

# **Section 14**

## **Notices, Signs, Temporary Realtor and Permanent Lockboxes**

BOD Approved: April 24, 2023

# Notices, Signs, Temporary Realtor and Permanent Lockboxes

## Ref. Declaration Section 9.10 and 9.4

### 1. Official PTCA Bulletin Board:

The official PTCA bulletin board is in Room 107 on the right-hand wall and is reserved for BOD and other official PTCA notices. No personal notices are allowed. Additional official PTCA notices are posted on the wall-mounted holders by the mailboxes and in the elevators.

### 2. Resident Bulletin Boards:

There are 2 bulletin boards for residents to post notices.

- One is in the north hallway of the main entrance lobby opposite the mailboxes and is restricted to personal use by residents. In accord with PTCA Rules Section 16, Unit owners doing remodeling are required to post the Construction Noise Notice Fillable on this resident bulletin board in the main lobby to notify other residents of potential construction noise. A Contact List for BOD members and Management is posted on this bulletin board. Other examples of appropriate notices include Lost and Found, or items for sale only to other residents such as detached garages.
- The second resident bulletin board, located to your immediate left as you enter Room 107, is for posting personal or commercial notices.

With prior approval by the BOD, solicitation for donations to IRS 503c charitable organizations is allowed on either resident bulletin board. Notices posted on these bulletin boards must be dated and may not exceed 5 by 8 inches in size. Items without a posting date or left on the bulletin board beyond 14 days will be removed.

### 3. Area reserved for real estate advertisements:

The short railing east of the P2 entrance/exit ramp may be used by real estate agents and unit owners for the purpose of posting "Unit for Sale" signs and flyers. This type of sign may not be posted in any other location including Unit windows. Such signs must be enclosed in standard plastic holders customarily used for this purpose by real estate agents. One posting is allowed per Unit. The BOD reserves the right to remove incorrectly displayed signs or signs detracting from the appearance of the area.

**4. Building and Unit access when showing a Unit for sale or rent:** The Unit owner is solely responsible for maintaining building security and for keeping the Unit secure while arranging to show the Unit to potential buyers/renters.

- **Building Access:** For security reasons, realtor lockboxes are prohibited in any exterior location on PTCA property. It is the responsibility of the Unit owner and the

Listing Agent to make appropriate arrangements to provide entry into the building for potential buyers/renters and MLS agents without compromising building security. Unit owners who list their Unit for sale/rent may contact a BOD member for information on appropriate use of the callbox outside the entrance lobby to grant access to potential buyers/renters and MLS agents.

- **Realtor lockboxes:** A single realtor lockbox may be securely fastened to the entry door handle of the Unit for sale/rent. Realtor lockboxes must display a laminated business card with a name and phone number identifying the lockbox owner. Only a single key/code for the entry door of the Unit for sale/rent may be placed inside the realtor lockbox. For building security, access cards, fobs and refuse room keys may not be placed inside realtor lockboxes. Realtor lockboxes are prohibited in any other interior location. Realtor lockboxes must be removed immediately following sale closing or lease signing. The BOD reserves the right to remove realtor lockboxes at the risk and expense of the lockbox owner.

**Permanent Key boxes:** Secure attachment of a realtor lockbox to the Unit door handle is not possible for some Units due to the type of door handle in use. As an alternative to a temporary realtor lockbox or for owners desiring a long-term key box, Unit owners may securely install one (1) permanent key box attached to the wall next to the Unit door frame. Only a single key/code for the entry door of the Unit may be placed inside the key box. For building security, access cards, fobs and refuse room keys may not be placed inside key boxes.

#### **5. All other Common and Limited Common Element locations:**

- Only official PTCA notices may be posted in all other Common and Limited Common Elements.
- Only official PTCA notices can be delivered at Unit Doorways.

#### **Enforcement:**

- ❖ The BOD reserves the right to remove improperly displayed signs or signs detracting from the appearance of the area.
- ❖ Violators may be subject to PTCA fines.
- ❖ Misuse of the access control system, whether deliberate or inadvertent, or failure to promptly report lost or stolen devices may result in deactivation, fines or other costs resulting from such misuse or failure to report.
- ❖ Compromise of building security at any time will result in an immediate (no warning) fine of \$200.