



**RESIDENTIAL
GUIDE
October 2002**

2127 CALIFORNIA STREET, N.W., WASHINGTON, DC 20008

INTRODUCTION

As members of a residential community, we are indeed proud of our building's rich history and reputation for congenial living. The information in this guide is designed to help maintain the informality and harmony of Le Bourget. Please take the time to familiarize yourself with this information.

Note: This is simply an abridged guide to the more essential information deemed useful to all of the residents of Le Bourget. It is not intended to be a complete statement of Le Bourget rules and regulations. For more information, please consult your copy of the by-laws.

EMERGENCY INFORMATION

In case you ever need assistance, the following numbers will be helpful in emergencies:

- 911** To reach the Police or Fire Departments in case of emergency.
- (202) 483-1120** To reach the On-Site Manager in Apt. #LL-2. The On-Site Manager should be contacted immediately in case of building emergencies, such as fire, elevator malfunction, difficulties with the front door/electronic entry system, plumbing problems resulting in flooding and leaks, lockouts, etc.
- (202) 542-1894** To contact the On-Site Manager via pager when he is not available on-site. Simply dial this number, wait for the prompt, then enter the telephone number you would like your call returned on, followed by “#”.
- (202) 232-5247** To contact Tilton-Bernstein Management, Inc (1918 Eighteenth Street NW #2, Washington, DC 20008), Le Bourget's property management company, should any building or billing problems arise. They have a 24-hour answering service.
- (202) 833-7500** To reach PEPCO (electric power company for the D.C. area.) Main breakers are found in the basement in Storage Room # 2 (Electrical Room). Power failures in individual units are usually easily remedied by turning off that unit's main switch for several seconds. See the On-Site Manager or Custodian for access.
- (703) 750-1000** To contact Washington Gas if you smell natural gas coming from your oven/stove (check first to be sure the pilot lights are lit.) There is no charge for these visits and service is prompt.

The members of the Board of Directors may also be reached at their units in case of emergency. Current Board members are noted on the front telephone directory and in the resident directory. Please let them know how they can make Le Bourget an even better residential condominium!

WOOD FLOOR INSTALLATION

Polon Floor Service
(301) 910-9085

Jorge-Luis Valez
(703) 624-1018

ACCESS TO UNITS

The On-Site Manager is authorized to supervise access to units only under the following conditions:

- At the request of residents to admit service and delivery persons;
- If residents have been notified in advance about exterminating treatment or other common concerns;
- To make UPS and other mail deliveries and;
- In emergencies.

If you do not wish the On-Site Manager to access your unit to make deliveries, please instruct him accordingly, in writing.

Board members may enter residents' units in the case of an emergency or at the special request of the resident.

APPLIANCE REPAIRS AND SERVICEPERSONS

Individual owners are responsible for their own appliance repairs. Renters should report appliance breakdowns to their landlords or property managers, depending on the terms of their leases. The On-Site Manager is not responsible for any repairs or for contacting service people to have the repairs made. He is available to admit repairpersons during her established office hours and monitor their progress, if requested by the resident.

Please make sure to notify the On-Site Manager in advance of the date and time any repair persons are expected. See the contact list above for repair and service companies who have performed work in our building.

BICYCLE STORAGE RACK

A bicycle storage rack is available in the basement of the building, next to Apt. #LL-2. It holds approximately 20 bikes. Space is allotted on a first-come, first-serve basis. Please remember that D.C. Fire Codes and Le Bourget by-laws prohibit the storage of bicycles and baby strollers in hallways, stairwells, and other common areas. Whenever possible, bicycles should be brought in and out through the basement door. It is also suggested that all bicycles be locked at all times—Le Bourget is not responsible for any damaged or stolen bicycles! The bicycle rack is meant to be used by active bike riders and is not simply a bicycle burial ground!

BULLETIN BOARD/NOTICES AND NEWS

All important information and announcements pertaining to Le Bourget and the surrounding Kalorama neighborhood will be posted on the bulletin board in the Lobby. Please read them and stay informed!

CABLE TELEVISION

Comcast Cable offers numerous packages. Contact them at (202) 635-5100.

COMMON AREAS

The lobby and hallways are common areas shared by all residents. While the building does employ a full-time custodian, it is still the responsibility of all residents to ensure that these areas remain clean and litter-free. Residents are requested to refrain from excessive noise at all times, especially between the hours of 10 p.m. and 8 a.m. Sunday through Thursday, and between 12 a.m. and 9 a.m. Friday through Saturday.

As of March 2001, the Board of Directors established a "No Smoking" policy in all common areas of the building, including hallways, elevators, lobby, and the basement. Residents are permitted to smoke in individual units, on balconies, and on the roof deck.

CONDO FEES/LATE CHARGES

Condo fees are due on the first day of each month. If payment is not received in full by the 15th of the month, a \$40 late fee will be imposed. Accounts overdue for over 45 days from the first day of the month will be referred automatically to an agent/attorney, who will assess the cost of collection against the unit.

DELIVERIES AND PACKAGES

Deliveries must be arranged between the resident and the delivering company. If you cannot be home to receive a delivery, you must make alternate plans with the On-Site Manager to authorize entrance into your unit.

If you are expecting large deliveries (furniture or appliances), please direct your delivery persons to use the service entrance at the back of the building accessed via the alley. The front door must not be used as an entrance for large deliveries or for the removal of large items. Please make arrangements at least 24 hours in advance with the On-Site Manager to ensure access to the service entrance and proper padding in the service elevator.

UPS, FedEx, and Airborne Express make routine stops at Le Bourget to deliver/pick up packages. All mail and packages received at Le Bourget that are too large for personal mailboxes will be delivered to the individual's unit. Residents not wishing to follow this procedure should make other arrangements with the On-Site Manager.

ELEVATOR USE

Please remember that the passenger elevator (the one that does not go to the basement level) is not to be used for deliveries or hauling. The freight elevator is to be used for deliveries or hauling only while either the On-Site Manager or custodian is available to operate it.

If the passenger elevator breaks down, residents should contact the On-Site Manager immediately, at any hour of the day or night. If he is not available, contact Tilton-Bernstein Management, describe the problem, and request that a repairman be sent out immediately. If the elevator stops between floors, press the "alarm button" at 30 second intervals until someone comes to your aid. The passenger elevator doors on every floor can be opened from the outside with a special key.

SMOKING IS PROHIBITED IN THE ELEVATOR!

EXTERMINATING

Extermination services are provided at Le Bourget on the second and fourth Tuesdays of every month. Report any problems to the On-Site Manager immediately. These services are provided free of charge.

FILTERS FOR HEAT PUMPS

Filters for individual heat pumps can be purchased from the On-Site Manager. Make checks payable to "Le Bourget Condominium." Give the On-Site Manager the size of the filter needed and the number requested. Filters are \$1 each.

Remember that filters should be changed approximately every 6 weeks, depending on use. Please be aware of where your external heat pump unit is located.

FIRES

The most important element in the case of a fire is you!! Fire can break out at any time in any number of locations in the building. Should a fire occur:

- 1) Call the Fire Dept. at 911 immediately when you discover fire or smell smoke. The building has fire alarms on each floor, but they are not tied directly to the Fire Dept.
- 2) Make sure you know where the nearest corridor fire alarm is located. Don't hesitate to pull the red local fire alarm. The lobby fire panel will indicate where the alarm has been pulled.
- 3) If you are near a fire, do not stay and fight it! Leave immediately, making sure that all windows and doors in your in the room around you are closed, but not locked.
- 4) If you happen to be in your unit, do not leave immediately! Make sure that your door is not hot to the touch before you leave. Make sure you have your keys with you and keep your door unlocked when you leave. If the corridor is full of smoke between you and the nearest stairwell, retreat into your unit and shut your door.
- 5) If you remain in your unit as a result of smoke in the corridor, make sure the door is closed but unlocked. Seal the bottom edges of the door with a wet towel. Open the windows to let out any smoke which may have entered your unit and signal any firefighters. Wet down the unit if necessary while waiting.
- 6) If you do leave your unit, or are outside in a common area when the fire breaks out, **DO NOT USE THE ELEVATORS!! USE THE TWO EXIT STAIRWELLS IN THE BUILDING!!** Keep to the floor in order to avoid hot gases and smoke. Check the stairwell for smoke before proceeding up or down, and use the handrail.

FLOODS/MAJORS LEAKS

Contact the resident above your unit as soon as you notice any leak from above to see if you can locate it and take corrective action. The On-Site Manager or custodian should also be informed immediately (483-1120). Call Tilton-Bernstein Management (24-hours a day) if necessary at (202) 232-5247 to report the leak and request assistance. Give your name, unit number, address and describe the problem.

Reminder: Owners are responsible for any repairs or damages incurred. If the resident is not at home during the leak or overflow, the On-Site Manager and Board will take immediate action to correct the problem and prevent further damage. The unit owner will be billed for any emergency services rendered.

GARBAGE AND TRASH REMOVAL

Trash is removed every day from the trash rooms on each floor and from the main trash compactor in the basement. The Le Bourget dumpster is located in the rear of the building and is emptied Monday, Wednesday, and Friday of each week.

With the exception of those items listed below, all trash should be placed in sealed garbage bags and put down the trash chute. Do not leave open bags of garbage on the trash room floor.

- Glass containers (bottles and jars) and aluminum cans (beverage cans) and plastic containers should be rinsed and placed in the blue recycling bin in the trash room. Other glass items, such as light bulbs or broken glass, should be placed in plastic bags and set on the trash room floor next to the recycling bin. Tin cans, such as soup cans or pet food cans, are not being recycled at this time. Include tin cans with other trash that is bagged and put down the trash chute.
- Newspapers should be stacked neatly on the trash room floor next to the recycling bin.
- Small boxes should be stacked neatly on the trash room floor next to the recycling bin.
- Do not leave large items (boxes, furniture, etc.) in the trash room that block access to the recycling bin, trash chute, or doorway. Large items should be carried directly to the basement so that the custodian may properly dispose of them. Flattened boxes and small household items can be placed directly outside the main trash disposal room on the basement level or placed in the dumpster directly behind the building. Please contact the On-Site Manager or custodian for removal of furniture items directly from your unit—these items are not to be abandoned in the basement unless arrangements have been made with the On-Site Manager.
- Sharp objects, such as hangers, will jam the trash compactor and should not be placed down the chute. Place these items in bags and leave them on the trash room floor.
- Cat litter must be placed in sealed bags prior to disposal.

IMPROVEMENTS BY UNIT OWNERS

Prior written consent from the Le Bourget Board of Directors is required for any structural addition or improvement. Unit owners may not make alterations to any common elements, including the outside unit front doors.

Servicepersons and contractors with paint, chemicals, machinery, construction materials, etc. cannot use the front door to enter the building. When making arrangements with servicepersons or contractors, please advise them of the building's policies prior to their arrival at the building. Please make arrangements at least 24 hours in advance with the On-Site Manager to ensure access to the service entrance and proper padding in the service elevator.

INSURANCE COVERAGE

The Board of Directors maintains property insurance in compliance with the by-laws. Morgan and Cheves in Alexandria, Virginia is Le Bourget's current insurer. Personal possessions and personal liability insurance must be obtained through a separate policy. To initiate an insurance claim covered by the master policy, call Tilton-Bernstein Management directly at (202) 232-5247. They can also provide you with instructions on how to receive a verification of master building insurance for your mortgage or other financing needs, etc.

The individual unit owners must arrange for insurance to cover liability for any damage to common areas, individual units, or whole tiers. The building's master policy covers repairs to your unit after a fire, but only to the extent of returning it to its bare white paint, pre-improvement form. Your personal policy should cover improvements, furnishings, medical expenses, and other losses.

KEYS/LOCK-OUTS/GUESTS

Residents of Le Bourget must give the On-Site Manager a set of keys to their individual units, which are kept on file in a coded lock box. It is essential that a copy of all keys be on file for emergency purposes. Residents failing to provide keys are liable for all damage to other units or common areas that may result from unexpected leaks, fires or other emergencies.

Residents who get locked out of their units can call the On-Site Manager at 483-1120. If he is away, the Board members are authorized to provide access to individual units. Board members are indicated in the front telephone directory and the resident directory. If the Board member does not recognize you, he or she may ask you for identification. If your keys are lost with other personal items associating them with Le Bourget, please report this to the On-Site Manager immediately!!

Residents are requested to notify the On-Site Manager when providing long-term guests (those staying more than one week) with keys to the building.

Additional electronic front door keys can be purchased from the On-Site Manager for \$30 each.

MOVING REGULATIONS

All move-ins and move-outs must be scheduled with the On-Site Manager in person or by mail at least five days in advance. Dates must be confirmed the day before a move.

The service elevator must be reserved in advance; please remember that only the service elevator is to be used for move-ins and move-outs. All activity must occur through the basement door. The only exception is for the hauling of pianos. **BECAUSE OF THE RISK OF DAMAGE, USE OF THE PASSENGER ELEVATOR FOR MOVE-INS/MOVE-OUTS IS STRICTLY FORBIDDEN. PLEASE RESPECT THE RIGHT OF OTHER LE BOURGET RESIDENTS IN THIS REGARD!**

Moves are permitted only between the hours of 9 a.m. and 6 p.m., Monday through Saturday. No moves are allowed on Sundays or holidays. A one-time \$100 fee will be charged for Monday-Friday moves; \$250 will be charged for Saturday moves. This fee must be paid upon arrival at Le Bourget. No fee is charged for move-outs. Residents failing to abide by these regulations face the possibility of fines or restricted service elevator use.

PARKING

Parking at Le Bourget is limited. The seven spaces at the rear and side of the building are owned or rented by residents in the building and are private. Do not obstruct the alley, block the dumpster or park in the drop-off area in front of the building!

Residential parking permits can be obtained at the D.C. Department of Transportation, Room 1157, 301 C Street, N.W. Bring your driver's license and vehicle registration.

PETS

The keeping of orderly domestic pets such as small to medium-sized dogs, cats, birds, etc. is allowed under the Le Bourget by-laws. Please inform the On-Site Manager if you own a pet. In case of an emergency, it is essential that he have the unit owners' home and office phone numbers, as well as any special instructions necessary for handling or moving the pet. All pets must be accompanied by an adult, kept on a leash, or carried while in the elevator or in the hallways or lobby. All pets must be inoculated according to the District's laws, and the Board of Directors shall have the right to declare a pet a nuisance and order its removal.

PLUMBING AND SMALL REPAIRS

Le Bourget's custodian is available to perform such minor repairs as changing toilet floats and flappers, etc., for a small fee. Contact the On-Site Manager. Agree on a small charge in advance with the custodian.

RENTERS

Unit owners are permitted to lease their units, provide the lease is in writing and is for at least a six-month term. An updated copy of each lease must be on file with our property management company, Tilton-Bernstein Management, and the Le Bourget Condominium Association (the On-Site Manager). Renters are subject to the same rules and regulations adopted by the Le Bourget Condominium Association.

ROOFDECK

- The roof deck may be reserved only one night each weekend (Friday, Saturday, or Sunday) and no more than three nights each week.
- Reservations may be made for gatherings of a dozen or more persons. Structurally, the roof deck cannot handle more than 40 persons.
- Individual residents should feel free to ask the host of any party whether it would be possible to occupy a quiet corner of the deck during the gathering.
- Reservations, which should be made at least two weeks in advance, are secured with a payment of a security deposit of \$100 (see below).
- The deck's calendar will be kept posted on the bulletin board by the mailboxes.
- Roof deck parties must end by midnight. Be sensitive (with respect to noise of all kinds, hallway behavior, etc.) to neighbors both in and around our building, and be cleaned up thoroughly by the next morning. Barbecuing is not allowed, nor may wires go over the edge of the roof to units below. The security deposit of \$100 will be forfeited for failure to meet any of these requirements. The Board also may impose fines and deny roof deck access to those failing to comply.

SECURITY PHONE SYSTEM/OUTDOOR LISTING

Le Bourget is a secured building to ensure the safety of all residents. Leaving doors open and unattended at any time is a security risk to both residents and personal property. If you are receiving a delivery through the basement entrance, please check the door upon the completion of the delivery to be sure it is securely closed. The front and back door locks cannot be taped, or otherwise left unlocked and unattended, to allow unauthorized visitors or guests to enter the building.

Residents are asked not to admit anyone to the building that they do not know or recognize personally.

The security phone system at the front door is activated by individual unit telephones. Telephone numbers are programmed into this system. To admit a guest, press "9" on your phone for at least three seconds while your guest remains on the line outside. The door will buzz and unlatch and the guest can then enter. If you experience any problems, call the On-Site Manager or Tilton-Bernstein Management immediately to have it inspected and repaired. The Outside Directory lists individual units by resident names.

SMOKE DETECTORS

D.C. fire codes require that each unit be equipped with a smoke alarm. Check it occasionally to be sure it is functioning. To test the alarm, simply depress the center and it should emit a very loud alarm sound. The detector does not require batteries.

STORAGE

Each unit has an allocated storage space in one of the basement storage rooms. The On-Site Manager has access to these areas and will admit residents during his office hours. In addition, the custodian and all Le Bourget Board members can provide access to these areas. When storing items, please mark all boxes and do not store any flammable liquids in these areas.

SUBLETS

The subletting of Le Bourget condominiums is prohibited.