
   9:00 AM – 9:00 PM Sunday

8. Boxes from the move are to be broken down, flattened and put in a trash receptacle in the trash room located by the back door.
9. Violations of these rules will result in an enforcement assessment to the unit owner of $250. These procedures serve as notification of the association rules concerning moving. Due to the one-time nature of moves, no warning will be given before an enforcement assessment is issued.
10. Coordinate access to the utility closets for the cable and telephone with the property manager. A 48-hour notice is required

(Adopted by the Association Board of Directors May 2018.)

A refundable deposit of $500 must be made to the management company one week prior to the move. This money will only be used in case of any elevator damage or any other damage to the building.
(Adopted by the Association Board of Directors September 2022)

IV. Mail & Packages

US Postal Service

- Mailboxes are located on first floor near the back stairway.
- You will receive a mailbox key for your mailbox from the previous owner at closing.
- If a US Mail package arrives that is too large for your mailbox, the packages will be placed in one of the three larger locked mail slots (or placed on the floor in front of the mailboxes). The key for one of three locked mailboxes will be put in your mail slot for you to retrieve your package. Use the numbered key to unlock the appropriate locked mailbox.
- There is a mail slot for outgoing letters.

UPS & FedEx

- UPS has access to the building and will deliver packages to your door or mailbox area.
- FedEx will leave a note on the outside of the building's front door or deliver packages to the mailbox area.

V. UTILITIES/TRASH

Water, Sewage & Electric (AEP)

- YES Energy is our water and electric outsourced billing company.
- They are responsible for billing for the common areas and personal usage.

Cable

- The only option for cable at this time is Spectrum.

WIFI

- Loft wide WIFI is provided by BRESCO Broadband and the cost is added to your condominium association bill.
- The shared common area WIFI is “arenadistrictlofts” and the password is “downtown”
- If your unit does not have a connection provided by Bresco, which allows you to connect your own router, please contact BRESCO Broadband at 614-469-9000.
- For questions or assistance with your WIFI please call Bresco Broadband.

Garbage

- Garbage bins are located in the garbage room at the back of building next to the back door.
- Use your key fob to open the door.
- Garbage is collected on Monday, Wednesday and Friday.
- All garbage must be in bags and tied. All boxes must be broken down and flattened and put in a bin.
- We do not have recycling.
- SWACO.0rg offers recycling at the Kroger on 150 W Sycamore and Columbus Aquatic Center on 1160 Hunter Avenue.
- Paint of any kind should be disposed of properly. SWACO indicates all paint should be delivered to:

Household Hazardous Waste Center
645 E 8th Ave
614-294-1300

Cost is $1 per gallon so be sure to combine your paint.
For additional information go to: www.swaco.org.

- For large bulk items that do not fit into a single bin, notify Katrina at Ohio Equities to discuss your options regarding a hauler.

VI. MECHANICALS

Emergency Lights

- The building is equipped with Emergency Battery back-up lights that will provide an estimated 4 hours of light in the halls, in the event of a power outage.
- In the case of a power outage, use your master key to unlock the front door, back door and garbage room door.

Air Conditioning

- Air conditioners are located either on the rooftop or back walkway.
- Air conditioners are labeled with unit numbers.
- The air conditioner is your responsibility to maintain.
- For maintenance, rooftop air conditioners can be accessed through a locked door at the north-end of the patio. Contact Katrina at Ohio Equities 24 hours prior to service to have the gate unlocked.
- To protect the integrity of the roof, walking on the rooftop except through the door is not permitted. Unit owner/contractor could be held responsible for any damage.

Fire Safety

- There are at least 2 fire alarms on each floor including the basement. They are located beside the front and back stairway doors. In addition, there is a fire alarm by the front and rear building exits, the 2nd floor ramp to the Nationwide building, and exit door to the rooftop.

- There are at least 3 fire extinguishers on each floor including the basement. They are located near the front and back stairways, and between the 6th and 7th units. In addition, there is another beside the rear door.
- Lofts are equipped with smoke detectors and sprinkler systems.
- Building wide smoke detectors and sprinkler system tests are performed on a periodic basis. Notifications of the tests are sent to owners.

VII. Pet Information

- Dogs are to be leashed at all times.
- If your dog has an accident in the building's common area, it is your responsibility to thoroughly clean up after them.
- We ask that you refrain from walking your dog(s) in the mulched area and not allow your dog(s) to urinate on the shrubbery or relieve themselves in the mulch.
- A few areas to walk your dog include:
    - The grass area north of the parking garage that we park in south of Hickory Street and the grass area north of Hickory Street by the railroad tracks Remember, Nationwide monitors those areas with cameras.
    - McFerson Commons Park, west on Spring Street between West Street and McConnell Blvd.
    - North Bank Park which is west between Spring Street and Long Street across from North Bank.
    - The Scioto Mile which is south on Marconi Boulevard from Long Street along the riverfront.
- No matter where you walk your dog, please be a responsible dog owner and pick up the poop. All litter bags should be placed in city trash receptacles or in the trash room trash bins.

- Reasons it is important to pick up after your dog(s) relieve themselves:
    - Transmits disease to other dogs and people.

- Contaminates waterways.
- Irritates people who walk in it.
- Can produce odor in the heat of the day and inhibits enjoyment of the public space.
- Can increase rat population, bugs and parasites.

Please be a considerate, courteous and responsible pet owner.

VIII. Building Maintenance

Cleaning

- Floors are vacuumed and tile areas cleaned on Mondays and Thursdays.
- Carpets are cleaned when needed or determined by the board.
- Exterior windows (including exterior patio windows) are washed 1 – 2 times/year. Email notices are sent to Residents.

Your Maintenance Responsibility

- Your front door, door threshold, and anything inside your door is your responsibility (e.g. Water heater, water meter, stove, showers, washer, dryer, dishwasher, flooring, windows, furnace, etc.).
- The air conditioner, although outside of your door, is your responsibility, and is located either on the roof or back walkway. Refer to the V. Utilities > Air conditioners section for more information.

Miscellaneous

- There is a 14' ladder on the first and fifth floor in the closet near the back stairway for use on those specific floors. Contact Bob Reynolds, unit 108 or Bill Plesich, unit 207, to get a key.

Smoking

- **Smoking is prohibited in all areas of the Condominium, including the rooftop deck. The only exceptions to this general smoking prohibition are for the exterior terraces and walkout garden areas.**

IX. Security

- The front, back, and 2nd floor doors should never be propped open and left unattended.
- Do not let anyone in the building you do not know.
- Nationwide Security secures the adjacent buildings on foot and on bicycle.

X. Association Meetings

- Board meetings are held quarterly. Notices and information are emailed.
- Annual association meetings are held in early spring, usually March. Invitations, proxies and meeting notes are sent to owners.
- You should receive a copy of the Declaration and Bylaws and The Rules and Regulations and New Resident Handbook at closing. If you need a copy you can email Katrina and ask her to email you a copy.

XI. Property Management Company

Contact Information

- The property management company is Ohio Equities.
- The property manager is Katrina Lampinen. Her phone is 614-629-5238 and her email is klampinen@ohioequities.com
- The maintenance hot line is answered 24x7 (614) 224-0353.
- Below are a few items that you will receive building-wide notices on
    - The cleaning of the exterior windows
    - Systems testing
    - Association meetings
    - Maintenance of equipment that will impede common areas
    - Parking altered due to garage maintenance
    - Reminders/notices that are needed

Information you need to provide to Katrina at Ohio Equities

- Phone number / contact information for the call box
- Email / contact information for building-wide notifications
- Car make, model, and license for car registration

XII. Other Great Information

- Each floor has a framed newspaper print detailing the history of the original building.
- Experience Columbus is a visitor center located at 277 W Nationwide Blvd., Suite 125 www.experiencecolumbus.com
- Check out COTA's website at COTA.com or call customer service at 614-228-1776 to find out information about local bus services.