

KINGSBURY CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS REVISED November 3, 2019

These rules and regulations (“rules”) are made for the protection, benefit and comfort of Kingsbury Condominium Association (“Kingsbury”). We all benefit from the compliance of every individual with these rules.

These rules apply to all unit owners, lessees (“Tenants”) of units and to families and guests of unit owners and tenants. They do not replace or amend any provisions of the Declaration of Kingsbury. The Kingsbury Executive Board (“Board”) reserves the right to impose monetary fines, in an amount determined solely by the Board in an exercise of its discretion, to enforce compliance with these rules. Fines will be imposed upon owners for their violations and/or those of their tenants.

Every resident of Kingsbury is responsible for the enforcement of the rules. If you see an individual who is violating a rule, please inform that individual of the violation. Please inform Kingsbury’s Management Company of chronic violators.

All owner complaints and suggestions intended for the Board must be submitted in writing to the Management Company. Please indicate in all communications that you are a Kingsbury owner and provide your name and unit number as well. The Management Company will direct the communication to the Board at the next regularly scheduled meeting or, if deemed urgent solely at the discretion of the Management Company, the communication may be forwarded to the Board outside of the regular meeting schedule.

Responsibility and Liability

- Parents shall be held morally and financially responsible for actions of their children and their children’s guests.
- Unit owners may be responsible for any damage, destruction or injury to the common areas that they or their family, guests, tenants or animals cause. Common areas include but are not limited to lawn, shrubbery, trees, flowers, pool and pool area, laundry rooms, hallways and exterior surfaces of the buildings. Any damages to the common areas as a result of any owner/tenant moving in or out will result in repair charges assessed to the unit owner.
- Plumbing and household equipment should be maintained in a condition that will prevent damage to the property of other unit owners or to the common areas. Unit owners may be held financially responsible for any damage that they cause to the property of other unit owners or to the common areas.
- Unit owners must carry an HO6 condominium insurance policy. Copies of the policy must be provided to the Management Company within 7 days of any request for same.
- USE THE POOL AT YOUR OWN RISK. Neither Kingsbury nor its Management Company will accept legal responsibility for any injury.
- KINGSBURY IS A NO SMOKING FACILITY. NO SMOKING IS PERMITTED IN THE UNITS OR IN ANY OF THE COMMON AREAS EXCEPT THE GAZEBO. VIOLATORS WILL BE FINED.

Leased Units

- Unit owners who lease their units are responsible for ensuring that their tenants comply with Kingsbury's rules. If a tenant violates Kingsbury's rules, the Management Company will send a letter of complaint to the unit owner. All fines will be levied against the unit owner.
- Except in case of emergency, tenants should report problems, make complaints, and address questions regarding Kingsbury matters to their unit owner with whom they have a contractual relationship, not to Kingsbury's Board or Management Company.
- Unit owners, as members of Kingsbury, are responsible for resolving the problems, complaints and questions of their tenants.

Maintenance and Safety of Units

- Units with washing machines must have braided, metal style water supply hoses, not rubber hoses. These hoses should be checked for wear regularly and replaced at least every 5 years.
- Units with dryers should have dryer vents cleaned at least every 2 years.
- Units with fireplaces should have fireplaces cleaned every 2 years.
- Eighty percent (80%) of the flooring in all units must be covered by carpet to control noise levels.
- Batteries in smoke detectors should be changed every 6 months.
- Approved air conditioners are those that are WALL UNITS (not window units) that vent out the back of the unit. We have provided a pamphlet of recommended units to owners, but they can be another brand as long as they are WALL UNITS THAT VENT TO THE BACK. Those who currently have installed window units in the space intended for wall unit air conditioners will continue to be permitted, but when replacement is necessary, or upon the sale of your unit, approved wall units must be installed.

Trash Disposal

- Individual trash and garbage containers are not permitted to be placed in hallways, laundry rooms, balconies, or outside unit entrances. No resident shall discard trash, cans, bottles or waste except in authorized containers.
- Food waste shall be enclosed in plastic bags or securely wrapped to aid in control of flies and other pests.
- No trash of any kind should be placed on top of or outside of the trash dumpster. All trash must be placed inside the dumpster. Failure to do so could result in a fine.
- Cat litter and waste should be enclosed in plastic bags and secured before being placed in dumpsters.
- PRIOR TO PUTTING ANY BULK ITEMS OUT FOR PICK-UP, UNIT OWNERS MUST INFORM THE MANAGEMENT COMPANY REGARDING THE ITEMS AND ARRANGEMENTS FOR THEIR REMOVAL. UNIT OWNERS ARE RESPONSIBLE FOR THE COST OF HAVING BULK ITEMS REMOVED. Failure to contact the Management Company prior to placing items outside of the dumpsters will automatically result in a fine, plus the cost of removing the items left outside of the dumpster.

Parking Lot

- All vehicles parked in Kingsbury's parking lot must have current registration, license plates, inspection stickers, and Kingsbury parking permits.
- Residents may not park or store, or permit other parties to park or store, any vehicles that are not owned or leased by residents, with the exception of vehicles of visitors who are visiting residents on a temporary basis.
- Parking is not permitted by any resident, or guest of any resident, in a manner blocking the trash dumpsters or sidewalks.
- No resident may park or store, or permit another party to park or store overnight in the parking lot any commercial vehicle, trailer, camper, camp truck, house trailer, boat, recreational vehicle, storage unit, or any disabled vehicle. Violators will be subject to fines and/or towing.
- Residents/visitors with pick-up trucks shall park along the back railroad fencing or in the spaces immediately to the left of the NW corner dumpsters. Vehicles may not encroach on adjacent spaces. Exception for contractors working in units during approved hours.
- The spaces marked CAR ONLY at the SE corner near the 100 building are for compact cars and 2-4 door sedans only. Trucks, vans, jeeps, SUV's & crossover vehicles of any size may not park in these spaces.
- No auto repairs, oil changes, or related activities are permitted. Fines will be imposed for violators.
- No car washing is permitted at any time. Fines will be imposed for violators.
- The speed limit is not to exceed fifteen (15) miles per hour.
- Kingsbury's Management Company and Board reserve the right to have abandoned motor vehicles towed from Kingsbury's property at the expense of the owner after one week's notice of ticketing by the Management Company. Abandoned motor vehicles are described as follows:
 - Inoperable motor vehicles
 - Motor vehicles without current registration, license plates, or inspection stickers.

Laundry Rooms

- In consideration of the residents who live above or beside them, the laundry rooms shall not be used before 8am or after 10pm.
- Laundry shall be removed promptly from machines when finished. Laundry left in the machines may be removed by the Management Company or waiting residents.
- Users are responsible for cleaning up spills and debris.
- Frequent abusers of laundry room etiquette will be reported to the Management Company, and they will be fined.
- No personal property may be stored in the laundry rooms.

Storage Areas

- Each unit has one storage bin per unit in the common storage areas which must be locked at all times. Kingsbury assumes no liability for items stored in the storage bins.
- Neither unit owners nor tenants may store any items in the common storage areas, except for bicycles that are suspended from hooks in the ceiling or walls. The Management Company may remove items left in common areas without prior notice.

- Because of fire hazard, no flammable liquids, paint, trash, or other hazardous materials may be stored in the common storage areas, furnace rooms, or laundry rooms. Kingsbury's Management Company is required by law to remove any such materials immediately and to inspect these areas regularly.

The Pool

The following rules and regulations are for the protection and benefit of all, to assure safe and sanitary operation of the pool facility. Parents are requested to caution their children to observe all rules and regulations. These rules may be revised or additional rules established at any time. Failure to comply with these rules will result in action by Kingsbury's Management Company under the direction of Kingsbury's Board including the barring of violators from use of the pool.

- Only unit owners in good financial standing, that is, who are current in all outstanding payments to Kingsbury, may use the pool or allow their tenants to use the pool.
- Pool hours are 10am – 8:30pm.
- All persons using the pool or pool area do so at their own risk and sole responsibility. Neither Kingsbury nor its Management Company assumes any responsibility for any accident or injury in connection with such use. Anyone using the pool facility understands and agrees that there will be no claim against Kingsbury or its Management Company for or on account of any loss or damage of life, limb or property sustained, and further agrees to indemnify and hold harmless both Kingsbury and its Management Company from any claim arising out of injuries sustained by any guest of his/hers while using the pool.
- Four guests per unit may use the pool facility, but must be accompanied by the unit owner or occupant. Unit owners and occupants, not Kingsbury, are responsible for all actions of their guests and for any loss or damage to any personal property of any kind caused by their guests.
- No children or infants are allowed in the pool area or in the pool without clothing. No children or infants wearing diapers will be allowed in the pool. Children under age 14 must be accompanied by an adult age 18 or older for admission to the pool area. Thereafter, the adult must exercise supervision over the child for safety and compliance with these rules and regulations.
- Running, pushing, wrestling, ball playing or causing undue disturbance in or about the pool area will not be tolerated.
- Beverages and food may be brought into the pool area in unbreakable containers. NO GLASS IS PERMITTED. All debris must be cleaned up and disposed of immediately, especially food debris on the tables.
- Table umbrellas are to be closed after use.
- No abusive or profane language, loud noises or disturbing of the peace will be tolerated.
- The pool may be closed at any time at the discretion of the Board or Management Company.

External Changes

- There shall be no personal property of any kind, except that owned by Kingsbury, kept for decorative purposes or otherwise in Kingsbury's common areas such as halls and stairwells, other than a door mat.
- Temporary installation of decorations on or around doors of individual units in observance of major holidays is permitted.

- No residents may erect any outside aerials, wires or equipment in connection with any radio or TV, or may erect any other installation to windows, doors or exterior walls.
- No residents may erect or maintain any window boxes on the exterior sills of the units.
- No resident may place any sign, notice, legend or advertising on any part of the buildings, doors or lawn with the exception of a “for sale” sign in their unit window and/or an “open house” sign on the day of the open house.
- Residents may not replace entry doors to their units without prior approval of Kingsbury’s Board.

Use of Common Elements

- No clothing or other articles may be dried or aired outside the building, from the windows, on the ground or from balconies.
- No mops, brooms, cloths, rugs, carpets, bed clothing or other articles may be shaken from unit windows or balconies or in halls or stairways.
- No mops, brooms, shoes, boots or other personal items are to be left in the hallways.
- No planting is permitted in the beds surrounding the buildings. Herbs, flowers and other plantings are permitted along the east side fence only.
- No dirt, debris or water shall be swept over or off the edge of the balcony or in halls or stairways.
- No outdoor cooking may be done on balconies.
- The leaving, placement or storage of sleds, baby carriages, lawn furniture, bicycles, grills and other articles at entrances, in public access ways or laundry rooms, stairwells and upon front walks and lawns is prohibited.
- Children are not permitted to play in common areas without adult supervision. If children damage common elements such as trees, bushes, lighting or other structures, their parents will be held responsible for the cost of repairing or replacing the damaged common elements.
- Use of rollerblades, bicycles, skateboards and any other sporting equipment is prohibited in the common areas.

Miscellaneous

- No dogs are permitted on Kingsbury property at any time, with the exception of service dogs. Kingsbury unit owners and tenants may not keep dogs as pets, and their family members or visitors may not bring dogs on the property while visiting, with the exception of service dogs. Ownership of a service dog requires pre-approval by the Board and proper documentation. Any service dog is to be walked OFF of Kingsbury property. A \$100 per day fine will be imposed on any unit owner / tenant who violates this regulation or allows visitors to violate this regulation.
- All cats and other allowed animals should be contained to their unit. No animals are permitted in the common areas.
- Interior fire doors in the halls must be kept closed at all times for safety and insurance compliance.
- Vehicles used in moving must load or unload from the parking lot area only.
- Use of barbecue grills on Kingsbury property must be at least 15 feet away from any building.

- Construction, repairs and maintenance of units may not be carried on between the hours of 8pm and 8am except in an extreme emergency. All debris from renovations is to be promptly removed by the owner. NO debris from construction or renovations is permitted to be placed in the resident dumpsters.
- The Borough of Malvern does enforce a NOISE ORDINANCE from 7:00pm to 7:00am. Kingsbury will follow the same guidelines as the Borough. Malvern Borough will fine any violators of this ordinance up to \$600.00. Fines may be imposed by Kingsbury as well as at the discretion of the Board of Directors.