

Living at the Levy

Rules, Regulations & General Information

The Levy Building is an historical building completed in 1893 and located on the corner of Third and Market Streets in downtown Louisville. There are 23 residential condominiums and one commercial space currently occupied by The Old Spaghetti Factory.

Adherence to the Master Deed, Bylaws, and Rules & Regulations is the responsibility of all condo owners, residents, and visitors. There are no exceptions, exemptions, or grandfathered-in exclusions.

Updated October 2021

Assessments and Fines: all regular and special assessments are due on the first of the month. Payments must be received no later than noon on the fifth day of the month or a \$25 late payment fee will be charged. No allowance is made for weekends or holidays. Monthly statements with information on various payment options are emailed about the 20th of each month. Effective January 1, 2018, fines may be assessed for violations of the Master Deed, Bylaws, and/or Rules and Regulations. An e-mail notice will be sent to the condo owner as notification of the initial violation. Subsequent and/or ongoing occurrences will result in a \$50 fine for each notice or each month the infraction continues. These fines will be included on the monthly statements. As per the Master Deed, condo owners are still responsible for any repairs which may be needed due to any violation.

Effective June 1, 2019, and annually thereafter, an annual rental unit fee equal to one month's association dues will be assessed to any unit that is leased. Any additional units leased during the year will be prorated to the June 1 cycle. The owner will provide the Board with a copy of the lease and the assessment will be made on the date the lease is effective. In the event the owner fails to notify the Board of the leasehold in a timely manner, the Board may assess the rental fee retroactively, consistent with this regulation. In the event a unit reverts to owner occupied, the assessment will end, but no refunds will be made.

Bike Rack: A bike rack is located in the store-room area on the mezzanine level for general use by all residents. Bikes should not be left in stairwells or hallways or any other common areas. Care should be taken when moving bikes in or out of the building.

Building Security: all owners and residents are responsible for keeping the Levy Building safe and secure. Please make sure that all doors are closed securely when entering or exiting the building. No doors - especially the street lobby doors - should be propped open unless someone is right there to prevent entry by uninvited persons. The sharing of keys, key fobs, and access codes should be limited to those trusted few who need regular access to your

home. See Lobby Entry System for additional information. Please report the loss of any access devices immediately to the Building Manager.

Cable/Telecom Hookups: there is a utility closet on each floor for cable and telecom hookups. Electronic equipment such as a 'dish' is NOT permitted anywhere on the exterior of the building including the roof. Some of these doors are locked due to the critical nature of the contents. Please give Evans Property Mgmt at least 24 hour notice if you need access for cable or telecom hookups so the utility room can be unlocked for the day of your appointment.

Cell Tower Equipment on the Roof: Beginning the summer of 2013, AT&T is paying the Levy Condo Association for space on the roof for cell tower antennas and related equipment. Due to the nature of this equipment, advisory signs have been placed in several locations with specific information relating to safety and access restrictions to areas of the roof. The equipment is positioned such that ongoing, casual use of the deck should present no issues. Anyone having an implanted medical device such as a pacemaker should follow the guidelines provided by their doctor.

Common Areas: spaces such as the lobby, hallways, stairwells, mezzanine, and roof areas are common to all residents. No personal items of any kind should be left in common areas without prior approval of the Levy Building Condo Assn. Board. Examples of items which should not be left in any common area are plants, posters, bikes, fliers, signs, or furniture. Decorative individual door hangings are generally acceptable.

Downtown Louisville Information sources: Some helpful websites for information on downtown events, restaurants, facilities, and services: <http://LouisvilleKY.gov> and <http://Louisvilledowntown.org>

Fish tanks and water beds not allowed: water beds and large fish tanks, in excess of 30 gallons, are not permitted in the Levy Building condominium units.

Fitness Center: the code to enter the fitness center is 566* or by using the square-head key. The fitness center is available 24 hours per day for use by owners and residents of the Levy Building. Please do your part to keep this room clean and organized by wiping down the equipment and returning items to their original location. Do not remove any equipment or devices from the fitness center. High impact exercising inside a condo unit is not permitted as it may disturb others in the building. The equipment is inspected by professionals annually.

Garbage & Recycling Collection: containers for household trash and recycling are located on the Mezzanine Level. All trash/garbage such as kitchen and bathroom items should be bagged and placed in the designated bins lined with black bags. Recyclable items should be placed in the orange containers either loosely or in clear or white bags. These containers are placed on the street for overnight pick-up several times per week. There is a separate container for compact florescent light bulbs. Please do not leave unwanted furniture and other items in this area or anywhere else in the building. St. Vincent DePaul is just a few blocks east on Market and many other charities will pick up for free or a small fee. If you have more material than can be reasonably accommodated through routine garbage and recycling collection, please contact Evans Property Management or a waste collection company (such as 1-800-Got-Junk or Out of Site / Out of Mind) to make other arrangements.

Grocery Cart: a cart is located on the mezzanine level for the convenience of carrying items from the street to your unit. Please return the cart to the mezzanine immediately after using it, so it will be available for other residents.

HVAC Spring/Fall inspections: to make it easier and less expensive for all of us, an *optional* service is offered each year to the condo owners to have their HVAC equipment inspected. The cost is billed to each owner. The coolant levels are checked and filters replaced, etc. Any major repairs will be reported to the owner before proceeding. Bleach is also poured down the condensation drains at this time to help keep them flowing properly. Adding more bleach and replacing filters throughout the year is a good idea especially between hot spells when condensation might sit in the drain pipe.

Lobby Entry System: on October 28, 2020, the lobby security access system was upgraded with all new devices, new wiring, and new Mag Locks. The system installation meets current ADA and building code requirements including motion-sensor door release when exiting the building. Devices for both doors are now the same and can be opened by either a key fob or an access code followed by the # sign to gain access to the building. Each unit owner has a unique four-digit code that works for both the exterior and interior doors. The guest code is 133# for the exterior door only. Please contact the Building Manager if your access code needs to be changed or a key fob is lost or damaged. Additional key fobs may be purchased by the condo owner for \$10 each from the Building Manager. Requests for changes to the access code and/or key fobs must come directly from the unit owner.

For the safety and security of everyone in the building, please use discretion when giving out access codes to guests or any service providers who will be entering the building.

In the event that the entry keypad is not functioning, entrance to the building can be made from the north side entrance. The large, square-head key opens this door as well as the staircase doors throughout the building. If an owner desires extra copies of this key, they can be obtained for \$15 from the Building Manager.

Managed Master Key System: Klein Bros. Safe & Lock on Broadway maintains the managed master key system for the building, providing an efficient and effective way of changing the locks on individual units as needed. This system allows us to continue to efficiently provide services like the monthly pest control and the spring/fall HVAC maintenance as well as limited access in case of emergency. Please contact Klein Bros if you need to make any changes to the locks on your unit.

Moving day: Elevator #2 nearest the back wall of the inner lobby should be used to transport boxes, packing materials, household items or anything that may damage the walls of the elevator. There are quilted elevator pads located on the mezzanine in the room to the right of the elevators which must be used any time to protect the interior walls of the elevator. A key, located in the same area as the elevator pads, can be used to lock off the elevator to facilitate moving a large quantity of items. Please return the elevator pads and key when done. All packing and moving materials are the responsibility of the mover. Small amounts can be taken to the Mezzanine level and placed in the appropriate recycling container. If you have more material than can be reasonably accommodated through routine garbage and recycling collection, please contact Evans Property Management or a waste collection company (such as 1-800-Got-Junk) to make other arrangements. The owner of record will be responsible for any damage done to the common areas of the building during the moving process.

Parking: residents of the Levy Building are responsible for their own parking arrangements. Metered street parking is free after 6:00 pm Monday through Saturday and all day Sunday. Many of the residents have monthly parking contracts at either the Actors or LG&E parking garages. Most downtown parking facilities are managed by either Riverside Parking or PARC. Some PARC managed facilities offer half-price monthly contracts for downtown residents.

Pest Control: the Condo Assn coordinates a monthly pest control service throughout the residential side of the building. Notice is posted in the elevators several days prior to the date as each unit is briefly entered by the service provider to spray around pipes in kitchens, bathrooms and HVAC equipment.

Pets & other animals: as stated in the Master Deed Article 8(f), pets must be on a leash anywhere in the common areas of the building. No cages or housing for any pet shall be permitted in the Common or Limited Common Elements. **No unit may have more than two (2) household pets and their combined weight may not exceed 65 pounds. Pets and other animals are not permitted on the roof at any time for any reason. Special consideration as to size/weight restrictions may be given for validated service animals.**

Privacy Statement: Resident names and contact information are not provided to any groups or individuals by the Board or the Property Management Company. SMART911.com may be used for emergency contact information.

Rentals/leases: short term rentals such as AirBnb, are **not permitted** in the Levy Building condominiums. They may negatively impact mortgage and insurance availability and rates, and the safety and well being of the residents who make the Levy Building their home. **Effective June 1, 2019, and annually thereafter, an annual rental fee equal to one month's association dues will be assessed to any unit that is leased.** Any additional units leased during the year will be prorated to the June 1 cycle. The owner will provide the Board with a copy of the lease and the assessment will be made on the date the lease is effective. In the event the owner fails to notify the Board of the leasehold in a timely manner, the Board may assess the rental fee retroactively, consistent with this regulation. In the event a unit reverts to owner occupied, the assessment will end, but no refunds will be made.

Roof: the roof is one of our major investments and requires care. Please do not walk on the roof except on the walkway mats. High-heeled shoes or any foot ware that may puncture the surface is not permitted. Whether enjoying the view or watching fireworks displays, please stay on the raised deck. Also, remember to clean up afterwards and take anything you brought with you back to your unit or the trash bins on the mezzanine. City Fire Code forbids the use of any fire pits, grills, or similar items anywhere on the roof.

Sale of condo units: prospective buyers should be accompanied by the condo owner or a licensed realtor at all times. No open houses are permitted. A listing poster (no larger than 12"x14") may be posted along the northwest corner of the exterior lobby window.

Smoking Prohibited: **Effective October 1, 2018 smoking is prohibited within the Levy Building including all common areas, individual condominiums, and the restaurant commercial space. This means no smoking of any kind - cigarettes, electronic smoking devices, pipes, cigars, hookah products, marijuana and/or any similar item available now**

or in the future. City ordinance specifies no smoking within 15 feet of any exterior building entrance.

Special events or remodeling projects: our building is not entirely soundproof so unexpected noise from special events or remodeling projects can be disruptive to others in the building. Remodeling projects involving loud noises such as pounding or workers coming and going should be limited to between 8:30am & 5:00pm M-F. Be aware that most wall studs are metal not wood. A note to your immediate neighbors or a note posted on your door letting others know what to expect can be helpful. The protective pads should be hung in the elevator whenever materials are brought in and out of the building. All interior unit walls have metal studs. Construction materials and other unwanted items are the responsibility of the condo owner and should not be disposed of on the Mezzanine Level.

Storerooms: each unit has a designated storeroom located on either the basement or mezzanine level. Items should be on shelves or pallets to avoid contact with the concrete floors and stone walls which may be cold and/or damp depending on the weather. Each storeroom has its own light fixture. The common areas around these storage rooms should be kept clear of any personal items.

Utilities – gas and electricity are the responsibility of the condo owner. Meters are located in the southwest corner of the basement. Doing a transfer when selling or buying is less hassle than having them turned off. Turning them on again requires an onsite visit by an LG&E technician and the condo owner of record.

Water: water related issues can cause significant problems when left unattended – a leaky washer hose, a poorly caulked tub or shower, a clogged condensation line. If you hear something dripping or see a damp area on the walls or floors, please check it out immediately. Only toilet paper should be flushed down toilets. Wipes or other personal hygiene products which could clog the plumbing drains should be disposed of in the trash. Water and sewer is paid by the Condo Assn.

Effective September 1, 2012 association and property management services for the Levy Building are provided by Evans Property Management. 502-410-4190