

## RULES AND REGULATIONS OF IMPERIAL POINT CONDOMINIUM ASSOCIATION

ACCESS TO CONDOS – Accidents, such as plumbing leaks, can occur in your absence and it may be necessary for maintenance personnel or The Board of Directors (“The Board”) to enter your condo. For emergency purposes only, The Board shall have a key or access code to each condo. No less than two board members may enter an unoccupied condo. Copies of owner keys are locked safely in a lockbox only accessible by The Board.

ADMINISTRATIVE SERVICES – Are under the direction of The Board of the Association. All routine administrative and clerical duties required by our Bylaws and these Rules and Regulations are performed by Imperial Point Condominium Association. It is required of The Board to enforce these Rules and Regulations and impose any fines if deemed necessary. The Board may at a properly called director’s meeting revise the Bylaws and these Rules and Regulations as may become necessary.

ALTERATIONS – Condo owners are specifically cautioned that their right to make any addition, change, alteration or decoration of the exterior appearance of any portion of the condo building is subject to the provisions of the Declaration of Condominium of Imperial Point Condominium, including without limitation securing the prior approval of The Board.

ASSESSMENTS – Are due the first day of each month. For further clarification, see Declaration of Condominium of Imperial Point Condominium, Article XVII, Paragraphs A and B, Subparagraphs 1 through 6, pages 15, 16, 17 and 18.

AUTOMOBILE PARKING – Each member is assigned a space for their car. A neighbor’s parking space should not be used without their knowledge or written consent. Guests should be advised to park their cars in designated guest spots by the member receiving them. Seasonal residents leaving their car on the premises leave them at their own risk. It is suggested that they leave car keys with The Board if emergency removal becomes necessary. Friends of residents may not store their cars in our parking lot if they are not visiting a member.

BIKE ROOM – All bikes in the room must be labeled with the owners’ unit number and name.

BULLETIN BOARD – May be used to post announcements of interest to other residents, however, The Board has priority for the posting of official condo business.

COMMON AREAS – No article(s) shall be placed in any corridors, stairways or on the walls nor shall the same be obstructed in any manner. Nothing shall be hung or shaken from doors, windows, balconies, walks or corridors of the condo building. None of the common elements shall be decorated or furnished by any condo owner or residents without prior approval of The Board.

COOKING – No cooking shall be permitted on any balcony, pool area or any other common areas.

DRIVEWAYS – Parking at the front entrance, must of necessity, be kept open for emergency vehicles and for pick up and drop off of auto passengers (limit 15 min.) The southeast driveway is never for parking. It is for refuse removal on the days set for them. There are facilities for owners to wash and vacuum their cars but otherwise this is a tow away zone at the car owners' expense.

EXTERIOR APPEARANCE – To maintain an attractive appearance of our building, no laundry, articles of clothing, rugs, etc. may be hung on the balcony or draped over the railings. No objects of any kind may be attached or affixed to the outside of the building.

FIRE HAZARDS – There shall not be kept in any condo any inflammable, combustible or explosive fluid, material or substance except for normal household use.

GARBAGE – All garbage and refuse is to be deposited only in the facilities provided in the condo building for that purpose. No one should attempt to try to push large boxes down the trash chute. All large boxes must be taken downstairs and placed in the dumpster or recycle bin at the east side of the building. No boxes may be placed in the fire escape areas (fire ordinance.)

GUESTS AND OCCUPANCY – Guests may stay in a condo only when the resident member is in residence. Guests are not permitted long term residency except when such residency has been given prior approval by The Board.

INSURANCE – Imperial Point Condominium Association carries insurance for fire, liability, property, windstorm and flood damage. Since this applies only to the building and the common areas and not the contents of each condo, each member is advised to carry insurance on the contents and the interior of their condo. The liability insurance carried by the association protects the association for its liability in accidents occurring on or about its premises. The association's insurance policy does not protect a member for accidents which may occur in their condo.

LAUNDRY – Facilities are not to be used before 8 a.m. or after 8 p.m. Persons using these facilities are responsible for cleaning filters in the machine after use. Please clean up any soap that may have spilled and members are requested to use the laundry room on their floor only.

MAINTENANCE PERSONNEL – are to park their trucks in the back parking lot. The front door is never to be pushed back and propped open. If you are expecting maintenance personnel, please be at home. Do not expect The Board to let them in the building and into your condo. Do not leave maintenance personnel alone in your condo.

MEETING ROOM – Capacity of 32 persons. The room may be used for small private parties by the members of the association, but the following rules should be observed.

- A. The Board should be in writing, in advance, notified of intent to use the room. There will be a limit of two times a year per owner to use the room for a private party. The

meeting room may not be used by clubs or organizations of any type except clubs composed solely of building residents.

- B. Refreshments are permitted but no alcoholic beverages may be served. No food or drinks may be taken to the pool. If refreshments are served, all tables and serving areas must be cleaned and trash removed. Anything that is damaged or broken must be repaired or replaced by the resident in charge of the affair. All furniture must be returned to its original position.
- C. For fire safety, the poolside door should be unlocked; consequently we discourage any affairs that will include very small children as they are easily attracted to water. The Board reserves the right to deny the use of the meeting room should plans submitted not comply with the above rules. The Board reserves the right to deny the use of the meeting room for private affairs if there is continued abuse of the rules.

MINORS – Who are guests of residents shall not be permitted to play on the sidewalks, corridors, elevators, stairways, garage or any other common areas of the condo building.

MOVING DAYS – Any day except Sunday.

NOISE – Members should be considerate of their neighbors. It is particularly important between the hours of 11 p.m. and 8 a.m. Radio and television sets should be turned low and departing guests and persons in residence should realize a slamming door or loud remarks in the hallway may awaken sleepers.

PETS – No pets permitted in the confines of the building or anywhere on the premises of the property at any time. The exception is assistance/emotional support animals with proper documentation.

REPAIRS – All interior maintenance of a condo is the responsibility of the member owning it. (See Declaration of Condominium of Imperial Point Condominium, Article XVI, Paragraph A, Subparagraphs 1 through 5, page 14.)

SECURITY – It is up to every resident and their guests to help keep our building secure. It is impossible to maintain 100% security at all times, however, if each resident and their guests adhere to the following suggestions, we can maintain good security.

- A. If someone buzzes, make sure you know them before opening the door.
- B. Do not open the front door if your condo is buzzed because another resident is not in.
- C. Do not freely hand out keys to maintenance personnel, cleaning help, real estate agents or any person you do not know. The only outsiders who should have keys would be relatives or very close trustworthy friends.
- D. If you are in the lobby, do not open the door for someone you do not know. Let them buzz the condo they want.
- E. Do not be afraid to question or report strangers in the parking lot, pool area or generally looking the place over.

SHUTTERS AND SCREENS – Shutters and screens are not allowed on the building.

SUGGESTIONS AND COMPLAINTS – should be submitted in writing to the property manager. Such notices must be signed with name and condo number.

SWIMMING POOL – Is available to all members between the hours of sunrise to sundown. Pool capacity is 45 persons. The following pool rules should be observed at all times.

- A. All persons using suntan preparations must shower and remove lotions before entering the pool. Lotions foul up the filter system.
- B. No person shall conduct themselves in such a manner as to jeopardize the safety of themselves or others.
- C. No food or drinks may be permitted in the pool area.
- D. No persons having any adhesive tape or bandages of any type should use the pool and no young children still in diapers should be taken into the pool.
- E. Any person under the age of 12 who is with a guest must have adult supervision that will be responsible for their safety and behavior.
- F. Volume on radios should be kept down.
- G. Resident guests and guests visiting for the day must adhere to the pool rules and it is up to each member to see that their guests are aware of the rules. No friends or relatives may stop by to use the pool if the resident is not at home.

IN CONCLUSION – Imperial Point Condominium Association is cognizant that rules alone will not make an ideal residential community. Although unit owners do in fact own the common property, they do not have the right to use it as they please. The board of a condominium has the power and the obligation to adopt rules and regulations governing the use of the common elements. The residents of Imperial Point Condominium Association, who will be most appreciated by their neighbors, are those who go to and from in their recreational activities as well as in their daily routines with due respect for the neighbors' peaceful life and property rights. Residents are encouraged to serve on the board and not have the attitude let the other person do it. This gives each member excellent knowledge in the complexities of operating the building.