



VINE CENTER CONDOMINIUMS

Atop the Hilton Hotel

Owner/Resident Information Handbook

Adopted by the
Vine Center Council of Co-Owners, Inc. Board of Directors
August 16, 2024

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** All information is current as of the date of adoption by the Board of Directors, August 16, 2024. It is the responsibility of the Unit owner/resident to verify the accuracy of information contained herein (e.g., phone number, individual staff names, service prices, etc.) with the Board of Directors of The Council.*

The Vine Center Condominiums

Welcome to your Condominium Home!

The information in this Handbook is provided for the benefit and use of Vine Center Condominium owners and residents to ensure the comfort and safety of all. If you have questions not answered by the following topics, please contact the Vine Center Council of Co-Owners, Inc. ("Council"), William J. Rafter President/Treasurer, cell (859) 312-3703, email bill@bluegrassreig.com.

Website

www.vinecentercondominiums.com

The Vine Center Council of Co-Owners, Inc.

The Vine Center Condominiums is governed by the Vine Center Council of Co-Owners, Inc. ("Council") created by the By-Laws to the Master Lease. The Council has been organized and By-Laws adopted by the Board of Directors of the Council for the purpose of administering a Condominium Project in Fayette County, Kentucky, known as Vine Center Condominiums.

Membership of the Council consists of all the record owners of Units in the Condominium Project. The annual meeting of the Condominium Council is normally held at the Hilton Hotel, or such other location designated by the Board of Directors on the third (3rd) Tuesday in September of each year. Details of the Unit owner's voting rights at the annual and any special meetings of the Council are stated in the By-Laws of The Vine Center Council of Co-Owners, Inc., Sections 2.5-2.7.

Your ownership interest in the Vine Center Condominiums is explained in the Air Rights Lease and Master Lease, and further described as follows: The Vine Center Condominiums are located atop the Hilton Lexington Downtown Hotel ("Hotel") and consist of thirty-eight (38) condominium units from the 18th through the 22nd floors of the Hotel/Condominium Structure. Each condominium unit owner's ownership interest is in the form of a Leasehold Interest, evidenced by an Air Rights Lease and Master Lease, and not as a fee simple ownership interest. The Air Rights Lease/Master Lease was a forty (40) year Initial Lease Term and a series of twenty (20) successive one (1) year Option Terms (the "Extended Terms"), thereafter. The Initial forty (40) year Lease Term commenced on January 1, 1983, and was to expire on December 31, 2022. On December 8, 2016, the Air Rights Lease was amended by an "Agreement to Extend the Air Rights Lease" which converted the remaining six (6) years of the Initial Term of the Air Rights Lease and the series of twenty (20) successive one (1) year Option Terms of the Extended Term, to a fixed twenty-six (26) year Extended Term commencing January 1, 2017 (the "Commencement Date"), and expiring at 11:59 p.m. on December 31, 2042 (the "Expiration Date"). All rental payments have been made.

If the seller of your Unit did not provide you with this packet of material visit the website at www.vinecentercondominiums.com or contact William J. Rafter President/Treasurer, cell (859) 312-3703 or email bill@bluegrassreig.com.

It is important that each Unit owner realize that while the Vine Center Condominiums and the Hilton Hotel occupy the same building in the heart of downtown Lexington and share many common elements and services, both are in fact unique and wholly independent entities.

The Hilton Hotel/Vine Center Condominiums Hotel/Condominium Structure is formulated as follows: The first seventeen (17) floors contain the Hilton Lexington Downtown Hotel which is owned by Lexington Downtown Hotel Partners, LLC and managed by New Castle Hotels and Resorts. Floors eighteen (18) through twenty-two (22) contain thirty-eight (38) privately owned condominiums known as Vine Center Condominiums (www.vinecentercondominiums.com). The Homeowners Association representing the private condominium owners is named Vine Center Council of Co-Owners, Inc. and managed by Webb Communities, LLC, a Kentucky Limited Liability Company.

Moving-In Procedure

Owners and Residents should contact William J. Rafter, President/Treasurer, cell (859) 312-3703 or email bill@bluegrassreig.com to make move-in arrangements. Moving vans are to use the basement dock entrance. The maximum size vehicle that can enter the basement garage is 28 feet long x 13 feet high. Please provide this information to your moving company. Service elevators are located in the basement for moving furniture and other items into your Condominium. Service elevators are not put on independent service during normal operating hours.

For the safety and comfort of all, neither the private elevator to the Condominium floors (off the Hotel lobby) nor the Hotel elevators may be used to move in/out of the Condominiums.

Key Control

Both long-term and temporary keys for guests must be requested through the Hilton Hotel Front Desk. Long-term keys expire 1 year after activation by Front Desk personnel.

Temporary keys will expire at the end of the time period specified by the requesting Unit owner/resident. Only the Condominium owner/resident may request activation of any keys that will allow access to the Condominium floors or any individual Unit.

Guest Reservations

If you have guests who will be staying in your condominium and who will need a key, you can email April Walters, Project Manager, at april.walters@hilton.com. Include the guest's name(s), arrival and departure dates. Only the named guest(s) will be given the requested key by the Hotel Staff.

Utilities

Unit owners/residents are responsible for contacting the following utility companies to establish service. Each will bill you monthly for service charges.

- Kentucky Utilities (electric service) 1-800-981-0600
- Spectrum (internet) (859) 514-1400
- Kinetic by Windstream (internet) (877) 854-0269.

Note: Satellite Television is not available in the Condominium Units. For water, LEXserv does not need to be contacted as the water bill is included in your Monthly Condominium Fee.

Telephone

Each Condominium Unit has two telephone lines. The internal connection (house phone) to the Hilton Hotel system utilizes a four-digit dial system and can be utilized for in-house calls to various Hotel services and offices. There is no connection or use charge for the internal system. The Hotel extension phone is not equipped to accept caller messages.

Spectrum (855) 860-9068 is the local service/repair provider for the external phone system.

Insurance

You must have homeowners' insurance. *It is mandatory that a copy of your policy face sheet be given to William J Rafter, President/ Treasurer of the HOA.* The building owner, the Hotel, and the Council are not liable for damages either within any individual unit or from one Condominium to another, i.e., water leaks, fire or smoke damage, etc. Please refer to additional provisions related to insurance requirements found in Section 6.1 of the Master Lease.

Maintenance Fees

Maintenance fee payments are due by the first of the month and made payable to *Vine Center Council Co-Owners, Inc.* Monthly statements are generated for each condominium Unit. Fees can be paid monthly, quarterly, or annually. Fees are based on the percentage of ownership of each condominium Unit as detailed in Section 1.6 of the Master Lease. Statements will be mailed by the 25th day of each month for the following month. Owners with past due statements will be contacted by the 10th of the month. The Maintenance Fee includes shared services provided by the Hotel including:

- Water
- Trash removal
- Insurance
- Security
- Elevators
- Electricity for elevators
- Maintenance of the common areas
- Telephone system
- Administrative and bookkeeping services (Provided by HOA)

Guest/Visitor Entrance Access

An entrance phone security system is located in the Hotel lobby outside of the private condominium elevator foyer door. It is operated by a guest/visitor picking up the receiver and dialing the number that corresponds to the code for the condominium the guest is visiting. The condominium owner must have a 2-line phone for this access to work. Note: The code number to ring the house phone in the condominium **IS NOT** the condominium Unit number- it is a two-digit code located in the right-hand column of the directory opposite the Unit number. The call will be directed to the house phone in your condominium. To permit the guest/visitor to enter the foyer, answer the house phone and then press “6” twice. Instruct the guest to not hang up the phone until the door has been opened or the entrance access will not work. To deny entry to a guest/visitor, press “3”; this will lock out any conflicting signals.

Executive Office Contact for Owners/Residents

The Executive Office is located on the third floor of the Hotel across from the Pool and Fitness Center. The phone number for April Walters, Project Manager, is (859) 281-3701 (3701 on your house phone) or for Alex Lugo, General Manager, is (859) 281-3702 (3702 on your house phone).

Contact Person for Owners/Residents

The Vine Center Council of Co-owners, Inc. is responsible for maintaining the condominium common areas. Owners are responsible for the maintenance and repair or improvements to the interior of their Units. An independent contractor must be contacted for repairs of appliances, HVAC, telephone, cable television, and other systems or equipment within the individual Unit.

The Council does not make minor repairs to individual condominium Units. Please contact William J Rafter, President/Treasurer at (859) 312-3703 or email bill@bluegrassreig.com:

- If you have service representatives that require access to make repairs
- If you have approved contractors making modifications to your Condominium
- If you or your repair personnel have questions regarding the location of switches, valves, breakers, etc.
- If the common areas need vacuuming, dusting, or lightbulb replacement

Unit Renovations, Outside Contractors and Realtors

All renovations planned for your condominium and outside contractors must be approved in writing by the Condominium Board of Directors. Contractors doing the renovation must carry their own liability and workman's compensation insurance. All contractors must enter and leave through the basement dock area and check in with the Security Department. Contractors are not allowed to park in the loading dock area.

For the safety and security of others, only the Condominium owner/resident may authorize a temporary key for the use of outside contractors, decorators, Realtors, etc. by providing the Security Office and/or the Front Desk with a written list of individuals to be provided with the key. The temporary key may be picked up only by the named individual(s) on the approved list.

Vine Center Condominium Construction/Renovation Instructions:

- a) All Construction/Renovation Plans must be submitted to the Board of Directors of the Council and Hotel Engineering for approval prior to the commencement of any work;
- b) The Common Hallway Carpet must be protected with a protective covering by the contractor, construction company, or renovator prior to the commencement of any construction work;
In the event the Common Hallway Carpet is damaged during the construction/renovation process, the contractor/renovator is responsible for the cleaning and/or repair of the Common Hallway Carpet;
- c) Major construction demolition must be done during reasonable hours Monday through Friday (10:00 a.m. - 4:00 p.m. Eastern). Please be considerate of your Vine Center Condominium and Hotel neighbors;
- d) Please keep your Vine Center Condominium Unit Door closed at all times. This helps diminish both noise and debris escaping your Unit;
- e) At no time can tile, drywall, or wood be cut in the Service Elevator Lobby/area. All tile and wood MUST be cut either in the Hotel/Condominium Basement Dock Area or in the Condominium that is being renovated;
- f) Construction materials CANNOT be stored in the Service Elevator Lobby/Area and/or the Vine Center Condominium Common Hallway;
- g) Construction materials or construction refuse CANNOT be dumped in Service Elevator Lobby/Area or the Hotel Trash Compactor;
- h) Service Elevators CANNOT be locked off or held;
- i) No Hotel Equipment can be borrowed (i.e. Bellmen's Carts, Laundry Bins, Tools etc.);
- j) The Basement Garage Dock is for loading and unloading only. Arrangements for Basement Garage Parking by Contractors and/or Renovators must be made by Occupant and/or Unit Owner with Hotel Security; and,
- k) Prior to the commencement of any work, the contractor, construction company, and/or renovator, must provide both the Unit Owner and Hotel a permit and Certificate of Insurance with the type of insurance and sufficient insurance coverages acceptable to both the Unit Owner and Hotel;

Important: The Master Lease, section 4.3, states:

"A Unit owner/resident shall be liable for the entire expense of any maintenance, repair or replacement of any part of the Condominium Project, whether part of a Unit or part of the General or Limited Common elements if such maintenance, repair or replacement is the result of any willful or negligent act or omission of the Unit owner, any members of his family, their guests, employees, agents or lessees."

You may contact a vendor of your choice or contact one of the independent outside vendors who have experience with the equipment installed in the Condominiums.

HVAC, Plumbing, and Electric:

Titian Building Solutions	(833) 878-4826
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HVAC Units

Each Condominium Unit has its own air-conditioner, heater, and hot water tank. Have your HVAC units checked regularly to ensure filters are clean and condensation drains are clear to avoid any water seepage.

HVAC Unit Replacement

Important: *If you need to replace your HVAC unit, please have your contractor contact Aaron Scott of Titian Building Solutions, at (833) 878-44826 **BEFORE** you purchase a new unit. Only a specific type of heat pump can be used in Vine Center Condominiums.*

Exterior Window Washing

An outside contractor engaged by the Council will clean the outside of the Condominium windows approximately two times a year. Owners/Residents will be given several days' notice by a sign posted in the condominium common areas. Charge for this service is included in the Condominium Maintenance Fee.

Hotel Amenities

Pool and Fitness Center

Condominium owners/residents are welcome to use the Hilton's Fitness Center which includes a heated indoor pool and fitness equipment room located on the Hotel's 3rd floor. The pool is secured by an electronic card reader and can be accessed with your condominium key. The hours are 5:00 a.m.- 11:00 p.m. After 11:00 p.m. the Fitness Center is closed to all Hotel guests and Condominium owners/residents. Your Key Card is used to enter these facilities.

Triangle Grille

The restaurant is located off the lobby looking out on Triangle Park and is open 7 days a week 6:30 a.m.- 2:00 p.m.

Dial 46 on your house phone for reservations.

Room Service

Room Service is available from 6:30 a.m.- 10:00 p.m. Contact room service by dialing 41 on your house phone. *Place all room service trays and dishes in the service elevator lobby, not in the condominium hallway where they may cause an obstruction for other owners, residents or guests. Residents must call Room Service for tray pickup.*

BBM

The Hilton Hotel lobby bar has a selection of over 150 bourbons and craft beers. Hours are Sunday-Monday 2:00 p.m.- 11:00 p.m. and Tuesday-Saturday 2:00 p.m.- 1:00 a.m.

Catering Service

Residents may use the services of The Hotel Catering Department for social events in their Condominium Unit. Event assistance including food, beverage, and decorating planning can be arranged. Call (859) 281-3844 or 3844 on your house phone for information and pricing.

Dry-Cleaning and Laundry

For convenient laundry pick-up or delivery services please contact *Hart's Dry Cleaning and Laundry* at (859) 259-0426 for scheduling. Hours are Monday – Friday 7:30 a.m. – 6:00 p.m.

Housekeeping Services

For housekeeping services please contact April Walters, Project Manager, in the Executive Office, (859) 281-3701, for recommended housekeeping providers.

Daily Living at the Vine Center Condominiums**Your Mailbox**

Mailboxes are located in the private Condominium elevator lobby on the first floor of the Hotel. Owners/residents are responsible for obtaining their own key to the assigned mailbox. If a new key is needed, please call the Post Office (859) 231-0378 to set up an appointment with the Postman when the mail is delivered. Call Burdine Security Group to get a key made, if a new lock is needed, or for any repairs to the lock. Burdine Security Group is located at 1475 Leestown Rd, Lexington, KY 40511; the phone number is (859) 254-4414.

Your Postal Mailing at Vine Center Condominiums

Your Name

369 West Vine Street Unit Number

Lexington, KY 00000 - 0000**

** Zip codes

Units 1800-1902: 40507-1650

Units 1903-2004: 40507-1697

Units 2006-2200: 40507-1823

Units 2201-2206: 40507-1824

Example: John Smith

369 West Vine Street Unit 1800

Lexington, KY 40507-1650

Package Delivery

US mail will place packages outside of your door or they may be left in the elevator lobby by the mailboxes. UPS, FedEx, Air Express, Amazon, etc., are delivered to the Hilton Security Office in the Hotel basement. For package questions phone Security at (859) 281-3774.

Other Delivery Services

Carry-out orders, DoorDash, Uber Eats, etc. dry-cleaning services, Maid Services or other outside services should be met by the owner/resident in the lobby, or the provider should be directed to the entrance phone security system which is located in the Hotel lobby outside of the private condominium elevator foyer door, to gain access to the condominium floors. (See “Guest/Visitor Entrance Access” on page 6.).

Storage Areas

Storage closet areas are located on each condominium floor at the freight/service elevator lobby on the north end of the hall and can be accessed by contacting William J. Rafter, cell (859) 312-3703, email bill@bluegrassreig.com. All items stored must be clearly marked with the owner's name, Unit, and telephone number. *Items must not be stored closer than 2 feet from the ceiling and utility panels must be kept clear to meet fire code requirements. Storage of paint, cleaning compounds, and flammable materials is strictly prohibited.*

Trash Disposal

All trash must be disposed of by placing it in the trash container located in the service elevator lobby on each floor. All household trash must be bagged before placing in the container. Clean, empty boxes may be placed beside the trash container for removal. Please flatten boxes before disposing.

The Hilton Hotel and Council are not responsible for the disposal of old appliances or any oversized items that do not fit in the trash container. If you replace your appliances, discard old furniture, or other large items, you must make arrangements to have the material removed from the property. Consider donating still usable items to charitable causes. Please advise any moving or disposal company of the size limits of the basement service entrance (see “Moving-In Procedure” page 4). Additionally, please contact Jonathan Smittle of Webb Communities, LLC, Property Management at (859) 281-5683 or (859) 253-0000 to make arrangements for the disposal of large items, etc. that do not fit in the trash disposal.

Parking

The parking structure adjacent to the Hotel is owned and managed by the Hilton Hotel. For reserved spots and parking questions/prices please contact the Parking Manager, Matthew Taulbee, at (859) 421-6560 or matthew.taulbee@hilton.com.

Smoke Alarms

Each Condominium unit has one or more hard-wired smoke alarms linked to the fire control system of the Hotel. Because these are wired into the Unit’s electrical system, no battery replacement is required. All smoke detectors are tested twice each year by personnel from the Fire Marshall's office. Disabling the smoke alarms endangers both the Condominium

residents and the Hotel population in general and is therefore strictly forbidden in the Master Lease section 4.1(c) as well as by all applicable laws.

Sprinkler Heads

In addition to the protection provided by the smoke alarms, each Condominium unit contains two types of sprinkler system heads. A wall-mounted sprinkler head is found on the interior wall of the Condominium unit and is easily identified. By law, nothing may be mounted on the wall to cover or disable any of these sprinklers. A ceiling-mounted head is recessed and when activated drops down to aid in fighting a fire. These sprinklers appear as round cover plates in the ceiling of the Unit entry foyer and in bathroom/dressing room areas. If the ceilings in these areas are re-painted, instruct the painter to be sure not to paint these shut. This would impair water distribution in case of a fire emergency and place not only the individual Unit, but potentially the entire building to serious risk of fire.

Hotel Emergency Intercom

A speaker is installed in the ceiling of the Condominium unit entry foyer (and in the common hallways) linked to the Hotel's Fire Control System. In emergency situations, announcements are made over this system with information and instructions. Do not cover or disable this important communication system. This system does not monitor individual Condominium Units or the common hallways; residents cannot communicate with Security by speaking toward the ceiling unit.

Hallways

The Master Lease, Section 8.6(c), specifically prohibits placing items in the corridors, hallways, elevators, stairways or other common elements of the Vine Center Condominiums. Some examples of prohibited items include umbrella stands, silk plants, doormats, sculptures, statuary, etc. Seasonal wreaths or other appropriate seasonal decoration placed on the door to each Unit are not prohibited but should be hung and removed within a reasonable time prior to and after the Holiday.

Parties and Hospitality Activities

Master Lease, section 8.6(d) states: "No Unit owner shall make or permit any disturbing noises at any time by themselves, their family, employees, agents, contractors, visitors and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or conveniences of the other Unit owners." Hospitality activities must be contained totally within the resident's Unit and not continue over into the hallways or other common areas of the Condominium. Additionally, the individual Unit owner is legally responsible for any and all damage caused by their residents or guests to any common element of the Condominiums or to the Hotel Property.

Pets

Each Unit owner/resident may keep no more than one (1) caged bird, one (1) cat and/or one (1) dog not exceeding thirty (30) pounds in weight as a domestic pet within their Unit (Master Lease section 8.4). Pets should be walked regularly away from the Hotel property. Pet stains are almost impossible to remove from the corridor carpet. Any expenses for cleaning, repairs, or replacement will be billed to the Unit owner.

Smoking

As a matter of law and policy, all public and common areas of the Hotel and Condominiums are designated Smoke-Free. Smoking in your Condominium Unit is your option.

Transfer of Units Subject to Board Approval

"In order to maintain a community of congenial residents who are financially responsible and thus protect the value of the Units, the transfer of Units by any owner shall be subject to ... the written approval of the Board of Directors of the Council except to another Unit owner."

(Master Lease, Article 9 Preamble and Section 9.1 (a) (b).) The fact that the Unit is being offered for transfer (sale, lease, etc.) must be reported to both the Board of Directors and the Executive Office of the Hotel.

For detailed information and requirements of the transfer of a Unit, refer to Article 9 of the Master Lease in its entirety.

For access to the Unit by Realtors, sales agents or others authorized to show the Unit in the absence of the owner during the transfer period, a key to the Unit together with a list of persons authorized to enter the Unit must be left at the Front Desk of the Hotel.

Access to the Unit by anyone other than those on the list provided by the owner shall be denied both to protect the owner's property and privacy as well as the safety and security of all Condominium owners/residents.

Emergency Information

Fire

1. A general alarm will sound in the corridors and in individual Condominium Units and the lobby.
2. All elevators return automatically to the lobby level. **Use the stairs only.**
3. The Fire Department is called automatically, and management is dispatched to the scene along with the Hotel fire team.
4. The Lexington Fire Department or Hotel management will let you know if evacuation is required.
5. Once the alarms are silenced, you will know that all is clear.
6. In the event that the fire sprinkler heads engage due to a fire in your condominium unit and you are unable to shut them off the Fire Sprinkler Shut Off Tool is located on the wall in the service elevator lobby between the two elevators.

Medical

1. **As** with most any medical emergency, call 911.
2. The Hotel priority line dedicated to security/emergencies is (859) 281-3774 or 47 from your house phone.

Police

1. Emergency, call 911
2. Non-emergency, call (859) 258-3600

Important Service Telephone Numbers

Service	Contact	Phone
Accounting	Bruce Sillman	(859) 281-3713
BBM	Bar Manager	49 (859) 281-3828
Triangle Grille	Megan	(859) 281-3876
Valet		(859) 281-3801
Parking Manager	Matthew Taulbee	(859) 421-6560
Engineering	Director	(859) 281-3891 Or (859) 281-3718
Executive Office	General Manager Project Manager	(859) 281-3702 (859) 281-3701
Front Desk	Manager	42 (859) 281-3715
Condominium Elevator Lobby Access	To release door, press 6 twice	
Room Reservations	Manager	(859) 281-7200
Room Service		(859) 281-3883
Property Management		(859) 250-3000
Security		(859) 281-3774 or 47

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