

**RULES, REGULATIONS AND REQUIREMENTS**  
**101 Cosgrove Avenue**

**Owners and Occupants**

1. The use of suites shall be limited to a professional office use as stated in the Declaration.
2. Use of common areas is not permitted other than for access, ingress, or egress; all business must be held and performed inside the suite. Loitering in the common areas is not allowed. All owners shall advise their clients to wait inside their suite, not in the lobby areas where other businesses can be disturbed.
3. No adjacent suites or common areas may be used for storage.
4. Deliveries should be brought in through the side entrance door. Large deliveries, such as furniture, should be scheduled for after business hours with all common areas being protected at all times including the floor, walls, and interior elevator cab.
5. Medical laboratory boxes should be picked up inside the suite or at the side building entrance door in order to keep the front building entrance clear of debris and aesthetically pleasing.
6. Cosgrove Hill Office is a smoke free facility; smoking is not permitted anywhere inside or within 15' of any door, open window, and/or air intake vent.
7. All common areas must be protected and maintained at all times. This includes restrooms, elevators, lobbies, common corridors, and stairwells.
8. Minors should be accompanied when using/accessing common areas (especially restrooms) to eliminate potential damage (i.e. spills, plumbing blockages, wall damage, etc.).
9. Any owner who causes (or their affiliates, tenants, clients, or visitors may cause) any damage to the common areas is required to repair the damage immediately upon occurrence, or to reimburse the Association for the costs to repair the damage if the Association makes the repairs on the owner's behalf.
10. A certificate of insurance is required by all owners naming the ***Cosgrove Hill Office Condominium Association, Inc.*** as additional insured.
11. Any activity or use that could interfere with or otherwise disturb other businesses or occupants in the building must be performed after normal business hours.
12. Use of radios and other audio devices are not allowed during business hours.
13. Parking is on a first come, first serve basis, subject to the parking rights set forth in the Declaration. Occupants shall not park in spaces marked with "handicapped" or "visitor" stenciling located in the front row adjacent to the building. No overnight parking is allowed without the Association's consent, and only on a short-term, temporary basis under special circumstances.
14. The Condominium Association Board, Declarant or Developer may adopt such other reasonable regulations for the benefit of the building or its occupants as may be necessary from time to time.
15. Each owner shall ensure any construction in or directly related to its unit is in compliance with the Contractor Rules and Regulations (to be provided upon request).