

Note: Owners and tenants are required to acknowledge that they have received the rules. Owners will notify Board and management company on new rental residents within 10 days by sending an updated information sheet to include the names of residents within their unit and auto license plate numbers. Also include a resident phone number and owner phone number with an emergency contact number for both. Someone designated by the owner must have a key to access unit if an emergency occurs, such as a water leak.

Maintenance: All requests for common area/limited common areas* maintenance should be either phoned to the Management company maintenance number or requested via the management company website. If there is an emergency, phone the management company maintenance immediately. During business hours (Mon-Thurs. 9:00 am to 4:00 p.m. Fri 9:00 am to 3:00 pm), please call general maintenance line and not emergency maintenance line as there is a \$100 fee for each call to the emergency line. Also inform building rep and/or Board Member of the maintenance issue ASAP. All non-emergency requests for maintenance will be pre-approved by Board. Any hall lights that are burned out will be handled by building rep or Board Member. The management company charges an hourly rate and trip charge to send a person and a truck out to replace a light bulb. In order to save money, we try to keep light bulbs for hall lights in hall credenza for quick and easy replacement. Hall light bulbs can be replaced by building rep or Board member. Please notify building rep or Board member when last light bulb is used.

All maintenance and preventative maintenance inside a unit is the responsibility of the owner.

Modification/Alterations to Owner Unit: must be preapproved in writing by Board. Forms can be found on management company portal website. Satellite dishes are discouraged, however, if owner wants to install one he/she must get written preapproval of Board as to placement to protect the value of our community. Satellites are never allowed to be placed on roofs.

Noise/Disturbances- No loud TV's, radios, music, etc. after 9:00 p.m. This includes loud talking in the parking areas, or decks, sitting in cars with radios playing loudly or any other disturbances outside.

Garage Use- The garage areas are assigned for the use of each particular unit. They are considered limited common elements*. The garage doors are owned by the association. The openers are purchased at the option of the owner. Garage doors must be kept closed at all times except to enter/exit the garage or for maintenance. The doors must be closed for the security of all residents.

The garage stall is a limited use common element that is assigned for the use of resident vehicles. It is not a storage area. Bicycles can be parked in front of your storage unit and don't have to be in it. However, the association is not responsible for theft in any of the common areas or common limited use areas.

Storage Units: Storage units are assigned to each unit for your personal items. No personal items are to be stored outside of the assigned storage unit other than your motor vehicles or bicycles. You are encouraged to lock your unit. No hazardous materials or flammable liquids can be stored anywhere in garage/basement area. No food boxes may be stored unless they are in airtight plastic containers. Cardboard boxes are discouraged as the glue attracts roaches.

Garbage/Trash: Resident Garbage is to be secured in a garbage can to be located in the garage area assigned to unit. Owner should own garbage can with tight fitting lid and place it outside the garage only on collection day for pickup by City of Prospect. Boxes must be broken down. No items including furniture may be left outside the garage area. If you need pick-up of larger items, call the City of Prospect for assistance to schedule a pickup date. They will arrange a time to pick up approved items at the curb in front of the building. No trash or cigarette butts are allowed anywhere on the property grounds, in the garages or in the parking lot.

Plumbing: We have had issues with backups either from tree roots, or people flushing tampons, 'flushable' personal hygiene wipes, or other items in the toilet or pouring grease or oil down the sink. In addition to the

sanitary concern, every time we call the plumber out to clear a sewage backup in the basements and then pay to have it cleaned up and sanitized, it cost the association around \$500-\$800+ per incident. Please do not pour grease in sinks, or flush anything other than toilet paper in toilets.

Plumbing Leaks: If plumbing from your unit or an individual pipe that services only your unit causes a leak and damages to a common area, limited common area or another unit, you are responsible for the cost of a to repair plumbing and the cost of the restoration of the damage. Damage outside of your unit requires that you notify the management company and board and to pay for damage and repair and remediation of the area. The management company or Board will choose the company to do the repairs in the common/common limited area or approve any individual that does the work. Owners need to maintain the grout around their tubs and the seals around their toilets to ensure there are no leaks that cause damage to the area below their unit. The owner of the damaged unit has the right to hire their own plumber and drywall/painter and be reimbursed for repair and restoration from the owner whose unit caused the damage. If there is a dispute, the management company can send in a plumber to look at both areas to determine cause of leak. If the owner that damaged another unit or a common area refuses to take care of damages, the expense will be put on their monthly account and accrue interest charges.

Owner Unit Plumbing Repairs, Electrical Repairs: Any owner that plans remodeling or repairs in their units that could impact the rest of the building—specifically plumbing or electrical wiring will inform the Board of Directors and the Management Company in advance and is required to have a licensed professional (licensed plumber/licensed electrician) do the work. If utilities in a building or required to be turned off doing repair/remodel, a minimum of 24 hour notice must be given to Management Company and all residents of the building unless it is an emergency repair. The notice should also be posted in the building by owner or contractor on front door and basement door specifying the times the utilities will be turned off and should not be more than a few hours at a time and at reasonable hours. For example, plumbing work that requires the water to be off in the building should be after 9:00 am and no later than 4:00 p.m. No late night repairs that would involve hammering and excessive noise after 9:00 p.m. All refuse and demolition material will be removed from the property promptly by contractor and not left for garbage pickup.

Washers and Dryers: The association provides a washer and dryer for personal laundry use in the basement utility room of each building for use by residents/owners. No laundry is to be left in the machines for an extended period of time or overnight.

The by-laws do not allow for individual washers or dryers in the units. Exceptions can be made on a case by case basis for 1st floor units only with Board approval and must be installed by a licensed plumber and electrician. Owner must give a signed statement that they understand if any damage is caused to another unit or common or limited common area by the installation or operation of the washer and/or dryer they will be financially responsible for the repair and include a copy of the license and insurance of plumber and electrician. The owner must give a \$500 Damage Deposit to be held in an account toward any plumbing issues that occur as a result of the washer/dryer installation and/or operation. Should the owner sell the unit, the amount will be returned to them once they have moved and the area below is inspected. Any future damage will be responsibility of new owner to repair and remediate any areas affected. The condo association will hire the person to do repairs and bill the owner for damage to common or limited common areas.

Walls outside of individual unit, building exterior, roofs and Common Areas and Limited Common Areas*: Owners/residents are not allowed to make alterations outside of the owner's unit.

Common Area Utilities*: Electric use of common area- Owners shall not operate any appliances using common-area electrical outlets.

Condo Dues, Fees, Assessments: If all dues, fees and assessments are not paid within 60 days of due date, action may be taken to include, but not limited to, legal action for dues, assessments and fees incurred.

Pets: Residents that have pets will need to fill out Pet Information Forms found on Management Company Website. Pets are limited to one per unit. Dogs may not be tied up outside. Any owner not picking up pet's waste and depositing in tightly closed bag in garbage will be subject to a \$100 fine. Pets are not allowed to urinate on landscaping bushes. Any dirt or debris tracked in hallways or limited common area from a pet must be cleaned up immediately by owner.

Smoking: No smoking is allowed in any common or limited common area including near a garage door or window. Smoking should be in resident's unit or outside, away from the building so as not to allow smoke to enter another unit or a common area/limited common area. No cigarette butts are to be left in any common or limited common area or on grounds.

Items Outside of Unit: No sports equipment, building materials, trash of any type may be left on decks, hallways, walkways or in garage area outside of your assigned storage unit. Bicycles may be stored directly in front of your storage unit as long as it does not interfere with maintenance in area. No furniture, boxes, miscellaneous items may be stored in garage area outside of your designated storage unit. Outdoor Furniture is allowed on decks. No rugs are allowed on deck (which is a limited common area). Rugs or any type of covering on floor that can deteriorate the wood are not allowed. Bird feeders, if used, cannot be allowed to drop on deck below, or on other unit's air conditioners below. No cigarette butts or ashes are allowed to drop below your deck. Per Harrods Creek Fire Dept., no grills are allowed on decks.

Parking Lot and Grounds Area: No inoperable vehicles are to be stored in parking lot. Parking lot is for owners/residents and guests of residents. Access must be available to all of outside parking area for snow removal in winter. No personal items are to be stored/left outside of building or on grounds.

Information Sheets: All owners must completely fill out an owner/resident information sheet and send it with a copy of their homeowners' insurance policy or carrier name and policy number to the property management company within 10 days of taking title to the property. A copy of the insurance policy annual renewal form must be sent to the property management company annually within 10 days of renewal date. A copy of the condo Rules and Regulations must be part of and attached to the lease or real estate contract agreement. Failure to do anything specified in this paragraph will result in a fine of \$100 and legal action may be taken at owner's expense. If any changes to any items listed on these forms take place, or a new tenant moves in, these changes must be reported in writing to the property management company within 10 Days of occurring

Violations of Rules and Regulations: Owners with will be responsible for violations and fines incurred by all occupants, tenants or visitors of their units. The first violation will be a courtesy warning. The second will incur a \$100 fine. The third and any thereafter will be \$100 each per day. The owner will have an opportunity to come before the Board to present their position if they disagree that they have broken a particular rule. The decision of the Board will be final and binding. Should there is an on-going rules dispute between 2 owners as to which is responsible for a repair and neither is willing to abide by Board ruling, the owners agree to mediate at their own expense.

Definitions:

*Common Areas – Areas that can be used by all residents. Examples: Grounds, driveways, parking lot, laundry room, steps inside and outside of building, hallways, entrance and exit doors including garage doors.

*Limited Common Areas- Usually assigned for use by one resident. Example: Balcony, Garage Stall, Garage Storage Unit, Front Door to Building, Front Door to Individual Unit, Patio Doors, Windows.

The above Rules will be enforced for all residents and owners. Fines will be assessed as stated. If payment is not received at the property management office within 30 days of notice, legal action may be taken.

Partridge, L.L.C. Board of Directors