

Brook Village Condominium
Rules and Regulations
Introduction

1. Condominium living dictates that each unit owner manage the operations of his unit in such matter that will not infringe upon the rights, comfort, or pleasure of other unit owners.
2. These Rules and Regulations have been drawn up and approved by your Board of Governors in order to provide for pleasant living, a congenial atmosphere. And guidance in handling day to day condominium maintenance and operational activities.
3. Some of there Rules and Regulations are based on ordinary common sense and experience. Others, relation to health, sanitation, safety, fire and other hazards, etc., are derived from State, County and city laws and ordinances.
4. We request that unit owners become familiar with and comply with these Rules and Regulations and make them available to guess and lessees for their information, guidance and compliance.
5. The Rules and Regulations will be reviewed at lease annually by the Board of Governors. If unit owners develop ideas or suggestion for improvement of the Rules and Regulations, it is requested that they submit their comments in writing to the Board of Governors.

HOUSEKEEPING

A. Buildings

1. General

Except for individual units, all parts of the building are within common domain of all units' owners and must not be used by anyone for loitering, play or storage of personal property. Init owners will be held liable and accountable for any damage which they or their children, guests, lessees or pets may cause in and to the common domain.

2. Entrances, Exits, Halls, Stairways and Stairwells

- a. The foyer areas are for ingress and egress to and from the premises and for awaiting, meeting and greeting guests and visitors.
- b. The building entrances and exits, halls stairways' and stairwells have not been designed as play areas for children and unit owners must prohibit their children from congregating and playing in these areas.
- c. No Personal items such as shoes, boots, or rubbers should be left in the halls, stairways or stairwells.
- d. Smoking in the halls and stairways is strictly prohibited.

2. Storage Areas

- a. All personal property must be stored in individual units or in attic storage space specifically designated for the unit.
- b. Fire regulations prohibit the storage of volatile liquids, paint removers, paint thinners, brush cleaners and non-water based paints and lacquers in units; also prohibited in the units are gasoline motors.

B. Grounds

1. General

All parts of the grounds of Brook Village Condominium are within the common domain of all unit owners. These areas include the driveways, open lanes, and parking spaces. Unit owners will be held liable and accountable for any damage they or their children, guests, lessees or pats may cause in and to these parts of the common domain.

2. Driveways and Parking Areas

The driveways and parking areas are not playgrounds and children are not permitted to play in these areas. The use of skateboards and roller skates in these areas is expressly forbidden.

3. Automobiles

Washing of privately owned automobiles may be preformed only at a designated area where a hose has been provided for this purpose; in consideration of others, please be as quiet as possible during morning hours, especially in regard to door slamming. No major repairs of privately owned automobiles are permitted on the premises. A motor driven vehicle which cannot operate under its own power must be removed from the grounds within seventy-two hours after it is discovered that the vehicle will not function.

3. Deliveries

All deliveries should be scheduled Mondays through Fridays between the hours of 8:00A.M. and 7:00 P.M..

C. Individual Units.

1. General

- a. No Flammable, combustible or explosive chemicals or materials may be kept in the units except those required in normal household use.
- b. Unit owners are responsible for the maintenance and repairs of their own units.
- c. No radio or TV antenna or any external wiring for any purpose shall be installed on the exterior of the buildings.

2. Trash

- a. Each unit owner is responsible for the proper disposal of his own refuse (trash and garbage). Exterior refuse containers are supplied for this purpose, and no refuse may be left in the building entrances, exits, halls, stairways and stairwell.
- b. Each unit owner shall direct movers and or deliverymen of large items to remove all large cartons and containers for the premises
- c. Leaving debris, bottles, boxes, garbage cans, mops and brooms in the corridors is unsightly and unsanitary and is strictly prohibited

3. Noise and Disturbances.

Occupants of units must not make or allow unreasonable noise which is disturbing to occupants of the other units. Radios, TV, Stereophonic equipment, organs, pianos other musical instruments and any other source of sound must be kept to a reasonable minimum volume, particularly when doors are open. Please be especially considerate during the hours between 10:00 P.M. and 9:00 A.M.

PARKING AND BICYCLES

A. PARKING

1. Parking of only one (1) privately owned automobile is permitted for each unit. Unit owners may only park any other automobiles which they may own in such space which may be available and only with the prior written permission of the Board of Governors.

2. Guests, both daytime and overnight, must use those parking lanes assigned to "GUESTS".
3. Drivers must park so that their automobiles are completely within the white lines and should pull or back in as far as possible. Parking at an angle uses up space or adjoining lanes and is inconsiderate. Please avoid backing into shrubbery and getting exhaust fumes on them.
4. All parking lanes are for passenger automobiles only. Trucks, boats, trailers, campers, and other vehicles are not permitted on the premises without the prior written approval of the Board of Governors. All vehicles must display current license tags at all times.
5. Any vehicle blocking parking areas or left unattended in restricted areas such as loading and unloading zones, or not parking in proper lanes, may be towed away at owner's expense.
6. If, after unloading or pickup of furniture or large items, movers and or deliverymen must remain to complete administrative details with unit owners or lessees, they must first move their trucks, vans or other vehicles away for building entrances and loading and unloading zones so that they do not obstruct other traffic in these areas.
7. Tradesmen and journeymen must move their vehicles immediately after loading or unloading.

B. BUILDING.

Bicycles, toys, charcoal grills, lawn chairs and other personal property are not allowed in any of the inside common domain areas, bicycles must be parked in the bicycle racks provided by the Association and can be secured to the racks by chains and locks furnished by the owners.

PETS

A. GENERAL

Except as permitted pursuant to paragraph B immediately following, no animals, birds or reptiles of any type of kind may be kept anywhere on the property at any times. Guests and lessees are not permitted to key any pets at Brook Village Condominium.

B. EXCEPTIONS.

1.Fish and Birds.

Unit owners may keep within their own unit those small fish usually found in home aquariums and domesticated caged birds of the canary and parakeet types.

2. Dogs and Cats

(a) The keeping of a dog or cat by a unit owner may be permitted by the Board of Governors, but such permission will not be considered unless the unit owner is in residence. If permission is granted by the board of Governors to have either a dog or cat, such permission may be revoked at anytime at the sole discretion of the Board of Governors upon determination that the dog or cat is vicious, annoying to other unit owners, or has otherwise become a nuisance, or if the unit owner keeping a dog or cat violates any other condition or reservation set forth herein. A unit owner having a dog or cat assumes full liability for any damage to persons or property caused by his dog or cat or resulting from its presence. Permission to keep either a dog or cat is in the sole discretion of the Board of Governors, and can be withheld for any reason, may be in writing prior to the keeping of said dog or cat and the granting of such permission may only be considered if all the following conditions are met and/or maintained.

- (i) the Board of Governors and provide such pertinent information as may be requested by them;
- (ii) A dog or cat must be of a size that can comfortably transported in one's arms and must not weigh more than twenty pounds;
- (iii) A dog or cat must be on a leash at all times except when in its owner's unit;
- (iv) No dog or cat may be curbed anywhere on landscaped or paved areas;
- (v) No animal may be walked in the interior areas of the buildings;
- (vi) Dog or cat owners shall make certain that their pets refrain for barking, howling, or making other noises that may disturb other unit owners;
- (vii) Pet owners are responsible for removing and disposing of their pets' droppings from the common domain, and for cleaning up any mess caused by their droppings.

Security

- A. Security is only as good as the unit owners make it. Security guards can be provided only if the unit owners are willing to pay for their services.
- B. The governors make every effort to maintain maximum security at all times. It is incumbent upon all to cooperate and maintain good security practices.
- C. Whenever entering or leaving the building, insure that all doors are locked; whenever in the vicinity of the exterior doors check to make sure they are locked.

- D. Detain and question anyone appearing to be trespassing; call the police if necessary. Do not allow anyone not to enter the building.
- E. Solicitors are not allowed except by individual appointment with a unit owner or lessee.
- F. Unit owners shall deposit with Board of Governors keys to the units so that entrance thereto may be gained in the event of an emergency. When locks are added or changed, duplicated of the new keys shall be deposited with the Board of Governors. There are no exceptions to this rule.
- G. Unit owners who intend to be away for an appreciable length of time, should be sure that the Board of Governors' office has on file an address and telephone number where they can be reached in the event of emergencies in their unit requiring their instructions; this will also insure prompt receipt of Association letters and information. The Board of Governors' office must also be informed when units are to be left unoccupied. In addition, it is wise and prudent for the unit owners to arrange with neighbors to inspect their units from time to time in order to check on its security.

MANAGEMENT

- A. The Association is responsible for maintenance and cleanliness of the common domain.
- B. Maintenance personnel employed by the Association are charged with the maintenance and upkeep of the common domain; they perform minor repair work, preventative maintenance, gardening and cleaning of the common areas.
- C. Unit owners and lessees are prohibited from asking for personal services on Association or "company time", however, they are free to make arrangements with staff personnel to perform tasks in individual units. These jobs must be done on their own time and remuneration for these for these personal services are a personal matter with the personnel concerned. Any employee of the Association found performing personal services for unit owners or lessees on Association time is subject to dismissal.
- D. No unit owner or lessee is authorized to give orders to or to reprimand any members of the staff. If any unit owner or lessee is dissatisfied or unhappy with a staff member's performance of his or her duty, it should be reported to the Board of Governors in writing.

GUESTS

- A. Unit owners and lessees are responsible for their guests' decorum and behavior and are liable for any damage which they may cause to the common domain.
- B. Guests must be acquainted with the provisions of this regulation.

YOUTH AND CHILDREN

- A. No youths or children under eighteen years of age are permitted to reside in any unit of the Condominium unless their parents, unit owners or a responsible adult are in residence at the same time.
- B. Just as for guests and lessees, unit owners are responsible for their children's decorum and behavior and are liable for any damage which they may cause to the common domain. This also applies to other children visiting unit owners and lessees.
 - 1. Children are not permitted to play in areas of the common domain except in areas set aside for play purposes.
 - 2. Skates, scooters, tricycles, skateboards, balls or other toys which can be thrown are prohibited in the common domain.

LEASING

A. GENERAL

The Brook Village Condominium Master Deed refers to the leasing of units and unit owners wishing to lease their units should become familiar with the references described therein and with the following procedures,

B. LEASING PROCEDURE

- 1. Unit owners may not lease their units without prior written approval of the Board of Governors and sub leasing is prohibited. The Board of Governors will not approve any lease without first receiving a properly executed application form.
- 2. An application form will be required from all prospective lessees. The Association clerk will mail applications to be processed. The fee for these services is \$25.00 for each leasing period.
- 3. A \$35.00 security deposit against damaged made to the common area will be required by unit owners on behalf of their tenants. The deposit will be interest bearing.
- 4. All unit owners requesting leasing are asked to submit their requests for rental approval a minimum of two weeks prior to the requested dates. When replies are received by the Association, the Board of Governors will be allowed three business days to recommend approval disapproval. If the Board does not take action within this time frame rentals are approved automatically.
- 5. If a unit owner represents a lessee to be a guest, this action will constitute an infraction of the Rules and Regulations and the Master Deed.

6. No lease will be approved if the maintenance assessments have not been paid.
7. Lessor must insure that lessees become familiar with all of the provisions and impress upon them that they must comply with the Rules and Regulations.
8. All unit owners are responsible for their lessee's decorum and behavior.
9. Violations of the Rules and Regulations can be caused for termination of the lease and notice to vacate.