

# Owner Information Handbook



Welcome to the Imperial Plaza! You are joining a unique vertical community in the best part of downtown Boise! We know you are excited and we have gathered some important information to help you get settled. Please read the following carefully.

## Moving & Deliveries

- Before You Move - Contact the Oppenheimer Development Corporation (ODC) to schedule elevator padding (24 hours prior to move) by either of the following:
  - Submit a "Service Request" on the [Oppenheimer Development Corporation](https://oppenheimerdevelopment.com/) website (<https://oppenheimerdevelopment.com/>)
  - or, call Oppenheimer directly at: [208-343-4344](tel:208-343-4344)
- Moving Days and Times - Moving is only allowed during the following:
  - Monday - Friday
  - 8:00 am - 5:00 pm
  - You are responsible to ensure your movers adhere to the moving days and times
- **Loading Zone** - Located in the north parking lot, the loading zone is marked with yellow lettering and paint lines. This is the approved area for loading and deliveries. Use of this space is limited to 60 minutes of active loading/unloading.

- All Items delivered or picked up must enter and exit through the basement using the garage ramp.
- NO Trucks Allowed on the gray surface parking deck (east and south sides of the building), including moving trucks and delivery trucks.
- NO Loading or Parking Allowed along any of the red curbing along the east and south edges of the building.

## Keys & Fobs

- Building Access - The Imperial Plaza uses a ButterflyMX entry system. This system allows access to the lobby and garage utilizing a fob, a PIN, a smartphone APP or by using ButterflyMX directories located in the outer lobbies of the East and West entrances.
  - [ButterflyMX User Guide](#)
  - New owners and residents will need to provide the board with an email address. They will then receive a registration email from ButterflyMX with their PIN number. [ButterflyMX](#) also has a convenient app which residents can download if they choose to do so.
  - Owners are responsible to provide keys and fobs to their tenants.
  - Additional fobs are available from the IP Association.
- Unit Keys - You should receive unit keys from the previous owner. The Imperial Plaza Association is not responsible for maintaining individual unit keys. We recommend keying your unit's locks to the Master key system.
- Lobby Access - The lobby is open from 8:00am - 5:00pm, Monday-Saturday. All other times the lobby will be locked, requiring the use of the ButterflyMX system.

## Parking

- The administration of all vehicle parking at the Imperial Plaza, including rules and enforcement, is managed through the published [Parking Plan](#).
- All vehicles must be registered *before* parking in the surface permit parking and garage parking areas.
- Unit owners are responsible for registering their personally owned vehicles, and their tenants' or employee vehicles.
- Visitor spaces are in the southeast corner of the parking lot. These spaces are intended to be used for short-term visitors to commercial units (4 hours) and residents (under 24 hours).
- NO Trailers are permitted on the property at any time - except for active loading and unloading from the Loading Zone on the north lot.

## Bicycle Parking

- Approved locations - Bicycles *are not* permitted in the building, lobby, elevator or stairwells, basement storage lockers, individual units or on balconies. Bicycle racks are found on the south side of the building and in the garage parking area.
- Bicycles must be registered annually with the IP Association, ID stickers will be provided upon registration and must be affixed to each bicycle. All bicycles stored on the property **MUST** have a current year's ID sticker, and it is the bicycle owner's responsibility to obtain the current year's ID sticker.
- The IP Association will post notifications in the elevators when registration is scheduled.
- Registration Form and complete rules can be found in "[IP Bicycle Rules and Regulations](#)" on the IP Association website.

## No Pets Allowed in the Building

- No Animals of any kind, other than service animals, are allowed in units or in any of the common areas of the Imperial Plaza building.
- Service Animals - The IP Association has published [Rules for Service Animals](#) on the property.

## Storage

- Storage Cubicles are provided for each unit at no cost, these are located in the basement in a common room marked "Storage." Generally your unit key unlocks this room.
- Owners are responsible for obtaining padlocks to secure their cubicle.

## Trash & Recycling

- Trash and Recycling areas are located on each floor. Please refer to the poster located by the trash chute on your floor.
- Please place trash in an enclosed bag, before tossing into the chute. Do not dump loose trash into the chute.
- Do not shove or stuff trash bags or pizza boxes into the trash chute. Only small bags should be used.
- Large Cardboard Recycling area is located in the basement. Please limit the number of boxes as specified by the poster. Please breakdown/flatten all boxes and keep the stack tidy.
- No Remodeling Waste is allowed in the trash or recycling areas. See "Remodeling" section below.
- No Moving Waste is allowed in the trash or recycling areas.
- For more information, see "[Trash](#)" rules on the IP website.

## Assessments

- Assessments (IP Association Fees) must be paid by check, either by mail or deposited in the "Condo Assessments" box in the lobby. The IP Association cannot receive electronic direct-deposit payments.
- Assessments are due on the first day of each month. Assessments received after the 10th day of the month are considered late, and a 10% late penalty will be assessed.

## Remodeling

- **Before You Begin** - Please review the [Remodeling Guide for Imperial Plaza Owners](#) before drawing up plans or securing contractors. This guide has been structured to help you become informed about the rules and requirements established by the Imperial Plaza Association. This guide is considered a living document and will be updated as needed by the IP Board. We recommend keeping a printed copy as a reference during your approved remodel.
- **Board Approval is Required before Remodeling** - You must receive IP Association Board approval for all renovations *before* work begins. You may email your completed Remodel Approval Form (see Appendix B on page 8 of the [IP Rules Part 2](#)) to the IP Board for review. Along with submitting the approval form, please include associated documentation as outlined on the form.
- **No Penetration or Cutting the Concrete Structure** - To protect the integrity of the building structure, no penetration or cutting is permitted, this includes floors, pillars, and concrete walls, in your unit. The fire safety and structural integrity of our building is everyone's responsibility and can be jeopardized by the actions of just one owner. It is the expectation of the IP Association that you will hire licensed professionals who will abide by our rules and who are properly insured.
- For more information, see "[IP Standard Operating Procedures](#)" on the IP Association website.
- Contact Oppenheimer Development Corporation (ODC) to help answer questions and plan your remodel: [208-343-4344](tel:208-343-4344). Their understanding of our building and infrastructure will be valuable in planning your remodel.

## Balconies

- Balconies are limited common areas of the condominium association and subject to all rules of the IP Association. Balconies are visible from the street as well as from units adjacent to, above and below your unit. Their use, maintenance and appearance contribute to the safety and integrity of the building and affect property value for all owners. Patios and/or balconies shall be kept clean and uncluttered at all times.
- Barbecues - There are restrictions according to local fire codes.
  - If you choose to have a barbecue, an electric unit is preferred. No Charcoal or Wood allowed.
  - Propane Fuel containers size 1 pound or less are allowed for barbecues (e.g. green Coleman tanks about the size of a can of tennis balls). Larger propane tanks (e.g. standard / RV size tanks) are *not allowed* anywhere on the property.
- Space heaters, gas patio heaters, fire pits, fire pots, smokers, etc. are not allowed.
- For more information, see "[Balcony Rules](#)" on the IP Association website.

## Quiet Hours

- Times - 10:30 pm — 7:00 am
- Please be respectful to your neighbors. Noises in building, which are easily transmitted through common walls, floors and ceilings include:
  - Loud television or music.
  - Loud talking or shouting.
  - Slamming doors, balcony doors.
  - Operating appliances such as garbage disposers, dishwashers, washing machines, etc.

## Heat & Air Conditioning (HVAC)

- Source / Distribution - The building infrastructure generates heating and cooling fluid based on a centralized boiler and chiller system. The fluid is distributed to each unit in the building through a series of pipes. Separate thermostats in each unit regulates the amount of heating and cooling at the registers within each unit.
- Operation - The thermostat in the hallway within each unit controls the temperature for your entire unit and is the responsibility of the owner to maintain and repair as necessary. Each room has a register that disperses the heating/cooling by fan-forced air. The fan control is on the right side of each register under a small lid. Set each fan at the desired speed. See [Building Heating & Cooling Operation](#) for more information about controlling residential unit systems.
- Seasonal changes - There is a heating season and a cooling season:
  - Heating season generally begins in the fall, when day time temperatures are expected to drop below 75 degrees for at least 3 consecutive days, continuing through the winter season.
  - Cooling season generally begins in the spring, when the day time temperatures are expected to rise above 75 degrees for at least 3 consecutive days.

## Internet

- The IP Association contracts for basic internet service as a commercial group package, distributed to each unit via our cable provider.
- Owners should contact SparkLight regarding service issues: [208-375-8288](tel:208-375-8288)

## No Smoking Property

- The Imperial Plaza is a No Smoking Property, as such Smoking Is *Prohibited* everywhere on the property, including all indoor and outdoor common areas, all individual units, and all exclusive use areas (including balconies).” Common areas include but are not limited to hallways, stairwells, storage areas, lobbies, elevators, garage, parking lots (including inside vehicles), grounds, building entrances and exits that are not part of a unit, and individual unit balconies.

## Renting Your Unit

- No Short-Term Rentals. A unit may be rented or leased for a period of not less than thirty (30) days.
- Owners are responsible for themselves, their family members, guests, employees, invitees, licensees, or tenants, etc.

## 55 & Over Community

- The Imperial Plaza Condominiums is a community for persons 55 years of age or older. No persons under 18 years of age may reside at the Imperial Plaza.
- Persons under 18 years of age may visit at the Imperial Plaza as guests for a maximum of sixty (60) overnight stays during a calendar year.

## Building Contacts

- Questions or concerns regarding building common areas and grounds should be directed to ODC who will dispatch appropriate staff as needed: [208-343-4344](tel:208-343-4344)
- Please do not contact ODC staff directly - For other concerns you may contact a member of the [Imperial Plaza Board](#)

## Compliance & Owner Responsibility

- Per the Declaration, each unit owner, his family, guests, employees, invitees, licensees, and tenants are responsible for compliance with applicable sections of the governing documents and these rules. It is incumbent upon every owner to comply with the Governing Documents (Declaration, By-Laws, and Rules) of the Imperial Plaza Condominium Association.
- This handbook is intended as a quick reference guide only. For a complete listing, see the "[Governing Documents](#)" on the IP Association website.

Our thanks to all Owners for staying informed and abiding by the rules of the Imperial Plaza Condominium Association.

Sincerely,

The Board of Directors - Imperial Plaza Condominium Association