

*** IMPORTANT ASSOCIATION INFORMATION FOR
OWNERS, SELLERS AND REALTORS ***

The Oxford Hill Condominium Association and Commercial Parcel Owners have many restrictions that affect:

- Parking in south parking lot
- Signage (not allowed)
- Lock boxes (not allowed without advance written approval from the property manager)
- Fobs/garage door openers/transmitters (not allowed in lock boxes, even if the lock box is approved)
- Open houses
- Moving and deliveries
- Remodeling and construction
- Building security

This list is not intended to be all inclusive, but the topics come up often during certain activities of realtors, sellers, and new owners.

All realtors, buyers and owners are required to familiarize themselves with the Covenants of Restrictions of the Association and commercial parcel owners (including the Rules and Regulations) and should contact the condominium property manager before scheduling any of the above activities.

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Operating Policies and Procedures

For

Residents of Oxford Hill Condominiums

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TABLE OF CONTENTS

	Page
Section 1. Introduction.....	1
Section 2. Organization.....	1
2.1. General.....	1
2.2. Definitions.....	2
2.3. Association Board of Directors.....	2
2.4. Building Management.....	3
2.5. Operating Personnel.....	3
Section 3. Rules.....	4
3.1. General Rules.....	4
3.2. Visitors/Guests.....	6
3.3. Moving and Deliveries.....	6
3.4. Carts.....	7
3.5. Pets.....	7
3.6. Barbecue Grills.....	8
3.7. Garbage and Debris.....	8
3.8. Solicitations.....	9
3.9. Political Campaigning.....	10
3.10. Personal Property and Estate Sales.....	10
3.11. Sale of Unit.....	10
Section 4. Expenses and Insurance.....	10
4.1. Operating Expenses.....	10
Section 5. Nuisances.....	12
5.1. Noise.....	12
5.2. Odor.....	12
Section 6. Privacy and Security.....	13
6.1. Privacy.....	13
6.2. General Security Precautions.....	13
Section 7. Garage, Parking and Bicycles.....	14
7.1. Entrance and Exit: Vehicles.....	14
7.2. Parking.....	15
Section 8. Operation.....	16
8.1. Units.....	16
8.2. Balconies.....	17
Section 9. Maintenance.....	17
9.1. Carpet Cleaning.....	17
9.2. Requested Services.....	17
9.3. Owner's Routine Maintenance.....	18

9.4.	Extended Absence.....	18
9.5.	Table of Maintenance Responsibilities.....	19
Section 10.	Building Modification and Unit Remodeling	20
10.1.	Exterior	20
10.2.	Unit Remodeling	21
10.3.	Washing Machines and Dryers Within Units	23
Section 11.	Non-Owner Occupancy.....	24
11.1.	Definitions.....	24
11.2.	Identification of Non-Owner Occupants	24
11.3.	Permitted Occupancies.....	24
11.4.	Prohibited Occupancies	25
11.5.	Fees and Deposits	25
11.6.	Non-Discrimination	25
Section 12.	Entry of Units	26
12.1.	Emergency	26
12.2.	Routine Maintenance	26
Section 13.	Hazardous Materials	27
Section 14.	Fire Procedures	27
Section 15.	Fines and Sanctions.....	27
15.1.	General.....	27
15.2.	Procedure	28
15.3.	Sanctions.....	29
15.4.	Fines and Sanctions.....	30
Section 16.	Fees.....	30
16.1.	Late Fees	30
16.2.	Replacement of Fobs and Electronic Garage Cards.....	33
16.3.	Move-in/Move-out Fee	30

Operating Policies and Procedures

Section 1. Introduction.

Oxford Hill, St. Paul, Minnesota is our home. We all share a common interest in living harmoniously and in preserving our property. These “*Operating Policies and Procedures*” are intended to serve as the rules and regulations provided for in the Declaration for Oxford Hill, and in the articles of incorporation and bylaws of The Oxford Hill Condominium Association.

The purpose of these Operating Policies and Procedures is to ensure that all owners and occupants of condominiums units in Oxford Hill have security, safety, privacy, pleasant surroundings, comfort, convenience, cleanliness and protection of their investment.

These Operating Policies and Procedures were enacted by the Association Board to reflect the concerns of the Owners of condominiums in Oxford Hill and help govern conduct. We may not agree on every rule, but as owners we have agreed to abide by them. Penalties may be imposed for violations.

All owners, occupants and guests shall comply with the Declaration of Condominium for Oxford Hill, the Articles of Incorporation of The Oxford Hill Condominium Association and the Bylaws of the Association of Oxford Hill, these Operating Policies and Procedures and all applicable laws, and all owners, occupants and guests shall hold the Association and other owners harmless from causes of action, fines, penalties and costs incurred as a result of violation of these Operating Policies and Procedures.

The Board of Directors may make changes to the Operating Policies and Procedures from time to time, as may be deemed desirable for the safety, care and cleanliness of the Oxford Hill property and for securing the comfort and convenience of all owners and occupants. Any new or modified Operating Policies and Procedures will take effect thirty (30) days after copies are provided to the owners. In an emergency, the thirty (30) day effective date may be waived by the Board of Directors, but copies of the modified policy will be immediately circulated to the owners.

The Board of Directors, for good cause shown, may grant a temporary waiver, if, in the Board of Directors’ judgment, such a temporary waiver will not interfere with the rights of the owners.

Owners may request, by written notice that the Board of Directors place matters on the Board of Directors’ agenda for consideration. Any such written (and signed) request, in order to be considered, must be given to the President, Vice President or Secretary/Treasurer of the Association at least two (2) days prior to the date the Board of Directors meets.

Section 2. Organization.

- 2.1. General. The Governing Documents provide detailed coverage regarding the governance and management of the Oxford Hill Condominium Association. The

Board of Directors may revise the Operating Policies and Procedures at any time. Revisions to the Operating Policies and Procedures must be consistent with and cannot supercede the Governing Documents.

2.2. Definitions. The following shall be definitions of the words and phrases used in these Operating Policies and Procedures:

Association: The Oxford Hill Condominium Association.

Association Board of Directors (BOD): Members as elected at the annual Association meeting. The Board of Directors is responsible for the governance of the Association. The Board of Directors includes the President, Vice President and Secretary/Treasurer.

MCIOA. The Minnesota Uniform Condominium Act. The MCIOA is a set of state statutes which govern all condominiums in Minnesota.

Declaration: The Declaration for Oxford Hill. The Declaration is a recorded document that can only be changed by a vote of 67% of the Unit Owners.

Bylaws: The Bylaws of the Oxford Hill Condominium Association. Any change to the Bylaws requires a vote of 67% of the Unit Owners.

Governing Documents. Collectively, the Declaration, the Articles of Incorporation and the Bylaws.

Management Company. The entity hired by the Association to oversee the day-to-day operation of the building. The current Management Company is Westport Properties, Inc.

Members of the Association: Legal owners of individual units.

Unit: Any one of the Units in Oxford Hill.

2.3. Association Board of Directors (BOD).

- (a) The BOD, with the assistance of the Management Company, and in accordance with applicable ordinances, develops the policies and procedures governing the Oxford Hill Condominium Association use and operation. The BOD designated responsibilities are set forth in the Governing Documents. The MCIOA contains additional provisions that apply to the operation and management of Oxford Hill.
- (b) At the Association's "Annual Meeting," the Members of the Association (i.e., the owners) elect directors and receive the Association's "Annual Report" of activities. The BOD's meetings are held from time to time and may be open to condominium resident members or closed (working

sessions) at the discretion of the Board of Directors and subject to the provisions of MCIOA. These may be preceded by a Members' open forum. Owners will be given advance notice of meetings. ***It is the BOD's intention to communicate to the owners frequently on topics covered in informal meetings called to discuss or decide on matters that need attention prior to the regularly scheduled Board meeting.***

- (c) Owners' communication of any particular matter, concern, or complaint should be in writing and mailed or e-mailed to the Management Company. The Board of Directors will respond at the earliest possible time or address the matter at a regular meeting of the Board of Directors. If an architectural request is made the Board of Directors will respond within 30 days upon receiving the request.

2.4. Building Management. The Management Company hires, trains and supervises all operating personnel and is the direct employer of all such persons, and responsible for their performance except where, with approval of the Board of Directors, an operator can act as an independent contractor responsible to the Management Company and Management Company. If an emergency occurs, or other matters of importance requiring immediate attention during business hours, owners should call the Management Company at 952-465-3214. You may also contact the Management Company's 24-hour number at (952) 952-465-3600 (Westport Properties, Inc.). If an emergency involves an imminent risk of injury to persons or damage to property, you should call 911 before calling the Management Company.

2.5. Operating Personnel.

- (a) The Oxford Hill Condominium Association has a Management Company who is responsible for the oversight of general housekeeping, day-to-day maintenance of the Common Areas, entry systems, and certain administrative functions. The Management Company is accountable to the Board of Directors.
- (b) We require that any other company operating in the building in any managing capacity requires approval by the Board of Directors. This approval can be revoked with sufficient notification.

- (c) Staff, support and trades personnel retained by the Management Company are instructed to not accept gifts, gratuities or compensation from owners.

Staff, support and trades personnel retained by the Management Company are instructed to not to accept part-time or off-hour employment, contract work or assignments from owners, or other occupants (including renters) of individual units with the approval of the management company.

- (d) Owners may not ask or expect staff personnel to provide personal services or accommodations that are beyond the scope of their duties or that do not benefit the Association as a whole.

Section 3. Rules.

3.1. General Rules.

- (a) Common Areas may not be used by anyone in a manner that interferes with the use and enjoyment of other owners.
- (b) Smoking in any of the interior Common Areas is strictly prohibited. This includes elevators, lobbies, corridors, stairwells, and the Parking Garage.
- (c) Food and drink will be permitted in the lobby, elevators, corridors, stairwells and the Parking Garage; it is the owner's responsibility, however, to clean up after themselves, when needed.
- (d) Boisterous or offensive activity that may be or become an annoyance to other owners or occupants is not permitted.
- (e) Entrances, areas within the Parking Garage, stairwells and corridors should not be obstructed, encumbered or defaced in any manner or used for any purpose other than entering or leaving the premises. Parking of automobiles is permitted only in authorized areas.
- (f) Common Areas and their contents are not to be altered, damaged or removed. Residents are not permitted to place personal property in the common corridors. This includes, but is not limited to, umbrella stands, mats, rugs, footwear, banners, flags, posters, art, shoes, boots, etc.
- (g) Door knockers are permitted if the Owner receives prior written approval by the BOD, through a request submitted to the Management Company. The door knocker must comply with the design that has been approved by the BOD. The approved design is depicted on the next page as Exhibit A.

- (h) Dead bolts are permitted on the doors of each unit if the Owner receives prior written approval of the BOD and the dead bolt complies with the design that has been approved by the BOD.
- (i) Doorbells are not permitted.
- (j) Residents may only hang one temporary holiday decoration on the door of each Unit and such decoration may only be displayed between November 15th and January 15th. Temporary holiday door decorations for holidays during other times, should seek an approval from the BOD.
- (k) Garbage cans, trash barrels or any type of personal property or refuse, debris and discarded items are not to be left, even temporarily, in any Common Area except where designated in the appropriate trash collection area. All recyclables should be taken to the residential trash room on the ground floor, and not left in the individual trash room on each floor. No disposables should be left in the individual trash room on each floor. All cardboard shall be broken down and flattened and placed in the “recycle” dumpster in the residential ground floor trash room.
- (l) The following types of activities are not allowed in the Common Areas premises due to their potential for disturbing owners and creating security problems:
- (i) Public auctions or non-invitational sales or estate sales. Real estate “open houses” are permitted provided that either the owner or the owner’s agent is in the lobby at all times to escort visitors to and from a Unit.
 - (ii) Publicly advertised or non-invitational parties, entertainment or events.
- (m) In-line or roller skating, skateboarding and ball games such as football, basketball, etc., are forbidden on the premises and grounds, including all corridors and parking areas.
- (n) All plants or trees, including Christmas trees, must be bagged when they are carried into or out of the building. Any cleanup is the responsibility of the owner, not the Association. If left to the Association for disposal, the disposal fee plus a fine will be assessed to the owner.
- (o) Feeding of animals, including squirrels, chipmunks, rabbits, pigeons, etc., anywhere on the premises is prohibited, including on all residential balconies.
- (p) Bird feeders are not allowed.

Exhibit A



3.2. Visitors/Guests.

- (a) A telephone security system located in the Oxford Hill's lobby allows callers and visitors to communicate with owners and occupants. The directory listing is for owners and residents, only. Any exception requires approval of the BOD.
- (b) Owners and occupants are responsible for the conduct of their guests, contractors, and domestic help. These Operating Policies and Procedures and the Governing Documents bind all owners, occupants, and their guests and employees.

3.3. Moving and Deliveries.

- (a) Moving is permitted between the hours of 8:00 a.m. and 5:00 p.m. Moving on a legal holiday is only permitted when prior authorization of the BOD has been received. Owners are responsible for the placement and removal of protective blankets in the elevator. The elevator pads are located in the first floor "package" room. Contact the Management Company for further information, and for the access code to the "package" room.
- (b) Owners are responsible for the payment of the move-in or move-out fee. See the Fee section for details on the fee amount.
- (c) Owners moving into or moving out of Units must schedule and confirm a specific date at least five (5) days in advance with the Management Company for the use of the elevator. The Management Company will inform the Board of Directors when notified of a move-in or move-out within 24 hours of notification. The elevator pads shall be installed in the morning of the intended move, and removed by the end of the day.
- (d) Owners are required to use the entry door on the rear parking lot side when moving or transporting household goods, furniture, appliances or building materials. The entry doors to the residential condominium vestibule and lobby **must not** be propped open and left unattended. After regular move-in hours, owners may use the elevator to move common items, such as items that could fit in their passenger car, so long as such items will not scratch or damage the elevator cab or doors.
- (e) The Management Company has the responsibility of scheduling the dates, hours and routing within the building of all move-ins or move-outs of Units. Scheduling of moves shall be done with the Management Company.
- (f) Repair of damage caused as a result of move-in or move-out activity, are the responsibility of the owner. Any expenses incurred to repair damages will be assessed to the owner.

- (g) Deliveries from UPS, FEDEX, USPS, and other carriers of small packages can be delivered to the mail room or mail package room. Owners will often be notified of such deliveries by the carrier. Packages shall be retrieved promptly.

3.4. Carts. Carts are provided by the Association for carrying groceries and other items to and from Units. Carts **must** be returned to the designated area in the garage elevator vestibule immediately after each use. Carts are not to be left in Units, parking spaces, driving lanes, elevators, or lobby vestibules even for only a short period of time.

3.5. Pets.

- (a) Only dogs, cats, small birds and fish, and other animals generally recognized as domestic household pets (collectively, "Pets") may be kept within the Units, subject to the conditions set forth in this Article.
- (b) No more than: (i) two dogs; (ii) two cats; or (iii) a combination of one dog and one cat may be kept in a Unit.
- (c) Pets shall be kept solely as domestic household pets and/or as statutorily authorized "service animals" used by handicapped persons, and not for any other purpose. No animal shall be raised or bred, or kept for business or commercial purposes, by any Person upon any part of the Property.
- (d) No Pet shall be allowed to make an unreasonable amount of noise, or to become a nuisance or a threat to the safety of others.
- (e) Pets may be housed only within the Units. No structure, fence or enclosure for the care, housing or confinement of any Pet shall be constructed or maintained on any part of the Property.
- (f) Pets must be on a leash and under control of the Owner or Occupant of the Unit in which the pet resides, or other competent person, at all times when walked or exercised on the Property and in the Common Areas.
- (g) The BODs shall have authority, following a hearing, to determine in its reasonable discretion whether a particular Pet should be expelled from Oxford Hill based upon the Pet's behavior or the failure of the applicable Owner to comply with this Article or other restrictions contained in the Governing Documents, Operating Policies and Procedures, or the applicable ordinances of the City of St. Paul.
- (h) Owners and Occupants shall be liable for the cost of repairing any damage to the Common Areas, or any personal injury, caused by an owners Pet, including any cleaning needed as a result of urination or defecation.

- (i) Pets are not permitted in the Common Areas except for letting them in or out from the outside.
 - (j) Pets are not permitted on the roof-top.
 - (k) Pets are allowed on private patios or balconies; please do not allow your pet to urinate or defecate on patios or balconies.
- 3.6. Barbecue Grills. Grills shall be limited to gas-fired grills only. No charcoal grills shall be allowed. In addition, propane or other flammable gas cylinders shall be used solely for the purpose of heating gas grills. Spare cylinders shall be stored outside the main building structure adjacent to the grills for which the gas supply is intended.
- 3.7. Garbage and Debris.

- (a) General. All refuse, garbage, debris, packing materials, discarded items, etc., must be either wrapped and deposited into the trash chute, or carried to the dumpster located in the Condominium's residential trash collection room, located on the ground floor. Access to this room is from the outside door, near the rear vestibule entry.

All recyclables, such as newspapers, cardboard, aluminum or metal cans, plastic containers, glass bottles and jars must be placed in the specified recycling dumpster in the residential trash room. Disposal of fluorescent tubes and batteries in the residential trash is prohibited, by St. Paul city ordinance. Please contact the Management Company for instructions on the disposal of unauthorized waste or recyclables. Disposal of car batteries is the owner's responsibility. Old car batteries must not be left for disposal.

- (b) Trash chutes. A trash chute room is located on each floor. Garbage, refuse and vacuum cleaner waste must always be securely wrapped in plastic or paper bags before depositing into the chute. All messy refuse (garbage, liquids, etc.) should be placed in a separate plastic container or bag and sealed tightly before placing in the outer bag. Liquids must not be deposited in the trash chute, but carried to the trash room, on the ground floor, and put in the appropriate dumpster. The outer bags should not be any larger than a common grocery bag, and should always be securely tied with banding or string. Do not attempt to deposit (or force) boxes, heavy cardboard, plants, containers or other large items into the trash chute; such items should be carried to the dumpster located in the garbage area. Do not leave refuse or recyclables of any kind on the floor of the trash room.
- (c) Recycling. The recycling dumpster is located in the residential trash room, on the ground floor. Deposit newspapers, cardboard, aluminum or

metal cans, plastic containers, glass bottles and jars in the recycling dumpster.

Paper items that can be recycled are:

- Newspaper
- Office paper
- Books
- Cardboard
- Computer paper
- Envelopes
- File folders
- Magazines
- Spiral notebooks

Metals and Plastics that can be recycled are:

- Aluminum cans
- Glass bottles and jars (green, brown and clear)
- Metal cans
- Plastic beverage containers
- All plastics not labeled 3 and 6.

All bottles, jars and aluminum or metal cans must be thoroughly rinsed and any loose lids must be removed before depositing into the containers. All boxes shall be broken down, so they are flat. Please note that if boxes are not broken down and flattened, the Association may incur an additional pickup charge. If this occurs, any identified homeowner or occupant will be assessed the additional fees. An additional fine may also be imposed.

3.8. Solicitations.

- (a) Solicitors and canvassers are not allowed in the building. The only exception is access to candidates for public office (see Section 3.9 below regarding political campaigning). Owners may not solicit or canvass door-to-door for any purpose.
- (b) The notice boxes in the elevator and lobby are reserved for use by the BOD, the Management Company, and related building management communication.
- (c) Circulars, fliers or advertisements should not be placed by, on or under Unit doors, posted in Common Areas or inserted into the notice boxes in the elevator and garage elevator lobbies. Any request for exceptions shall be communicated to the Management Company.

- (d) Owners or occupants who have a specific concern can contact the Management Company for resolution.

3.9. Political Campaigning.

To ensure security while fulfilling the terms of Minnesota Statute (M.S. 211b.19), which requires multiple-unit dwellings to provide access to political candidates, the following shall apply:

- (a) Candidates and their workers must provide photographic identification before being allowed into the building.
- (b) This policy does not waive any additional rights under the terms of the statute including the right to deny admittance or expel for good cause, any candidates or their workers.

3.10. Personal Property and Estate Sales.

- (a) Estate or moving sales are prohibited.
- (b) If an owner wants to dispose of an occasional piece of furniture or personal property, the following rules apply:
 - (i) Newspaper or other advertising forms must not contain the name Oxford Hill; the owner's own name, the street address and telephone number are the correct directional information for the advertising.
 - (ii) "For sale," or other similar signs must not be posted anywhere in the building's Common Areas or any place visible from the exterior of the building including, but not limited to, balconies, decks or exterior windows.
 - (iii) Items may not be left in Common Areas for viewing.

- 3.11. Sale of Unit. Owners who have their Units listed for sale may make use of the existing lock box located in the commercial parking area, near to the entrance of the residential parking area, with the approval of the Management Company.

Section 4. Expenses and Insurance.

4.1. Operating Expenses.

- (a) The assessment for common expenses is payable in monthly installments, due on the first day of the month. Payments received after the 10th of the month will incur a late charge. See Section 16 regarding fees.

- (b) When the annual operating budget is approved, the annual assessment of Unit owners is determined and owners are notified.
- (c) The budget, projecting estimates of income and expense on which the annual assessment is based, is distributed to owners with Annual Meeting information.
- (d) Special assessments may be levied and payable as determined by the Board of Directors.
- (e) The Association does not assume liability for loss or damage to personal property or real property, defined above, except for damage resulting from water penetration from:
 - The roof
 - An exterior wall or common element plumbing
 - Any waste lines located within Common Area walls of Units
- (f) The Association will make necessary repair of damages to walls and ceilings, not including wall covering, resulting from the above mentioned water penetration. The Association shall not be liable for any claims per single incident, beyond payment of up to \$100 for the repair of walls and ceilings.
- (g) The Association is not responsible for water damage resulting from negligence on the part of an owner/occupant. Examples of negligence:
 - Overflow of a sink, wash basin, shower or bathtub
 - Leaving a window open during a rainstorm or during the winter months
- (h) The Association is not liable for:
 - Water damage resulting from malfunction or leakage of a washing machine, dishwasher, sink faucets or traps and related plumbing or leakage through tile or marble bathtub and shower stall enclosures
 - Water damage to real property, personal property or improvements resulting from negligence or neglect
- (i) It is essential that Owners of condominiums in Oxford Hill /occupants carry an individual HO-6 Condominium Unit All Risk Owners Policy (and Renters Policy, if applicable) in an amount sufficient to cover the value of personal property and real property. A HO-6 All Risk Policy includes liability coverage for accidents occurring within individual Units.

- (j) Each owner is liable for the expense of any maintenance, repair or replacement made necessary by his or her act, neglect or carelessness, or by any member of his or her family, guests, employees, agents or lessees, but only to the extent that such expense is not met by the proceeds of insurance coverage carried by the Association. Such liability is to include any increase in fire insurance rates from use, misuse, or abandonment of any Unit or its appurtenances.

Section 5. Nuisances.

5.1. Noise.

- (a) The building was designed to meet or exceed St. Paul standards for sound separation. However, it is not sound proof, and excessive noise is prohibited.
- (b) If a noise violation occurs, residents are advised to follow the escalation procedure, if comfortable taking such actions:
 - (i) Contact Unit directly (person-to-person or via a Board of Directors member) to request the resident lower the noise.
 - (ii) Contact the police if you are uncomfortable with face-to-face resolution or if such contact is unsuccessful.
 - (iii) Inform the Management Company of incident.
- (c) As a community, all residents should respect the privacy of their neighbors. Residents should be mindful that noise travels from the floor of one Unit to the ceiling of another. The noise level should always be considered and should intrude only minimally and seldom into another Unit.
- (d) Quiet hours are from 10:00 p.m. to 7:00 a.m. Sunday through Thursday and from 11:00 p.m. to 8:00 a.m. Friday and Saturday. Noise violations are subject to fines.
- (e) Noise that is related to truck deliveries is subject to the City of St. Paul's restrictions and Code. Noise issues related to truck deliveries shall be communicated to the City of St. Paul.

- 5.2. Odor. Residents are advised to be sensitive to objectionable odors that may enter Common Areas or other Units, such as paints, cleaning supplies and smoking, including smoking on individual balconies, as such smoke can easily migrate to a balcony immediately above or below.

Section 6. Privacy and Security.

6.1. Privacy.

- (a) The privacy of individual Unit owners and occupants is of utmost importance to the Association and the Management Company. Every attempt is made to preserve privacy, but if any kind of infringement occurs, the Management Company will assist in remedying the problem.
- (b) Owners' names or Unit numbers will not be listed, without their permission, on any directories located in the vestibule or in any other location in the building.
- (c) The Management Company will not release names, telephone numbers, Unit numbers or other information concerning individual owners without express written authorization from owners.
- (d) Lists of owners' names cannot be released without authorization of the BOD.
- (e) All activities must be within the laws, regulations and zoning ordinances of all governmental agencies having jurisdiction over the Condominium.

6.2. General Security Precautions.

Report any suspicious activity or strangers loitering in or near the premises to the Management Company, or, depending on the circumstances, directly to the police (call 911).

Door-to-door solicitors or salespersons are not allowed in the building under any circumstances.

It is recommended that all dwelling doors, patio and balcony doors, parked automobiles and storage lockers be locked at all times.

Use the checklist in Section 9.3 (Owner's Routine Maintenance), and report to Management Company prior to leaving the city for an extended period of time.

(a) Door Fob.

- (i) For original condominium owners, two door fobs are issued and registered to each owner. They bear an identification number or letter and restrict duplication.
- (ii) Periodically the fobs and garage electric cards may be changed as a security measure.

- (iii) Only an owner may request an additional security door fobs or replacement for a lost or broken fob. To obtain a fob, owners shall contact the Management Company. Fees will be charged for additional or replacement fobs (see Section 16, Fees).
 - (iv) Broken fobs will be replaced upon surrender of at least the upper portion of the broken fob for a fee (see Section 16, Fees).
 - (v) Each owner is responsible for the delivery of fob(s) to new purchaser in the event of a sale.
- (b) Common Areas.
- (i) Fire doors, which are located in the Parking Garage and the stairwells, must not be propped open under any circumstances.
 - (ii) Outside doors to the building must remain closed and secured at all times. Owners (and guests) are urged to exercise caution to prevent strangers from passing through outside doors or the front entrance security door at the same time when the owner is entering or leaving the building. Main stairwell doors will close automatically in the event of fire.

Section 7. Garage, Parking and Bicycles.

7.1. Entrance and Exit: Vehicles.

- (a) The garage door can be opened with an electronic garage card and with “small” fobs which are used for doorways.
- (b) Care should be taken to ensure that a second vehicle or person on foot does not attempt to pass through at the same time. Any suspicious activity should be reported to the Management Company and the Police.
- (c) Vehicles should be driven at a maximum speed of five (5) miles per hour. Residents should drive slowly and watch the safety mirrors for opposing vehicles.
- (d) Lights should be turned on when driving in the garage area.
- (e) Electronic garage cards are available for entering and exiting the garage areas. The following applies:
 - (i) Original condominium owners received one electronic garage card for each parking space. For resale of units, the seller is responsible for providing the electronic garage card to the new owners.

- (ii) Owners may order one or more electronic garage cards according to the Fees shown in Section 16. Electronic garage cards that are ordered will be numbered and registered to particular Units.
- (iii) If a condominium unit is sold, the electronic garage card shall be conveyed to the new owner.
- (iv) The Association reserves the right, with or without cause, to refuse the issuance of electronic garage cards.
- (v) Owners must report lost or stolen electronic garage cards immediately to the Management Company.
- (vi) Periodically the Association may choose to re-code all electronic garage cards as a security and safety precaution.

7.2. Parking.

(a) Operation.

- (i) Vehicles should be locked when in the Parking Garage.
- (ii) Vehicles should be parked only in the specified parking space(s) assigned to each Unit; vehicles should not be parked in no-parking zones, spaces assigned to others, areas that would impede or prevent ready access to doors or assigned spaces, or the portions of the Parking Garage designated for use by the Commercial portion of the building. Vehicles are not to be parked in such a manner as to interfere with the driving lanes or the ability of others to park. A vehicle cannot protrude into the traffic lanes.
- (iii) Vehicles must be parked in the confines of the width and length of a parking space. In tandem parking spaces the total length of both vehicles cannot exceed the length of the parking spaces less three feet to allow space between the vehicles and the building structure.
- (iv) Except for emergency repairs and using the designated car wash area, owners should refrain from washing or doing mechanical work of any kind within interior parking spaces (apart from section (v) below).
- (v) Owners are responsible for the prompt clean-up and removal of any oil, grease or automotive fluids leaked on the garage floor within assigned garage spaces.
- (vi) Periodically there will be a complete garage cleaning and all vehicles (cars, motor cycles, etc.) must be removed. Information will be posted when garage cleaning is scheduled.

- (vii) Only motorized vehicles are to be kept in the parking spaces. The term “motorized vehicles” is defined to include passenger automobiles, light duty trucks, and motorcycles/scooters only. If question arise as to vehicle that may be parked, owners should contact the Management Company. Motorized trailers, boats, heavier duty trucks, mobile homes, camping vehicles or motor homes cannot be parked in the residential garage.
- (viii) Storage of personal property is not permitted in the Parking Garage; provided, however, that storage lockers/cages that are designed and installed in accordance with specifications approved by the Board of Directors may be installed in an Owner’s assigned parking stall. Owners shall contact the Property Manage if a storage locker/cage is desired to be installed. Not all residential parking stalls can accommodate storage lockers/gages.
- (ix) Rental of garage stalls to non–residents is not permitted.
- (x) Except for emergency repairs, owners and guests must not conduct mechanical work of any kind on vehicles in the parking areas.
- (xi) The Association and the Management Company have the authority to have any non–conforming vehicle towed from the premises at the owner’s expense.
- (b) Bicycles, etc.
 - (i) Bicycles may be stored in designated garage bike parking spaces.
 - (ii) Bicycles should be locked and secured at all times when not in use.
 - (iii) Bicycles can be stored inside owners’ Units, but any cleanup required in Common Areas as a result bicycle use or transport are the responsibility of the owner and subject to sanctions in the event of a violation, including imposition of fines.

Section 8. Operation.

8.1. Units.

- (a) Units and all common and limited Common Areas (including assigned parking spaces) are to be used for owner purposes only.
- (b) Units shall be occupied and used for private residential purposes only by owners (or authorized non–owner occupants), their families and guests.
- (c) Units may not be used for commercial purposes; provided that Units may be used for home office purposes if such uses: (i) do not involve any

substantial observable business activities such as visitation or use of the Unit by customers or employees, bulk mailings or deliveries, signs, or advertising displays; (ii) are incidental to the residential use of the Unit; and (iii) otherwise comply with these Operating Policies and Procedures.

- (d) A Unit may not be used for any unlawful purposes. All valid laws, zoning ordinances, and regulations of all governmental bodies having jurisdiction are to be observed.
- (e) Owners must keep the noise level of electronic equipment, musical instruments, appliances, etc., at reasonable levels at all times. Residents are required to observe quiet hours 10:00 p.m. – 7:00 a.m. Sunday through Thursday and 11:00 p.m. to 8:00 a.m. Friday and Saturday.
- (f) Owners are not to install or operate any machines, refrigeration or heating devices or air conditioning apparatus, other than common household appliances. Questions regarding what may be installed and operated shall be directed to the Management Company.
- (g) Damage to property of others and the Association, resulting from poor or neglected maintenance, misuse of toilets, drains and plumbing equipment is the responsibility of the owner. This includes expenses for unclogging sewer lines due to carelessness.
- (h) Owners are required to keep Units, patios and assigned storage spaces in a reasonable state of cleanliness, and to avoid the presence of insects, mold, rodents and odors.
- (i) Do not store anything that would block airflow or restrict maintenance.
- (j) A live Christmas tree trunk must be immersed in a stand that allows water to be added regularly, and water must be properly added, to keep the tree fresh and prevent fires.

8.2. Balconies.

- (a) All Unit Owners must keep balconies free from signs, advertising or lights. Holiday decorations are permitted from November 15 – January 15.
- (b) Use of grills on balconies must conform with Section 3.6.

Section 9. Maintenance.

- 9.1. Carpet Cleaning. Carpets in the Common Area hallways and stairwells will be periodically professionally cleaned.
- 9.2. Requested Services. The Management Company can provide and arrange for all types of repair and maintenance services for owners. Charges for work and

services that are not the responsibility of the Association will be billed directly to the owner. Owners/residents should contact the Management Company for further information.

9.3. Owner's Routine Maintenance.

- (a) Immediately report any water infiltration problems, regardless of how minor.
- (b) Periodically check for any signs of water at all water sources in your Unit: sinks (wet bar), toilets, clothes washer, dishwasher, dehumidifiers, humidifiers, and refrigerators.
- (c) Check if the floor of your HVAC (Heating/Ventilating Air Conditioning) closet is damp or if water infiltration is noted from the holes around the pipes leading up into the ceiling.
- (d) Check ceiling in your bathrooms for signs of water stains or dampness.
- (e) Note any changes in the operational efficiency of your toilets. If the toilet continues to "run" after flushing, or if you hear the toilet refilling long after flushing, the fill and flush valves may need replacing. These valves should be replaced every 4 or 5 years as routine preventative maintenance.
- (f) Repair any dripping faucets and showerheads.
- (g) A quart of water should be poured down the laundry room floor drain every few months to offset evaporation in the drain trap and prevent sewer odor backup.

9.4. Extended Absence.

- (a) Notify the Management Company of the dates you will be away. Leave an emergency phone number and/or address where you can be contacted if there is a problem in your Unit.
- (b) Stop mail and newspaper delivery.
- (c) Close and lock your windows and balcony doors.

9.5. Table of Maintenance Responsibilities.

<u>Item</u>	<u>Party Responsible</u>
a. Appliances	
1. Oven	Owner
2. Refrigerator	Owner
3. Dishwasher	Owner
4. Garbage Disposal	Owner
5. Washer and dryer	Owner
b. Plumbing Fixtures	
1. Toilets	Owner
2. Sinks	Owner
3. Faucets	Owner
4. Bathtubs	Owner
5. All piping and drains from fixtures to wall	Owner
6. Faucet cartridges	Owner
7. Tub/shower	Owner
8. Toilet seals	Owner
c. Water Shut-off Valves	Owner
d. Heating/Cooling Unit	
1. Zone valve	Owner
2. Fan motor	Owner
3. Coil	Owner
4. Filters	Owner
5. Condensate drains	Association
e. Thermostats	Owner
1. Humidifier	Owner
2. Electrostatic filter	Owner
f. Slow and/or Plugged Drains	Association*

* Association will coordinate repair of clogged drain but if the drain was plugged due to Owner's or Occupant's inappropriate use, the charge will be assessed to the Unit Owner.

<u>Item</u>	<u>Party Responsible</u>
g. Windows and Patio Doors	
1. Operation	Owner
2. Hardware	Owner
3. Thermopane Glass (broken seal)	Association
4. Screens	Owner
5. Weather-stripping	Owner
6. Exterior Caulking	Association
7. Broken Glass (except when caused by building movement)	Owner
h. Doors, storage lockers and related hardware and locks	
1. Entry door, closer, hardware, locks and seals (re-keying of locks must be coordinated through the Management Company)	Owner
2. Interior doors and related hardware and locks	Owner
3. Storage locker door and related hardware and locks	Owner
i. Security/fire System	
1. Wiring to Units	Association
2. Smoke detectors	Owner
3. Sprinkler Heads	Owner
j. Telephone, cabling, Internet, and any other related wiring servicing individual units	Owner
k. Light bulbs within units	Owner
l. Fireplace inspection and cleaning	Owner

Section 10. Building Modification and Unit Remodeling.

10.1. Exterior.

- (a) Changes or modifications to balconies, exterior windows or common or limited Common Areas of the building are not permitted, except as authorized by the Board of Directors before construction begins.
- (b) Owners must not install wiring for any electrical installation, television antenna, television dishes, or radio antennas, etc., on the exterior of the building or protruding through the walls, windows, or on the roof of the building or operate any type of transmitting equipment.

- (c) “For Sale,” “For Rent,” “Open House,” and all other types of signs, illumination, identification or advertisements are not to be placed in windows or elsewhere so that they are visible from the outside of the building or in the interior or exterior Common Areas.
- (d) No political signs that would be visible from the outside of the Building shall be permitted.
- (e) The landscaped areas, including grass, trees, shrubs, hedges, flowers or flowerbeds, must not be harmed or littered.

10.2. Unit Remodeling.

- (a) Restrictions. Owners may not make any additions, alterations or improvements to their Units as defined below without prior written consent of the BODs. Submit remodeling plans/requests to the Management Company. The BOD will respond in writing within 30 days from receipt of all requests.

The following constitute additions, alterations or improvements to Units. Work done on the:

- Plumbing, except for routine repair, cleaning or replacement of faucets or plumbing fixtures of a like type and size.
- Heating and ventilation systems, except for repair or replacement of equipment of a like type and size.
- Security or life safety equipment located in Units.
- Corridor side of Unit entry doors and/or surrounds and to hardware and locking devices of these doors, including door knockers.
- Any and all type alterations, modifications or additions, the result of which could adversely affect other Units that are located above, below or adjacent to a Unit in which remodeling is contemplated.
- Concrete floor deck or ceiling that contemplates or requires penetration into or through the surface of a Unit.

(b) Building Permits.

- (i) The City of St. Paul requires certification prior to issuance of a building permit that hard surface flooring to be installed meets a sound class (STC of 50), which standard (STC of 45 if field tested) is also required by the Association

- (ii) All City of St. Paul permits that are required by code, including those required for the installation of hard surface floor covering, in lieu of carpeting, in Units that are located above other Units, must be filed with the Management Company prior to commencement of construction. All work that is undertaken is to be completed in full compliance with all applicable building and fire codes and ordinances.
 - (iii) Owners are responsible for any damage to Units located above, below and adjacent to Unit in which remodeling is completed, and for damage to Common Areas and elements resulting from any remodeling or alterations.
- (c) Penetration of Floors & Ceilings. Penetration into or through the surface of the concrete floor deck or ceiling of a Unit in any event requires prior written Board of Directors approval. However, approval from the Board of Directors and any adjacent owner, if granted, would be subject to a radiographic or electromagnetic scan undertaken by a responsible firm prior to commencement of work on floor or ceiling.
- (d) Construction.
 - (i) Hours. Construction work in Units is permitted only during the following hours:
 - Monday – Friday, exclusive of holidays, between the hours of 8:00 a.m. and 5:00 p.m.
 - Saturday between the hours of 8:00 a.m. and 1:00 p.m.
 - No construction work shall be permitted on Sundays or legal holidays.
 - (ii) Completion. Construction or remodeling projects of all types within dwelling Units, whether or not prior written consent by the BODs is required as outlined above, must: be totally complete within a 30–calendar day period from start to finish, unless an extension of this time period is requested and granted by the Board of Directors prior to commencement of work. Any request for an extension of time shall be submitted to the Management Company.
- (e) Construction Materials.
 - (i) Delivery and Removal. The transport of construction materials and refuse is not permitted after 4:00 p.m. on weekdays or on weekends or holidays. Owners or their contractors are responsible to see that the corridors, elevators, etc. are at all times kept free of

debris, dirt, etc. resulting from the delivery or removal of materials and debris.

- (ii) Storage. Construction materials and supplies and debris are not permitted to be stored in corridors, lobbies, elevators, garage areas or elsewhere in the Common Areas of the property, even if for only short intervals of time.
- (iii) Cleanup. It is the responsibility of the owners or their contractors and vendors to haul construction debris, cartons, wrapping, etc. off the premises and to provide a dumpster for this purpose if warranted. Any plan to use a dumpster must be approved by the Management Company prior to construction.
- (f) Elevator Use. The elevator or stairways can be used to transport construction materials such as sheet rock, carpet, cabinets, lumber, etc., and refuse. The Unit Owner must notify the Management Company at least five (5) days in advance. The elevator may be used on Monday through Friday, exclusive of holidays, between the hours of 8:00 a.m. and 5:00 p.m. only. It is the responsibility of the owner to put up the elevator pads prior to using the elevator to transport construction materials and refuse.
- (g) Domestic Water Supply. The domestic water supply to any vertical stack of Units or the entire building may not be turned off unless required, and only with sufficient advance notice submitted to the Management Company; this is needed to allow at least a 24-hour notification to the owners who will be affected by a scheduled turn-off.

10.3. Washing Machines and Dryers Within Units. The installation of washing machines and dryers is permitted subject to the following:

- The installation of any washing machine or dryer must be approved, in writing, by the Management Company.
- All residential dryers are vented through the roof. Periodic cleaning of the roof top vents will be done, as arranged by the Management Company. When the roof top vents are cleaned, owners will have an option to have the venting within their respective units inspected and cleaned. Owners must have this done at least once every two years.
- Washing machines must include a water shutoff valve that services the unit; must use stainless steel braided washer hoses to connect to the water line; and must have a discharge line secured to the drain.

Section 11. Non-Owner Occupancy.

11.1. Definitions. The following are definitions of words or phrases used in this Section:

Non-Owner Occupied Unit: A Unit occupied by a person(s) other than the owner(s). This does not include member(s) of an immediate family, roommate, or a bona fide guest residing with the Unit owner(s).

Permitted Occupancies: Non-Owner occupancies of a Residential Condominium Unit which are not prohibited by, or in contravention of the Declaration or Bylaws, as amended from time-to-time, or this Policy.

Prohibited Occupancies: Non-Owner occupancies of a Residential Condominium Unit prohibited by or in contravention of the Declaration or Bylaws, or Operating Policies and Procedures as amended from time to time.

Background of Residential Disruption: Any report given to the Board of Directors or the Management Company from landlords or similar persons that the subject of inquiry, in connection with his or her earlier residence(s), has:

- been destructive.
- been convicted of a felony during the last five years for crimes of theft, breaking and entering, burglary, property vandalism, or similar crimes against property.
- been convicted of assault, battery, rape, criminal sexual conduct, homicide or other crimes against persons.
- persistently disrupted or breached the peace or has persistently failed to meet financial obligations.

11.2. Identification of Non-Owner Occupants. If, and when, a Unit Owner intends to enter into a lease agreement with a Non-Owner Occupant, the Unit Owner must provide the Management Company a copy of the proposed lease and a background check of the proposed Non-Owner Occupant.

11.3. Permitted Occupancies. Leasing of Units shall be allowed, subject to further regulation by the Board of Directors, and subject to the following conditions:

- (a) that no Unit shall be leased for any period shorter than twelve (12) month periods at a time.
- (b) a month-to-month extension to a lease is prohibited.

- (c) that no Unit may be subleased.
- (d) that all leases shall be in writing, state the names, addresses, and telephone numbers of all occupants who are to occupy the Unit.
- (e) that all leases shall provide that they are subordinate and subject to the provisions of the Governing Documents, these Operating Policies and Procedures, and MCIOA, and state that the lease may be terminated with 30 days' written notice from the lessor or the Association in the event of any violation of the Operating Policies and Procedures.
- (f) Leases shall also provide that any failure of the lessee or guests to comply with the terms of the Governing Documents or these Operating Policies and Procedures shall be a default under the lease and contain an acknowledgment by the tenants that they have received a copy of the Governing Documents and these Operating Policies and Procedures.
- (g) For purpose of these Operating Policies and Procedures, the failure to deliver the written lease shall be treated as if the required statements were verified as untrue.

11.4. Prohibited Occupancies. The Association provides the following guidelines.

- (a) Any letting or permitting the use of any Unit for a period less than twelve (12) months, except where such use is attendant to a bona fide familial relationship without consideration.
- (b) The owners of the respective Units shall not lease less than the entire Unit. Any lease agreement shall be required to be in writing and to provide that the terms of the lease shall be subject in all respects to the provisions of the Operating Policies and Procedures, and that any failure by the tenant to comply with the terms of the Operating Policies and Procedures shall be a default under the lease.
- (c) Letting or permitting the use of any Unit for transient or hotel purposes is not allowed.

11.5. Fees and Deposits. See the section on fees.

11.6. Non-Discrimination. The Association's non-owner occupancy policy is intended to ensure that the Board of Directors and Management Company are able to access the information necessary to verify the background of potential non-owner occupants. Nothing in this policy is intended to solicit information relative to the age, race, gender, sexual orientation, religious preference or other characteristics that discrimination against which would be unlawful. Neither the Association nor its Management Company shall attempt to seek such information through requirements of personal interviews or other means, it being the intent of these rules that any decision of the Association or its Management Company relative to

regulating occupancies pursuant to the Operating Policies and Procedures shall be entirely insensitive to such information.

Section 12. Entry of Units.

12.1. Emergencies.

- (a) The Declaration requires that owners allow immediate entry to their Units by the Management Company or other persons authorized by the Board of Directors in emergency situations.
- (b) A master locking system is maintained by the Management Company to insure access to Units in event of an emergency when owners are not at home or when their personal well being or safety is threatened
- (c) The master key will be used for no other purpose than an emergency entry.
- (d) Examples of emergency situations that require immediate entry are:
 - Broken water or sewer pipe, or strong suspicion of same.
 - Flooding from sprinkler system or overflow from toilet, washer, sink, water or sewer line, or strong suspicion of same.
 - Fire or smoke, or strong suspicion of same.
 - Evidence or strong suspicion that an owner may be disabled by illness or accident.
- (e) If an emergency situation dictates the necessity of immediate entry when an owner is not at home, the following procedures shall be strictly observed in the order listed:
 - A conscientious and diligent effort is to be made to first call and attempt to locate the owner, time permitting, prior to entry.
 - The Unit entry door is to be soundly pounded on prior to entry.
 - An appropriate note giving time of entry, purpose and other pertinent detail is to be left in a conspicuous place (e.g. kitchen counter top) within the Unit, immediately following entry of the Unit.
 - The entry, with related detail, is to be officially recorded by the Management Company.
 - The owner is to be contacted by telephone as soon as possible.

- 12.2. Routine Maintenance. It may be necessary, from time to time, for the Management Company or other person(s) authorized by the Association to perform maintenance, alterations or repairs to mechanical, plumbing, electrical

systems, etc. The Association will make every attempt to provide owners with at least forty-eight (48) hours advance written notice prior to the commencement of any work and, whenever possible, will try to accommodate the individual schedule of owners.

Section 13. Hazardous Materials.

- Gasoline or other explosives or dangerous articles are not to be brought in or used on the premises.
- Owners should not store or keep any combustible, inflammable or offensive goods, provisions or materials in the Units, storage areas or garage areas except for reasonable quantities and kinds of usual household materials.
- All hazardous waste (paint, oil, flammable materials, etc.) must be disposed of off site. Hazardous materials must not, under any circumstances, be deposited into the trash chute or recycling containers or left anywhere in the Common Areas.
- A live Christmas tree trunk should be immersed in a stand that allows water to be added regularly to keep it fresh and prevent fires.

Section 14. Fire Procedures.

Upon discovery of fire, call the Emergency Number 911 and The Management Company and give them the following information:

Your address:
1060 Grand Ave.,
[your unit number]
Saint Paul MN 55105
Give details of fire emergency.

The Management Company Contact information is as follows:
Westport Properties
2626 East 82nd Street, Suite 340
Bloomington, MN 55425
(952) 465-3214; (952) 465-3600

Section 15. Fines and Sanctions.

- 15.1. General. MCIOA grants the Board of Directors authority to “Impose charges for late payment of assessments and, after notice and an opportunity to be heard, to levy reasonable fines for violations of Declaration, By-Laws and Operating Policies and Procedures of the Association.” The sanctions and fines described are in addition to, and not as substitutes for, any rights or remedies which the Association otherwise has at law or under the Declaration, By-laws and any

amendments. Association members are responsible for the conduct and actions of their guests and are subject to sanctions and fines as described in Section 15, for any usage contrary to the Operating Policies and Procedures in effect and the constituent documents of the Association, and amendments thereto:

15.2. Procedure.

- (a) An individual shall make a written complaint or provides information relating to any alleged violation(s) of the Association's Declaration, Bylaws or Operating Policies and Procedures to the Management Company or the Association.
- (b) When the Management Company receives the information, it will take all reasonably necessary steps to investigate the allegations to determine whether there is reason to believe that the allegations are true and whether the severity of the violation deserves only a written warning or a request for a sanction.
- (c) If the Management Company finds there is reason to believe that a violation(s) has occurred and a request for sanctions should be made, it will immediately send a written notice to the owner with these items:
 - That the Management Company has received information of a violation(s).
 - The nature of the violation(s).
 - The possible sanction which could be imposed.
 - The time and place at which the Management Company will present the facts and circumstances involving the violation(s) to the Board of Directors.
 - An invitation to the member to be present for the purposes of being heard and presenting evidence bearing on the alleged violation(s).
- (d) After such time as the Board of Directors has heard all evidence on the alleged violation(s) from the Management Company, the members involved or any other knowledgeable party, the Board of Directors will deliberate and determine whether a violation(s) has occurred and, if necessary, assess such sanctions, as it deems reasonable.
- (e) While strict rules of evidence will not be required, the Board of Directors will give both the Management Company and the member involved adequate opportunity to be heard, present evidence and make inquiry of the other's witnesses. Greater weight will be given to first-hand knowledge evidence rather than evidence from a person not present.

- (f) The Board of Directors may use its discretion in assessing sanctions within the ranges prescribed in this resolution and may consider the severity of the violation(s), its harm or potential harm to the Association members or common facilities and its repetitious nature. The Board of Directors may also define a time period for corrective action.

15.3. Sanctions.

- (a) Non Conforming Use. Any owner, or his or her tenant, using a condominium Unit contrary to the provisions contained in the Operating Policies and Procedures in effect at the time or the constituent documents of the Association, subjects the member to the following:
- Upon a finding by the Board of Directors of such a violation(s), a fine for each violation will be assessed.
 - After receiving notice that the Board of Directors has made a finding of such a violation(s) and the owner fails to correct the problem after the time set by the Board, a daily fine will be assessed until it is remedied.

Any owner guest or tenant making a change, alteration or use affecting any common facility or any external appearance contrary to the Operating Policies and Procedures in effect at the time or the constituent documents of the Association or who fails to fulfill his maintenance or repair obligations as provided in the Operating Policies and Procedures in effect at the time, subjects the owner to the following:

- Upon a finding by the Board of Directors of such a violation(s), a fine per violation; and/or, upon a finding by the Board of Directors that such a violation(s) has occurred, the Board of Directors may require restoration to the original condition.
- If such restoration has not taken place, a daily fine will be imposed for each day the restoration is not completed.
- If the restoration is not done, the Association has the right to restore the change or alteration, with the right to enter the condominium Unit if necessary. The owner will be charged with an assessment equal to all of the Association's costs and expenses.

(b) Owners', Tenants' or Guests' Conduct. Any Association member or tenant or guest engaging in conduct that is contrary to the provisions contained in the Operating Policies and Procedures in effect at the time or the constituent documents of the Association will subject the member to the following:

- Upon each finding of such a violation(s) by the Board of Directors, a fine per violation will be assessed.
- After receiving notice that the Board of Directors has made a finding of such a violation(s) and the owner fails to cease or cure the violation(s), a daily fine will be assessed, until the use is discontinued and corrected.

15.4. Fines and Sanctions.

Board of Director's finding of non-conforming use:

- Each Occurrence: \$500.00

Changes or alterations affecting common facilities or external appearance:

- Each Occurrence: \$500.00

Sanctions dealing with members', tenants' or guests' conduct:

- Each Violation: \$500.00

Section 16. Fees.

16.1. Late Fees. If the Association dues are not received by the 10th of the month a \$25.00 late fee will be assessed, and thereafter for each day late. If full payment is not received within 30 days, a lien may be placed upon the property. Owners shall contact the Management Company, for any unforeseen circumstance.

16.2. Replacement of fobs and electronic garage cards.

- Additional or replacement entry fob: \$50.00
- Electronic garage card: \$100.00
- The price of fobs and electronic garage cards are subject to change.

16.3. Move-in/move-out fee. \$250.00 each occurrence.

Rules change – effective immediately, the Board, through a unanimous vote via email, agreed to modify the Association's Rules and Regulations to allow each unit owner to place one (1) decorative item on the outside surface of a unit door. The approved rule is: ***Unit owners may place one decorative item on the outside surface of a unit door, provided the decor is no larger than 24 inches in diameter and projects no greater than 8 inches from the exterior surface of the door.***

- a. The Association makes no representations concerning the impact a decoration could have on the door or framing and wants to clarify that owners, when placing a decorative item on the door, should consider using the least invasive anchoring method possible and are required, per the Declaration, to restore the exterior surface of the door to its original condition (if damaged during the installation and/or following removal of the decoration.) If painting is necessary to the restoration, the Association will need to be contacted to facilitate the work.
- b. When decorations are removed from the doors, please remember to remove the hooks/anchors.
- c. Other guidelines for the unit doors concerning door knockers and deadbolts remain unchanged.