LEHIGH RIVERPORT CONDOMINIUM ASSOCIATION

FAQ'S

Your condominium key is designed to do more than open your door; it should allow you to access all exterior entrances to the building, the Community Room, and the Storage rooms on every floor.

It is imperative that owners/residents change the batteries in the condominium door locks every six (6) months. (They require four (4) AA batteries.) The battery cover requires a special screwdriver (TORX 20 SECURITY) to access the battery area, and can be "signed out" and borrowed from the Property Manager at the Site Office.

While the Association does not do maintenance inside condominiums, any **COMMON AREA maintenance issues can be reported to the onsite management office** or online at WWW.NAISUMMIT.COM by clicking on the big red box that says "Click Here For Maintenance Request". This would include all common area issues that need attention.

Packages and envelopes delivered through USPS, UPS, FED-EX, DHL or other major delivery firms will either use the call box entry system or have made official arrangements to have access to the building for the sole purpose of delivering envelopes and packages to residents. Under most circumstances, the packages are delivered to the lobby mailbox area, and it is the resident's responsibility to pick up a general delivery from this common area in a timely manner (within 72 hours of delivery). **The Property Manager is not permitted to sign for any package, installation, or delivery to your condominium, and the Association and/or Manager is not responsible for missing or misdirected deliveries.**

Should you make arrangements for a newspaper or other subscription at your own cost, they are delivered to the lobby mailbox area, and should be retrieved by the subscriber in a timely manner. Newspapers that are not retrieved in a timely manner may be disposed of by housekeeping. The Association, housekeeping contractor, and/or Manager is not responsible for missing or misdirected deliveries.

All water and electricity invoices are mailed direct to the owner of the unit. Owners must make their own arrangements with their tenants, if applicable, to avoid the possibility of late charges for late utility bill payment. All payments for these charges, and for condominium dues, are to be made payable to LEHIGH RIVERPORT C.A., include the condominium number, and mailed to the management company at the address appears on the invoice or coupon (LEHIGH RIVERPORT C.A. c/o NAI SUMMIT 1620 Pond Road, Suite 150, Allentown, PA 18104-2284) Do not remit to the site office as it will delay the receipt of your payment and may result in a late fee being charged to your account.

Residents must make their own arrangements to have Cable, Internet and/or Telephone services direct CABLE/INTERNET/TELEPHONE suppliers who are:

ASTOUND (Formerly RCN) Bob Luipersbeck 610-972-1972bob.luipersbeck@astound.com
Service Electric Bill Merkle at 610.625.8685 merk@sectv.com.

Each floor has a trash room which is located at the North end of the building, across from the back elevator. Please place your trash in a secured heavy trash bag, take it to the trash room, and place it into one of the tote can, and re-secure the can lid. These tote cans are emptied regularly, and if you notice the absence of sufficient tote cans for the volume of trash, please report it to the Property Manager.

In the trash room, recycle tote cans exist that are clearly marked for co-mingled recyclables including glass, aluminum, plastic, and tin. Separately is an area for BROKEN DOWN CARDBOARD to be recycled as well. Please make sure your cardboard is broken down, and do not place any assembled boxes or packing material in this area.

Storage bins are available for rent by owners on a first come first served basis of availability and are billed at the rate determined at the approval of the yearly budget on the first (1st) of January for any unit for which the supplied keys are in the owner's (or their tenant's) possession. Mid-year storage commencement opportunities often exist and can be arranged through the Property Manager at the site office with owner's written authorization and payment of the of the partial calendar yearly rate. There are no refunds for early (after January 1st but before December 31st) key returns to the office and termination of storage locker privileges.

This is a secured building. No door should be propped open at any time. For your safety and your neighbors, please do not open or hold a door for anyone you do not know. Everyone with authentic purpose for entering the building should have a key to do so.

Parking permits must be displayed as instructed and permit the vehicle to be parked only on the 2nd or 3rd floor of the Riverport garage, and DO NOT ALLOW for free parking at any 1st floor or metered space. Parking spaces are billed monthly and included in the owner's condominium account in addition to the condominium dues fees. Additional parking space permits must be arranged by the unit owner with the management office.

Parking in the entry Atrium is reserved for Association contractors and/or clearly marked limited fifteen (15) minute parking of individuals with quick business to attend to (like picking up mail in the mailbox area). Enforcement of parking in these areas is ongoing and vehicles parked in this area in violation of the posted requirements may result in the vehicle being towed without further notice or warning.

Guests should be instructed to park in metered spaces either on the first floor of the garage, metered spaces surrounding the building under the Bridge or on the surrounding streets, or the areas outside the building along West 2nd Street and Union Station Plaza.

Annual registration forms are circulated completion by all owners, residents and tenants for each change of ownership and/or residency throughout the year. The information requested is kept for Association business, and it is imperative that we confirm the accuracy of our information on file on an annual basis, as phone numbers and e-mail addresses are critical to conducting business efficiently. We thank you, in advance, for completing and submitting this information, as well as any changes that may occur during your ownership or residency, in a timely manner to the on-site Management office.