

PEOPLES BUILDING RULES AND REGULATIONS

OWNERS ARE RESPONSIBLE FOR PROVIDING RULES TO TENANTS

REGIME FEE

Regime fees are due on the first of the month and should be mailed to THE ADDRESS ON THE COUPON BOOK. If do not have coupons you can pay your assessment online at www.ravenel-associates.com or mail them to the Lock Box:

Peoples Building
C/O Ravenel Associates
POB 600113
Raleigh, NC 27675-6113

If you wish to have your regime fees automatically drafted from your bank account (ACH), there is a link under payment options on our website where you can complete a form and return is us. If you have any questions you can also contact our office at 843-768-9480. Coupon books are mailed annually to each owner for the upcoming year's fees.

PARKING

All vehicles parking at the Peoples Building is reserved. Owners may call the towing company directly and request for the removal of any trespassers.

CAR LIFT USE AND OPERATIONS

Under no circumstances should anyone use the car lift while it has human occupants. The lift is for vehicles only. If you drop any personal property under the car lift please contact your property manager for assistance.

BICYCLES

Owners may not store bicycles in the common areas of the property.

LIABILITY OF PARKED CARS

The Peoples Building does not cover any damage to cars parked in the lot. Parking is at the owner's/tenant's risk.

NOISE RESTRICTIONS

Owners and their tenants have the right to privacy, quiet, and the enjoyment of their premises. To meet these desires, the Peoples Building has established a restriction on loud music, loud noise, and/or associated loud partying after 11:00 p.m. This includes loud activities in the parking lot and elsewhere near the building. If you are having a party that may impact other residents, it would be considered a nice gesture to provide prior notice. The use of any wood working tools, dishwashers, dryers, washing machines, vacuum cleaners or other such devices, that could disturb those that are in close proximity, or could reverberate into the next unit or throughout the building, is also restricted after 11:00 p.m. Contractors hired to renovate units may work Monday thru Saturday from 8AM-7PM.

BUILDING SECURITY

KEYS

Keys to the building must not be given out. Any key given to a non-resident weakens the security of the overall building and increases the dangers of theft, vandalism, and other serious crimes. Access to the building by vendors and deliverymen should be carefully monitored and these people should only be given access through your control and in your presence. The Peoples Building security depends on what residents provide for each other. If you see anyone suspicious, such as a vendor, solicitor, etc. wandering around, please ask him or her to leave. Doors should not be propped open unless the owner can monitor the doorway for the duration.

ENTRANCE CODE

The front door security entrance code is provided to residents and authorized agencies, such as police and fire departments. This code will be changed periodically. Please refrain from giving this code to non-residents.

PHONE NUMBERS IN THE ENTRANCE HALLWAY

If you wish your phone number to be entered in the entrance hallway phone system, contact Ravenel Associates Association.

M O V I N G

ARRANGEMENTS

Contact should be made to Ravenel Associates Association Management regarding access codes, cable and other hook-ups, etc. Please try to complete the loading or unloading of moving vehicles during business hours to minimize inconvenience to residents. Any damage to the building will be the responsibility of the incoming or outgoing resident, or his or her agent. Moving hours are 8-AM - 6PM Daily

MOVING FEE

A fee of \$250 will be charged to all unit owners moving furnishings into the building. This fee must accompany the signed usage agreement for the property. The property manager will supply new owners with this information in the moving package.

UNATTENDED OPEN DOORS

Access to the building should be monitored at the time of the move. The time that external doors are left open should be kept to a reasonable minimum, with the doors closed/relocked after the move has been completed.

ELEVATOR USE

Those needing the elevator on moving day should notify Ravenel Associates Association Management to avoid any conflicts.

BOXES AND CONTAINERS

All boxes and containers must be broken down before placing them into the dumpster. If boxes or containers are not broken down, therefore creating the need for a special trash pick-up, the person(s) responsible may be assessed for the cost of the pick-up.

FIRE SYSTEMS

FIRE WARNING AND SAFETY SYSTEMS

The Peoples Building is equipped with a sprinkler system, hallway fire extinguishers on each floor, hallway smoke detectors, exit lights, and alarm boxes. The smoke detectors in the hallways of the property are self-activating and automatically notify a security monitoring company who first tries to contact someone in the Peoples Building, the management company, or the maintenance vendor and then immediately calls the local Fire Department. The hallway smoke detectors and the security company monitoring system are tested regularly.

All units are required by Charleston City law to have working smoke detectors. Please ensure that they are installed and that the system and batteries are checked periodically. The Fire Chief has suggested that each unit have fire extinguishers for use in case of fires in the unit according to size. Such fire extinguishers may aid in keeping a fire under control until the Fire Department arrives.

FIRE ESCAPE

No objects may be kept on the rear fire escape. Fire regulations and Peoples Building rules forbid storing anything including bicycles, grills, garbage cans, potted plants, etc. on the landings, even on a temporary basis. Any personal items left in the stairwell may be removed without advanced notice.

GENERAL INFORMATION

STORAGE

Some tenants have common storage areas on their floors. Please make sure that all property is labeled so that it can be clearly identified.

GARBAGE PICK-UP

Large metal objects and furniture cannot be placed in the dumpster. These items should be disposed of through the Charleston County Sanitation Department Special Item Disposal System. Anything left outside of the dumpster will not be collected; therefore all trash must be put into the dumpster or otherwise disposed of.

REVIEW OF THE STATUS OF APPLIANCES

All owners should review the current status of their appliances (such as water heaters, refrigerators, washing machines, dryers, dishwashers, etc.) for age deterioration that may lead to leakage and fire. Deficient appliances could seriously impact the building and other units, in addition to your own. Please check that improper wiring or overuse of multiple outlet plugs is not overloading circuits.

ELEVATOR

The elevator is covered by a 24-hour service contract. If there is a serious problem and you are in the elevator, call 9-1-1; otherwise call Ravenel Associates Association Management at 843-768-9480. If there are people trapped in the elevator, contact the police immediately. The phone in the elevator is for emergency use only and must not be used for any other purpose.

HOUSEKEEPING/PEST CONTROL

The Peoples Building currently employs a janitorial company that performs cleaning services three times a week. If you have any concerns about this service, please contact Ravenel Associates. Pest extermination within the individual units is the owner's responsibility.

DELIVERIES

Only the US Postal Service has access to the building. All other deliveries (such as UPS, Federal Express, Post and Courier, etc.) are made via the vestibule entry, with contact made through the phone system. If you are not home, notices of non-delivery would be posted in the vestibule.

SMOKING/CIGARETTE BUTTS

The Peoples building is a non-smoking campus. Violation of these rules can result in fines being imposed by the board.

GRILLS

All grills must be in compliance with the City of Charleston Fire Inspector.

UNIFORMITY IN DOOR HARDWARE AND DOOR COLOR

Owners may not change the color of unit entrance doors, and all door hardware will conform to handles currently on the doors.

ALTERATIONS AND REMODELING

No substantial alteration or remodeling that involves the moving or removal of a wall may be done without the permission of the Board of Directors. You must provide a structural analysis to determine that a supporting structural member is not being removed.

PETS

Only resident owners are permitted to keep pets at the Peoples Building. We are almost unique in providing this accommodation, as most such buildings do not allow pets at all. If you are an owner who intends to lease your unit, please make sure that your rental agent understands this rule and that the agent tells perspective tenants. The Peoples Building enforces a city ordinance requiring disposal of dog waste and it asks owners to keep their animals away from trees and shrubbery on Peoples Building grounds. Animals may not be kept in kennels on the grounds nor housed on unit decks or patios. All dogs must be on leashes in both the building's common areas and on the building's grounds.

FURNITURE AND PLANTS IN COMMON AREAS

Any decorative items and/or plants that would enhance the building's appearance are permitted in the hallways and common areas pending Board approval. These items must be well-maintained, and not obstruct movement or access to exit doors or stairs. There should be no decorative outdoor lighting at any time. The Board may at its discretion ask for the removal of any item within the building that is

considered inappropriate. No furniture or other items that are simply for storage will be allowed at any time in the common areas.

SIGNS AND ANTENNAS

No unit "For Sale" or "For Rent" signs are permitted to be displayed in the windows of any unit or on other parts of the Peoples Building property. Additionally, antennas or antenna dishes are not permitted on the windows or balconies of any unit where they would be visible from the street. Satellite dishes must be placed in designated areas on the property and the owner is responsible for coordinating access to these areas.

WATER

Excessive water usage (i.e. dripping water faucets, running toilets, etc.) may result in an increase in regime fees. Please monitor your unit for any excessive water usage (i.e. dripping faucets, leaks, etc.) and make repairs promptly.

Valves to turn off water in each unit are located in the ceiling of the hallway on the same floor as the unit, behind a gray metal panel.

PROPERTY MANAGER

Ravenel Associates Association Management
Patton Webb, CCIM
960 Morrison Drive, Suite 100
Charleston SC 29403

Telephone number 843-266-3935
Fax number 843-768-5047