

LAKEWOOD GARDENS CONDOMINIUM OWNERS COMMUNITY RULES

(Updated March 6, 2013)

The following Community Rules have been established by the Condominium Association. Failure to comply with said Community Rules are grounds for fines and other disciplinary action, at the discretion of the Condominium Association.

We are very pleased that you have chosen to make your home with us. For the comfort, convenience and benefit of all Owners and to insure proper use and care of the premises, the following rules and regulations have been established. Above all else, be considerate of your neighbors.

1. **OFFICE HOURS:** Office hours are posted at the Lakewood Gardens rental office. In case of an emergency, call the emergency number 235-3500. Emergencies include fire, flood, electrical shortage and sewer backups or any situation which could result in personal injury or property damage if not handled promptly.
2. **CONDOMINIUM FEE PAYMENTS:** All condominium fees are due and payable on the first of each month. Payments are to be mailed or delivered to the Lakewood Gardens Office. Checks should be made payable to Lakewood Gardens Condominium Association. If any check is returned NSF, Owner shall pay only by money order or cashier's check thereafter. Furthermore, Owner shall pay a charge of \$20.00 for each NSF check received. Any balance over 30 days past due will incur a \$10.00 late fee for each month it is past due.
_____ Owner's Initials.
3. **OCCUPANCY STANDARD:** The Condominium Association has established the following occupancy guidelines for Lakewood Gardens: One bedroom - maximum of two people. Two bedroom - maximum of four people. Three bedroom - maximum of six people.
_____ Owner's initials.
4. **RENTING YOUR UNIT:** Any and all renters must be approved by the Condominium Association. This includes relatives and roommates. If you plan to rent your unit, please come to the Lakewood Gardens Office and obtain a renter application. Once the applicant completes and signs the form, bring it to the office. A credit check and eviction records check will be done, as well as verification of all employment and rental references. There will be a \$25.00 fee for this service. All approved renters must sign the Lakewood Gardens Community Rules Addendum to the Lease. A copy will be provided to you at the time of approval. The fine for not having your renter approved is \$200.00. An additional fine of \$100 for each month of occupancy will be assessed for any unapproved occupant.
_____ Owner's initials
5. **PERSONAL PROPERTY:** The building is insured, but not the personal property of the Owners. Each Owner is responsible for the safety of his/her possessions from all hazards including fire, theft and water damage. Damages such as this are to be covered by the Owner's insurance policy. Each unit will be restored to as built condition, including carpet, appliances and window coverings. If you do not have insurance, you are "self-insured" which means you absorb all losses. If you have a waterbed we encourage you to carry the proper coverage as you are responsible for any damage that may occur.
_____ Owner's initials.
6. **COMMUNITY APPEARANCE:** We are proud of our community and want and need your pride in the apartment community as well.
 - No communication wires, aerials, satellite dishes or connections shall be installed, placed on or attached to the demised premises without the prior written consent of the Condominium Association. The Condominium Association is authorized to remove at the expense of the Owner any such apparatus erected without such written consent. Owner *may not* remove screens or windows without prior approval of the Condominium Association. Owner shall keep the glass and screens in the windows and doors in clean and good repair and shall replace with equal quality and same size any that may be broken.
 - The premises shall in no way be defaced with signs. Signs may be placed in unit windows.
 - For the safety of all Owners, we prohibit loitering or playing in the parking lot areas. Small children, for safety reasons, should always be supervised while outside. Toys must be picked up at the end of play.

- Only covered grills and furniture specifically designed for patio use may be stored on private patios/balconies. Any flower boxes placed on the patio or balcony must be approved by The Condominium Association prior to their installation. No other items will be allowed on patios, balconies or lawn area.
 - Owner shall not paint, attach, exhibit or display any placards in or about said premise.
 - The space immediately in front of each unit can be used only for planting of flowers and, with permission from the Association, certain shrubs and trees.
 - The area behind each unit can be planted with flowers. Vegetable and certain shrubs or trees with permission from the Association.
7. **WINDOWS/SCREENS:** Windows and screens are to be kept in good repair. Any breakage of windows, damage to the windows, ripping of screen, loose screens or missing screens are the responsibility of the unit owner.
8. **PARKING:** Owners shall register their vehicles at the Association Office. Each apartment is allotted 2 parking space for the Owner's operative and properly licensed vehicle(s). Owner must comply with all posted rules and regulations concerning parking. *Owner shall not park inoperable vehicles on the premises.* Any unauthorized vehicles will be charged \$200/month and may be subject to ticketing and/or towing, at the owner's expense.
- Owners shall not wash vehicles in the parking lot.
 - Owners shall not park or operate any vehicles on the lawns or sidewalks.
 - Bicycles must not be locked to trees, posts, etc.
 - All vehicles in our parking lots are required to have an authorized parking tag displayed on the rear view mirror with the number facing out. The Lakewood Gardens Office issues these tags. There will be a \$10.00 charge for any lost or misplaced tag.
 - Recreational vehicles, boats, campers, trailers, more than two operating vehicles, PODs, etc. will not be allowed in the lot at any time unless they are renting a space for \$200/month. Commercial/work vehicles such as semi, tow, dump, or cement trucks and buses will not be allowed to park overnight.
 - Motorcycles also require tags and must be parked in a parking stall. Any cycle parked on a patio or sidewalk area will be ticketed and/or towed. There are some spaces designated for motorcycles only. Winter storage on your patio is allowed if they are covered with a tarp.
 - No mechanical work is allowed on the property. This includes any oil changes, body work, painting, etc. Emergency starting and tire changes are allowed.
 - Do not park in a stall designated handicapped parking unless you are legally handicapped. Violators will be ticketed and/or towed.
 - Parking is not allowed in the fire lanes or where it is posted "No Parking". Violators will be ticketed and/or towed.
 - Following a snowfall, temporarily remove your vehicle from the parking lot to accommodate the snow plowing contractor and their equipment. The owner of any vehicle not moved within 24 hours to a cleared stall area following a snowfall will be fined by the Condominium Association at a rate of \$50.00 per day. In addition, the vehicle will be subject to ticketing and/or towing at the vehicle owner's expense.
 - Vehicles MUST be moved every 72 hours. Violators will be ticketed and/or towed.
 - If you will be out of town for an extended period of time, you contact the rental office to avoid being towed.
 - In accordance with fire safety regulations and general safety, we cannot allow you to plug in electrical cords from your unit to your car in the parking lot.
 - Remember, you are responsible for reporting any changes in vehicles to our office.
 - The Condominium Association is not responsible for any damage to a vehicle while parked in our lots.

Vehicle Year	Make	Model	Color	Plate #	Tag #
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9. **PLUMBING EQUIPMENT:** Owner is not allowed to run water except when in actual use. The toilet, sinks and tub shall not be used for any purpose other than that for which they were constructed. No sweepings, rubbish, rags, paper, sanitary napkins, disposable diapers or other substances shall be flushed through the drains or toilets. No cooking grease or oil shall be poured into the drains. Water leaks should be reported to Management.
10. **TRASH DISPOSAL:** Trash and recycling containers are located in designated areas. Place all trash in plastic bags or other secure containers to keep the trash areas neat, clean and odor free. Loose garbage is not to be

thrown in these containers. Recycling materials should be prepared according to the recycling rules. Please put all trash inside the containers and not on top or beside them. **DO NOT KEEP GARBAGE ON YOUR PATIOS, DECKS OR BESIDE YOUR FRONT DOOR!**

11. LAUNDRY ROOMS: The Condominium Association is not responsible for any loss or damage caused to Owner's clothing. Any equipment malfunction and leaks shall be reported to the Condominium Association. Owner shall obey all laundry room rules posted.
12. COURTESY: There must be no disturbances after 10:00 PM, such as loud talking, playing of radios, stereos, boom boxes, television sets, etc. Silence must be observed in the hallways at all times and doors leading from your apartment should be kept closed. **WHEN ENTERING OR EXITING THE BUILDING, PLEASE MAKE SURE THE OUTSIDE DOORS CLOSE TIGHTLY BEHIND YOU.** The shaking of carpets, mops, carpet sweepers, etc. in the hall ways, stairways or out the windows is not permitted.
13. ENTERTAINING: Sociable and friendly gatherings are welcomed, provided that they do not become boisterous, obscene or objectionable to other Owners. You are responsible for the conduct of your guests, both within your apartment and on our premises in accordance with these rules. Owner will be charged with any damage caused by any member of the Owner's family, servants or guests.
14. SOLICITORS: Door to door soliciting is not permitted in the complex. Owners are requested to notify the Condominium Association promptly if a solicitor appears at your door.
15. PETS: **NO DOGS ALLOWED!** You will be fined for having a dog in your unit. Pets cannot be tethered outside or allowed to run loose.
_____ Owner's initials.
16. DRUG FREE HOUSING: The Condominium Association and Owner(s) agree as follows:
 - a. Owner, any member of the Owner's household, or a guest or other person under the Owner's control shall not engage in any criminal activity, including drug-related criminal activity, on or near property premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a Controlled Substances Act (21 U.S.C. 802).
 - b. Owner, any member of the Owner's household, guest or other person under the Owner's control shall not in any act intended to facilitate criminal activity. Including drug-related criminal activity, on or near the premises.
 - c. Owner or members of the household will not permit the dwelling unit to be used for, or to facilitate, criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
 - d. Owner or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any location, whether on or near the property premises or otherwise.
 - e. Owner, any member of the Owner's household, or a guest or other person under the Owner's control shall not engage in acts of violence or threats of violence, including, but not limited to the unlawful discharge of firearms on or near the property premises.
_____ Owner(s) to initial.

INCORPORATED BY REFERENCE HEREIN AND MADE PART OF THIS DOCUMENT, ARE ALL OF THE TERMS AND CONDITIONS SET FORTH ON BOTH PAGES OF THIS DOCUMENT.

Signature _____

Signature _____

Please fill out the attached emergency contact information to be kept on file in the office

Owners: _____

Unit #: _____

Emergency Contact Information

1. Name _____

Address _____

Phone # _____

Work # _____

E-mail _____

2. Name _____

Address _____

Phone # _____

Work # _____

E-mail _____