New Resident – "Need to Know"

Property Manager and EMERGENCY contact:
Dirigo Management Company, call 871-1080. If after-hours and it is urgent or an emergency, follow the voice mail instructions. Be sure to state the name of the property ("Promenade Towers") and your name and unit #.

Fire Alarm Response
Our building was constructed of mostly nonflammable materials. Portland Fire Department officers have recommended that you stay in your unit unless it is on fire.
See "handout" for more details.

Water Alarms
The Association has provided water alarms to be placed next to hot water heaters (or inside the pan if a pan is present). If there is a water leak, the alarm will sound. These alarms stay in unit.

Red and Blue Washing Machine Hoses
A burst washing machine hose can release up to 650 gallons of water and can cause major damage to your unit and other units. The Association purchased high-quality hoses for all units. These (red and blue) hoses must remain with the unit. If you move out, do not take them with you. If you buy a new washing machine, do not replace these hoses with those that come with the machine.

Fitness Room Windows and Air Conditioner
If you open a window in the Fitness Room or find one open, close and lock it before you leave the room. This is a ground floor security issue. If you turn on the air conditioners, please make sure to shut them before leaving the Fitness Room.

Designated Smoking Area
Please inform visitors and workers who smoke that there is a designated smoking area outside the Building 2 entrance.

Trash Chutes
Bring blankets, pillows, rugs, sheetrock, coat hangers or other loose items, powdered or liquid substances, large cartons or even small cardboard boxes to the dumpster outside the delivery entrance. **Do not** try to stuff them in the trash chutes. (Don't laugh; this has happened many times.) These items can cause the trash to back up and require hours of work, likely by volunteer residents on evenings and weekends when the maintenance custodian is not on duty. Trash that goes down the chutes should be in bags no larger than plastic grocery bags.

Recycling and Redeemables
See Recycling letter and list on page 6/7 of this handout. For redeemables with a cash value only, there are green CLYNK recycling bags (Jack School) in the hallway next to the service entrance. Owners wishing to donate the redeemables to the Jack School can use these bags and are responsible for taking the bags to the Hannaford CLYNK recycling bins.

Service Entrance Loading/Unloading Zone and Contractor Parking
Parking at the Service Entrance is for loading/unloading only and limited to 15 minutes. Never block parking garages. Contractors may park here only for loading and unloading and then must move vehicles. See *Rules & Regulations*, Paragraph 1 regarding owners' responsibility for enforcing this rule and details on fines.

Unit Renovations
Read the *Rules and Regulations* prior to installing flooring or starting other renovations. Also see handout on flooring.

Bicycle Registration
To store a bicycle in the Bicycle Storage Room, you will need to get an ID tag for your bike from the office. See Rules later in this package.

Motor Vehicle Stickers and Visitors passes
Place in rear window on left side (high or low). No adhesive so they can be removed and repositioned with ease. If you trade vehicles update the Office with new vehicle information and obtain a new sticker if needed. Visitors' passes should be placed on dash for overnight or longer.

Fobs
Change over from previous owner/tenant. Swipe and do a history report to ID if unable to read serial#. Additional fobs can be made for family or workers at $25.

Website Orientation
Promenade-Towers.org
Password for Residents Only Section prom.101

Wi-Fi
Available in Library or close by (Community Room, Lobby, Pool)
PromTowers-Guest Password – prom.401

Fr**ont Door Entry Phone.** What name(s) number(s) to be listed? How it works . . . when someone enters your code your selected phone will be called. When you answer, you can have a short conversation to identify the caller and if you want, then press number "6" to unlock/"Buzz" the front door. Do not let people in that you don't know or are not expecting. You may see the caller on your TV on Channel 1390.

Unit Keys and combinations. Keys, book and changing combinations. All units are on the master key system and cannot be rekeyed unless you contact the property manager.

Mail Keys and Name (inside box)

Barbecue Grill - sign-up on Promenade-Towers.org website

Fire Pit – no sign up

Car Wash – location outside office door

Monthly Fees Your monthly fee is due on the 1st of each month. Checks or payments should be made to either Promenade East Condominium Association or PECA and mailed to:

Promenade East Condominium Association (PECA)
C/O Dirigo Management Company
P O Box 52941
Phoenix, AZ 85072-2941

Association Lockbox ID (PECA) and owner lockbox ID must be on check to be posted correctly to your account.

Promenade Towers
340 Eastern Promenade
Portland, Maine 04101

To: New Owners and Residents

From: Board of Directors

Subject: **Spectrum Services** **(revised 9/2024)**

The Association has an agreement with Spectrum to provide discounted basic cable and internet services to unit owners and residents. These services (approx. $60 per month as of 2024) are part of the current monthly condo fee and are not optional. All units receive the following services:

- The "TV Select" package, TV multi-channel service (200+ channels)
- Choice of 2 HD set top boxes OR 2 XUMO streaming boxes
- 500 mbps ULTRA wireless internet with a modem and router provided

In almost all cases new owners or tenants will need to call Spectrum. See paragraphs below for what you need to request when you call. The only exception (which is not recommended) is for rental units where:

- The unit owner keeps the Spectrum account in their name;
- AND the unit owner leaves the cable modem and digital adaptors within the unit;
- AND the tenant wants no additional services.

SUPPORT

Call the **Dedicated Customer Care** number **833-697-7328** to activate the services available. When you call give your address including your unit number.

If a new tenant finds that a modem is in the unit, they should contact Spectrum.

New owners or tenants may use their own cable modem; please contact Spectrum for a list of approved modems and routers.

STANDARD BILLING AND ADDITIONAL SERVICES

"TV Select" and up to two set top boxes, along with a Spectrum-provided modem and router, will be automatically suppressed (go to $0). If you do not add any additional channels for which there is a monthly fee (like HBO), you will receive a monthly bill from Spectrum for $0.00 payment.

If you wish to subscribe to any additional services such as digital phone, cell phone or additional channels, call Spectrum to arrange for them and you will be billed directly for whatever additional services you add. If you are a renter/tenant and the account is in the unit owner's name, the owner must call Spectrum to arrange for any additional services.

LOCAL OFFICE

Spectrum's Portland location is at 364 Maine Mall Rd Space W100, South Portland, ME 04106.

To: All Owners and Residents

From: Promenade East Condominium Association, Board of Directors

Subject: Revised Procedures for Trash and Universal Waste

Many items that we need to get rid of are not allowed in land fills. These items are often referred to as **UNIVERSAL WASTE** -- defined as "*wastes which are considered hazardous when discarded, but which may be safely recycled (when properly handled)*."
Examples are:



Televisions and Computer Monitors	Computers and Laptops
Printers, Scanners, and/or Fax Machines	Fluorescent Lights, Circle lights, and U-lamps
Thermostats or Thermometers containing Mercury	PCB and DEHP Ballasts
Nickel Cadmium, Metal Hydride, Lithium, Mercuric Oxide and Silver Oxide batteries (these are most rechargeable batteries and most button type batteries)	

We recognize that we all have a need to dispose of these type items but we can't just mix them in with the regular trash. Please let the Property Manager know so the door can be unlocked for you. Universal Waste items will be sorted from the other trash and stored until we have a sufficient quantity to have them picked up for safe recycling.

All other procedures are unchanged but are summarized here:

1. As much as possible, garbage should be disposed of in your garbage disposal.

2. Trash should be bagged in kitchen (grocery store) size plastic bags, securely tied, and put down the chutes by the elevator. Please **double** bag any garbage or cat litter.

3. Anything too large to fit down the chutes may be put in the dumpster outside the Service Entrance. Any Universal Waste should be brought to the Trash Closet by the Service Entrance on the ground floor.

4. Removal of major appliances (e.g. water heaters, stoves, refrigerators, washer/dryer, or dishwasher) and large furniture items (e.g. sofas, chairs, or mattresses) is the responsibility of the unit owner. This can normally be prearranged with whoever you're buying a newer item from or the installer.

Garbage is never to be disposed of in the trash room. We can deodorize the trash bins and chutes to eliminate any odor so please dispose of garbage properly.



PHARMACEUTICALS, which include both prescription medicines and over-the-counter drugs, can be disposed of easily and safely. The best way to dispose of pharmaceuticals is to return the unwanted portion to your pharmacist. Many pharmacists are willing to accept and properly dispose of unwanted pharmaceuticals. The second best alternative is taking the drugs to a hazardous household collection center.

Unwanted chemotherapy drugs and antineoplastic medicines should be returned to the pharmacist or the cancer clinic where the drugs were administered or taken to a major hospital for proper disposal. These drugs are extremely toxic. Some shampoos for head lice contain the insecticide lindane. Therefore, unwanted quantities of these shampoos should be held and stored for hazardous waste collection.

DISPOSABLE HYPODERMIC SYRINGES AND NEEDLES are used in many homes to administer medications such as allergy shots and insulin. Improper disposal of the needles can injure waste handlers. Dispose of the hypodermic needles by placing them in a rigid, puncture resistant, leak-proof container. When the container is full, seal it with duct tape and place the container in the trash.

Thank you for your cooperation.

Recycling

Promenade Towers now offers recycling for our residents. A two cubic-yard dumpster, marked "Recycling" is outside the Service Entrance and parked next to our normal trash dumpster.

The City of Portland has made recycling easier than in the past by mandating what is called "*single sort recycling*." All you have to do is sort the recyclable items from the trash and hazardous waste (see the attached list).



If you wish to participate - Bring recyclable items down and place them in the Recycle dumpster (see photo). Cardboard boxes need to be broken down. Only items from the approved list can go in this dumpster – no garbage and no hazardous waste. A blue recycle bin is in the mail room for paper only (junk mail, newspapers, etc.) This dumpster is picked up twice per week. Boxes placed in the recycling dumpster without first being flattened will lead to a fine of $25 for the first offense and $100 for any subsequent offenses.

If you do not want to participate – You may continue putting all of your trash other than prohibited items down the trash chute.

In either case, bring hazardous waste items or items too large to go down the trash chute to the ground floor trash closet. See Paragraph 4 of our Rules and Regulations for disposal of major appliances, large furniture items, pharmaceuticals and other unique items not on the attached list.

Redeemable bottles and cans must be placed in green CLYNK bags and delivered to Hannaford to make donations to the school. You also have the option of opening your own CLYNK account at Hannaford.

Attachment: *Single Sort Recycling*

Single Sort Recycling

DO RECYCLE

PAPER, PLASTIC, METAL, AND GLASS CAN ALL BE MIXED TOGETHER.

PAPER
- Newspapers & Inserts
- Magazines
- Mail & Catalogs
- Paper Bags
- Office Paper & Envelopes
- File Folders
- Wrapping Paper
- Phone Books
- Hard Cover Books
- Paper Plates (clean)
- Milk & Juice Cartons
- Drink Boxes & Aseptic Containers
- Cardboard Boxes
- Cereal Boxes
- Gift Boxes
- Pizza Boxes

PLASTIC
- Water Bottles
- Milk Jugs
- Detergent Bottles
- All containers marked with a #1-#7 (except Styrofoam)
- Plastic Grocery/ Shopping Bags marked with a #2 or #4

METAL
- Tin Cans
- Aerosol Cans (empty)
- Aluminum Cans/Foil
- Pots & Pans

GLASS
- All glass Bottles & Jars (all colors)

All containers should be empty.

DON'T RECYCLE

Batteries, alkaline
Bubble-wrap
Clothing & shoes
Diapers
Envelopes, plastic or Tyvek®
Food (but you can compost it)
Kitty litter
Knives
Light bulbs, incandescent (trash), compact fluorescent light bulbs (return to store)
Needles & sharps
Paper napkins
Paper towels
Plastic bags: bread bags, frozen vegetable, snack/sandwich, trash bags
Plastic wrap or film
Potato chip bags
Ribbon & bows
Styrofoam® or polystyrene foam (*even if marked #6*)
Trash/waste
Vinyl (siding, bumper stickers, etc.)
Waxed boxes & paper
Wood

For more information, call us at 773-1738.

Hazardous Waste

Items categorized as "hazardous waste" must be disposed of carefully and cannot be included with your trash or with single-sort recycling. However, area transfer stations and recycling centers often offer programs to take this kind of waste. For more information:

- Visit *www.ecomaine.org*
- Call ecomaine at *773-1738*
- Call your *town office*

Examples of hazardous waste:
- Ammunition
- Anti-freeze
- Button-cell batteries
- CFL light bulbs (compact fluorescent lights)
- Chemicals
- Computers & related parts
- Fertilizers
- Fluorescent bulbs (of any kind)
- Fuel
- Mercury (in any amount)
- Oxygen tanks
- Paint thinner
- Pesticides
- Propane tanks
- Rechargeable batteries
- TVs

For more information, go to www.ecomaine.org or call us at 773-1738.

Promenade East -- Flooring for Your Unit

Sound Transmission with New Flooring

Many residents have been upgrading their units and the Board fully supports these endeavors. However, sound transmission must be taken into account, particularly if you are considering a change from carpet and padding installed over the concrete slab to hardwood flooring or tile.

The Board of Directors has adopted the following standards to ensure your neighbors' "quiet enjoyment." Hardwood, tile flooring (or similar) must be installed over a sound-proofing or acoustic membrane meeting STC (sound transmission class) of 58 and IIC (impact isolation class) of 60, which are decibel indicators of sound suppression. STC measures airborne sound such as through walls. IIC measures structure-borne sound such as through flooring. An "F" in front of either acronym means it was field tested versus lab tested.

Only non-foam products are suitable due to the typical loss in sound deadening over time with foam. Bare concrete can never meet this standard and is unacceptable. Small areas that were originally tile (kitchen and baths) are not affected.

Our building was initially built with carpets and padding installed over that concrete slab in all large rooms. We have adopted the minimum values for Promenade East of 58 for STC and 60 for IIC. This is important for the following reasons:

1. Our residents are used to the quiet due to the carpeting, and a reduction to anything less than 60 would be noticeable.
2. We receive more complaints about "walking sounds," high-heels, scraping furniture (IIC sounds) than stereos, TVs, voices (STC sounds).
3. In a quality condominium, we need to aim for privacy and quiet enjoyment.

One good brand of membrane for laminate and engineered hardwood flooring installation is Dura-Son (FIIC of 65) also marketed as Quiet Stride, available through Paul White Tile and others. Dura-Son has been used by a few residents at Promenade East and fully meets our standard.

Owners of units where renovations are planned are required to supply the Board of Directors with a sample of the flooring system contemplated for installation, along with documentation that it meets or exceeds our standard. A copy of this documentation will be placed in the unit's file in the office.

Remember, the Board of Directors must approve your proposal in writing before installation can begin. It there are noise complaints related to flooring changes, lack of this approval from the Board may require you to remove the new flooring and re-install a complying system.

Finally, since you are reducing the sound deadening even at these minimum requirements, please consider area rugs over that hardwood or tile floor, to reduce the noise transmission further. Your neighbors will thank you for it.

Moving Guidelines and Fees

For Moving In/Out or Within the Building

The Board of Directors has established guidelines and fees for all residents who move into or out of Promenade East Condominium. The Board of Directors has the authority to set fees. The fee for all move in's/ out's of the building will be $150.00 per and the owner will be charged both the move in/move out fee of $300.00 at purchase. When a resident moves from one unit to another unit the in-house move fee will be $75.00 for each unit, total fee of $150.00 at time of move. The move in/move out fee for rentals is the same for purchase unless the unit is furnished then the fee is $150.00.

ADVANCE NOTICE TO SCHEDULE MOVES

Moves must be scheduled with the office at least two (2) weeks in advance. Only one move per day can be scheduled. You will receive instructions regarding the move at this time.

DAYS & HOURS PERMITTED

Monday through Friday, 8 AM to 5 PM
No Weekend or Holiday Moves

PARKING OF MOVING VAN/VEHICLE

The moving van or vehicle must not obstruct clear access to parking bays. Large moving vehicles such as 18-wheelers are not allowed on the property at any time . If the moving van/vehicle blocks access to the parking bays, it must be moved upon request.

ENTRANCE/EXIT DOOR USED

All moves must be through the service/delivery door at the ground level of the central stair tower. Open only one door at a time, close the outside door before opening the inside door and reverse the process when moving out. This is for security reasons and to keep the cold air and debris from blowing in. Service entrance door must be kept closed at all times unless someone is there to monitor traffic. Pads must be in the elevator for moving large items and all construction materials.

ELEVATOR USE

Only one elevator is to be used for a move. Pads must be used. A key to operate and lock the elevator will be issued to the person in charge of the move. The office will arrange for pads to be placed and issue the elevator key on the day of the move.

OBSTRUCTION OF LOBBIES, HALLS AND STAIRS

To keep the above mentioned areas clear, only one elevator load is to be moved at a time from the service entrance to the elevator then off the elevator and into the unit.

DISPOSAL OF BOXES/CARTONS

All cartons and boxes are to be broken down and placed in dumpsters outside the Service Entrance. Do not put cartons or boxes in trash chutes.

RESPONSIBILITIES

The party moving is responsible for cleaning up all dirt, debris and marks left from the move. The owner of the unit is responsible for any major damage done to the building or property.

PROMENADE TOWERS

Fitness Room Rules

- Access is limited to owners, residents and house guests in residence. Casual visitors are permitted when their hosts are on the property.
- No one under age 15
- No food
- Proper foot wear required (no bare feet)
- No audible music, please use headphones.
- Please wipe down each piece of equipment after use and return to its normal place.
- Any activity that may endanger yourself or someone else is prohibited.
- Consult your physician before exercising and follow his/her advice. Do not over-exercise. At first sign of discomfort, discontinue use.
- The Fitness Room is unsupervised. User assumes all risks and is responsible for damage.
- Video is recorded for security.
- If you open windows or turn on the air-conditioner make sure they are closed and turned off when done exercising.

PROMENADE TOWERS

POOL RULES

1. Pool hours - 6:00 AM TO 10:00 PM

2. No diving. No running. No pushing. No exceptions.

3. Any activity that may endanger yourself or someone else is prohibited.

4. Pool gates must be closed and latched at all times for safety reasons.

5. No glass containers of any kind are allowed in the pool area.

6. In consideration of others in the pool area, yard and buildings:
   (a) Do not use your cell phone in the pool area.
   (b) No audible music. Use earphones.
   (c) No smoking inside the pool area.

7. Access is limited to owners, residents and houseguests in residence. Casual visitors are permitted when their hosts are on the property. The number of guests is limited to six per unit.

8. Any child under fifteen (15) years of age in the pool area must be accompanied and supervised by an adult.

9. For sanitary reasons, any infant that is not toilet trained must wear swim diapers. Do not change diapers in the pool area.

10. Please return pool furniture to its normal place. Close and fasten table umbrellas.

11. Shirts and shoes must be worn in the elevators, lobbies, halls and stairs while going to and from the pool.

PROMENADE TOWERS

Bicycle Storage Room Rules

- Bicycles must be registered with the Office, have a visible tag and must be actively used (not rusted out, flat-tires, etc.).

- Registration is on a first come basis with a maximum of two bicycles per unit registered/stored in this area due to limited space.

- No personal items other than bicycles may be stored in this area.

- The bicycle storage room will be locked with the combination only given to residents who register their bicycles. While a locked room inside a secure building provides reasonable security, the Association is not responsible for bicycles stored there.

- Bicycle owners are always allowed to store their bicycles in front of their garage parking space, in their unit or in their storage bin.

- E-Bikes have additional requirements, see attachment.

Promenade Towers
Personal Electric Vehicle and Bike Storage Policy (revised 3/2025)

This policy applies to any electric bikes, scooters, skateboards and one wheelers (referred to as personal electric vehicles) that use lithium-ion batteries which when damaged can catch on fire or explode. This policy addresses the use, storage and charging of all personal electric vehicles/e-bikes at Promenade Towers to maintain the safety of all residents.

Personal electric vehicles and e-bikes can only be stored in the bike storage locker and cannot be stored in resident's units.

Personal electric vehicles and e-bike owners must register their personal electric vehicle with the Property Manager and receive permission to store them in the bike storage room.

The owner must verify that the battery on the device was designed for and came with the device and that the battery is not an aftermarket untested battery and is in good working condition.

Batteries cannot be left on e-bikes or cannot be charged in the bike storage room. Owners are required to have a battery charging bag similar to the bag shown below. (Amazon) Batteries can only be charged in the resident's unit while being stored inside the charging bag. Once fully charged they should be disconnected from the power source.

All e-bikes will be stored at the rear of the bike storage room to avoid blocking the exit should there be a fire.

All lithium-ion batteries cannot be disposed of in with household trash but must be disposed of at a battery recycling center.

Any damage to the building or property caused by any personal electric vehicle or bike will be the responsibility of the unit owner.

Lipo Fireproof Safe Bag Ebike Accessories Battery Charging Bag Case Charge Explosionproof Bag Large Capacity Lithium battery Storage Guard Safe Pouch Battery transport bag (L 19.2x5.5x5.9Inches)
Brand: PETGILL



BASEMENT STORAGE LOCKERS (revised 3/2025)

There are storage **lockers** in the basement assigned for each unit. Storage by unit owners in these **lockers** shall be at the unit owner's risk. For fire safety reasons the following items are prohibited in the storage **lockers**: flammable liquids, propane or other gas tanks **or gas operated devices**, **Lithium-ion batteries** and oil-based paints. Residents that have one of the upper lockers may not stack belongings above a level line tangent to the bottom of the sprinkler pipes running through the upper lockers. This is needed to ensure the sprinkler heads function properly if and when they are needed.

The door to the storage area needs to be kept closed at all times as the dehumidifier needs a closed area for air circulation to work properly.

To prevent mold, all items stored in the storage lockers must be kept in plastic containers, no **cardboard boxes or cardboard,** no paper**,** cloth or material is to be stored outside of these containers. Nothing should be stored in the storage lockers that mice, etc. can use for bedding materials. Carpet should be stored in heavy contractor bags which **the Property Manager** will have available should you need them. Tiles and flooring are safe to leave uncovered.

Storage lockers will be periodically inspected for compliance and fines will be issued for violations of these rules.

Promenade Towers Community Room

The Community Room can be used for:

Monthly Board meetings and Annual Association meetings

Association sponsored parties (social functions)

Backup for outside Association social functions in case of rain (like lawn or pool party)

Reserved "private" functions (past examples):

- 50th Anniversary party
- High school graduation party
- Birthday party
- Nurse's training graduation party
- Resident and student friends studying for the bar exam (approx one week)
- Resident hobby use – making a quilt
- Meeting of Board of Directors of Friends of the Eastern Prom (reserved by residents who are also members of the FoEP Board)

Most uses similar to that of a hotel's meeting room. Tables and chairs can be configured as needed and then returned as found after the function/event.

Reserving Community Room for private functions:

Anyone wanting to reserve the Community Room for a private function should contact the Office with a request providing the date, starting time, duration, number of participants, and purpose. All such requests must be "not-for-profit." The Property Manager is empowered to approve or to bump the request up to the Board when necessary. When approved, the event would be posted on the Office calendar and in some cases a Notice would be posted to inform others. The Board approved this process August 16, 2012.

Noise and Hours

Unlike many other association's community rooms that are in separate buildings, ours is directly below the units in Building 1. We have found over the years that the level of noise must be kept down to avoid complaints from these units. Thus, the room may only be reserved for use during the hours of 8 AM to 9 PM and the type of activity must be low-noise.

Responsibilities

Residents using the Community Room must plan for and inform any guests where to park, how to obtain entrance into the secure building and how to get to the Community Room (escort or directions). Residents using the room are responsible for cleaning up and moving tables and chairs back to their original location after use. Damages or additional clean-up, if needed, will be assessed to the user.

Late Fee and Returned Check Fee Policy

Monthly condominium fees are due and payable each month on the 1st of the month. These fees fund ongoing building maintenance and operation and also our Reserve fund to be used for future capital improvements.

If the office has not received payment in-full from an owner by close of business on the 10th of the month, the fee is "late" and the owner will be assessed a late fee of $25. The Board of Directors has the authority to change this fee in the future.

Checks returned for "insufficient funds" will be assessed a $25 returned check fee. A late fee may also be assessed if payment is not made good by the 10th of the month. The Board of Directors has the authority to change this fee in the future.

Any payment received that does not pay the balance in full will be applied to the oldest invoice(s) first.

Definitions:

a. When the 10th of the month is on a Saturday or Sunday, a late fee will be assessed if the payment is not in the office by the following Monday morning opening (either in the office mail slot or in the US Post from Saturday delivery).

b. An unpaid balance will be subject to continued late fees of $25 per month. This fee will normally not be assessed for small balances (defined as $100 or less).

c. The late fee is per unit. For example, a late payment on two units owned by the same person would be assessed a late fee of $50 ($25 X 2 units).

d. Post-dated checks will not be accepted. Cash will not be accepted.

e. Owners may pay in advance, up to the full-year's fees. The check will be deposited upon receipt in the office.

f. Owners are encouraged to set up automatic payments. Dirigo Management Company can provide you with an Automatic Clearing House form to authorize the withdrawal from your account automatically. This is the easiest and most efficient method of paying. Automatic payments can also be set up through your bank (offered free by most banks). Once set up to be paid on-time (arrive before close of business on the 10th of the month), the owner will never have to "remember" to make the payment, never get assessed a late fee, and save money on postage/envelopes. This will also result in less administrative time and cost spent on this area thus helping to control costs and keep fees as low as possible.

g. In the instance where payment is not made for two or more months, the following schedule will be followed: (1) a late fee will be assessed for each of the first two months if no payments are made, and (2) beginning on the third month and continuing each month thereafter until the balance is paid in full, interest of 1.5% (18% annual rate) will be charged on the unpaid balance in addition to the late fee.

APPOINTMENT OF AGENT

The undersigned appoints the Office Manager of Promenade East Condominiums, or his/her appointee, as Agent for the receipt of deliveries from United Parcel Service, Federal Express, or any other delivery service. The Agent hereby appointed is authorized to accept all deliveries for the undersigned, to indicate receipt thereof by signature or otherwise, and to hold the same for the undersigned.

The undersigned agrees to hold the Agent harmless from any and all claims arising out of Agent's activities hereafter, except for acts of fraud or dishonesty.

_____ _____

Witness Signature of Resident

_____

Name (Printed)

Unit #_____

Date:_____

_____

Signature of Resident

_____

Name (Printed)

Unit #_____

Date:_____