

COUNTRY CLUB RIDGE CONDOMINIUM ASSOCIATION, INC.

Rules and Regulations

November 1, 2012

THE ASSOCIATION HAS ADOPTED AND ESTABLISHED THESE RULES AND REGULATIONS TO HELP MAINTAIN THE COMMUNITY AS A PRIME RESIDENTIAL PLACE TO LIVE AND A PLACE TO BE PROUD TO LIVE IN. ANY VIOLATION OF THE FOLLOWING RULES AND REGULATIONS WILL RESULT IN ACTION BEING TAKEN AS SET FORTH IN THE ENFORCEMENT SECTION.

RULES & REGULATIONS

- A. **PETS** - Owners of a Unit shall be responsible for the actions of any animal living, visiting or staying in the Unit. Dogs, cats, other animals, birds or reptiles (hereinafter called "Animals") may be kept in the Community subject to the following:
1. No animal shall cause any property damage, injury or disturbances while living, visiting or staying in the property of the Association.
 2. Animals shall not be tied to any object for an extended period of time on the Common Elements.
 3. Animals shall not be permitted to bark, howl or make excessive noise which may disturb others.
 4. Animals shall be leashed or carried at all times when on the Common Elements.
 5. Animals shall not be permitted to be left unattended on balconies.
 6. Animals' waste shall not be permitted to be left on any Common Element.
 7. Owners shall dispose of all animal waste in a sanitary and safe manner which shall not interfere with any other Owner's right to peaceful enjoyment of the community.
 8. No more than 2 pets per Unit.
 9. The feeding of pigeons and squirrels is not permitted.
 10. Owners shall comply with all municipal ordinances or governmental regulations pertaining to animals.
 11. No dangerous pets, as determined by the Association, are permitted.
- B. **TRASH**
1. All trash is to be placed in the appropriate containers.
 2. No trash containers shall be placed out for collection earlier than 4:00 p.m. the day before trash pickup and left out past 11:00 p.m. on the day of trash pickup.
 3. Any large items (appliances, mattresses, furniture, etc.) requiring special pickup costs are the responsibility of the homeowner. These items will not be left on the Common Elements without written approval from the Association.
 4. Grease, oil, vehicle batteries and other hazardous, noxious or toxic waste shall be disposed of according to the appropriate governmental laws, ordinances or statutes regulating such disposal.

- C. LEASED UNITS - An Owner who leases a Unit shall be held responsible for all actions of their tenant(s).
1. An Owner who rents or leases a Unit must forward a copy of the lease to the Association within thirty days of the commencement of such lease. The term of any lease shall not be less than six months.
 2. An Owner who is leasing or renting shall notify the tenant(s) that the lease is subject to the Declaration, the Articles of Incorporation, the Bylaws and the Rules and Regulations of the Association.
- D. ARCHITECTURAL CONTROL
1. No exterior decorating shall be done to any Unit, nor shall any change be made to the doors, windows or any exterior surface without written approval of the Association.
 2. Holiday decorations are permitted, but must be removed fifteen (15) days after the holiday.
 3. No awnings, antennas, satellite dishes, flower trellis or other projections shall be attached or protrude outside the Unit without written approval of the Association.
 4. No interior furniture, bicycles, appliances or unsightly items may be stored on patios.
- E. VEHICLES
1. Owners, residents, guests, agents and invitees, shall only park in delineated parking spaces.
 2. Delineated parking spaces on the Common Elements are for temporary use by guests, agents, invitees, vendors and service personnel, as designated.
 3. No parking in Fire Lanes.
 4. All site signs shall be obeyed.
 5. No repair work, including, but not limited to, oil changes and other routine repair, shall be performed in the Common Elements.
 6. Except for the purposes of loading and unloading, or as designated, Owners shall not park or store vehicles in the parking spaces located on the Common Elements.
 7. Except for the purposes of loading or unloading, the parking of recreational vehicles, including, but not limited to, boats, motor homes, campers, trailers, etc., in the Common Elements is prohibited.
 8. In the Common Elements, the parking of commercial vehicles, trailers, motor homes, boats, snowmobiles, campers, or vehicles of any kind with expired and/or no plates is strictly prohibited.
 9. No oil, grease or other fluids shall leak on the Common Elements.

F. PARKING DURING THE WINTER MONTHS (October through April)

1. There shall be no parking in the surface parking spaces designated as "Snow Storage Areas" during periods of snow accumulation of 1 inch or more and until the snow is removed from the Snow Storage Areas.

G. USE OF COMMON ELEMENTS

1. Private property, such as toys, tools, furniture, etc., may not be left unattended in the Common Elements.
2. No Owner shall allow anything to fall, or be thrown, from the windows, doors or balconies of the Units onto the Common Elements or onto another's Unit.
3. No outside drying of clothes is allowed.
4. The sidewalks, stairwells, entrances and passages may not be obstructed or encumbered, or used for any purpose other than ingress and egress to and from the premises.
5. No skateboards, rollerblades, bicycles, motorized scooters or other items will be used on the Common Elements which, in any manner or fashion, in any way interfere with any Owner's use or enjoyment of the Common Elements.
6. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by residents on any part of the outside of the units or on the Common Elements without written approval from the Association.
7. No defacing, altering or adding flowers, trees, landscape materials, shrubbery, stones, signs, fences on the Common Elements is allowed.
8. No damage, addition or alteration to the exterior of a building, the landscaping or any other Common Element is allowed.
9. No defacing, removal or alteration of any sign is allowed.
10. No window air conditioning or evaporative units shall be installed.
11. There shall be no interior alteration which may effect the structural integrity of a building.
12. All Limited Common Elements shall be kept clean and neat.

H. DISTURBANCES

1. Owners and residents shall exercise reasonable care to avoid making or permitting to be made, loud, disturbing or objectionable noises and in using or playing, or permitting to be used or played, musical instruments or devices in such a manner as may disturb or tend to disturb Owners or residents of other Units.
2. No disturbance or nuisances (including disturbance during construction) shall be permitted on or around the premises which may disturb other Owners or residents.
3. Nothing shall be done in or about a building which will interfere with the rights, comforts, or conveniences of other Owners. No musical instruments, radios, televisions, phonographs, or cars shall be operated in a manner that is disturbing to other Owners.
4. All residents shall comply with the municipal ordinances and governmental regulations pertaining to noise or disturbance.

I. MISCELLANEOUS

1. There shall be no tampering or damage to the mailboxes.
2. Owners shall notify the Association of change of address and phone number.
3. Each Owner shall maintain adequate insurance as required by the governing documents.
4. No activity shall take place or condition exist which may cause insurance rates to increase or insurance coverage to be cancelled.
5. No activity shall take place which may negatively affect property values of the Units.
6. No activity shall take place or occur which may negatively affect an Owner's reasonable peaceful enjoyment in their Unit, on the Limited Common Elements or on the Common Elements, including, but not limited to, harassment or other threatening behavior.
7. No activity by an Owner or resident shall take place or occur which may negatively affect a contractor, vendor, agent, guest, invitee or an Association employee on the Limited Common Elements or on the Common Elements including, but not limited to, harassment or other threatening behavior.
8. No Owner or resident shall harass or threaten another Owner, resident, contractor, vendor, agent, guest, invitee or Association employee through verbal, written, telephonic or electronic communication.
9. No activity shall take place which shall be a violation of municipal, state and/or federal codes, ordinances, statutes or laws.
10. There shall be no violation of the Association's Declaration of Covenants, Conditions and Restrictions, any other governing documents or any amendments thereof or any of the duly adopted policies.

J. EMERGENCY PAGER

1. After hour emergency pagers (utilized by maintenance personnel and management personnel) shall only be called for emergencies. **An emergency is imminent loss of life or property.**
2. After hour pages which are not emergencies or concern an issue that is not the Association's responsibility, shall not only be a violation of these Rules & Regulations but shall be invoiced accordingly.

ENFORCEMENT

These Rules and Regulations are enforceable by the Association.

- A. Complaints against violators of any intangible (noise, etc.) violations of the Rules and Regulations shall be submitted to the Association in writing stating the nature of the violation, date, time, location, name(s) of the accused and all pertinent facts needed to support the complaint(s). For intangible violations, two (2) written complaints from two (2) different Owners must be received before action will be taken. All tangible violations (unauthorized vehicles, etc.) do not need to be in writing, and upon verification, action shall be taken. No action shall be taken if the complaint is anonymous.

- B. If a violation of any Rule or Regulation occurs, the appropriate Owner will be contacted by phone, email or letter noting the violation. If the violation continues, the Owner will be sent a Notice of Violation requesting correction of the violation or immediate cessation of the violation, unless otherwise stated. The time frame to correct the infraction may vary depending on the violation. If the problem continues, a second Notice of Violation shall be sent and a hearing will be scheduled by the Association. The notified Owner may or may not attend, send an appointed representative or submit a written statement. The Association strongly recommends the Owner attend.

After the hearing, the Board of Directors will decide if a fine should be assessed. Subsequent violations shall warrant the sending of Fourth, Fifth and Continued Offense notifications which shall include notice of the respective fine. Any out-of-pocket expenses incurred by the Association shall be passed on appropriately.

First Offense	Phone call, email or letter
Second Offense	First Violation Notice
Third Offense	Attend a hearing and/or a \$100.00 fine
Fourth Offense	\$200.00 fine
Fifth Offense	\$400.00 fine
Subsequent Offense	\$600.00 per Offence.

- C. Any Owner who receives a violation notice may attend a regularly scheduled Board meeting to discuss the violation with the Board. If an Owner wants the violation issue to be placed on the meeting's agenda for discussion, the Owner must notify the management company at least 10 days prior to the date of the meeting.
- D. Concerning the Pet Section of the Rules & Regulations, any one violation of the items listed in this Section may be grounds for immediate removal of the pet(s) from the property, plus the penalties as listed herein.
- E. Concerning the Vehicle Section of the Rules & Regulations, not only can a violation be enforced as described herein, but the offending vehicle may be towed at the discretion of the Association, for which act the Association shall not be liable for any and all damages or towing expense.
- F. Concerning the Parking During the Winter Months Section of the Rules & Regulations, not only can a violation be enforced as described herein, but in order for the Association to perform snow removal and snow storage, the offending vehicle may be towed at the discretion of the Association without notice, for which act the Association shall not be liable for any and all damages or towing expense; nor shall the Association be responsible for any damage to vehicles parked in the designated Snow Storage Areas when the Association is clearing or storing snow.
- G. No provision contained in the Rules & Regulations shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations which may occur.
- H. If the offense is a City Code, Ordinance or Statutory Violation, the proper authority should be notified.

All fines charges and fees assessed under these Rules and Regulations shall be treated as an assessment and, as such, the Association has available all the legal remedies as found in the governing documents, including lien rights.

Please note: Unit Owners are responsible and liable for the actions of their tenants, guests, invitees, agents, children, contractors and any other person visiting, delivering to, working on or in any manner specifically associated with the Unit or the Unit Owner or resident.