



THE **SOVEREIGNS** CONDOMINIUMS

RULES & REGULATIONS

May 1991

Dear Homeowner and Resident:

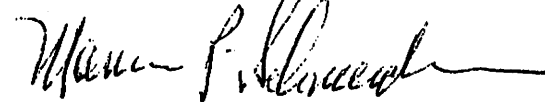
This booklet of Rules & Regulations represents a major effort undertaken by the Board of Directors this year. Since our community was started some 18 years ago, various Rules & Regulations have been adopted by the different Boards, as provided for in the By-Laws of the Condominium Association. Thus, one of our goals has been to review all Rules adopted, eliminate conflicts and outdated regulations, and supplement with new guidelines regarding various aspects of condominium living, where appropriate.

As you know, the condominium concept is a unique blending of traditional home-ownership and cooperative living. The success of this concept is dependent upon mutual respect for the individual rights of each member to use and enjoy his home, without infringing upon those same rights of his neighbors. Further, if the condominium is to function, all members must share and participate on an equal basis, in the community.

The Board is hopeful that this complete and current set of Rules & Regulations will be read and used by everyone in the Condominium. Further, we urge that the booklet be passed along with Documents of Condominium should the unit be sold, or to the next tenant should the unit be leased. This will help to keep all new residents informed about the Rules and maintain those qualities which make our community one of the most desirable in Kendale Lakes.

Sincerely

THE BOARD OF DIRECTORS

A handwritten signature in black ink, appearing to read "Marvin Schneider", with a long horizontal flourish extending to the right.

Marvin Schneider
President

PART 1 - INTRODUCTION

A. Documentation.

1. The Rules and Regulations of The Sovereigns Condominium, Inc. are based upon and rely upon the following documents:
 - . The Condominium Act of the State of Florida, Chapter 718, Statutes of the State of Florida, 1976, as amended, (Act);
 - . The Declaration of Condominium of The Sovereigns Condominium;
 - . The Certificate of Incorporation of The Sovereigns Condominium, Inc.; and
 - . The By-Laws of The Sovereigns Condominium, Inc. as amended.
2. The Act provides for the observance of the Declaration, the Certificate, the By-Laws and the House Rules by the apartment owners and for their enforcement by the Board of Directors of the Association (Directors).

B. Compliance.

All apartment owners, their tenants, families, guests, employees, and any other persons who may in any manner use the building or the grounds shall be bound by and shall comply strictly with the provisions of the Declaration, the Certificate, the By-Laws, the House Rules as set forth hereinafter, and all agreements, decisions and determinations of the Association as lawfully made or amended from time to time. Failure to comply with any of the aforementioned documents shall be grounds for assessment of penalties and for an action to recover sums due for negligence or damages or for injunctive relief by the Association or, in a proper case by an aggrieved apartment owner.

C. Complaints and Notices.

Complaints regarding the management of the condominium units and grounds or regarding actions of other owners shall be made in writing to the Association. In the event of a complaint filed against a unit owner, the Secretary of the Association will notify the unit owner against whom the complaint has been filed requesting said unit owner to correct the condition complained of. If the unit owner neglects or fails to comply, the Secretary of the Association will notify the offending unit owner to appear before a Committee designated by the Board of Directors. Decisions of the Committee may be appealed by either party to the Board of Directors of the Association. The decision of the Board of Directors shall be final and binding upon all parties.

D. Expenses of Enforcement.

Every apartment owner shall pay to the Association promptly on demand all fines, penalties, costs and expenses including reasonable attorneys fees incurred by or on behalf of the Association in the collection of any of the above, including delinquent assessments against such apartment, foreclosing it's lien therefore or enforcing any provisions of the Act, the Declaration, the Certificate, the By-Laws or the House Rules against such owner or any occupant of such apartment.

E. Revocability of Approvals.

Any consent or approval given under these rules and regulations by the Association shall be revocable at any time.

F. Amendments.

These rules and regulations may be modified, added to, or repealed at any time by the Board of Directors.

PART II - HOUSE RULES

A. General Use and Occupancy.

1. Each of the apartments shall be occupied and used only as a residence by the respective owners thereof, their tenants (prior approval having been obtained), families, servants and guests and for no other purpose.
2. The common elements shall be used only for the purposes for which they are intended.
3. No apartment owner or occupant shall place, store, or maintain objects of any kind in the halls, lobbies, stairways, walkways, grounds, or other common elements that would obstruct transit through such common elements.
4. Every apartment owner or occupant shall at all times keep his apartment in a clean and sanitary condition. No windows are to be covered with newspaper or foil.
5. Every apartment owner or occupant shall observe all laws, ordinances, rules and regulations now or hereafter enacted by either the State of Florida or by Dade County or adopted by the Association.
6. No apartment owner or occupant shall make or permit to be made any improper or offensive use of his apartment.
7. No apartment owner or occupant may alter, change or remove any furniture, furnishings or equipment from the common elements without prior approval of the Board of Directors.
8. Nothing shall be allowed, done or kept in any apartment which would overload or impair the floors, walls or roofs thereof, or cause any increase in the ordinary premium rates or the cancellation or invalidation of any insurance thereon maintained by or for the Association.
9. Whenever an apartment is to be occupied by guests in the absence of the owner, a written guest identification notice must be sent beforehand to the Manager, listing names and length of stay.
10. No rugs, garments or other objects shall be dusted, shaken or hung from the windows or cleaned by beating or sweeping in any hallway or exterior part of the building including the balcony.

11. An apartment owner shall be liable for the expense of any maintenance, repair or replacement rendered necessary by his negligence or by that of any member of his family or his or their guests, employees, agents or lessees, but only to the extent that such expense is not met by the proceeds of insurance carried by the Association. An apartment owner shall pay the Association the amount of any increase in its insurance premiums occasioned by use, misuse, occupancy or abandonment of an apartment or its appurtenances, or of the common elements, by the apartment owner.
12. Occupants must notify the Manager before moving furniture or household effects in or out of the building so that the elevators may be properly padded. Any item too large for easy carriage shall be moved only by professional movers. In order for families to move in, they must make arrangements with the Manager, so that the Manager may be prepared and have the elevators ready for that purpose. The moving company will have to contact the Manager first and use the rear entrance and only the one elevator selected for that purpose, leaving the other one available for those families living in that building. After finishing, the moving company must inform the Manager and the Manager will inspect the rear entrance, elevator, elevator lobbies and hallways used to make sure no damage has been done. If damage exists, the Manager will advise the moving personnel for whatever repair is needed and he or she, in turn, can adjust the matter with the moving company.

All groceries are to be taken in by the rear entrance to avoid spills in the lobbies.

All deliveries shall be through the rear doors only and if the object is large, owners must check with the Manager to determine if the elevator walls should be covered.

If the owner is not at home, all deliveries are to be left at the Manager's office except if it should be a large heavy package or a piece of furniture, in which case the owner may request the Manager to open the door and observe the delivery, but in no instance will the Manager be responsible for any delivery made in this manner or held liable for any damage or losses that may occur.

13. Moving furniture or household effects in and out of the building may be done only from 8:00 A.M. to 5:00 P.M. on weekdays. Moving is PROHIBITED ON SUNDAY.
14. Children shall not be permitted to run or play in the stairwells, halls, lobbies, elevators, parking areas or on the roofs. Playing ball and the use of skateboards is prohibited in the condominium complex.

15. Fireworks are prohibited at all times in the building, on the grounds, on the lake and in the pool area.
16. Apartment owners are not to leave their hall doors open. To do otherwise not only adds to the expense of the electric bill, but is also in violation of the fire code.
17. Each condominium unit owner who plans to be absent from his unit during the hurricane season must prepare his unit prior to his departure by removing all furniture, plants and other objects from his patio.
18. No owner shall be allowed to put his name on any entry of the condominium units or mail receptacles appurtenant thereto except in the places and in the manner prescribed by the Association for such purpose.
19. No unit owner or occupant shall interfere in any manner with any air conditioning equipment, electrical equipment or lighting apparatus located in common areas.
20. No owner shall use or permit to be brought into the condominium units any inflammable oils or fluids, such as gasoline, kerosene, naphtha or benzine or other explosives or articles deemed extra hazardous to life, limb, or property.
21. No sunbathing or loitering will be permitted on the roof of any building at any time. No unauthorized person shall be permitted on the roof of any building, at any time for any reason.
22. No "For Sale" or "For Rent" signs shall be displayed in the windows, on the patios or exterior walls of any unit or exterior walls. The use of the common elements is also prohibited for displaying signs.
23. When renovations of any type are done in an owners apartment the following must be adhered to:
 - A. Trucks must be parked in guest spaces, not in front or back entrances. The Manager is authorized to tow away trucks illegally parked.
 - B. All materials brought into the building by sub contractors must be brought in through the rear doors or if closer they should use the fire exit doors. Doors must be locked after materials are brought in.
 - C. If the work being done can be tracked out into the hallway the owners should have the contractor clean the bottom of shoes or place newspapers from apartment to elevator.

- D. No materials or items of any description should be left in the hallways - all work must be done in the apartment.
- E. Contractors should be checked after each days work to be sure that hallways, elevators & stairwell are left clean. Your contractor will clean up if you hold up payment until clean up is completed.
- F. If clean up is necessary by Management the homeowner will be responsible to pay for such clean up.
- G. Working house are from 9 A.M. to 5 P.M. and please no work on Sunday!!

B. Sale, Lease or Other Transfer

- 1. No apartment may be rented or leased for a period of less than one year.
- 2. Sales and/or leases and renewals thereof require prior approval by the screening committee, appointed by the Board of Directors. Interviewing for prospective tenant or purchaser will be held only on the 1st and 3rd Tuesday of each month during working hours. Each sale and lease and/or renewal thereof shall be contingent upon such approval. Upon approval a copy of these Rules & Regulations shall be furnished to such lessee or new owner, who by acceptance thereof, agrees to abide by the same.
- 3. The sale or lease must not allow occupancy of the subject unit by more than two persons per bedroom.
- 4. The minimum age of owners or lessees shall be eighteen (18) years of age.
- 5. No sub-leases or assignment of existing lease shall be permitted without the consent and approval of the screening committee.
- 6. The unit owner is responsible for penalties or damages caused by his lessee. Such unit owner's liability shall be collected and enforced in accordance with the provisions of the Rules & Regulations and the Declaration & By-Law provisions.
 - a. "The Lessor & Lessee, by the execution of this lease, give & grant unto The Sovereigns Condominium, Inc. the right, privilege & power to cancel the lease and remove or cause to be removed Lessees or Sub-Lessees who violate the Rules & Regulations of The Sovereigns Condominium, Inc. Any legal expenses incurred in connection therewith or advanced by The Sovereigns Condominium, Inc. shall be reimbursed to it by the Lessor or Lessee."

- b. All such leases or riders to leases must be executed by the Lessor and the Lessee and may not be executed by a real estate representative or other agent unless such agent has a power of attorney in recordable form which is to be filed with the lease. Likewise the same shall be executed on a form lease adopted by The Sovereigns Condominium or shall contain the provisions of Rule B-7 in a rider to the lease prepared by the parties and signed by Lessor & Lessee.
7. Any lease made in violation of these Rules & Regulations shall be wholly void and ineffective and occupancy attempted under such and ineffective lease shall be prohibited by the Board by whatever means the Board deems fit.
8. A non-resident homeowner may not allow his unit to be occupied by relatives or friends in excess of one month without said persons being interviewed by the screening committee prior to occupancy. Such occupants, upon approval by said committee, must place a \$500.00 security deposit with the Association.
9. All Lessees approved after June 1, 1991 must submit a \$300.00 security deposit with the Association prior to occupying the apartment. This deposit to be placed in a non-interest bearing account and refunded upon expiration of the lease.

C. Balconies

1. Watering of plants, sweeping & mopping of balconies shall be done so as not to bother persons residing in lower or adjacent apartments.
2. Hosing balconies or screens is prohibited.
3. Waterproof containers shall be placed under all flower pots.
4. No plants, pots or any other loose objects shall be kept or maintained on the ledge of any unscreened balcony.
5. Chapter 28 - Section 5 of Dade County Fire Code specifically prohibits outdoor cooking on balconies in multiple story buildings, either by coal, gas, electricity or any other means.
6. Wearing apparel and laundry items may not be hung from or in the balconies so as to be seen from the street.

D. Pool and Pool Area

1. Children must use the children's pool only and are not permitted in the adult's pool or pool area.
 - a. Children under 10 years of age are not permitted in the children's pool at any time without a parent or an adult member of the household being present (a person at least eighteen years of age.)
 - b. Children under three years of age are not permitted in the children's pool unless clothed with a diaper, fitted rubber pants and bathing suit. DO NOT TAKE BABIES IN THE ADULT POOL.
2. No surfboards, floats or toys of any kind, size or type are permitted in the pool or the pool area. Definition of pool floats: Safety aids for children & plastic exercise devices do not fall into the float category, therefore they are permitted in the pool.
3. Shouting, yelling, playing ball or horseplay of any kind in the pool or the pool area is prohibited and is grounds for ejection from the area.
4. Only four (4) guests per apartment will be permitted in the pool or the pool area, at any time, and guests must be accompanied at such times by the apartment owner or tenant who is their host. POOL CLOSSES AT TEN (10) P.M. after which there will be no use of the pool permitted. The pool area (deck) is closed after eleven (11) p.m.
5. Beverages are permitted at the pool in plastic containers only.
6. Only bathing attire is allowed in the pool and all persons must take a shower before entering the pool.
7. Persons using oil or suntan lotions must use a towel when lying on the lounges and must shower before entering the pool to remove oil or lotion.
8. Females & males with unduly long hair must wear bathing caps while in the pool, if submerging their hair. The use of hair pins, bobby pins, clips, etc. which could damage the functioning of the pool and the pool filtering system is prohibited.
9. Persons with open sores of any kind are prohibited from entering the pool.
10. While in the pool, bathers may not drink or smoke.

11. Food is not permitted in the pool or the pool area at any time, with the exception of Association affairs.
12. Persons leaving the pool and returning to their apartments must be certain they are dry and that all sand and dirt has been removed from their feet and that all their personal belongings have been removed from the pool area, including, but not limited to towels, books & magazines.
13. No pool area equipment or furniture may be reserved or removed from the pool area. When leaving the pool area, all furniture should be replaced in proper position and the umbrellas lowered. If windy, remove umbrellas and store them in the storage area provided in the recreation building.
14. Pets are prohibited in the pool area at any time.
15. Radios, television sets, tape recorders or playing devices shall be permitted at the pool area provided that the volume is kept at a low level so as not interfere with the comfort and convenience of others. There will be no use of such devices after 10:00 P.M. with the exception of Association affairs.
16. The swimming pools & swimming pool area are solely for the use of the condominium residents and their invited guests. Those who swim in the swimming pool and utilize the other recreation facilities, as well as those who swim in the lake, shall do so at their own risk, and the Association shall not be liable for any personal injury, loss of life or property loss and damage in any way caused or arising from the use of the recreation facilities.
17. Life preservers are for emergency use only and are not to be played with or used as floats.
18. All persons shall comply with the requests of the Manager respecting matters of personal conduct in and about the pool and recreation area.
19. Sauna room showers are to be used only when used in connection with sauna room. Please turn off all lights when leaving sauna room. Sauna room hours are 8:00 A.M. to 7:00 P.M.
20. PLAYGROUND RULES
 - a. Hours are 8:00 A.M. to 8:00 P.M.
 - b. ALL EQUIPMENT USED AT OWN RISK
 - c. Children under 6 must have adult supervision.

THE MANAGER IS AUTHORIZED TO REMOVE FROM THE POOL AREA
ANY VIOLATORS OF THESE RULES AT ANY TIME

E. Refuse Disposal.

1. All waste material and refuse not disposable in the individual apartments shall be placed in plastic bags and tied before being placed in trash chute.
2. Bottles, glass containers, or cartons, too large for disposal in the chute, shall be placed, before 9:00 A.M. next to the chute, for removal by the maintenance crew. If the cartons or other containers are too large to be placed next to the chute, then it is the owner's or tenant's responsibility to remove said cartons or other containers to the interior of the ground floor exterior waste bin at the rear of each building.
3. No inflammable or volatile material shall be thrown down the chute.
4. No refuse, garbage or trash of any kind shall be thrown or kept in any common elements, including the trash room except as above provided.
5. Electric lights should be turned off when leaving the room.

F. Storage Lockers.

1. Nothing of a volatile, inflammable or odorous nature shall be stored in any locker.
2. Lockers and the safeguard thereof are the full responsibility of the owners and the Association will not be responsible for loss or damage of any property therein due to theft, wind, flood, fire, mysterious disappearance or any other cause whatsoever.
3. Electric lights should be turned off when not in use.
4. No articles may be kept or stored in storage rooms other than in individual storage lockers.

G. Parking and Parking Stalls.

1. Assigned parking stalls are the property of individual apartment owners and renters and are reserved for their exclusive use. They may not be occupied or used by others except with the permission of the owners/tenants. Such permission must be in writing and a copy submitted to the Manager.
2. Cars must be parked heading in, centered between the yellow lines and against the forward bumper. They shall not protrude beyond the stalls in such a manner as to block the ingress and egress of others.

3. Parking areas shall not be used for any mechanical work on vehicles except in an emergency. Definition of emergency: a car that cannot be removed from parking space unless work is performed.

Homeowners and tenants must take their cars outside the wall when service is needed.
4. Household articles shall not be stored in any of the parking stalls.
5. Tenants shall park in the stall assigned to such tenant by the apartment owner. No vehicle belonging to an owner or to a member of the family or guest, tenants or employee of owner shall be parked in such manner as to impede or prevent ready access to another owner's parking space or limited common elements.
6. Maintain a 10-mph speed limit while in the Condominium common areas and roads.
7. Parking is strictly prohibited in front of the entrance to any building in the Condominium complex.
 - a. The Association reserves the right to remove any vehicles so parked at the expense of the respective owners thereof. This is pursuant to the provisions of Chapter 715.07 of the Florida Statutes.
 - b. With reference to cars parked in any other unauthorized place, the Association likewise reserves the right to remove the same in the same manner as above provided and the Manager is expressly authorized and directed to cause such vehicle to be removed.
8. The use of hoses to wash vehicles is prohibited.
9. No vehicle, automobile or motorcycle, which cannot operate under its own power, shall remain within the Condominium property for more than 24 hours.
10. Any owner, lessee or guests must request of the Manager a special parking place for a recreational vehicle or boat, provided however, that such vehicle or boat shall not exceed 22 ft. in length or be wider than the width of one parking space.
11. The owners, their employees, servants, agents, visitors and lessees and the families of same will obey the parking regulations and any other traffic regulations promulgated in the future for the safety, comfort and convenience of the residents.

12. Violations of any of these rules may result in vehicle being towed away at owner's or tenants expense.
13. All parking spaces other than those designated as "OWNER ONLY" will be open for anyone to park in on a first come, first serve basis. All owners and tenants must have the "OWNER ONLY" stickers and may not be parked in open spaces. Cars with "OWNER ONLY" stickers found in open spaces are subject to TOW AWAY at owners or tenants expense.
14. With reference to recreational vehicles, in cases of vehicles over 22 ft. in length, application must be made to the Manager for permission to park the same and the Manager will designate an area to be so used if available. No person can use such recreational vehicle as a home or for sleeping purposes. The length of time that such vehicle may be parked, shall be determined by the Manager. Violation of this rule may result in vehicle being towed away at owner's expense.

H. Pets.

1. From the date of June 27th, 1977, no pets shall be permitted in apartments leased or sold.
 - a. Any pets heretofore approved to be kept in any apartment may be retained, but not replaced or added to. All existing pets shall be registered with the Manager as to type, age, size, color and a photograph.
 - b. No guests or visitors shall be permitted to bring or keep pets of any size or description in any apartment or on the condominium grounds.

VIOLATION OF ANY OF THESE PET RULES
WILL RESULT IN LOSS OF PET PRIVILEGES.

I. Recreation Room and Card Room.

1. The use of the recreational Room & Card Room is reserved only for occupants of The Sovereigns Condominium and their guests. No organization charitable or otherwise, may make use therefore at any time unless said organization was originally formed primarily by and for occupants of The Sovereigns.
2. The Recreation Room should be reserved, in advance for a private function, through the Manager.

- a. Reservations made by anyone for a party of young people under 21 years of age must limit the number of guests to 50 and party must be over no later than midnight. An adult homeowner must be present to supervise the entire party.
- b. Private parties are scheduled only in the upstairs Recreation Room on Friday, Saturday and Sunday evenings.

As of July 10, 1986 residents may schedule a party on a Holiday evening that falls on a week day.

Friday and Saturday parties must be limited to 1:00 A.M. Holiday night and/or Sunday night parties must be limited to Midnight.

3. When the Recreation Room is used for each private function, the sponsor/host of such function shall be responsible for reasonable expenses assessed by the Association to cover costs of electricity, air-conditioning and other expenses. If the sponsor/host fails to clean up, the Association may clean up and assess the sponsor/host for the cost thereof.
 - a. Each Lessee shall have the right and privilege to use the Recreation Room for private functions if not otherwise reserved. For such privilege the Lessee shall pay to the Association the sum of \$50.00 for each such use. In addition the Lessee shall deposit with the Association an additional security deposit of \$250.00 which will be refunded if, in the opinion of the Manager, the room has been properly cleaned and no other damage caused by Lessee or guests.
 - b. Each unit owner shall have the right and privilege to use the Recreational Room for private functions if not otherwise reserved, once each calendar year without any charge. Any such unit owner so using the hall must clean up the premises or pay a clean up fee of \$50.00. Any additional use for a private function during any one calendar year, by any unit owner, shall be at a charge of \$50.00 plus clean up fee of \$50.00.
4. Each Owner, Lessee and their guests shall be responsible for any damage caused to the Recreational Building, equipment or contents.
5. All persons are requested to turn off lights when leaving the Recreation Rooms.
6. Chairs and tables may not be removed or borrowed from the Recreation Rooms.

6. Card and Game Players..

- a. A placement of no more than two (2) tables may be set up for games in the Downstairs Lounge. This area to be used ONLY for games in which smokers are participants. All other games must use the upstairs recreation hall area.
 - b. ALL CARD AND GAME PLAYERS using upstairs and downstairs must limit their playing to 12 midnight.
 - c. NO BATHING ATTIRE is allowed in the Recreation Building unless completely dry and covered.
7. The front and rear doors of the Recreation Building will be locked at 9 P.M. A buzzer has been installed to ring upstairs to the card room in the event you wish to get in touch with someone playing cards. This does not mean you have to leave the Building by 9 P.M. as the doors will not be locked from the inside.
8. At certain times and under conditions determined by the Board of Directors, both floors of the Recreation Building and/or the pool and/or picnic area may be reserved for adults use only.
9. The Clubhouse will be closed to all activities during Association meetings and activities.
10. There will be NO SMOKING in the Clubhouse at any time. This includes the toilet areas. This rule will apply to private parties as well.

J. Architectural Control.

1. No apartment owner or occupant shall install any wiring, television antenna, machines, air-conditioning units or other equipment or appurtenances whatsoever on or to the balconies or the exterior of the building or protruding from the balconies, through the walls, windows or roof thereof.
2. No apartment owner or occupant shall make any additions or alteration to any common elements, nor place or maintain thereon any signs, posters or bills whatsoever, except in accordance with such plans and specifications approved by the Directors.
3. No apartment owner shall alter, change, decorate or landscape any entrance, hallway, appurtenant to his apartment except in accordance with standards established or plans approved by the Directors.

4. Any structural change that alters the original construction of the homeowners premises shall be submitted to the Board of Directors for their approval together with a certification of a Professional Structural Engineer licensed in the State of Florida.

K. Financial Responsibility.

1. Every owner is responsible for prompt payment of maintenance fees, assessments, or other charges authorized by the Association as more fully provided in the By-Laws.
2. Payments which are delinquent will be subject to such fines, penalties and interest as established by the Directors.
3. Any damage to the buildings, recreational facilities, or other common areas or equipment caused by any resident or his guests shall be repaired at the expense of the owner who has himself or whose guests or family have caused same.
4. Loss or damage to any property of an apartment/unit owner which is compensable under insurance policies purchased by The Sovereigns Condominium, Inc. shall be strictly limited to the deductible provisions of such insurance policies. If more than one claimant is involved in the loss settlement, his or her portion of the deductible clause shall be prorated according to the percentage of dollar loss paid on his or her claim as it applies to the total amount of all damages paid by the insurance company.

L. Quiet Hours.

1. Owners and occupants are requested to observe the following quiet hours during the following periods:
 - a. Sunday evening thru Thursday evening:
11 P.M. to 7 A.M. the next day.
 - b. Friday evening, Saturday evening and the evening before a holiday:
Midnight to 9 A.M. the next day.
2. All occupants shall exercise extreme care about making noises and in the use of musical instruments, radios, televisions and amplifiers that may disturb occupants.
3. During quiet hours there shall be no noise audible outside one's apartment.
4. In the parking areas, excessive noise, loud talking, slamming of doors, racing of engines and the use of horns shall be avoided.

M. Security.

1. Each occupant is responsible for closing all doors which should be locked and for observing security regulations.
2. The Manager should be notified immediately of security violations.
3. Solicitors shall not be permitted entry to the buildings.
4. It is specifically requested that Domestic help not be given keys to the building.
5. All doors leading out of all buildings must be kept closed and locked at all times. The placing of objects to keep these doors open are expressly prohibited. Damages to these doors will be paid for by the party or parties responsible.
6. Strangers or ringers of bells to apartments should not be admitted unless the owner knows who is being admitted. All strangers should be advised to go to the Manager's office.

N. Bicycles.

1. Bicycles shall be parked or stored in bicycle racks provided.
2. Bicycles may, with care, be carried in elevators.
3. No bicycles or other objects may be kept in the stairwells, lobbies, storage rooms, hallways or other public or common areas of the buildings.
4. Bicycles may be brought into buildings through the rear doors only.

O. Laundry Room.

1. Laundry rooms on each floor are to be used only by persons living on that particular floor.
2. In the event of a laundry unit not operating, persons living on that particular floor should report it to the laundry company and in that case only may use the laundry rooms on the other floor until the unit is repaired.
3. Under no circumstances should persons living in one apartment building use the laundry facilities of other buildings (with the exception of the Manager, since the Club House Building does not have laundry facilities).

4. Laundry rooms must be left clean and lint removed and disposed of in the trash chute (not on the floors). Lint must be removed from the dryer each time the dryer is used.
5. All persons are requested to turn off lights when not in use.
6. Tokens for laundry machines may be purchased at the Manager's office.

UNIT OWNERS AND LESSEES PLEASE TAKE NOTICE

THE AFORESAID RULES AND REGULATIONS WERE ADOPTED BY THE BOARD OF DIRECTORS AT A REGULAR MEETING OF THE BOARD HELD ON MAY 8, 1991, AND WILL BE STRICTLY ENFORCED BY THE MANAGER WHO HAS BEEN AUTHORIZED TO DO SO BY THE BOARD OF DIRECTORS. VIOLATION THEREOF WILL SUBJECT THE OFFENDER TO LEGAL ACTION.

MARVIN SCHNEIDER
PRESIDENT

Date May 1991