

GREENBRIAR CHASE CONDOMINIUM ASSOCIATION

RULES & REGULATIONS

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PREAMBLE

As a Greenbriar Chase Condominium Association Unit Owner, you have become a member of the Greenbriar Chase Condominium Association (herein rendered “Association”).

These RULES & REGULATIONS provide information and guidelines with regard to Association ownership/residency.

These RULES & REGULATIONS have been coordinated with the Association's Declaration and By-Laws, and either re-emphasize, clarify, expand upon, or establish policy, procedure, and/or guidelines regarding issues that those documents do not explicitly address.

Association Unit Owners must understand that these RULES & REGULATIONS have been established for the betterment of the community and considering the wellbeing of all the Unit Owners.

All are encouraged to read and comply with these RULES & REGULATIONS and are further advised that ignorance of them will not be deemed an excuse for non-compliance.

Responsibility for following and maintaining the Association’s RULES & REGULATIONS is incumbent on every Unit Owner. If a difficulty/dispute arises, the Executive Board (herein rendered “Board”) must not be placed in the positions of "police or arbiter” and the Board does not function in those capacities. Rather, refer your request and/or concern to our Property Managers listed on this document’s front page.

Thank you in advance for your cooperation and compliance with these RULES & REGULATIONS.

The Executive Board,
Greenbriar Chase Condominium Association

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GREENBRIAR CHASE CONDOMINIUM ASSOCIATION RULES & REGULATIONS

I. GENERAL INFORMATION

At Greenbriar Chase, all exterior building surfaces (except vents, windows and all doors), driveways, roads, and grounds are COMMON Elements, and thus are not owned or under the control of any individual Unit Owner.

Subsequently, all exterior changes to buildings, landscaping, or other COMMON Elements require approval of the Board (except as defined in section VI). This includes all modifications to lawns and hillsides around any unit.

For any desired/anticipated COMMON Elements modification, obtain the appropriate alteration request form by contacting the Property Management Office. After completing the alteration request form, your proposed COMMON Elements alteration request will be recorded and forwarded to the Board and the appropriate Association Committee. Your request will be reviewed and presented to the Board for approval or denial. Please remember, you are living in a condominium community where exterior changes must be kept at a minimum thus maintaining uniformity, property values and preserving a consistent appearance.

Direct all COMMON Elements service/repair requests, comments, and/or complaints to the Property Management Office for proper documentation and handling. Please do not call, email or approach Board members directly to address those concerns.

The Association has several committees and invites all residents to join committees of interest. A list of committees is posted at the Clubhouse. Responsible committee volunteers are involved with the Association's operations and contribute to the lowering of expenses.

II. PARKING & TRAFFIC RULES

1. The Association's speed limit shall be 15 MPH. All posted traffic signs will be enforced. For safety, all posted traffic signs must be obeyed.
2. All motor vehicles on Association property shall display current license tags and current inspection stickers.
3. Overnight street parking shall not be permitted between midnight and 6:00 AM. Parking on access roads and turf areas shall not be permitted at any time. Temporary and Overflow

parking areas are located at the Clubhouse lot and at the parking spaces at the dead-end lot located directly across from access road “E” on Greenbriar Court.

4. All Unit Owners and their guests must first use their Unit’s garage and driveway as parking spaces before using the Clubhouse lot or the parking spaces at the dead-end lot located directly across from access road “E” on Greenbriar Court.
5. No vehicle, including trailers, campers, boats, RV's, cars, trucks etc., may be stored anywhere on Association property.
6. No vehicle repairs, other than the Unit Owners, shall be permitted on Association property that would last longer than twenty-four (24) hours.
An allowance can be made for visitor vehicles, after Property Management Office notification, if an emergency should arise and the vehicle cannot be driven.
7. No commercial vehicle of any kind or personal vehicle that is 3/4 ton or over will be permitted to be parked on Association property (including individual driveways, parking lots, access roads, and streets) at any time, except service vehicles in connection with work in progress at a Unit Owner’s home or for the Association.
8. Residents and visitors are permitted to park RV's only in the driveway of the Unit Owner for short periods not to exceed three (3) continuous days. Any exceptions must be pre-approved by the Board. For RV’s, an advance written/verbal courtesy notification must be given to the neighbors within the shared driveway space.
9. PODS are permitted only in the driveway of the Unit Owner using the POD and must not exceed five (5) continuous days. For PODS, an advance written/verbal courtesy notification must be given to the neighbors within the shared driveway space.
10. Dumpsters are permitted only in the driveway of the Unit Owner using the Dumpster and must not exceed three (3) continuous days. For Dumpsters, an advance written/verbal courtesy notification must be given to the neighbors within the shared driveway space.

III. ARCHITECTURAL & EXTERIOR APPEARANCE GUIDELINES

As per the Greenbriar Chase Community Association contract with the Property Management, unannounced RULES & REGULATIONS compliance inspections of COMMON Elements and LIMITED COMMON Elements will be routinely conducted.

All Association exterior decorations and displays must be exhibited in moderation and in a harmonious/appropriate manner. In the event of conflict, the discretion of the Board shall be final.

1. Before placing items or changing items effecting the Association's COMMON Elements, the individual Unit Owner must complete the appropriate alteration request form. *(Please note procedure Section I – General Information.)* Obtain the appropriate alteration form for these requests by contacting the Property Management Office.
2. New roof openings for vents or external applications of any kind are not permitted without Board approval. An individual Unit Owner must first complete the appropriate alteration request form. *(Please note procedure Section I – General Information.)* Obtain the appropriate alteration form for these requests by contacting the Property Management Office. Roof perforations require that a certified roofer, approved under the 50-year Roofing Warranty (2018), complete the alteration. Property Management will provide contractor information. Failure to comply will result in the Unit Owner assuming responsibility for any costs for all repairs.

Note, if approved, the color of any roof mounted parts associated with such an installation shall be a Board approved earth-tone and shall not be a silver, bare aluminum or other similar color.

3. Installations of External Doorbell Video Cameras monitoring COMMON Elements, including streets, driveways, lawns, hillside areas or neighboring units may be permitted following Board approval. Before installation, the individual Unit Owner must complete the appropriate alteration request form. *(Please note procedure Section I – General Information.)* Obtain the appropriate alteration form for this request by contacting the Property Management Office. The Property Management Office will refer the matter to the Board and the Architectural Committee for the application's approval, rejection, or modification. If approved, External Doorbell Video Cameras must be permanently attached/mounted. Note: Surveillance components of all styles (outside or inside) must consider and respect the privacy of all Association residents and guests.
4. The only items permitted on a Unit Owner's front porch/patio or rear porch/patio may include chairs and tables for exterior use, porch furniture, planters, plant hangers, grills and umbrellas.
5. Items not permitted to be stored on a Unit Owner's front porch/patio, rear porch/patio or in the front, rear or side (exterior) of units include garbage containers, recycling bins, brooms,

shovels, toys, automotive equipment, bicycles, sleds, trash, and other similar items the Board deems unsightly.

6. Items that may be stored on an individual Unit Owner's driveway between the chimney and garage include gas grills, benches (for two) constructed of wood, concrete, or wrought iron, and flower arrangements such as planters or flower boxes. Items that may be stored on an individual Unit Owner's driveway between the chimney and the front end of the unit include benches (for two) and flower arrangements, both as previously described. No other items are permitted.
7. The repair/replacement of all exterior access doors, garage doors, windows, vents, and skylights are the responsibility of the Unit Owner. As the Board deems necessary, Unit Owners will be notified of needed maintenance of exterior access doors and garage doors. Unit Owners are responsible for repair/replacement of all exterior doors, garage doors, windows, and skylights. If the maintenance is not completed by the Unit Owner in 60 days, the Board will have the maintenance done and the costs charged to the Unit Owner.
8. As the Board deems necessary, painting of lintels and caulking of doors, windows, and skylights will be done and paid for by the Association.
9. Patio and porch fences are to be maintained and painted/stained by individual Unit Owners. The color to be used will be provided by contacting the Property Management Office or found on the Association's website.
10. Installations of screen/storm doors for the front of any unit may be permitted. Before installation, individual Unit Owners must complete the appropriate alteration request form. *(Please note procedure Section I – General Information.)* Obtain the appropriate alteration form for these requests by contacting the Property Management Office. The Property Management Office will refer the completed application to the Board and Architectural Committee for approval, rejection, or modification.
11. Villa unit awnings are permitted to be installed only above patio areas and above the front door/window. Before installation of a new awning or a permanent rear patio roof occurs, individual Unit Owners must complete the appropriate alteration request form. *(Please note procedure Section I – General Information.)* Obtain the appropriate alteration form for these requests by contacting the Property Management Office. The Property Management will refer the completed application to the Board and Architectural Committee for approval, rejection, or modification.

12.If any Villa Unit Owner decides to install an awning, before installation, the individual Unit Owners must complete the appropriate alteration request form. (*Please note procedure Section I – General Information.*) Obtain the appropriate alteration form for these requests by contacting the Property Management Office. The Property Management Office will refer the completed application to the Board and Architectural Committee for approval, rejection, or modification.

Framework without an awning is not permitted.

13.Continuity of paint will remain the same throughout the Association community. No color changes will be permitted unless a new color scheme is approved by the Board.

14.Laundry and/or clotheslines are not permitted to be hung or attached anywhere outside the unit nor may indoor clothes lines or clothes trees be visible from any COMMON Elements.

15.The only FOR SALE signs permitted are: "FOR SALE" or "FOR SALE BY OWNER" displayed inside a window of the unit. No exterior "FOR SALE" signs are permitted.

16.Garage sales, yard sales, flea markets, or other public sales are not permitted on Association property. Estate Sales are permitted if the resident is moving, or in the death of the resident, or if the resident is placed into a long term or assisted living facility, providing the unit is currently FOR SALE. Notice of any Estate Sale and the proposed date must be pre-approved by Association's Property Management Office. Only directional signs to the Estate Sale are permitted and only on the day of the sale.

17.Decorative signs/flags and lawn ornaments are only permitted on the front door, patio fence, or in mulch areas. They are not permitted on exterior walls, garage doors, or in turf areas. Displays must be exhibited in moderation and in a harmonious/appropriate manner for the Association community. In the event of conflict, the discretion of the Board shall be final.

18.Fences of any kind or anything put into the ground permanently are not permitted except by Board approval.

19.Garbage cans/recycling bins may not be placed at the curb for pickup before 6:00 p.m. the night before trash/recycle collection and all garbage cans/recycling bins must be retrieved by 6:00 p.m. on the same day as trash/recycle collection. Important; to reduce trash messes caused by stormy weather and/or animal intrusion, bagged garbage and cardboard boxes must not be placed at the curb for pickup until the morning of trash/recycle collection. Extra

items, such as tree branches, carpets, furniture, etc., are to be put out in accordance with the rules of South Park Township and Waste Management.

- 20.Nothing shall be permitted to be hung or displayed on the outside of windows/sills or placed on the outside walls or chimney of a building/unit. Absolutely no drilling, nailing, etc. on any of the brick or masonry areas.

Temporary holiday decorations can be displayed but must be removed within three (3) weeks following the holiday.

- 21.Reflective driveway marker poles are allowed November 1st through April 30th (during winter months). The poles must be somewhat flexible so as not to cause an injury to a person or cause damage to vehicles. There is a limit of one (1) pole per side of a driveway and one (1) pole located at the entrance of an access road and all poles must be at least one (1) foot in from the asphalt. The poles can have a round reflective attached to the top of the pole or can be colored with reflective paint or tape. Also, a decorative stone may be used as a marker and this can stay in place all year. Both options are at Unit Owner's expense.

- 22.Flag poles are permitted to be installed on the patio fence or on a patio fence post or roof support. Absolutely no drilling, nailing, etc. on any of the brick or masonry surfaces.

Permanent vertical flag poles are permitted in the mulch area only and shall be no higher than fifteen (15) feet. Before installation, the individual Unit Owner must complete the appropriate alteration request form. (*Please note procedure Section I – General Information.*) Obtain the appropriate alteration form for this request by contacting the Property Management Office. The Property Management Office will refer the matter to the Board and the Architectural Committee for the application's approval, rejection, or modification.

- 23.Coverings on patios floors such as carpeting are permitted without prior approval of the Board. Coverings on other areas are not permitted.

- 24.No lighting that is affixed to a building's exterior walls shall be changed in any manner. No additional lighting may be affixed or placed upon the roof, a building's exterior walls, walkways, or patios unless approved. Before installation, the individual Unit Owner must complete the appropriate alteration request form. (*Please note procedure Section I – General Information.*) Obtain the appropriate alteration form for this request by contacting the Property Management Office. The Property Management Office will refer the matter to

the Board and the Architectural Committee for the application's approval, rejection, or modification.

25. To promote/ensure safety, all post lights, whether gas or converted to electrical operation, must be illuminated from dusk to dawn. No exceptions, particularly for residents who reside elsewhere during the winter months. Also, if a resident decides to manually light a gas light during dusk to dawn only, that Unit Owner will be responsible for upkeep/replacement of gas mantles due to premature failure. Unit Owners will be fined for post light noncompliance. Post light repair or replacement is the responsibility of the Unit Owner; however, bulb or mantle replacement will be provided by the Association at no cost.
26. All windows must be covered with appropriate treatments, such as blinds, drapes, or curtains. The color of such treatments facing the outside shall be neutral or white in color and in good taste. Sheets, blankets, paper, flags, banners, or other materials not generally used as window treatments or deemed inappropriate by the Board shall not be displayed, even on a temporary basis.

IV. PET, WILD ANIMAL, AND FOWL RULES

1. No animals (e.g. rabbits, livestock, fowl or poultry of any kind) shall be raised or bred, in any unit or on any Association property. Dogs and cats are permitted to be kept as pets only. Other pets may be permitted upon approval of the Board.
2. Bird feeders of any kind, except hummingbird feeders, are not permitted on Association property.
3. No wild animals (e.g. rabbits, deer, fowl, squirrels, etc.) are to be fed or attempted to be fed, nor may food scraps, feed, etc. be left out for such animals.
4. No more than one (1) pet total may be kept in any unit (per amended Declaration). Dog size is limited to no more than 30 pounds adult weight. No defensive dogs.
5. Any existing resident who wants to own a new dog or cat or any future resident who wants to own a dog or cat must provide written veterinary certification of rabies/distemper etc. shots. In the case of larger dog breeds, a veterinary's estimation of the animal's adult weight must be attached. All documentation must be submitted to the Property Management Office for inclusion with the Owner/Occupancy form.

6. All pets, when outside the unit, must be leashed at all times and under the Unit Owner's or custodian's control.
7. Pet discharges anywhere on Association property must be cleaned up immediately by the Unit Owner/resident/custodian, bagged and properly disposed.
8. Dogs are not permitted to destroy existing shrubbery by urination. Replacement of such shrubbery will be required by the Association under the uniform appearance requirements and shall be at the dog owner's expense.
9. Qualified Service animals under ADA (Americans with Disabilities Act) guidelines are permitted. Comfort or Therapy animals are not qualified under ADA guidelines. Unit Owners that have Comfort or Therapy animals that do not meet pet guidelines, must be preapproved by the Property Management Office and the Board.
10. Residents shall not allow their pets to create noise (barking, etc.) that can be heard by other residents.

V. PROCEDURE FOR COMMON ELEMENT ALTERATIONS

Uncertainty of proper policy and procedure on the part of Unit Owners has prompted the Board to publish this summary of proper procedure when contemplating an exterior alteration of any kind. The Board requests compliance with the following procedure for all alterations.

Please refer to Section I for Property Management Office contact information.

1. Obtain from and submit to the Property Management Office, a completed **"Request For Approval To Make Alterations To Common Elements Or Limited Common Elements"** form, including the required drawings/specifications, and neighbor signatures (if applicable).

NOTE: This procedure still applies for alterations, such as patio awnings, patio roofs, roof vents, gas lamp conversions, fence gates, etc. Your request must still be processed and recorded for the Association's records and will be approved and returned in a timely manner.

2. The application for an alteration will be forwarded to the proper Association Committee for evaluation and recommendation.

3. If the Association Committee's decision is expected to take more than two (2) weeks, a "Pending" letter will be sent by the Committee to the Property Management Office who will then notify the Unit Owner advising the process' status.
4. The appropriate Association Committee will submit its recommendation to the Committee's Board Liaison, who will present the recommendation to the Board for formal action.
5. The Property Management Office will communicate (in writing) the decision (approval/rejection/modification) of the application to the Unit Owner.

Once formal approval has been obtained/received, then the Unit Owner must commence the alteration within ninety (90) days.

Any conditions or contingencies for approval must be complied with for the approval to be valid. Also, if any part of the COMMON Elements is affected by the alteration, the Unit Owner will be required to assume responsibility for that portion of the COMMON Elements and release the association from further liability for repair, etc.

VI. LANDSCAPING

Procedure: To initiate requests for any landscaping changes, including shrub removals, shrub replacements, shrub installations, all reimbursements, etc., Unit Owners must first contact the Property Management Office. Requests will be forwarded to the Association's Landscaping Committee and the Board's liaison on a weekly basis. Decisions will be made quickly, and residents will be informed.

Shrub Trimming/Pruning Guidelines: The Board and Landscaping Committee, in an attempt to ensure the safety and security of our residents as well as enhancing the beauty and attractiveness of our community, have established the following guidelines for the pruning/trimming of all shrubs at the Association:

1. Shrubs in beds surrounding patios shall be approximately no higher than the patio fencing height. Shrubs in beds (on sides and rear of units) shall not exceed ½ of the bottom panels' bedroom window height. Shrubs in front of units shall not exceed ¼ of the lower movable panels' window height (the arched Palladium window assembly) height. Shrubs in COMMON Elements (mailboxes, transformers, driveway and entrance signs, etc.) intended to shield resident view of electrical utility boxes shall be approximately as high as the tallest boxes.

2. Shrubs are trimmed twice each summer by the Association Landscaper. You may request to be on a “No Trim” list each year, but the Unit Owner must maintain the shrubs according to height requirements outlined above.
3. Patio Trees are trimmed as needed and are the Association’s responsibility to maintain, keeping them away from gutters and preventing overgrowth. Do not request a Patio Tree’s growth to become an obstacle to the Association’s Landscapers.

Planting and Replacement Guidelines:

1. Low growing annuals, perennials, spring or summer bulbs may be planted by Unit Owners without prior approval in the shrub bed areas adjacent to their own unit.
2. Brown mulch is used throughout the community and added by the landscapers every other year. If residents add mulch to the beds, brown mulch must be used.
3. Tree and shrub planting must have prior approval from the Board
4. The cost for a replacement shrub is the responsibility of the Unit Owner, but the Association will pay for the planting cost utilizing the Association’s Landscaper.
5. The cost for a replacement Patio Tree is the Association’s responsibility when Patio Tree replacement is deemed necessary by the Board.
6. Unit Owners are strongly encouraged to select plants and shrubs that are deer resistant. Most nurseries can assist with such selection.

VII. CLUBHOUSE RULES

All Association Unit Owners who rent the Clubhouse must make sure that their guests stay within the Clubhouse and the grounds in front of the building. The Clubhouse’s use is restricted to parties. Please remember that the Association does not have general picnic facilities. If a picnic is desired, it is suggested that you take advantage of Allegheny County’s South Park facilities.

The general rules for the Association's Clubhouse are as follows:

1. The Clubhouse can be reserved by submitting a Clubhouse Rental Form and remitting a \$50.00 rental fee and a \$100.00 deposit (total \$150.00) to the Property Management Office. Please contact the Property Management Office in advance to make a reservation. The reservation is valid for the entire day.
2. The Clubhouse may not be reserved by any resident for two (2) consecutive years on the same holiday. Example:

If you have reserved the Clubhouse on Christmas Day this year, you may not reserve it again on Christmas Day next year. However, if no other resident reserves by November 25th (or 1 month prior to the holiday), you may schedule it again for that day.
3. The Clubhouse may only be rented for social events/functions. No business activities, shows, clubs etc. will be permitted.
4. Maximum Occupancy of the Clubhouse facility is 55 persons.
5. The renting Unit Owner and guests at Clubhouse functions do not have use of the pool.
6. To preserve the privacy of adjacent homes, noisy activities are prohibited. Allegheny County's South Park contains many playgrounds, ball fields and areas for skateboarding, Frisbee, bicycle riding and picnicking. Please make use of South Park for such activities. The grounds outside the Clubhouse are not a playground. The Clubhouse roadways must be kept clean and clear at all times. If the Association has complaints, your rental deposit may not be returned, and your future Clubhouse rental privileges may be revoked.
7. Only Association Unit Owners are entitled to reserve the Clubhouse and **must be present** during functions. The Clubhouse may not be reserved for use by non-resident friends or non-resident family members.
8. All food and garbage (bags) must be removed from the Clubhouse premises when vacating.
9. All Clubhouse tables, countertops, appliances must be wiped clean. All Clubhouse dishes and glasses must be washed, the sink cleaned, and the carpeting vacuumed

10. The Clubhouse is inspected before and immediately following every event. If it is not properly cleaned, the Unit Owner renting the facility forfeits the \$100.00 deposit. Please complete the inspection checklists before and after renting the Clubhouse.
- 11. Party parking must not block the Association Residents' driveways at the far end of the Clubhouse parking area.**
12. Any damage done to Clubhouse indoor furniture, TV set, appliances, windows, light fixtures, etc., will be the sole responsibility of the renter and that person will be billed for all damages.
13. All lights must be turned off, air conditioning turned off, or heat turned down, and all doors locked, (including restroom doors) when vacating.
14. Please be considerate of future Clubhouse renters and leave the Clubhouse clean when you are finished using it.
15. No dogs, cats or other domestic pets are permitted in the Clubhouse at any time.
16. Under no circumstances are minors permitted to consume alcohol in the Clubhouse.
17. Nothing shall be attached to the Clubhouse walls, floor or ceiling.
18. The Clubhouse shall at all times be a "**NO SMOKING**" facility.
19. Decorative candles are not to be used in the Clubhouse.
 Birthday candles are permitted, if treated with appropriate caution.
20. The Clubhouse gas fireplace is not to be used for events.
21. In case of an emergency, a 911-ONLY cell phone is available in the Clubhouse.

All complaints about the condition of the Clubhouse, behavior of guests or their children must hereafter be reported to the Clubhouse Liaison who will communicate with Board and Property Management Office.

VIII. POOL & PATIO RULES AND EMERGENCY EQUIPMENT

The Association's fenced-in Pool area provides for outside relaxation and enjoyment of residents and their guests. However, for liability, convenience and safety reasons, the following usage rules adopted by the Board shall apply:

1. Association residents have primary use of the fenced-in Pool area. Residents are expected to use common sense with regard to the number of guests that they bring to the fenced-in Pool area. At all times, resident's guests must be accompanied by the resident, 18 years of age or older. The resident must remain in the fenced-in Pool area the entire time with their guests. If the resident must leave the fenced-in Pool area, their guests also must leave the fenced-in Pool area.
2. All children using the Pool must be toilet trained.
3. Resident children 14 years of age and under must be accompanied by a resident of 18 years of age or older.
4. Children 6 years of age and under must wear a life-saving device while in the pool.
5. Adult swim will be the first 15 minutes of every hour. This allows for an "adults only" Pool Time to exercise or be in the water without the possibility of being splashed by children.
6. Anyone creating a disturbance will be asked to leave the fenced-in Pool area. This includes loud music.
7. **No use of any Tobacco products or vaping is allowed in fenced-in Pool area.**
8. **No glass bottles or containers are permitted in the fenced-in Pool Area.**
9. **All patio furniture and equipment must remain in the fenced-in Pool area.**
10. Animals (dogs or cats) are prohibited in the fenced-in Pool area.
11. Pool and Patio users are not permitted in the Clubhouse (Except for medical emergency). The Clubhouse's two outside entrances are for restrooms use only. No wet bathers are permitted in the Clubhouse.

12. Sponsoring residents are responsible for their Pool and Patio guests' safety and behavior, and guests must be monitored at all times.
13. Pool and Patio patrons who become disorderly, cause damage, or disobey the rules may be denied future Pool and Patio use.
14. The fenced-in Pool area is not to be used for family reunions, parties, picnics, birthday celebrations, graduations, or other such gatherings.
15. Only Association social functions can have use of the Pool fenced-in area, and the Clubhouse at the same time.
16. The resident leaving last from the fenced-in Pool area must always lock the Clubhouse restroom doors and the fenced-in Pool area gate, even during the day.
Do not remove the gate lock.
17. During the Summer Season, the fenced-in Pool area is available from 8:00 am to 10:00 pm daily with no exceptions.
18. The fenced-in Pool area gate must be closed after entering, and locked when the fenced-in Pool area is not occupied by a resident.
19. In case of any emergency, a non-usable cell phone is available in the Clubhouse for making only 911 calls.
20. In case of an emergency for someone experiencing a cardiac non-response episode, an Automated External Defibrillator (AED) with detailed instructions is located in the Clubhouse's Ladies Restroom. The AED device is a sophisticated, yet easy-to-use, medical device that can analyze a heart's rhythm and, if necessary, deliver electrical shocks, or defibrillations, to re-establish an effective heart rhythm.
21. In case of a FIRST AID emergency, needed supplies are available in the Clubhouse's Ladies Restroom.

IX. ENFORCEMENT

The Board shall have the right to bring lawsuits or levy fines for violation of these RULES & REGULATIONS.

Any such fine or cost of lawsuit is considered a common expense to be levied against the individual Unit Owner involved. Collection and enforcement by the Board shall be in the same manner as the Board is entitled to enforce collection of common expense.

Unit Access - If there is a public utility problem (or other problem that affects other Unit Owners), and the utility/or qualified repair person asks to enter a resident's home, and the resident refuses entry to their unit/home, the Board can, for the common good, make it known to the Unit Owner that they must permit the utility company/qualified person access/entry to their premises. (per Declaration authority)

Firearms – Discharge of firearms of any kind, including air-guns, is NOT permitted on Association property.

X. COMPLAINT PROCEDURES AND THE LEVYING OF FINES FOR VIOLATION OF GOVERNING DOCUMENTS

• UNIT OWNER

To initiate action, any complaint or report of a violation of the RULES & REGULATIONS, By-Laws, or Declaration must be directed in writing to the Property Management Office. This complaint could be a letter or note from any Unit Owner or a Rules Violation Report form supplied by the Property Management Office. This complaint must state the following:

- 1) The nature of the violation.
- 2) The date and approximate time of the violation.
- 3) The approximate location of the violation.
- 4) The offending party's Unit Owner's name and address.
- 5) The name and address (or staff position) of the person reporting the violation.
- 6) A statement that the reporting person actually observed the violation.
- 7) Any other information that may aid the Board in resolving the violation.

- ***EXECUTIVE BOARD ACTION***

The sequence of events in enforcing the rules will be as follows:

If, in the opinion of the Board or its Authorized Representatives, the reported violation does not immediately endanger other residents of common property and can best be addressed by a warning, the Board or its Authorized Representatives shall send a letter to the offending party describing the violation and requesting:

- (1) that any such violation cease immediately and
- (2) (if applicable) any COMMON Elements damaged by the violation be restored.

If the violating party does not comply with the above warning letter within ten (10) days from the date of the letter, the Board may impose a fine of up to \$25.00 per day from the date of the initial notice letter until the issue is resolved, or the fine paid.

The violating party may request a hearing with the Board to resolve the matter. This request must be made within ten (10) days of the date of the initial notice letter. A notice will be sent to the violating party stating the date, time and place of the hearing.

If the violation continues, the matter will be referred to the Association's Attorney.

If the Association's Attorney must be secured to enforce the rule and to collect the fine, all court costs, attorney's fees, and miscellaneous costs of enforcement or collection will be charged to the offending Unit Owner as an additional assessment to that unit.

The above procedure with respect to the levy of fines for violations of the RULES & REGULATIONS shall, after a period of one (1) year has passed from the date of the initial notice of violation with no continued violation during that period, commence from the beginning as if no previous violation had occurred.