

**RULES AND REGULATIONS OF
CLAYBORN CONDOMINIUM HOMEOWNERS' ASSOCIATION**

A. ENFORCEMENT

1. These Rules and Regulations of the Clayborn Condominium Homeowners' Association will be enforced according to the Rules Enforcement Policy (Policy Resolution No. 3) adopted previously by the Board of Directors and as amended from time to time, except where another enforcement rule is specifically mentioned in these Rules.
2. The Board of Directors may authorize immediate action to enforce violations that pose a safety or health threat.

B. SCOPE OF RULES AND REGULATIONS

Condominium living places a large number of people in a small amount of space. As a result, condominium living requires a great deal of respect for the needs and rights of our neighbors, along with formal rules and regulations. The unwritten "good neighbor" rules of common courtesy along with formal rules and regulations facilitate the high quality of living we expect in our homes in the Clayborn Condominium.

These rules and regulations supersede any implied or oral understanding which may have been previously established with any owner or tenant and the Clayborn Condominium Homeowners Association or the managing agent.

1. These rules apply to all owners and residents, their children and their guests. Each owner and tenant is responsible for making sure that his/her children and guests follow these rules and regulations.
2. Owners are responsible for the actions of their tenants. Fines imposed for rule violations accrue against the unit owner, not the tenant. Tenants are required to abide by the Rules and Regulations, Declaration of Protective Covenants, Conditions and Restrictions and Bylaws. Owners are responsible for informing their tenants of the Rules and Regulations.

C. SALES, LEASE OR RENTAL OF UNITS

The Clayborn Condominium is not an apartment complex and the rules and regulations may differ from those of a rental project. Owners are obligated to explain the rules and regulations to potential tenants so they understand the obligations of these rules and regulations prior to moving into Clayborn Condominiums. Non-resident owners pass on some of their privileges and responsibilities to tenants.

All leases shall be by written agreement which shall provide the terms of the lease and be subject to the provisions of the Declaration, Bylaws and these Rules and Regulations. Any failure by the lessee to comply with the terms of such documents shall be considered a default under the terms of the lease and, if continuing, shall be viewed as a default by the owner of these guidelines.

1. Owners and tenants will provide the property management company with a completed copy of the Resident and Owner Information form. The purpose of the Tenant Information Form is to assist the renters, owners and managing agent in the event of an emergency, and to ensure compliance by tenants under the provisions of the Declaration, Bylaws and Rules and Regulations. Any changes must be reported to the property management company within 15 days. Failure to provide the information form will result in a fine of \$50.00.

2. There is a \$100.00 Change of Occupancy fee payable to the Association via the managing agent prior to move in. This fee is used to defray the costs to the Association of move ins/outs. Arrangements must be made by the owner with the managing agent for all changes of occupancy prior to move-ins or move-outs. The managing agent will prepare the elevator for move-ins and move-outs. Any damage caused by a change of occupancy may result in fines to the owner.

3. All unwanted or discarded items must be hauled off the premises by the tenant or owner, and not left in the dumpster. All moving materials must be disposed of properly.

4. A written acceptance of these rules will be included on the Tenant Information Form and kept on file with the managing agent. It shall be the responsibility of the owner to ensure tenants receive, review and acknowledge these Rules and Regulations. Owners shall be responsible for their tenants, including any damage they may do to the Clayborn common areas. Fines imposed for rules violations accrue against the unit owner, not the tenant. Tenants are required to abide by the Clayborn Condominium Rules and Regulations covered here and within the Declaration and Bylaws of the Association. Owners are responsible to keep tenants informed of rules and regulations. Additional copies of the Rules and Regulations may be obtained, at the owner's expense, through the managing agent. Failure to turn in a Tenant Information Form does not constitute a waiver of acceptance to abide by these Rules and Regulations.

D. GENERAL USE AND MAINTENANCE

1. "Common Area" is that area outside the units that is jointly owned by all homeowners and maintained by the Homeowners' Association. Maintenance of deck and patio areas is the responsibility of the individual homeowner

2. Any common entrances, passageways or driveways must not be obstructed or used by any resident for any purpose other than entering and leaving.

3. Residents shall not obstruct or store any items in the common areas.

4. No explosive or flammable substances, like gasoline, gun powder, kerosene, naphtha, benzene or other articles or substances deemed hazardous to persons or property shall be stored within the confines of Clayborn Condominium. Cigarettes, cigars and other smoking materials shall not be extinguished or thrown in any common areas, nor shall any smoking material be thrown from any window or balcony. To avoid the possibility of a fire, do not place trash in cigarette receptacles in common areas.

5. Balconies, patios and other areas visible to the outside must be kept neat and free from clutter. This includes, but is not limited to, laundry, broken furniture, dead plants, bicycles, empty boxes, bicycles or unsightly objects. No objects shall be hung over the railings in the courtyard areas.

6. Garbage cans, household supplies, bottles and cans, garden tools and other similar articles are not to be stored outside the unit.

7. Each unit shall be used and occupied as a private residence. No commercial businesses will be allowed. This provision shall not act to prohibit a unit owner from maintaining a professional library, keeping professional or personal records or accounts, handling personal business or professional calls, or conferring with business or professional associates, clients or customers in his or her unit.

8. Water beds may not be placed in any unit without written consent from the Board of Directors. If consent is given, owners shall be responsible for all damages to any unit or common area which might be caused by the water bed.

Clayborn Condominium Homeowners Association assumes no responsibility for any loss or damage to articles stored in any common area, including the garage.

E. BALCONIES AND WINDOWS

1. Balconies, patios and other areas visible to the outside must be kept neat and free from clutter. This includes, but is not limited to, laundry, broken furniture, dead plants, bicycles, empty boxes, bicycles or unsightly objects. No objects shall be hung over the railings in the courtyard areas.
2. Only furniture and plants appropriate to balconies may be used thereon. All plants must be placed in or on containers to collect water or residue. Plants should have a nonporous base to prevent water damage to floors and wood surfaces.
3. In order to preserve the attractive appearance of the condominium, the Board of Directors regulates the nature of items which may be placed in or on windows, balconies, entryways and the outside walls so as to be visible from other units and the common area. No items shall be hung on any balcony or railing for any purpose whatsoever.
4. Draperies, curtains or blinds must be installed on all windows. The color portion of window coverings visible from the unit's exterior shall be neutral. No signs, posters, aluminum foil, cardboard or similar material may be placed in any window.

F. GARBAGE DISPOSAL

In an attempt to better utilize the space of the containers so that additional expense will not have to be incurred for more pick ups and maintenance, please follow these rules:

1. Place all garbage inside the trash container. Utilize the recycle bins as indicated on the outside. Pick up any garbage that may drop while placing your trash in the container.
2. Break down all boxes before depositing them in the cardboard collection box. Boxes not broken down take too much room and result in a higher cost to owners by the recycling company.
3. No part of any unit or common area may be used as dumping ground for rubbish, trash, garbage or any other waste. No garbage, trash or waste shall be kept or maintained on any part of the property except in sanitary containers in the designated areas. Do Not place your garbage outside your front door to be disposed of at a later time. Violation of this rule will result in an immediate fine of \$50.00.
4. Do not leave any large items such as tires, furniture or mattresses in the garbage area. It is the responsibility of the individual owner to haul away these types of articles. The garbage company will charge for removing these items and an extra hauling charge will be assessed to the owner, plus a fine of \$50.00.
5. Animal litter must be wrapped in a secured, air-tight container before depositing into the garbage bins.

G. PETS

- 1 No animal shall be raised, kept or permitted within any part of Clayborn Condominium, except domestic dogs, cats or birds within an individual's unit. No pets are permitted to be kept for breeding or commercial purposes anywhere on the premises. Exotic animals or animals weighing over 50 pounds must receive written permission of the Board of Directors.
2. No more than one dog or two cats may be kept in the unit. Requests for pets exceeding the number set forth above must be submitted to the Board of Directors in writing.
3. No pets shall be permitted to run at large in the common area, but shall be supervised by the pet owner, day and night. Any nuisance or damage caused by pets is the responsibility of the resident.
4. All pets must be registered and inoculated as required by law.
5. Pet food shall not be stored outside the unit.
6. For your pet's safety, an information sheet must be completed regarding your pet and submitted to the Board of Directors. This form can be obtained from the managing agent or any Board member.
7. Any violation of rules regarding pets will result in a fine of \$50.00 to the owner per incident. **A unit owner will be required to remove a pet after receipt of three notices in writing from the Board of Directors of violations by such owner of any rule, regulation or restriction governing pets within the complex.**

H. GARAGE PARKING, DRIVING & VEHICLES

1. Parking in the garage is restricted to residents and they must park in their assigned parking spaces. Guest parking must also occupy the owner's assigned space or guest must park on the street. Vehicles parked inappropriately are a hazard and a nuisance. Parking near the garage door is strictly prohibited. Violators will be towed at the owner's expense without notice.
2. All vehicles kept in the garage must be operable with current registration.
3. Washing of vehicles or mechanical maintenance is prohibited in the garage.
4. Parking of boats, trailers, motorcycles, trucks, truck campers, or other recreational vehicles or similar equipment and vehicles shall not be allowed in the garage without prior approval of the Board.

5 Garage storage units must be approved by the Board prior to placing it in the garage

6 Residents shall be responsible for the cleanliness of their respective parking spaces, including the removal of any grease or oil buildup. This is not the responsibility of the Association. The Association may clean such area at the expense of the unit owner, if the unit owner or tenant fails to do so.

I. GARAGE DOOR OPENERS

If garage door openers are kept in your vehicle, they must be kept out of sight. For security reasons, the loss of a garage door opener must be reported to the managing agent or a Board member immediately. At that time a reprogramming of all garage door openers must be scheduled to ensure security for all residents, and unit owner is responsible for all costs associated with reprogramming.

J. NOISE

1 Quiet hours are from 10:00 p.m. to 8:00 a.m., seven days a week. All noises, including but not limited to talking, radios, television sets, stereos, musical instruments, power tools, and vehicles shall be kept at a minimum level so as not to disturb the other residents. Use of dishwashers, clothes dryers and washers should be confined to other than quiet hours.

2 The playing of musical instruments, radios, stereos, television, etc., is to be kept at a volume low enough within units and/or on patios at all times, so as not to infringe upon other residents' rights to the quiet enjoyment of their units and/or patios.

3 All common areas shall not be used for athletic play purposes. The courtyard and walkways are not playgrounds. No bicycling, skateboarding, roller blading, jogging or other sport-like activities are allowed in the common areas, including the garage.

4 For safety reasons and noise abatement, it is suggested small children should not be in the common areas unaccompanied.

5 Security devices. All residents having security systems, in their units or automobiles, which include noise-making devices, shall be required to register them with the managing agent. Permission to install security systems having noise-making devices within individual units require prior written approval of the Board.

K. VACANT UNITS

1. The unit owner of a vacant unit shall ensure that a minimum temperature of 56°F is maintained within the unit to prevent freezing of, or damage to, the water pipes, common areas or other units.

L. REAL ESTATE SIGNAGE

1. All signs erected for the purpose of advertising a unit for sale or lease must first be approved by a the Board of Directors.

M. FIREPLACES

1. No fireplace can be converted to a wood burning fireplace. Maintenance is the responsibility of the owner.

N. INSURANCE

1. Nothing shall be done or kept in any unit or common area which will increase the rate of insurance on the building or contents thereof beyond that customarily applicable for residential use. No owner shall permit anything to be done or kept in their unit or common area which will result in the cancellation of insurance.

2. The Board of Directors shall not be held responsible for personal deliveries left in common areas, nor any articles left with another unit owner.

Clayborn Condominium's insurance policy does not cover the contents of your unit or personal liability. All owners are encouraged to have a Condominium Unit Owner's insurance policy