

Richmond Terrace Condominium Association
Rules and Regulations
September 1st 2014

The following Rules and Regulations are adopted on behalf of Richmond Terrace Condominium for the purpose of assuring that the Condominium shall be operated in an efficient and orderly manner so as to create a pleasant living environment for all Residents. Therefore, all Residents shall have a duty to maintain all property of the Condominium in a neat and orderly condition and shall abide by the following rules and regulations, which may be amended from time to time by the Condominium Association. Per Article VI, Section 5, of the Amended Bylaws, the Rules and Regulations are hereby amended and become effective on September 1, 2014, by furnishing a copy to each Condominium Owner prior to said date. Signatures of agreement by Resident, owner or tenant, are not required for these rules and regulations to become effective.

Rules and Regulations – General:

Under the broad guidelines and authority of the Declaration and Bylaws, the following rules and regulations apply to the use of the Condominium and apply to all Residents, Owners and Tenants.

1. No one shall bring to or maintain at the Condominium any product or material or engage in any activity at the Condominium that is dangerous or harmful to person or property, is offensive, constitutes a nuisance or unreasonably interferes with the use and enjoyment of the Condominium by others, or conflicts with the proper exercise of the control and authority vested in the Condominium Association, its Board of Directors and Residents.

2. No one shall permit the premises to be used for any unlawful purpose or any purpose that will, in the sole judgment and discretion of the Condominium Association's Board of Directors, injure the reputation of Richmond Terrace.

3. These rules and regulations, along with all of the provisions of the Condominium Association Declaration, Articles of Incorporation and Bylaws, apply to all persons or entities that own or lease a Condominium.

4. Condominium Owners are responsible for compliance with the rules and regulations by their children, guests, tenants and tenants guests at all times and are subject to enforcement per the terms of the Condominium Bylaws. Additionally, Condominium Owners are liable for all damages caused by their children, guests, tenants and tenants' guests to the common elements or other condominium owners units. Resident, owner or tenant, shall be present while their day guests use the Richmond Terrace facilities. Overnight guests are entitled to use the facilities in a manner similar to the Resident.

5. The Condominium Association's Board of Directors shall have the right to amend the rules and regulations at anytime. Any amendment will be effective upon prompt delivery of the new rules and regulations to the Condominium Owners.

6. Resident, owner or tenant, shall not use any of the Richmond Terrace Condominium Association's common areas for commercial purposes.

Rules and Regulations – Specific:

1. Unit Rental. Condominium Owners that rent their condominium unit shall provide a copy of the lease to the Condominium Association within seven (7) days of signing the lease.
2. Winter Maintenance. All condominium units, whether occupied or vacant, shall be heated to a minimum of 50°F during winter months.
3. Maintenance of Unit. Condominium Owner shall promptly perform or shall have promptly performed all maintenance and repair work within their condominium unit, which work, if omitted would adversely affect any common elements or limited common elements, any portion of the condominium property belonging to other condominium owners, or the condominium property as a whole. Condominium Owner shall be responsible for all damages and liabilities that any failure to maintain or repair may engender.
4. Window Coverings and Tinting. Resident shall not hang garments, rugs, sheets or similar articles from the windows or from any other facade of the condominium unit. All window coverings shall have neutral backs so as to preserve a uniform appearance from the exterior of the condominium. Window tinting or film must be pre-approved by the Condominium Association prior to installation.
5. Noise and Odors. Resident shall exercise care and consideration so as not to disturb other residents. Resident shall not make or allow any improper or disturbing noises or odors in the building. Nor shall they sing or play any musical instruments, television, radio or other devices in a way or at times which might be objectionable to other residents.
6. Satellite Stations. No satellite receiving systems or stations or exterior antennae of any kind shall be maintained on a condominium unit or upon the limited common elements, except for any master antennae or systems which may be provided by the Condominium Association.
7. Signs. Resident may not post any advertisement, poster or sign of any kind on the exterior of a condominium unit or in the windows of a condominium unit, except for a single "For Sale" sign not to exceed 2' by 2' in size and except as permitted by the Condominium Association's Board of Directors or when required by law. Posting of advertisements, flyers, signs, posters or announcements to be placed either inside or outside the building of Richmond Terrace shall be pre-approved by the Condominium Association prior to the posting.
8. Exterior Walls, Doors and Balconies. Article VI, Section 4 (m) of the Amended Bylaws of the Condominium Association is interpreted by the Board of Directors of the Condominium

Association to read and apply as the following Rule: Without specific Board of Director approval, Resident shall not cause anything to be affixed or attached to, hung, displayed or placed on exterior walls, doors, balconies or windows of a condominium unit, unless those items are not visible to other residents or the public. The Condominium Association's Board of Directors shall have the right to use their discretion in interpreting this rule. Exceptions to this general rule include: Patio tables and chairs, excluding umbrellas, natural gas grills as detailed under grills rule#14, live, maintained potted and hanging plants, artificial plants, inoffensive wall and hanging décor and inoffensive holiday decorations only between Thanksgiving and January 15th. In all cases, no attachment to the building is allowed that may negatively impact the structural integrity of the building.

9. Sunshades. In order to preserve a uniform appearance from the exterior of the condominium, externally mounted sunshades on the porch or balcony must be pre-approved by the Condominium Association prior to installation.
10. Porches and Balconies. Resident shall not throw or sweep dirt, beat or shake rugs, cause water to fall to porches or balconies below, or drop articles upon or from porches or balconies or into the halls of the building from any window, door or other opening in the building.
11. Access. The Condominium Association shall have the right of access to any condominium unit to make emergency repairs necessary to protect the common elements or other condominium units.
12. Garbage. Resident shall not litter in the halls or on the grounds of Richmond Terrace. Garbage shall be placed in tied plastic bags and bags shall not be leaking as they are carried through the halls, elevators or stairwells. Resident shall follow specific guidelines posted in the trash room such as breaking down cardboard boxes, recycling and disposing of appliances, TV's and furniture items.
13. Complaints. Any complaint requiring a response shall be made in writing and sent to the Condominium Association or its Board of Directors. A written response shall be issued as soon as practicable.
14. Grills. Resident is permitted to attach a grill to the gas line located on the condominium unit's porch or balcony. The grill shall meet the fire department's specifications. The use of charcoal or propane grills on porches or balconies of the condominium unit is expressly prohibited.
15. Entrance Doorways and Doors. Resident may have rugs or welcome mats as long as they do not extend past the recessed doorway. With the exception of decorative items, no other items may be placed on the floors outside the units or extend past the recessed doorway. Decorative door hangings are allowed to be presented by temporary hook from the exterior of an entrance door as long as they are not offensive in design.
16. Christmas Trees. Resident shall not have live Christmas trees in their condominium unit or on their porch or balcony.

17. Light Bulbs. Resident shall not remove light bulbs outside of the condominium unit. The lights in these places shall be repaired or replaced only by the Condominium Association.
18. Smoke Detectors. Resident shall not do anything in the building or keep anything in the building which will in any way increase the risk of fire, or which is against the fire laws or regulations of the Fire Department or any insurance policy on the building. Resident is required by State law to ensure that all smoke detectors in the condominium unit are working properly. Resident agrees to immediately provide any maintenance necessary to make the smoke detector functional or provide the Condominium Association written notification of the required maintenance. State law requires a working smoke detector on each floor of Richmond Terrace, except in the attic and storage areas.
19. Waterbeds. Resident shall not have a water bed unless the Condominium Association gives written permission and proof of liability insurance is provided.
20. Keys and Fobs. Resident, upon vacating premises, shall physically return to the Condominium Association, door keys, mail box key, fobs and garage door openers provided to the condominium owner at the time they took possession of the condominium unit. Condominium owners who lease their units may elect to handle this by themselves. The Condominium Association will handle the programming of all fobs, but the condominium owner is responsible at all times to maintain control over the original count of said keys, garage door openers and fobs.
21. Entrance Locks. Resident shall be allowed to change entrance locks provided the new locks match the uniform design of other condominium locks. A key shall be delivered to the Condominium Association for emergency situations.
22. Contractors. Resident shall not instruct any contractors hired by the Condominium Association to provide other services that have been not authorized.
23. Storage. Resident shall not store explosive or flammable materials, living or illegal items or use storage areas for secondary areas of sleep, play or work.
24. Lockout Fee. Resident shall be charged a \$50.00 fee by the Condominium Association for lockout assistance outside of office hours.
25. Insurance. The Condominium Association shall not be responsible for any loss or damage to the property of the resident stored in rented premises, garages, parking areas, lockers, storerooms, common areas or any storage space. Resident uses these spaces at their own risk. It is the responsibility of the Resident to provide insurance coverage for his/her personal property kept in

his/her condominium unit, storage area, common area or any other area on Richmond Terrace Association property.

- 26. Parking Garage. Resident shall operate vehicles in a safe manner in the parking garage and speed shall not exceed 5 miles per hour.
- 27. Vehicle Washing. Resident shall not wash vehicles anywhere on the condominium property.
- 28. Parking. See Parking Policy. Attachment is made a part of these Rules and Regulations.
- 29. Pets. See Pet Policy. Attachment is made a part of these Rules and Regulations.
- 30. Recreational Facilities: Lounge, Pool and Whirlpool and Fitness Center. See Recreational Facilities Policy. Attachment is made a part of these Rules and Regulations.

SPECIAL PROVISIONS:

The Rules and Regulations have been reviewed and I agree to all of the above.

Resident (Owner or Tenant) _____ Date _____

Resident (Owner or Tenant) _____ Date _____

Condominium Association _____ Date _____