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# THE FORT SUMTER HOUSE GUIDE

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Highlights from Master Deed, By-Laws, Rules, Tips



JUNE, 2015

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TO: FSH Owners, renters and new Board members,

There is a lot to learn about owning, renting and living in the Fort Sumter House. To promote harmonious living and to provide you with an easy way to learn key rules and tips, the FSHA Board of Directors has prepared The FSH Guide and a shorter Owner / Renter Guide for easy reference. Since it only hits the highlights, one must refer to source documents to understand all the details. Source documents provide the definitive rules, with this document acting as a brief summary. Most of this information can be found on the FSH website at "fortsumterhouse.org." The paper version of this document will be updated only periodically, but the most up-to-date version will be on the website. The Guide is in alphabetical order by topic. If there are other topics that should be addressed in these guides, please let us know.

Glenn, Joy, Beth, George, Beau  
FSH BOARD OF DIRECTORS

## **BRIEF HISTORY OF THE FORT SUMTER HOUSE**

The Fort Sumter House was originally built as a hotel (called The Fort Sumter Hotel), when work began on April 1, 1923. Guests were accepted starting in April 1924, but the formal opening was on May 6, 1924. The hotel cost \$850,000 to build. The 225-room hotel was designed by G. Lloyd Preacher of Atlanta. It has some colorful history, being the site of a tryst between John F. Kennedy and a Danish woman with connection to the Nazis. On February 6, 1942, just after Kennedy arrived in Charleston for service with naval intelligence, he spent three nights at The Fort Sumter Hotel with a former Miss Denmark, Ingra Arvad. The FBI was monitoring Arvad and taped the encounters. The information was then passed to Kennedy's father, Joseph P. Kennedy, who, in an effort to separate his son from Arvad, had him reassigned to a PT boat in the Pacific, the now famous PT-109. John F. Kennedy remarked, "They shipped my ass out of town to break us up."

Starting on July 22, 1942, the hotel was used as the headquarters for the sixth naval district for \$80,000 per year. It was refurbished and reopened as a hotel in 1946.

In April of 1947, Tennessee Williams and agent Audrey Wood met with Irene Selznick at The Fort Sumter Hotel to discuss her producing his newest play "A Streetcar Named Desire" (renamed from the original title "Poker Night").

In 1973, the hotel, then operated by Sheraton Hotels, was purchased for \$850,000 with plans to convert the building into a condominium project with about 70 units. The condo units originally sold for approximately \$10,000 to \$150,000, depending on size.

## TOPICS



### Annual meeting

The Annual meeting of the FSH Owners Association occurs on the last Monday in October.



### Bathrooms for tourists

There are no bathrooms south of Broad Street. There won't be any because the neighborhood association fears that having them would result in tour buses stopping to use them and because this is primarily a residential neighborhood. When desperate tourists come to our building seeking respite, direct them to the sign across the street in the park that shows the location of bathrooms north of Broad Street.



### Bikes

The bike room in our building has room for 40 bikes to accommodate 120 residents. Thus, we permit only one bike per resident stored in the bike room. Unused bikes or bikes that are beyond the limit can be donated to the FSH bike pool so other FSH residents can use them. Bikes may not be taken through the lobby or halls. FSH assumes no liability for bikes. For more details, go to FSH website <http://fortsumterhouse.org>. Click Rules & Regulations and select "Bike Rules."



### Board of Directors

The FSH Owners Association elects five board members (owners) who are responsible for governance of the Association according to the Master Deed. The Board's goals are: (1) ensure the financial viability and financial integrity of the FSH, (2) maintain the physical facility, (3) ensure safety, cleanliness and livability for the residents, (4) govern within the Master Deed, By-laws, and Rules/Regulations, (5) ensure effective and efficient operation of the building, and (6) upgrade the physical facility, when feasible within FSHA financial constraints. You can provide your ideas and comments to any Board member. Contact information for current members can be found on the FSH website. For more details, go to FSH website <http://fortsumterhouse.org>. Click "Board Members."



### Budgets

The FSH Association has an *operating budget* which is used to fund daily operations of the building. Major expenses include staff, insurance, and maintenance items. It is funded primarily through regime fees and income from rental of the roof to Verizon and ATT for antennas. There is also a *reserve fund* that is used for purchase and maintenance of major assets such as HVAC, roof, elevators, etc. This is funded from the operating budget (a portion of your regime fee goes into the reserve fund) and assessments.



## **Building projects**

Owner responsibilities when doing a project in their unit:

- Before the project begins, give a Scope of Work and project plan to the Facility Manager who must approve the project.
- A fee of \$75 per week will be charged except for very small projects.
- Provide from contractors (to the Facility Manager) all required documents including building permit, Certificate of Insurance naming FSH as loss payee, proof of general liability and workers compensation, name/address/phone numbers of contractors and subs. THIS MUST BE DONE PRIOR TO STARTING THE PROJECT.
- Owners are responsible for damage and cleanliness of the building.
- Notify other residents of any noise or inconvenience.

FSH staff responsibilities:

- Roll out and remove daily protective floor coverings in the halls.
- Provide contractors with access to the building (owners may not do this) and provide elevator service.
- Coordinate shutoff of electricity or water.

Contractor responsibilities:

- Be properly licensed and insured.
- Can work only 8am-4pm, M-F, excluding holidays.
- Will be admitted through the back door by FSH staff. Will use only the freight elevator operated by a staff member.
- Cannot leave tools or materials in the halls overnight.
- Halls are to be left clean each day.
- Remove all construction debris. No overnight parking of dumpsters.
- Take precautions to minimize offensive odors and noises.
- Park in the South Battery parking lot.

The entire list of rules and regulations pertaining to repairs and renovations can be found on the FSH website <http://fortsumterhouse.org>. Click Rules & Regulations and select "Regulations Governing Building Projects."



## **City of Charleston enforcement officers**

The City of Charleston employs several Enforcement Officers to enforce City rules and regulations as well as to provide information to tourists. This includes violations for such things as buses that are idling or parking in the wrong place, tours blocking sidewalks, loud motorcycles, urinating in public, etc. These uniformed officers are on duty from approximately 10:30am to 6 or 7 pm. To report a violation call them directly at 709-1985 or call Dan Riccio who is the Director of Livability for the City. His cell is 607-8759; office is 805-3226. You can take a picture or text him also.



### **Common areas**

All common areas, including the lobby and halls, are subject to FSH Association rules. We are striving for a common look on each hall with the same paint color, light fixtures, pictures and door color. No furniture is allowed in the halls, except in front of the elevators. Door hardware must be brass. The area outside the elevators on floors 2-7 can contain furniture and decorations if there is a consensus among the owners on that floor and subject to Board approval. Only holiday decorations may be placed on apartment doors and they must be removed within seven days after the holiday.



### **Consideration of your neighbors**

Because we live in close proximity to each other we ask that you not have odors or noise that may disturb or annoy your neighbors. If this does occur, please try to resolve the situation in an amicable manner.



### **Cooling and heating**

The building and your unit are cooled using a chilled water system which pumps chilled water from the main unit in the first floor utility room and roof through the air handler in your unit. Your unit is heated using heat strips contained in the air handler unit in your utility closet. Heating a unit is more expensive than cooling it. To keep your electricity costs down: (1) When you are away keep your cooling on in the summer to avoid mildew and mold but keep it at 80-82 degrees. During the winter keep your heat on but keep it at 60-62. (2) When you are in residence SCE&G recommends setting your temperature at 78 in the summer. They estimate that at 77 degrees your cost increases by 10%; at 76 it increases by 21%; at 72 degrees your cost is 69% more. In the winter they recommend setting your temperature at 68 degrees. At 70 degrees you pay 13% more; at 72 you pay 28% more; at 78 you pay 75% more.



### **Dry cleaning pickup and delivery**

Located in the hall across from the laundry room. These hooks are only to be used for residents to drop-off and pick-up deliveries from cleaning vendors. FSH has no liability and does not contact vendors.



### **Email**

We encourage all owners and renters to provide their email address to the Administrative Manager so we can use this method as our primary source of communication. We find email to be quicker, more efficient, less costly, and easier to communicate among all parties. The FSH email addresses are [fortsumterhouse@gmail.com](mailto:fortsumterhouse@gmail.com) (for Joe Yetsko, Administrative Manager) and [1fortsumterhouse@gmail.com](mailto:1fortsumterhouse@gmail.com) (for Chris Weiner, Facility Manager).



### **Enforcement of rules**

The FSH Board of Directors is responsible for enforcing rules, imposing fines, correcting any problems, and assessing costs for damages. Fines can range from \$50 to \$150 per occurrence. For more details, go to FSH website <http://fortsumterhouse.org>. Click Rules & Regulations and select “Enforcement of FSH Rules and Regulations.”



### **Exercise room**

Located on the 1<sup>st</sup> floor across from the mailboxes. Use of the exercise equipment is at your own risk.



### **Fire alarms/smoke alarms**

If you see a fire, pull the alarm. There is one located next to the stairs on each floor. When the fire alarm sounds, and you have not been informed it is a test, vacate the building immediately via the stairs (the elevators will not work—DO NOT USE THE ELEVATORS). Ensure your windows and doors are shut so you don't add draft to the fire. On-duty staff will investigate, call the fire department (through 911) and insure everyone has vacated. Smoke alarms are local to your apartment. If they go off, check to see if there is a fire in your unit. If there is a small fire, fire extinguishers are located in each hall and we encourage you to have your own fire extinguishers handy in your apartment. If you can't put it out quickly, pull the fire alarm in the hall and vacate the building.



### **Grill**

Located in the pool area. Please use the sign-up sheet on the front desk to make a reservation. You are responsible for cleaning the grill and leaving it ready for the next person.



### **Humidity**

Humidity in our building is very hard to control and it causes mildew and mold. When windows and sliding doors are kept open for extended periods of time, the AC is not able to reduce humidity. When you open windows and doors, you do so only for SHORT time periods.



### **HVAC tip**

It is important to add a little bit of liquid **Clorox** to the drainline under the AC coil on your apartment air handler. Doing this kills any algae that may grow, which could stop up the drainage pipe from the unit and leak water to apartment below. This is particularly important during the summer. Residents can contact the Facility Manager for specific instructions.



### **Insurance---FSH**

The Association, through the Board, purchases property insurance that covers:

- General and limited common elements
- Load-bearing columns in an apartment
- Flood
- The following elements of an apartment in the event of a hurricane or other disaster (but not regular maintenance and repair):
  - Unfinished drywall on the ceilings and perimeter walls
  - Window panes
  - Window frames
  - Sliding glass door frames
  - Sliding glass plate
  - Window screens and frames

In addition to property insurance the Association also purchases insurance for liability, directors and officers, crime, umbrella, and worker's compensation. For more details, go to FSH website <http://fortsumterhouse.org>. Click Master Deed and select "Master Deed Part 8."



### **Insurance—Owners and renters**

*Each owner is obligated to insure all other elements of his/her apartment not covered in the FSH policy, including its contents, with an HO6 policy.* Owners are responsible for maintenance and repair of their unit's windows and sliding doors. In the event of a hurricane or other disaster FSHA insurance covers cost of repair. Further, each owner is responsible for any damage to his/her apartment from the inside walls into the apartment, *regardless of who or what caused the damage.* For example, if a water heater in the apartment above breaks, causing damage to the apartment below, it is the responsibility of the apartment below to repair and pay for damage to their own unit even though they did not cause the damage. If the owner of an apartment fails to repair damage to their unit in a reasonable time or there is an emergency situation the Board may arrange for and supervise repair and charge the owner. Insurance is a complex topic and we encourage each owner to make sure they are properly covered. Renters may want to contact their insurance agent to decide if they should also have their own policy.



### **Laundry room**

Washers and dryers are located on the first floor. You will need exact change. Washers lock when started.



### **Limited common area**

The Association is responsible for maintenance, repair and replacement of limited common area (e.g. terraces, balconies).





### **Move-in/move-out**

Before moving in (or out) notify the Manager, fill out the Tenant Information Form (if applicable) and pay the fee of \$300 for floors 2-7 or \$150 for first floor. FSH staff will roll out a protective covering for the hall floors. Owners are responsible for any damage and for cleanliness of the building. Moves can occur only 8-4, M-F. For more details, go to FSH website <http://fortsumterhouse.org>, click Rules & Regulations, and select “Move-In / Move-Out Policy.”



### **Package delivery**

For security reasons we would prefer that staff accept packages delivered by FedEx or UPS and then notify the recipient.



### **Parking**

A decal is issued by the manager for parking in both FSH lots only for authorized users. Guest passes can also be issued by the manager. Parking is first-come/first-serve except for blue spaces used for special needs individuals and handicapped parking spaces. The areas directly in front of the back and front doors are used for emergency vehicles and loading/unloading. Leaving a vehicle for more than 5 minutes is not permitted. Flashers must be activated. Parking is limited to 1 vehicle per resident M-F in the S. Battery lot since this is also used for contractors. If you are going to be away for more than a week, please park in the Murray Ave parking lot, which is less crowded. Leave a key for staff in case they need to move the car. The parking regulations are on FSH website <http://fortsumterhouse.org>. Click Rules & Regulations and select “Parking Regulations.”



### **Paying your FSH bills**

Owners are billed at the beginning of each month for regime fees for the upcoming month. They are also billed for electricity in the middle of each month for the previous month’s usage. This usage is for your unit and a portion of the common electric. Work with the Administrative Manager to arrange a method to receive your invoice (via paper and snail mail, via email) and to ensure the Manager has your correct address. Owners are responsible for all bills, even if renters actually pay for electricity. Delinquent payments impact cash flow, so we ask that you pay promptly.



### **Percentage of ownership**

Each owner’s share of ownership is based on the number of square feet owned. The share of each apartment for voting purposes, for apportioning common area electricity costs, and for apportioning assessments is established in the Master Deed. For example, the share of an 02 unit is .0174 (1.74%). Amending the Master Deed requires affirmative vote of 2/3 of all owner’s shares. The annual meeting of the owners requires 51% of the owner shares to be represented (a quorum). For more details, go to FSH website <http://fortsumterhouse.org> and click Master Deed.



### **Pets**

No pets are allowed in the Fort Sumter House.



### **Phone number**

The phone number for the Manager or staff person is 843-723-0064.



### **Pool**

A summary of rules for the pool are below. To see all pool rules, please go to FSH website <http://fortsumterhouse.org>. Click Rules & Regulations and select "FSH Pool Rules."

- The pool is for the exclusive use of Fort Sumter House residents and their guests.
- The owner/resident must notify the manager if they have guests using the pool. If you are planning an event with more than 3 or 4 guests, please notify the Manager. RESIDENTS ARE ALWAYS RESPONSIBLE FOR THE CONDUCT OF THEIR GUESTS and their compliance with these rules.
- No food will be consumed in the pool. Food may be consumed on the pool deck only.
- All trash must be deposited in the trash container by the gate, not left in the pool area.
- No smoking in the pool area.
- Shirts and shoes are required at all times in the lobby area. Swimsuits must be covered by a suitable garment.
- Do not track water from the pool through the lobby. Water on the lobby floor can cause someone to slip and fall.
- Pool is open 7:30am-8:30pm.
- NO GLASS INSIDE POOL FENCE!!! Violation can cause us to lose our DHEC permit and the Facility Manager to lose his license to operate the pool.
- No running or boisterous activity.
- No animals inside pool area.



### **Reporting problems**

Report all problems to (843) 723-0064



### **Security**

Charleston and our building location attracts many visitors, making us vulnerable to nefarious activity.

- Report suspicious individuals or activities to the manager or the guard on duty.
- Never disable or by-pass the locked security doors with duct tape, paper wedges, etc., or block them with objects at any time.
- Do not admit individuals you do not know to the building for any reason. Even if they claim to be owners or residents, **or they claim they have to use a restroom.** If you do

not know them, politely refuse to let them in. You will be held responsible for anyone you admit to the building.

- Do not “buzz in” any service people: deliverymen, repairmen, cleaning personnel, or guests unless you can absolutely identify the person by voice; if unable to identify, go to the door and deal with them or admit them personally or call the staff to let them in. Keep your apartment door locked at all times.
- Avoid distributing keys/FOBs to the security doors and to your apartment. If you are renting your apartment, see that all keys, especially the FOBs to the locked security doors, are returned at the end of the lease.
- Notify the manager if you plan to be away for a period of time and arrange for the manager or a neighbor to check on your apartment periodically.
- Do not leave valuable objects in plain view inside your vehicle as this invites break-ins.
- Be sure that any tenants or guests are aware of these security practices. Make tenants responsible by writing them into their leases.

Security cameras are positioned to capture the parking lots and common areas. Video is recorded. Security Guidelines are posted on FSH website <http://fortsumterhouse.org>. Click Rules & Regulations and select “Security Regulations.”



### **Staff**

The Association employs staff to repair and maintain the building, administer its finances, and help enforce rules and policies. The Facility Manager and Administrative Manager both report to the Board of Directors. Other staff include employees and contract labor. Staffing varies with the needs. *Staff is responsible for the common areas, not private units.* As a courtesy they will help a resident with very small projects (10 minutes) but for larger projects, owners will need to hire their own trades people. If you want to employ a staff member for help on a project, check with the manager first to make sure they have the appropriate skills. The staff can tell you if a newspaper has been delivered to the building, but if it has not, you will need to contact your news company. As a courtesy the staff can adjust your thermostat when you are returning from being away. For more details, go to FSH website <http://fortsumterhouse.org>, click Add'l Links, and select “Meet the FSH Staff.”



### **Terraces and balconies**

We need to maintain a good appearance and have a safe situation for the balconies and terraces. Because they are “limited common areas” the Association is responsible for their maintenance and repair, although the co-owner of an apartment may make repairs with approval. Residents of an apartment with a balcony or terrace must provide access to FSH staff, not have anything that can blow away in high wind, must keep the floor clean, keep plants less than 12” above the top of the railings, use plant containers that allow for proper drainage, and not store inappropriate items, such as bikes or golf clubs. For more details, go to FSH website <http://fortsumterhouse.org>, click Rules & Regulations, and select “Guidelines for Terraces & Balconies.”



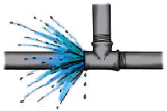
### **Transfer fee**

When an apartment is purchased the new owner shall pay a transfer fee in the amount of three months of their current regime fee.



### **Trash**

There is a trash shoot on each floor and trash cans on the back loading dock. Separate your recyclables. Do not drop glass down the trash shoot as this could injure a staff member. Place glass bottles on the floor next to the trash shoot.



### **Water leaks**

In your apartment water can leak from a broken or rusted water heater, toilet, dishwasher, washing machine, kitchen sink or bathroom sink. There is not a shut-off valve to the water for your entire apartment in your unit, but there are shut-off valves for the water heater, toilet, kitchen sink, and bathroom sinks. If you are not sure how to work these valves, please ask the Facility Manager to show you before you have a leak. If there is a major leak requiring the water for your entire unit to be turned off, please contact the Manager or staff member on duty immediately at 723-0064.



### **Website**

You can keep informed on activities at FSH by visiting “[fortsumterhouse.org](http://fortsumterhouse.org).”