
PURPOSE OF REGULATIONS

The Board of Directors will issue regulations like this one in order to carry out its responsibility to "Promulgate such rules and regulations as it deems reasonable and necessary from time to time governing the administration, management, operation, and "use of the common elements." Each regulation represents the Board's policy on the matter(s) concerned. Each will be printed on blue paper and should be placed in the homeowner's brown notebook under "Rules and Regulations" for future use. An index of Board Regulations (on blue paper) is also included. This index is updated every year in the 1666 Coffman Directory.

1. EMERGENCY SITUATIONS

A. MEDICAL EMERGENCY - CALL 911 IMMEDIATELY

Ambulance service is dispatched from the St. Paul Paramedics depending on availability and the stated nature of the emergency.

B. POLICE EMERGENCY - CALL 911 IMMEDIATELY

Police service is available 24 hours a day. The Ramsey County presently contracts with the City of Falcon Heights.

C. FIRE - CALL 911 IMMEDIATELY

The City of Falcon Heights maintains a highly rated volunteer fire department. If the central fire alarm system is set off, loud horns in the hallways sound, the automatic fire doors close, and the elevators return to the non-hazard floor (first) and lock open. Thus, elevators cannot and should not be used when this alarm sounds.

When the central fire alarm system is ringing, residents should stay in their unit with a wet towel across the bottom of the front door and wait for fire personnel or an all clear. Plan ahead of time your escape route (modified, of course, by the actual emergency). Residents with hearing impairments or mobility problems should plan in advance with household members and/or other willing residents for assistance in evacuating.

The central stairways should be left free for fire persons (to be used by residents only if the emergency situation dictates it). Residents are **not** permitted in the first floor central lobby, as the fire department must have unimpeded access to the building.

D. TORNADO

If a tornado is sighted in the metro area, the City's air raid sirens will sound a warning. Residents are warned to stay away from glass windows and doors. It is recommended that residents proceed to the garage level as soon as possible.

E. OTHER EMERGENCIES

For other emergencies (e.g., a water leak, an odor of gas), residents should call the office (644-4541) during office hours or the 24-hour emergency phone (651-641-9833) at other times. A response will be timely.

2. SECURITY

- A. The main entry can be monitored on TV Channel 7 on the house antenna. This is not possible for those with cable TV unless they have a switch box (to switch from cable to TV).
- B. Guests are admitted to the building as follows:
 - 1. The guest dials the homeowner's code number listed in the front entry directory.
 - 2. The homeowner answers the phone.
 - 3. The homeowner presses "6" on the phone which will sound the door release.
 - 4. Homeowner and guest hang up the phone. The guest can enter the building.

Residents should not admit anyone unknown to them personally into 1666. In particular, a visitor should not be admitted to the building via telephone unless the resident knows the visitor. If residents wish to admit strangers, e.g., service people, they should escort them in person from the lobby. Any nonresident admitted to the building by office personnel is required to sign in and out as a security measure.

Residents control entrance into their units and are responsible for receiving deliveries or arranging for work in their units. Residents may authorize office personnel to enter their units in their absence to admit delivery persons or workers. The written authorization must be submitted in advance. It is understood that office personnel cannot stay to supervise entrants. This liability lies with the resident who chooses to use this procedure.

Make sure all exterior doors lock after you. Keep your exterior keys (Medeco) secure at all times and unlabeled. Wait until entrance and exit garage doors close completely while you watch.

3. ASSOCIATION FEE PAYMENT

Residents have two choices:

- 1) A homeowner has the option to have the association fee automatically deducted the 5th day of each month from a checking or savings account. The form is available from the office.
- 2) Receive a coupon book for the twelve (12) monthly payments (January-December). The homeowner is responsible for **giving or mailing a check payable to 1666 COFFMAN CONDOMINIUM ASSOCIATION, to the Coffman Office at 1666 Coffman St., Falcon Heights, MN 55108.**
- 3) **Payment is due the first day of each month.** If the check is received after the 23rd day of the month, the account becomes delinquent and a penalty charge of \$50.00 is automatically assessed as required by the Bylaws.

4. FOOD SERVICE

See "Food Service" section in the annual 1666 Coffman Directory for phone numbers, meal schedules, reservation procedures, etc.

5. ABSENCE FOR EXTENDED PERIOD

The resident should secure the appropriate form from the office and complete it before leaving for an extended period. The information requested would be used in case of an emergency. A homeowner is responsible for prompt payment of the monthly Association fee during any period of absence.

As a service to owners who have units vacant for more than thirty days (vacation, home sale, extended stay in a second home, etc.), the 1666 Coffman offers Vacant Unit Inspections. The purpose of the service is early detection of issues or failures that might cause damage to the unattended unit, or to neighboring units (for example, a water heater failure). The sooner these failures are detected, unit owner costs and damage can be minimized. See Regulation 22

6. RECYCLING

- A. Covered containers are located at the east and west ends of the garage to encourage recycling of glass bottles and jars, metal cans, plastic bottles (with necks), newspapers, magazines, and "mixed" paper. Glossy junk mail, cereal boxes, crackers and pasta boxes, (with liners removed) may be included as well as magazines. A container for office paper is also available by the copy machine. Shredded paper must be in a closed paper bag.
- B. Recycling of button batteries (for hearing aids, hand computers, cameras, etc.) is mandatory. They will be accepted by businesses such as Target (jewelry department), and Penney's (watch repair department). Flashlight and other batteries are not considered hazardous waste (i.e., they do not contain mercury) and may be disposed of in the regular trash.
- C. Recycling of fluorescent bulbs is mandatory. Two 1666 residents have assumed responsibility for this recycling. Fluorescent bulbs should be placed in the labeled container located near the west loggia stairway in the garage.
- D. "Pop Corn pebbles" for packing are stored in a box in the locked enclosure in the southeast corner of the garage. Unit keys open the lock, and residents are encouraged to contribute to the supply and use the pebbles as they have occasion to do so.

7. WASTE DISPOSAL

A. FIREPLACE ASHES

Metal cans are provided for fireplace ashes outside of the trash rooms near the East and West elevators at the garage level. These cans should be used for this purpose only. Ashes must be carried from the unit to the garage in covered metal containers to keep dust and ashes, as well as live coals, off of the carpeting or possible contact with other combustible materials. Firewood must be stored in the garage.

B. SMALL NONTOXIC WASTE ITEMS

Materials for disposal that are not listed above as recyclables (except flammables, chemicals, and fireplace ashes) should be packed in securely closed paper or plastic bags and placed into the trash chute provided on each wing. Plastic bags should be used if contents include perishables. Cardboard boxes must be flattened, tied up, and placed next to the recycle bins on the East and West ends. Small trash items not suitable for the chutes (e.g. unusable clothes) may be placed near the trash rooms. Large amounts of packing paper must be bagged and placed in the same location.

C. HAZARDOUS HOUSEHOLD WASTE

Hazardous waste materials should never be stored in the building (paint, paint thinner, used oil, pesticides) and may be taken to Bay West, 5 Empire Drive, St. Paul, Saturdays, 9 a.m. to 4 p.m. 651-266-1144 www.co.ramsey.mn.us (see bulletin board for map).

D. LARGE ITEMS (e.g., chair or appliances, carpeting etc.)

Special arrangements must be made through the office. A vendor charge is likely.

E. CHRISTMAS TREES, GREENS & WREATHS

All trees, natural or artificial, must be sprayed with a fire-resistant material in accordance with local fire regulations. When a tree is transported into or out of the building, it should be enclosed in a suitable bag to contain needles. Any trash left in the process should be cleaned up. A date for disposal of all trees will be arranged and announced by the office. On that date, trees and greens may be put on patios or lowered over balconies with due care for residents and shrubbery on the lower levels. The office will arrange for appropriate disposal on the announced date. Trees dismantled before the announced disposal date should be stored on balconies or patios.

8. SMOKING

Smoking is prohibited in the building, including all common areas and individual units, and within 20 feet of the exterior walls of the building. **Owners who purchased their units prior to 6-25-13 when implementation of this policy was put in place, and tenants who occupied a unit prior to the implementation of this policy, may continue to smoke in their unit until the unit is sold**, or, if a tenant, until the end of the lease term. Upon termination of a smoking tenant's lease, the policy would apply to the new lease, for either the existing tenant or for a new tenant. Upon conveyance of title to a unit owned or occupied by the smoker, the unit shall become subject to the policy and smoking will not be permitted. This exception applies only to the individual units. Employees of the management company who work at Coffman may continue to smoke at designated areas. Except for these exceptions, no person shall smoke in any other area in the building or within 20 feet of the exterior walls of the building."

9. BARBECUE GRILLS

The local fire code does not permit barbecue grills on residents' balconies or patios, nor storage of a grill in the garage.

10. HOMESTEAD DECLARATIONS

Because a homestead classification significantly reduces property taxes, it is important for new homeowners to file a homestead declaration with the Ramsey County Department of Taxation and Records Administration. If homeowners are unsure about their property classification, an immediate response can be secured by calling the County Assessor & Property Tax Services, 90 W. Plato Blvd., St. Paul, MN 55164-0097 or Recorder and Registrar of Titles: 90 W. Plato Blvd., St. Paul, MN 55164 **EMAIL:**

AskPropertyTaxandRecords@co.ramsey.mn.us or call 651-266-2000.

11. INDEPENDENT LIVING RESOURCES

1666 Coffman is an independent living facility. It is assumed that all residents are capable of living independently or that provisions for needed assistance have been made. ***There are no assisted living services provided directly by the Association to offer care for persons with special needs.*** See the annual 1666 Coffman Directory for 1666 and community resources.

12. REGISTRATION OF PHONE AND LICENSE PLATE NUMBERS

Homeowners must provide the office with this information and update it as necessary.