

Building Repairs / Renovations

Owners must give a Scope of Work and project plan to the Facility Manager, who must approve it before proceeding. A fee of \$75 per week will be charged except for very small projects. Owners must ensure that contractors obtain all required documents including building permit, Certificate of Insurance naming FSH as loss payee, etc.

Contractors must be insured for general liability and workers compensation. Owners are responsible for damage and for the cleanliness of the building. As

a courtesy, please notify other residents of any noise or inconvenience. 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."

Common Areas

All common areas, including the lobby and halls, are subject to 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. 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.

Trash Collection

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. Instead, place glass bottles on the floor inside the trash closet.

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, we ask that you try to resolve the situation in an amicable manner.

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 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. If you can't put the fire out quickly, pull the fire alarm in the hall, and vacate the building.

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. We ask that if you open windows and doors, you do so only for VERY SHORT periods of time.

Pet Policy

There is a no pet policy enforced at The Fort Sumter House.

Reporting Problems

Report all problems to (843) 723-0064.

WEBSITE

fortsumterhouse.org

Fort Sumter House One King Street Charleston, SC 29401



Owner / Renter Guide

FSH Staff Phone: (843) 723-0064

FSH Fax: (843) 958-9543

Admin Manager Email:

fortsumterhouse@gmail.com

Facility Manager Email:

1fortsumterhouse@gmail.com

Office Hours: M – F, 7:00 – 3:00

June, 2015

Staff

The Association employs staff to repair and maintain the building, administer its finances, and help enforce rules and policies. Staff is available to answer your questions. They are responsible for the common areas, not private units. As a courtesy, they will assist with very small projects (less than 10 minutes). For more details, go to FSH website <http://fortsumterhouse.org>, click Add'l Links, and select "Meet the FSH Staff."

Moving In / Moving Out

Before moving in (or out), please notify the Facility Manager. If applicable, fill out the Tenant information form and pay the fee of \$300 for floors 2-7 or \$150 for the first floor. FSH staff will roll out protective covering for the hall floors. Owners are responsible for any damage to the common area and for the cleanliness of the building. Moves can only occur Monday – Friday, 8am – 4pm. For more details, go to FSH website <http://fortsumterhouse.org>, click Rules & Regulations, and select "Move-In / Move-Out Policy."

Parking

A decal is issued by the manager for parking in both FSH parking lots only for authorized users. Parking is on first-come, first-serve basis, 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 unattended or for more than 5 minutes is not permitted. 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 a week or more please park in the Murray Ave parking lot, which is less crowded. The parking regulations are on FSH website <http://fortsumterhouse.org>. Click Rules & Regulations and select "Parking Regulations."

Security

Report all security issues to (843) 723-0064. The Association has staff available to help with the security of FSH and security cameras are positioned to capture the parking lots and common areas. Video is recorded. We need all residents to be vigilant about our security. Specifically please do not let people into the building that you do not know and make sure that the entrance doors are securely closed and locked after entering or exiting the building. Security Guidelines are posted on FSH website <http://fortsumterhouse.org>. Click Rules & Regulations and select "Security Regulations."

Pool

The pool is open from 7:30 am to 8:30 pm during the summer months. It is for the exclusive use of Fort Sumter House residents and their guests. Owner/resident must notify the manager if they have guests using the pool. RESIDENTS ARE ALWAYS RESPONSIBLE FOR THE CONDUCT OF THEIR GUESTS and their compliance with the pool rules. No glass of any sort is allowed inside the pool fence. To see all pool rules, please go to FSH website <http://fortsumterhouse.org>. Click Rules & Regulations and select "FSH Pool Rules."



Services / Amenities

Exercise Room is located on the 1st floor across from the mailboxes. Use of the exercise equipment is at your own risk.

Laundry Room is located on the hall corridor that leads to the loading dock area. Exact change is required.

Bike Storage is at the loading dock. The Fort Sumter House has limited space for bike storage. In order to provide storage space to all residents there will be a limit of 1 bike per resident stored in the bike room. Also, FSH now owns several bikes that have been donated. They can be used by residents if they sign a waiver and check the bike out and in. We encourage residents who keep a bike in the bike room, but rarely use it, to remove it and take advantage of the FSH community share program instead. Bikes may not be taken through the lobby and halls. The Fort Sumter House assumes no liability for bikes. For more details, go to FSH website <http://fortsumterhouse.org>. Click Rules & Regulations and select "Bike Rules."

Grill is 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.

Package Delivery by FedEx and UPS should be signed-for by the recipient. However, if the recipient is not available, the staff will sign for it and place a note on the apartment door. A staff member can retrieve the package when you are available.

Dry Cleaning Pickup and Delivery is located in the hall across from the laundry room. These hooks are only to be used by residents to drop-off and pickup deliveries from cleaning vendors.