

THE ERIE BUILDING FAQ

I. TRASH REMOVAL AND CLEANING

Where Do I Take My Trash?

The trash dumpster for the Erie Building is located in the parking lot on the South side of the building, behind the fence on West 4th Street right next to the Erie Building. The dumpster is emptied every Monday morning. All trash must fit *inside* the dumpster. Any trash left on top of the dumpster or on the ground next to the dumpster will not be removed. While we ask everyone to recycle, if you do find it necessary to put cardboard boxes into the dumpster, please flatten each box before putting it into the dumpster. That will ensure there is sufficient room in the dumpster for everyone's weekly trash. If you know you will have an unusually large amount of trash in a particular week, such as moving in or out of a Unit, you can arrange with Guardian Association Management for a special pick-up of the trash dumpster at the then-prevailing cost. This will allow you to fill the dumpster with your moving materials and have them removed with minimal hassle.

The trash dumpsters in the parking lot behind the Erie Building do not belong to the Erie Building. Please do not use them (we have had complaints).

How and What Can I Recycle?

Cleveland Recycling Centers accept the following items:

Plastics Marked #1-7; Mixed Paper (including Newspapers, Magazines, Catalogs, and Junk Mail; Cardboard (must be flattened); Glass (including Food Jars of any color and rinsed Beverage Bottles); Aluminum and Tin Cans after rinsing.

Recycling Bins located near the Erie Building include:

Behind The Bingham on West 10th Street
West 6th and Huron Road (by the Ritz-Carlton Hotel)
Cleveland City Hall on West 3rd Street Entrance
Westside Market in the Parking Lot.

When Do the Lobby and Hallways Get Cleaned?

The Erie Building Lofts Condominium Association has contracted with a cleaning service to clean the lobby, hallways, and stairwells. However, should you make a mess in one of these Common Elements, we ask that you be considerate of your neighbors and clean it up yourself as soon as possible, especially spills on the carpeting.

Are the Garages Cleaned?

There is no cleaning service for the North or South Garage. Therefore, we ask that that you remove any trash taken out of your car and put it into the Erie Building trash dumpster. **Please do not leave any trash in the Garage.**

II. ACCESS TO THE ERIE BUILDING

How Do I Use the Intercom/Guest Access Panel Next to the Front Door?

The Intercom/Guest Access Panel is set-up through Guardian Association Management. You will need to provide Guardian Association Management with the name(s) associated with your Unit and the telephone number(s) to be called by the call box. The number you provide may be a cell or a landline. This is the number that you must answer to allow a guest access to the Erie Building.

The call box is programmed to work using the pound key (#) and the number assigned to your information, *i.e.*, Lori and Gerry (Unit 501) are assigned #111. When the call box is used, the telephone number that appears on your telephone's display is (216) 241-1251. You cannot call that number directly.

Your specific #number does not necessarily correspond to your Unit number. When your # number has been pressed on the call box panel, the number (216) 241-1251 is displayed on your telephone as it rings. You must answer the call to talk to the person standing outside the Erie Building's front door. If you want to allow the person calling to enter the Erie Building, you must hit the number SIX (6) key on your telephone's keypad. This allows the magnetic lock to disengage the **left-hand** entrance door. The telephone call will disconnect automatically.

Is It Okay to Prop Open the Front and Rear Doors to the Erie Building?

The security of the Erie Building is the responsibility of each person who lives here. For that reason, we ask that you do not prop open the Lobby door, the Garage doors, or the doors to the rear of the building located in the North and South Garages *unless* someone physically remains in that area while the door is open. If you enter the Erie Building and the front or rear doors are propped open, but no one is in the area, we ask that you remove whatever is keeping the door open so that the door closes and locks behind you. Also, no one should allow an unknown person to enter the Erie Building with them. If someone you don't know asks you to let them into the Erie Building, please ask them to use the intercom/guest access panel next to the front door to contact the person they are visiting.

III. QUALITY OF LIFE ISSUES

Is It Okay to Have Pets at the Erie Building?

Dogs, cats, or other normal household pets may be kept in a Unit. Whenever dogs are outside of a Unit, they shall be always attached to a leash held by a responsible person. No rabbits, livestock, fowl, poultry, or reptiles of any kind shall be raised, bred, or kept in any Unit or in a Common Element. Pets may not be kept, bred, or maintained for any commercial purpose. The Board of the Association has the unlimited right to levy fines and enforcement charges against persons who do not clean up after their pets. Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the Erie Building upon three (3) days' notice from the Board. (Declaration, Article VII(E)).

s Smoking Permitted in the Erie Building?

The Erie Building is a non-smoking building. Smoking is not permitted in any of the Common Elements, including but not limited to the hallways, the elevator, the stairwells, the lobby, and the North and South Garages. Smoking is permitted inside each Unit, on the balcony attached to a Unit, and on the rooftop decks. Please make sure that all visitors and construction workers abide by the Erie Building's no smoking restrictions.

Can I Paint the Front Door to My Unit?

The exterior of the entrance doors to each Unit should not be painted, replaced, or otherwise changed in appearance without first obtaining the written consent of the Board of the Association. (Declaration, Article II(C)(2)(c))

Can I Use the Outside Patio between the North Garage and the Lobby?

The covered, gated area between the North Garage and the Lobby is a Common Element that is available to all Unit Owners for use. (Declaration, Article II(B)(b) and (c)) Your key to the front door of the Erie Building will also open the lock on the Gate facing West 4th Street. Access can also be obtained through the door to the North Garage. We ask that you clean up after any use of this area and remove any trash that you created.

Is There Any Storage in the Erie Building for Boxes, Bicycles, etc.?

Nothing should be stored or left in the hallways or stairwell landings without the prior consent of the Board of the Association. The Common Elements are to be kept free and clear of rubbish, debris, and other unsightly materials. Please be considerate of your neighbors. (Declaration, Article VII(B), (H), and (I)).

Can I Have a Grill on My Balcony?

Only electric grills are permitted on your balcony per the Ohio Fire Code.

What Should I DO If I Notice A Burned-out Light Bulb That Needs to be Replaced?

Please contact Madeline at m.osborne@guardianclev.com

Are Water Beds Permitted in the Erie Building?

No, not without the written consent of the Board of the Association. (Rules and Regulations of the Erie Building Lofts Condominiums, no. 7).

Are There Any Restrictions on Having Construction Work Done Inside My Unit?

Unit owners are entitled to make any changes or add any features inside their Units so long as they follow the applicable City of Cleveland building/construction regulations and any applicable rules or regulations set forth in the Declaration and By-Laws of the Erie Building Lofts Condominium Association. For example, construction activities Monday through Friday are permitted only between the hours of 7:00 am and 7:00 pm. In addition, the Board of the Association has determined that no construction activities are permitted on Sundays and holidays, and construction activities on Saturdays may not begin before 8:00 am. No construction debris is to be put into the Erie Building's trash dumpster unless you arrange with **Madeline** at Guardian Association Management, 216-905-4740 or email m.osborne@guardianclev.com a special trash pick-up.

Is There Anything I Need to Know to Get Internet or Cable TV hooked Up?

There is a room on the Second Floor next to the elevators marked "Electrical Room" that your service person will need to access to hook up your internet and cable TV services. This room is locked. Please contact Guardian in advance at 216-905-4740 to arrange to have the room unlocked.

There are a variety of internet and cable TV providers available for the Erie Building, and we recommend that you investigate your preferred providers. Among those currently servicing the Erie Building are AT&T U-Verse (internet/phone only) and Time Warner Cable (TV and internet).

Is There Anything I can Do About Noise from West Sixth Street?

Yes. The Cleveland Police ask that you call the Dispatcher at (216) 621-1234 and describe the problem. The Police will not take any action unless someone calls and complains. If no one calls, the Police will assume everything is okay. If the noise bothers you, then we encourage you to call the Dispatcher. The more people that call, and call repeatedly, the sooner the City of Cleveland will appreciate that this is a real problem that will not just go away by itself.

Whom Do I Talk To about Getting a Parking Space in the North or South Garage?

The North and South Parking Garages are part of Unit 101 which is owned by 1260 West 4th Street LLC. If you are interested in finding out if there are any available parking spaces for rent, please contact Dave Perkowski.

How Do I Pay My Association Monthly Dues?

Please visit our website www.guardiancleve.com and click “Make a Payment or visit <https://pay.allianceassociationbank.com/home?cmcid=D4722C60> for these payment options.

- One-Time eCheck – One-Time ACH direct debit. No fee.
- Recurring eCheck /ACH – Recurring direct debit withdrawal-allowing owners to determine the date of the debit; AAB will send a reminder email prior to the debit. No fee.
- Credit Card – All credit cards are accepted. Service fee applies and is charged at the time of payment.

Company ID is 7737, Association ID is ERIEB, and your account number is listed at the bottom of your statement. Contact Guardian to request a coupon booklet if that is your preferred method of payment.

US Postal Service Payments

1. Please mail your assessment payment to the below processing center for prompt and accurate processing:
Erie Building Lofts Condominium
2310 Superior Ave., Suite 120
Cleveland, OH, 44114
2. Please include your payment coupon with your check to ensure your payment is accurately processed to your account.
3. If you are paying for multiple properties, please send a separate coupon and check for each property.

How Do I Pay Water & Sewer Charges?

Follow the same steps as above and remember to use your regular account number as listed on your monthly billing statement from Guardian. Please note, your account number listed on your water bill will not work, it must be your 10-digit condominium account number. If mailing payments, please make payable to Erie Building and mail checks to Guardian the above address. Standard Energy Systems provides meter reading services and bills for each owner.

Should you have any additional questions or need any other information about the Erie Building, please call **Madeline at 216-905-4740** m.osborne@guardiancleve.com