

*Farmbrooke Condominium
Association*



Rules and Regulations Handbook

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INTRODUCTION

The purpose of this handbook is to provide useful important facts and information to the co-owners of the Farmbrooke Condominium Association. It is not intended to cover all facets of the condominium documents, or condominium living, but to provide as much information as possible in an organized but informal fashion which the Board of Directors believes is important for each resident to know and understand. It also provides information relative to the imposition and levying of fines.

From time to time, each co-owner may be given new updated information which should be added to this handbook. Such information, when received, should be inserted in the appropriate section as identified by the numbering system.

In the event these Rules and Regulations conflict with the Farmbrooke Condominium Association Documents (Master Deed, Condominium By-Laws, Association By-Laws or Articles of Incorporation) or the Michigan Condominium Act, the Condominium Documents and the Act shall govern.

THIS HANDBOOK SHOULD BE KEPT IN A CONVENIENT LOCATION FOR READY REFERENCE

Masculine pronouns are used in this document for literary convenience.

GENERAL INFORMATION

In this section you will find matters of interest to you as a resident of the Farmbrooke Condominium complex. While the information provided does not go into specifics, it will give you some general insights into living in the Farmbrooke Condominium community.

A. BOARD OF DIRECTORS

President
Vice-President
Secretary
Treasurer
Director

B. MANAGEMENT COMPANY

Association Management, Inc.
47200 Van Dyke Avenue
Shelby Township, MI 48317
(800) 821-8800 Fax: (586) 739-6006

DEFINITIONS

A condominium is a form of real property. A condominium unit has the same legal attributes as any other form of real property under Michigan law and may be sold, mortgaged or leased, subject only to such restrictions as are contained in the condominium documents or as otherwise may be applicable to the property.

Each owner receives a deed to his individual condominium unit. Each owns, in addition to his unit, an undivided interest in the common facilities ("common elements") which comprise the project. Title to the common elements is included as part of, and is inseparable from, title to the individual condominium units. Each owner's proportionate share of the common elements is determined by the percentage of value assigned to his unit in the Master Deed.

All portions of the project not included within the units constitute the Common Elements, Limited Common Elements are those Common Elements which are set aside for the exclusive use and enjoyment of the owner of the unit to which the Limited Common Elements relate. See Article IV of the Master Deed for detailed description of the Common Elements.

DUTIES AND RESPONSIBILITIES

- A. **The Condominium Association.** The responsibility for management and maintenance of the project is vested in the Farmbrooke Condominium Association, which has been incorporated as a non-profit corporation under Michigan law. The By-Laws include provisions that govern the procedural operations of the Association. The Association is governed by the Board of Directors.
- B. **Percentage of value.** The percentages of value for Farmbrooke Condominium Association were computed on the basis of the relative sizes of various units. Total value for the entire project is precisely 100%.
- C. **Budget.** The Condominium By-Laws require the Board of Directors to adopt an annual budget for the operation of the project. The budget for the project is intended to provide for the normal reasonably predictable expenses of the administration of the project, and includes a reserve for replacement of major structural and other components of the project in the future.
- D. **Assessments.** Each co-owner of a unit included within the project must contribute to the Association in the form of a monthly assessment to defray expenses and administration. The Board of Directors may also levy special assessments in accordance with the provisions of Article II, Section 3 (d), of the condominium By-Laws. The respective responsibilities for maintenance, decoration, repair and replacement of the common elements is completely described in Article V of the By-Laws.
- E. **Restrictions on Ownership, Occupancy and Use.** Article VI of the condominium By-Laws contains comprehensive restrictions on the use of the condominium units and the common elements. It is impossible to paraphrase these restrictions without risking the omission of some portion that may be of significance to the co-owner. Consequently, each co-owner should examine the restrictions with care to be sure they do not infringe upon an important intended use.
- F. **The Board of Directors** is responsible for the operation of Farmbrooke. As the elected representatives of the unit owners, the Directors make the policy decisions under which the condominium operates. They also serve as the governing body of the condominium development. The Board may direct or manage the affairs of the condominium project directly, or by delegating a portion of its management duties to a separate Management Company. See Article I Section 3 (a) of the condominium By-Laws for a detailed description of the Board of Directors duties and responsibilities.
- G. **The Management Company**, acting on behalf of the Association and as stipulated by the Board of Directors, shall perform such duties and services as are more specifically written in the management contract entered into between the Board of Directors, for the Association, and the Management Company. Generally, this includes by the way of example, but not limited to the following: Collect assessments; pay wages, taxes, insurance, and any sums otherwise due payable by the Association as operating expenses; maintain books of account,

records, financial statements, and schedule of delinquent accounts; cause building, grounds and appurtenances to be properly maintained; purchase necessary tools, equipment, materials, etc.; investigate and report all accidents or claims for damages, prepare forms, reports and returns required by federal or state laws; prepare operating budget; bond employees handling monies for the association; investigate, hire, pay, supervise and discharge personnel; serve as advisors to the Board of Directors; maintain records on complaints and service requests by each co-owner; establish and maintain bank accounts; send out mail, flyers, communications, year-end financial statements, etc., to all members of the Association.

MEETINGS

A notice will be served upon each co-owner of each Annual or special meeting, stating the purpose thereof, as well as the time and place, at least ten (10) days but not more than sixty (60) days in advance of the meeting.

- A. ANNUAL MEETING. If any Annual meeting cannot be held because a quorum is not present, the co-owners present may adjourn the meeting to a time not less than forty-eight (48) hours from the time for which the original meeting was called. Adjourned meetings for which notices are provided shall not be governed by the ten (10) day notice limitation as prescribed above.
- B. SPECIAL MEETING. Special meetings of the co-owners shall be called by the president, by resolution of the Board of Directors, or upon petition signed by one-third of the designated voters and presented to the Secretary. No business may be transacted at a Special meeting except as stated in the notice.
- C. REGULAR MEETINGS. Regular meetings of the Board of Directors are held at such times and place as shall be determined from time to time by a majority of the Directors, but at least two (2) such meetings shall be held during each fiscal year. A majority of the Directors shall constitute a quorum for the transaction of business, and acts of a majority of the Directors present shall constitute the acts of the Board of Directors.
- D. ELECTION. Meetings of the Association shall be held in September of each year at such time, date and place shall be determined by the Board of Directors. At such meetings, members of the Board of Directors whose terms are expiring shall be elected by ballot of the designated voters, three in one year and two in alternating years. The co-owners may also transact such other business of the Association as may properly come before them.
- E. VOTING PROCEDURES. Each designated voter has the right and the responsibility to vote at any election held at an Annual or Special meeting, provided evidence of ownership is presented or of record and no default of assessments exists. Each unit shall be entitled to one (1) vote at the meeting of the Association. Unless otherwise stipulated by the Bylaws, a quorum consists of 35% in number of eligible designated voters. Proxy voting is allowed and is counted in the quorum but authorization must be in writing to the Association. In most cases, a simple majority (more than 50%) of the members present or voting by proxy will decide the issue.

CONTRACTS

In order to provide maintenance of the highest quality for the condominium community, a consistent policy has been developed for contracting services.

The Management Company helps the Board establish specifications for the work to be performed and solicits bids on the basis of these specifications from competitive companies. A minimum of three bids shall be solicited for each project unless otherwise determined by Board of Directors. The Board of Directors reviews bids, and upon Board's approval, contracts are then awarded on the basis of cost and/or proven performance.

STANDARD ADMINISTRATIVE PROCEDURES

The following section attempts to answer questions most commonly asked about normal operating procedures.

MONTHLY ASSOCIATION FEES

- A. **ASSESSMENTS.** According to the Bylaws, all assessments levied upon the co-owners to cover expenses of the administration, maintenance of the common elements, certain utilities, insurance for the common elements, Management Company fees, and contributions to the reserve fund, shall be apportioned among and paid by the co-owners in proportion to the number of votes in the Association appertaining to each Unit. **The monthly Association assessment is due and payable on the first day of the month for that month.** It is important for the well being of the Association that all assessments are paid on time.

Currently, the Management Company is providing each co-owner a supply of payment coupons and envelopes. The envelopes are self addressed to the Management Company for immediate deposit to the Association's bank account. If additional payment coupons and envelopes are needed, co-owners are asked to contact the Management Company.

Special assessments may be imposed in accordance with Article II, section 3 (d) of the condominium By-Laws.

- B. **DELINQUENCY PROCEDURES.** The Association fee, late fees, special assessment fees, and fines are due on the first of the month. After 30 days a letter of intent to record an Affidavit in support of lien will be sent to the co-owner, stating that if payment is not received within ten (10) days, an Affidavit in support of the lien will be recorded against the title of the condominium unit. **After 60 days, if the account is not brought current, further action, such as a suit for the money damages or foreclosure may ensue.**

All costs incurred in the effectuation collection of the assessments, late charges or fines, including but not limited to legal fees, court costs and professional assistance fees are also additionally charged to the defaulting co-owner. Said additional expenses incurred in the costs of collection are as well, immediately due and payable.

Unpaid assessments and other costs of collection shall be charged a late fee of ten (\$10.00) dollars per month until paid in full.

- C. **NO EXCEPTION.** No co-owner may exempt himself from liability for his contribution toward the expenses of administration by waiver of use or enjoyment of the common elements or by abandonment of the unit.

- D. DISCONTINUE UTILITIES. The Association may discontinue the furnishing of any utilities or services to the co-owner in default upon seven (7) days written notice to such co-owner of its intent to do so.
- E. DISENFRANCHISEMENT. A co-owner in default shall not be entitled to vote at any meeting of the Association so long as such default continues.
- F. NO SET-OFF DEFENSE. A co-owner may not assert in an answer, or set off to complaint brought by the Association for non-payment for assessments, the fact the association of co-owners or its agents have not provided the services or management to a co-owner(s).

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INSURANCE

The condominium By-Laws require that the Association carry fire and extended coverage, vandalism, malicious and liability insurance and workers compensation insurance, if applicable, with respect to all of the common elements of the project. The Board of Directors is responsible for obtaining insurance coverage for the Association. Each co-owner's pro rata share of the annual Association insurance premiums is included in the monthly assessment. Each co-owner is responsible for obtaining insurance coverage with respect to the interior and contents of his unit to the extent indicated in Article IV of the condominium By-Laws, as well as for liability for injury within his unit and upon limited common elements assigned to his unit. Each co-owner is urged to carefully review Article IV of the condominium By-Laws regarding insurance responsibilities.

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POLICIES AND PROCEDURES

The purpose of the following section is to set down instructions for the policies and procedures as interpreted by the Board of Directors

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COMMUNICATION FROM RESIDENTS

Communication from residents regarding rules violations must be written, dated, signed and contain not more than one category per letter. Refer to Violation report form 7.10 (Extra copies are available from the Management Company). Letters should be sent to the Management Company which will then forward copies of the report to the Board of Directors. Letters of complaint concerning services rendered by the Management Company shall be delivered directly to a member of the Board of Directors. Please remember that violations or complaints of any nature can only be properly acted upon when forwarded in writing, signed and dated.

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NON-COMPLIANCE

The violation of or non-compliance with any of the condominium documents including these polices and procedures result in fines and/or court action. The failure to perform action(s) as directed by the Board of Directors (such as maintenance, removal or restoration) shall entitle the association to perform said action(s) and charge back said costs (including costs of collection) to the responsible co-owner. (Article XI of the condominium By-Laws)

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OBLIGATION OF CO-OWNER

The co-owner of record shall be held accountable for all actions of all persons who hold an interest in or possession of said premises, including household members, licensees, invitee, vendees, tenants, visitors and lessees.

REQUEST PROCEDURE

Requests for modification, alteration or for appropriate relief from or under these regulations must be submitted in writing to the Management Company on form 7.30 prior to any intended change. The co-owners should understand that said requests are referred to the Board of Directors and are placed upon the agenda of the next regular scheduled meeting of the Board of Directors. **Therefore no work or variance is allowed until the co-owner has received written approval from the Board of Directors. No requests or petition shall be accepted unless signed by the co-owner.**

ENFORCEMENT OF RULES & REGULATIONS

Under Article I, Section 3 of the condominium By-Laws, The Board of Directors has a responsibility and duty to adhere to and enforce all condominium documents. The following procedure is the mechanism used to insure the rights of all Association Members.

FINE PROCEDURE

Violations of the provisions of the condominium By-Laws, Association By-Laws and Rules and Regulations will be subject to the fine procedure herein:

1. All alleged violation reports will be submitted in writing using form 7.10. The report shall contain the date of report, the date of violation and the nature of the alleged violation. The report must be signed by the co-owner.
2. The report should be sent to the Management Company or delivered to the Board of Directors.
3. The Board of Directors or the Management Company shall send a letter to the alleged violator, stating the allegation, an invitation to attend the next board meeting and to speak in their own behalf prior to a ruling.
4. The Board of Directors has the authority to dismiss the violation or assess a fine. In the case of the latter, The Board of Directors will send a letter to the violator informing them of their decision along with the following notice.
 - A. Describing the violation.
 - B. The date of review by the board.
 - C. Notice to correct the problem within 15 days or show proof that corrections are in progress.

D. Notice that after 15 days, they will be subject to additional fines outlined under Article II, Section 2 of the condominium By-Laws.

E. Notice if appropriate and consistent with the provisions of the condominium By-Laws, the Board will take action to remedy the violation itself.

5. The Board of Directors is empowered to assess the following fine schedule.
First offense: Offense letter entered into co-owner file, without monetary fine
Second offense: \$25.00 fine
Third offense: \$50.00 fine
Fourth offense and subsequent offenses: \$100.00
6. This procedure is not deemed an election of remedies and the Board is not precluded from any and all actions it deems necessary, including litigation.
7. All violation reports must be filed within thirty (30) days of the date of the alleged violation.
8. For purposes of determining the graduation of warning or amount of fine, the violations of a category, must have occurred within twelve (12) month period.
9. Category means each of the prohibited types of conduct or violations. For example a violation of 5.20 or 5.30 etc., or other restrictions under the condominium documents.

PETS

The condominium By-Laws affords all co-owners the right to have but not **exceed** one (1) dog weighing no more than twenty-five (25) pounds at maturity, or one (1) dog and one (1) cat or two (2) cats with no dog, unless specifically approved by the Board of Directors to waive such rule. The common elements surrounding your unit are equally owned by all co-owners in the complex. The rules of conduct regarding the control of your pets is not unlike the rules you would expect in a municipal or state park. While the Board takes no position on the ownership of pets within the complex, it does suggest careful consideration when contemplating the purchase of a pet and the confining conditions it will be subjected to.

1. Pets shall not be permitted on the common elements unless accompanied by an adult and leashed
2. Any animal permitted to be kept in the condominium complex shall be cared for and restrained so as not to be offensive on the account of noise, odor or unsanitary conditions or allowed to damage the general common or limited common elements or personal property located thereon.
3. Any damage reported in the limited or common elements which the Board of Directors determines is attributable to your pet will be dealt with as a violation with appropriate fines and assessments for repairs.
4. Pet refuse shall be disposed of in a aesthetic and sanitary manner immediately by the co-owner.
5. A pet is not permitted to be staked or otherwise left unattended on the general or limited common elements.
6. All pets shall be registered with the Board of Directors and shall be licensed and inoculated yearly. Co-owners shall provide proof of compliance to the Association upon request.
7. Any unit owner who keeps or maintains any pet upon any portion of the property shall be deemed to have indemnified and agreed to hold the condominium, each unit owner and Board of Directors free and harmless from any loss, claim or liability of any kind of character whether arising by reason of keeping or maintaining such pet within the condominium complex.
8. The boarding and/or raising of animals, livestock, poultry, or reptiles of any kind, regardless of the number, shall be and is prohibited within any unit or upon the common elements.

RUBBISH REMOVAL

Rubbish will be collected on Monday morning of each week. In the event of a holiday during the week, collection will be on Tuesday. A list of holidays observed by our trash collection company is printed annually in the Association newsletter, and should be saved for reference.

- A. Rubbish must be placed outside at the curb or on the driveway prior to 6:30 A.M. on the day of pickup but not earlier than 4:00 P.M. on the preceding day. **DO NOT PLACE RUBBISH ON THE GRASS.**
- B. If for any reason your trash was not picked up, it must be stored in your unit until the next scheduled trash collection day. No rubbish shall be stored outside the unit.
- C. Disposal of large items (i.e. washers, dryers) should be arranged through Waste Management at 800-796-9696.

VEHICLES & PARKING REGULATIONS

Vehicles: No house trailers, boat trailers, boats, camping vehicles, camping trailers, snowmobiles, snowmobile trailers, or commercial vehicles of any kind, may be parked or stored upon the premises of the condominium, except inside garages or with the prior written approval of the Board of Directors.

Commercial vehicles shall not be parked on or about the condominium premises (except as provided above) unless they are providing service to the co-owners or the association in the normal course of business.

Off road recreational vehicles such as mini bikes, dirt bikes, mechanical scooters, go-carts, 3 or 4 wheel recreational vehicles or trailers, or other off road type vehicles are prohibited from being operated anywhere on the condominium premises. This list is meant to be illustrative in nature, and not all-inclusive.

Motorcycles are permitted on the condominium premises providing they are at least 125 cc, carry current license plates and registrations and have operable lights and brakes and are in other words "road worthy". Motorcycles must be parked or stored inside the garage, and must be started in the street as to minimize any noise disturbances to other co-owners.

If there is a shortage of parking spaces, the Association may allocate or assign parking spaces from time to time on an equitable basis. A co-owner may not have more than one guest car parked in the street overnight on the general common elements unless approved in writing in advance by the Board of Directors. Co-owners shall, if required by the Board of Directors register all cars maintained on the condominium premises. The Association may tow at the co-owners expense any unlicensed or inoperative, or licensed and unmoved motor vehicles remaining on the premises in excess of forty-eight (48) hours.

All vehicles must be removed from the condominium streets during snow alerts to ensure proper snow removal. It is the responsibility of all co-owners to observe and comply with all posted vehicle parking restriction and speed limit signs.

- A. Use of motorized vehicles such as push or non-licensed motor scooters, go carts, dune buggies, snowmobiles, skateboards or roller blades anywhere on the condominium premises is prohibited.
- B. It is the responsibility of all co-owners to comply with posted vehicle parking restriction signs.
- C. All vehicles must be removed from the condominium streets during snow alerts to insure proper snow removal.
- D. The speed limit throughout the complex is 15 M.P.H.
- E. No continuous (not moved for 48 hours) parking on complex streets licensed or otherwise.
- F. Do not park on an angle in any driveway in order to eliminate possible damage to property or sprinklers. If damage occurs, the co-owner will be held accountable.

DOORWALLS

Pursuant to Article VI, Section 10, the Board of Directors has adopted the following Rule and Regulation:

All door walls must have exterior deck access not more than 2 inches below the door wall sill or a minimum number of equal steps with risers not less than 6 ½ inches or the equivalent in equal rise to afford adequate ingress and egress from the unit. The failure of the unit owner to comply with this rule and regulation will result in the imposition of fines as provided in Article XI of the Condominium Bylaws. In addition to the imposition of fined, the Board of Directors may authorize correction of the violation and charge the costs of correction to the unit owners to be collected in the same manner as assessments per Article II of the Condominium Bylaws.

PROPERTY DAMAGE

Co-owners of a unit are responsible for any and all damages to the common and limited elements caused by themselves, their family members, tenants, visitors and any other person legally on the premises. Property damage shall be generally categorized to include, but not limited to, the following.

- A. Destruction of building exteriors, streets, sidewalks and general landscaping, including trees, shrubs, the sprinkler system, utilities, mailboxes and general defacement of all other property located on the complex.

Violators will be held responsible and properly assessed for the actual costs for the replacement and/or repair damaged property. When an act of property damage is being observed, it is the duty of the co-owner to immediately file a police report and in possible, secure one or more witnesses to the act. A violation report and a copy of the police report should be sent to the Management Company.

MODIFICATIONS

No co-owner or those having possession of a unit shall make or permit alterations in exterior appearance, make or permit structural modifications to this unit, or make changes in any of common elements, limited or general, without the express written approval of the Board of Directors. The Board of Directors may approve only such modifications as do not impair the soundness, safety, utility or appearance of the condominium. Co-owners or any persons making any modifications, and any future owners of said unit, are responsible for the upkeep, replacement and/or repair of these modifications or alterations. Co-owners and any persons making such changes, alterations, or modifications shall indemnify the Board of Directors and the Association from any and all losses or liabilities except that which is attributable to the culpable negligence of said Board of Directors or Association. Co-owners and persons making such changes, alterations, or modifications agree and promise to forthwith remove, repair or replace said changes, alterations or modifications upon written request of the Board of Directors to do so; and further said co-owners and persons upon written request of the Board of Directors, agree and promise to immediately thereafter restore the premises as near as practicable to the original tenor or that condition which is aesthetically conducive to the surrounding community. The Association may, without liability therefore remove, repair, replace or make restoration when the co-owner or person has failed to comply and charge back all expenses and costs incurred as an assessment

Co-owners and persons making such changes, alterations or modifications agree and promise to forthwith pay to the Association upon receipt of demand for the payment, all costs and expenses incurred by the Association, including but not limited to Attorney fees for failure to comply with any of the conditions of this modification article.

PORCH RAILING POLICY

Porch railings are permitted if needed for health reasons. Style and installation of railing must be approved by the board.

PRE-APPROVED MODIFICATIONS

The following modifications, changes and alterations have been approved by the Board of Directors and are deemed pre-approved.

- A. The adding or replacement of main entrance storm doors, exclusively with full view pains and brown in color
- B. The adding of trees in the back of the co-owners unit. A tree must be planted within the side boundaries of the co-owners unit rear commons, no closer than 18 feet from any building. If this is not possible due to the location of your unit relative to other buildings, you must contact the Board of Directors to assist you in finding a suitable location. A co-owner installed tree must be bordered by a three (3) foot diameter commercial grade landscaping black plastic tubing. Seven types of trees have been approved for planting. Emerald Queen, Norway Maple, Skyline Honey Locust, Sycamore, Marshall Seedless Ash, Little Leaf Linden and Austrian Pine. The Management Company must be notified prior to digging, to advise you on your responsibility to call Miss Dig and the cable company. The location of sprinkler system lines and sump pump lines will not be marked by Miss Dig. Co-owners will be totally responsible for damage to these lines. In the event a co-owner installed tree dies, the co-owner will be responsible for it's replacement or restoration of the area to its original condition.
- C. Decks must be erected **within** the co-owners boundaries of his unit including protruding steps along with necessary egress to the steps (3 feet). In the case of ranch units, steps can protrude on the non-adjointing side of the unit. The deck shall not extend beyond fifteen (15) feet from the co-owners unit. Plans **must** be submitted to the Management Company for review prior to any construction to insure compliance with the Association specifications and local building codes. The Board of Directors will issue a compliance approval letter to the co-owner if all conditions are met.
- D. The adding of Christmas decorations no earlier than Thanksgiving, and their removal on or before January 15th. The use of garage carriage lights as electrical outlets is prohibited.
- E. Flowers may be planted immediately adjacent to the front and side unit landscaping. Annual flowers must be removed immediately after the first frost. Any co-owner installed landscaping edging must be commercial grade plastic tubing.
- F. Shrubs and flowers may be planted around decks provided they do not intrude on to other co-owners limited commons, are maintained no higher than deck railings, and are contained within a border of commercial grade landscaping black plastic tubing. Landscaping shall not extend beyond four feet at its farthest point from the deck. Growing of edible or consumable plants is prohibited.
- G. Alternate ground cover material in the co-owners front, rear and side limited commons landscaping may be used in lieu of the shredded bark maintained by the Association.

Earth tone in color wood chips, bark, lava rock or stone may be used as a substitute. The co-owner or in the case of townhouses, **both** co-owners must submit a letter of intent to indemnify the Association from further responsibility in maintaining the ground cover. The co-owner agrees to maintain such ground cover in aesthetically good condition. Co-owners of a townhouse must agree to keep the joint front limited commons landscaping consistent with one other and act as one in this matter. The co-owners, or in the case of a townhouse, co-owner(s), agree to allow restoration back to the original landscaping at their expense if they fail to conform to the conditions set forth.

- H. One (1) hanging plant may be attached to the front or side of each unit porch alcove.
- I. Two (2) hanging plants may be attached to the rear of the co-owners limited commons.
- J. One (1) ornamental statue of either cast stone or cast metal can be displayed on the co-owners rear limited commons deck or patio facing inwards to the co-owners door wall. An ornamental statue can not exceed the height of 36 inches.
- K. Small ornamental objects of either unpainted cast stone or cast metal, not to exceed 12 inches in height may be placed in the co-owners limited commons landscaping. Any ornamental object must be placed within bordered landscaping areas.
- L. Grills properly covered, may be stored on the decks or patio throughout the year.
- M. No more than two (2) decorative objects may be placed or attached within the co-owners unit porch alcove.
- N. Association approved chocolate brown in color canvas/vinyl awning can be installed over your deck or patio. Contact the Board President for conditions of purchase, installation and maintenance prior to calling Belle Isle Awning Company.

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LEASE OF UNIT

A co-owner desiring to rent or lease his unit must comply with the restrictions contained in Article VI, Section 2 of the condominium By-Laws. To insure compliance with these restrictions, each co-owner is urged to carefully review these sections before renting or leasing a unit.

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ADVERTISING & FOR SALE SIGNS

No signs or other advertising devices shall be displayed which are visible from the exterior of a unit or on the common elements, including **For Sale** signs, without written permission from the Association. The Association has approved temporary For Sale signs at the entrance of the condominium complex and on the co-owners limited commons for the weekend open house showings, from Friday noon through Sunday at sundown.

GENERAL RULES & REGULATIONS

1. The common elements, limited or general, shall not be used for storage of supplies, materials, personal property or trash of any kind, except as provided in the duly adopted Rules and Regulations of the Association.
2. Personal trash receptacles are not permitted anywhere on the common elements, limited or general, except as specified on trash pick-up day.
3. Hoses and hose reels are not to be stored on the common elements out of season.
4. Porches or patios may not be used to store personal property, or out of season furniture or other articles.
5. The watering of lawns is prohibited unless requested by the Board of Directors.
6. Fences are not permitted.
7. No unsightly conditions shall be maintained upon any porch or patio.
8. Unreasonably loud or noisy activity in any unit or common element is prohibited.
9. Garage door may be left open a maximum of no more than one (1) panel all day if necessary for circulation.
10. The speed limit throughout the complex is **15 M.P.H.**
11. Christmas decorations may be out no earlier than Thanksgiving and must be removed by January 15.
12. The display of any other flag other than the American flag is prohibited.
13. Barbecuing should only be performed on decks, patios or front driveways. Barbecuing in the garages is prohibited.
14. All wood fuel must be stored within the unit or in the garage of the Unit. Wood burning fireplaces must be maintained and periodically cleaned, proof of which must be submitted to the Board of Directors upon written request.
15. The use of Farmbrooke Condominium Units for commercial trade, consumer services, or manufacturing is prohibited.