

Courtyard Condominium Association, Inc.

RULES AND REGULATIONS

EXTERIOR

1. Painting, decorating or changing of the outside areas or walls is not allowed without Board approval. No signs will be permitted unless authorized by the board.
2. Windows and doors are to remain closed while heating and air conditioner is operating.
3. Household garbage and other waste shall be placed in the dumpsters in the back of the parking lots. Trash should not be placed outside of doors at any time. Receptacles in the common area are not for household garbage.
4. Items that may create a fire hazard shall not be kept or used in any unit or the common areas. Cooking grills shall not be used on the second level. All outside cooking shall be done in the pool or fountain areas.
5. Please leave the laundry areas clean at all times. Laundry hours are **8:00AM – 9:00PM**. Remember to start the load so that it is completed by 9:00PM.

CHILDREN

1. All children under twelve (12) years of age must be accompanied by an adult at all times.
2. For safety reasons children shall not be allowed to play in the parking areas, nor run or ride bicycles / tricycles on decks or in other common areas.

PETS

See Pet Policy effective 08/30/95

1. Pets must be kept on a leash and “walked” out front away from the shrubs. **Pet’s owners must immediately clean up after their pets.**

GENERAL

1. Unreasonable noise or disturbance to others shall not be permitted.
2. Each unit shall be occupied permanently, by no more than two (2) persons in a one-bedroom unit or more than four (4) persons in a two-bedroom unit.
3. Owners and residents shall be strictly responsible for the instruction of their children and guest as to the provisions of these Rules and Regulations.
4. Complaints and / or infractions of these rules should be pointed out to the offending parties and reported to the Managing Agent immediately.
5. Items of any kind are not to be stored or added in common areas. Common elements (carports, walkways, overhangs etc.) shall not be obstructed, damaged, or unreasonably interfered with.
6. Parking must be in assigned spaces and violators of “No Parking” areas will be towed away at the owner’s expense without notice.
7. No one shall park in other than their assigned parking space without written approval of the owner.
8. Storage of inoperable vehicles, trailers, boats, or recreational vehicles, etc. shall not be stored on the property.
9. Automobile repairs shall not be made on property at any time.
10. Any vehicle parked in guest parking in excess of five (5) days is subject to towing.
11. Owner / Resident information must be updated annually or upon any change of resident or owner information.

POOL RULES

1. NO DIVING
2. The Board of Directors shall have the right to close the pool at any time.
3. The pool is closed to all persons having sores, wearing bandages, or who are ill.
4. The pool is closed to children under twelve (12) years of age who are not accompanied by legal guardian or by an adult designated by their legal guardian.
5. Use of the pool is limited to owners, tenants, and their guests.

6. Running and horseplay is prohibited. The Association is not responsible for injury or damage resulting therefrom.
7. No glass containers in the pool area.
8. Pets are not allowed in the pool or pool area.
9. Pool hours are 9:00a.m. 'til 10:00p.m.
10. Swimming pool rules will be strictly enforced.

THESE RULES AND REGULATIONS MUST BE INCLUDED IN ALL LEASES.

**PLEASE READ CAREFULLY
AND INFORM YOUR GUESTS
OF THESE RULES**

THANK YOU

PET POLICY

Dogs, cats, fish, birds and other household pets may be kept in condominium units (“Units”) subject to the pet policy rules and regulations adopted by the Association, provided they are not kept, bred or maintained for commercial purposes.

The following rules, in addition to any others hereafter made by the Association, shall apply to the keeping of pets:

1. No pets shall be allowed in the Common Area unless on a leash held by the pet owner or his agent.
2. No dog, cat, bird or other pet shall be kept by an Owner or tenant which makes such noise or disturbance by barking or otherwise unreasonably disturbs other Owners or tenants.
3. No animals shall be allowed in swimming pools or in the fountains or the pool areas.
4. Each owner shall immediately clean up and properly dispose of any messes or droppings left by his own pet on any part of the Common Area.
5. In no event shall any Unit be used to keep more than two (2) dogs, cats or other similar household pets or combinations thereof and their offspring not over ten (10) weeks old.
6. The Association may limit the size and weight of any household pet allowed.
7. The Association may restrict the breed of any household pet allowed.
8. The Unit Owner shall be absolutely liable to each and all remaining Unit owners, their families, guests, tenants and invitees, for any unreasonable noise or damage to person or property caused by any animal brought or kept upon the property by a Unit owner or members of his family, his tenants or his guests.

Notwithstanding the foregoing, however, no individual dogs or other animals deemed by the Board in its sole discretion to be dangerous to persons or other animals shall be raised, bred or kept on any condominium site.

COURTYARDS CONDOMINIUM

Satellite Dish Policy

This policy provides for uniform rules for satellite dishes within the community to promote safety, prevent damage, maintain the property esthetics, and to comply with FCCSA and all government regulations.

GENERAL RULES:

1. Only satellite dishes of two (2) feet in diameter or less are allowed.
2. Satellite dishes are not allowed to be attached to any common property.
3. All dishes must be secured so they do not jeopardize the soundness or safety of the condominium or any person near it.
4. Homeowners shall not permit their dishes to fall into disrepair or become a safety hazard and are responsible for maintenance, repair and/or replacement, and correction of any safety hazard.
7. In order to prevent damage to condominiums, if a satellite dish is removed by the homeowner, all attachment areas must be restored to original condition. Homeowners are responsible for any damages resulting from installation or removal of satellite dishes and installing dishes in a manner that complies with all applicable state and local laws, ordinances, regulations, and manufacturer's instructions and these guidelines for the Courtyards Condominium.
8. Failure to comply with these guidelines may result in penalties (fines/assessments) and the request for removal of the dish.

LOCATION: The allowed locations (in order of preference) for installation of satellite dishes, if an acceptable signal can be received without unreasonable cost, are as follows:

1. Dishes may be mounted on a freestanding support pole of wood or metal inside the patio or other limited common area, not to exceed the height of the rear fence.

NOTE: THE BOARD OF DIRECTORS MAY MAKE CHANGES AT ANY TIME WITHOUT NOTICE.

COURTYARD CONDOMINIUM ASSOCIATION

POLICY RESOLUTION

INSPECTION & COPYING OF ASSOCIATION RECORDS

WHEREAS the Association keeps correct and complete books and records of account and Minutes of the proceedings of its members and Board of Directors;

WHEREAS Article X, Books and Records of the Bylaws of the Association provides that the members shall have the right, during reasonable business hours, to inspect the books and records of the Association;

WHEREAS it is desirable to impose certain reasonable restrictions to maintain control;

NOW, THEREFORE BE IT RESOLVED THAT the following requirements are hereby established for the inspection and copying of the records of the Association:

POLICY ON INSPECTION & COPYING OF ASSOCIATION RECORDS

1. RECORDS DEFINED

- a. The association's board may withhold from inspection any records that in its reasonable business judgment would:
 - i. Constitute an unwarranted invasion of privacy;
 - ii. Constitute privileged information under the attorney-client privilege;
 - iii. Involve pending or anticipated litigation or contract negotiations; and/or
 - iv. Involve the employment, promotion, discipline, or dismissal of a specific board member or employee.

2. PERSONS ENTITLED TO INSPECT OR COPY

Every member shall have the right to inspect or copy the association's records in compliance with the rules and procedures contained in this policy. A member may authorize, in writing, an attorney or other designated representative to conduct the inspection or request copies on the member's behalf. Any such authorized representative shall be considered a "member" for purposed of this policy.

3. WRITTEN REQUEST REQUIRED

- a. Inspection or copying shall be limited to those records specifically requested in advance, in writing. A member who wants to inspect or copy the association's records shall submit a written request to the association's secretary or manager. The request must specify the particular record desired, including pertinent dates or time periods, and shall state whether the request is for inspection or copying. The request must be sufficiently detailed to allow the association to retrieve the record(s) requested.
- b. No member may submit more than one request for inspection and/or copying in a 30-day period.

4. **INSPECTION RULES**

- a. No member may request an inspection of more than 20 records at any one time, nor shall the association be required to produce more than 200 pages of records at any one time. If the member's request exceeds either of these limitations, the association shall provide records for inspection in the order requested by the member up to the limiting factor. The member shall then make written request(s) for additional sessions until the member has inspected all the records originally requested. Requests for additional sessions are subject to all the same rules and restrictions as any other inspection request.
- b. All inspections shall take place at the association's office or such other location as the association designates. No member shall remove original records from the location where the inspection is taking place.
- c. Members shall not alter the records in anyway.
- d. The association shall make records available for inspection on or before the [insert time frame, e.g., fifth] working day after the association actually receives the written inspection request. This time frame may be extended upon the member's written request, or if the records requested are so voluminous or otherwise in such condition as to render this time frame unreasonable. The association shall notify the member (by telephone, in person, or in writing) that the records are available, and specify the time, date, and place for the inspection.
- e. Inspections shall be by appointment only, during the normal business hours of the association's office.

5. **COPYING RULES**

- a. If a member wants a copy of any record, the member shall designate in writing the record desired. Any written request shall designate the specific record or portion thereof.
- b. During an inspection, the member may designate such record by use of a tab, clip, or Post-It note upon the page(s) desired.
- c. Copies shall be available with [insert time frame, e.g. 5] working days of receipt of the request, unless the voluminous nature or condition of the records make this time frame impractical. In such cases, the copies will be made available as soon as is practical.

6. **MANNER OF INSPECTION OR COPYING**

- a. Members shall not exercise their inspection or copying rights in order to harass any other member or resident, association agent, officer, director, or employee.
- b. All people inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the association office or such other location where the inspection or copying is taking place. The association office, or place of inspection or copying, shall assign one staff person to assist in the inspection. All requests for further assistance and copying during an inspection shall be directed only to that staff person.
- c. The association shall maintain a log detailing:
 - i. The date the written request was received;
 - ii. The name of the requesting party;

- iii. A list of the requested records;
- iv. The date the association notified the member that the records were available;
- v. The date the records were made available;
- vi. The date of actual inspection or copying; and
- vii. The signature of the member acknowledging receipt of, or access to, the records, every person inspecting or receiving copies of records shall sign said log or a comparable receipt prior to inspection or receipt of copies.

7. **ENFORCEMENT OF INSPECTION 7 COPYING RULES**

- a. Any violation of these rules shall cause the immediate suspension of the inspection or copying until the violator agrees in writing to comply herewith.
- b. The association will not honor any requests for inspection or copying that do not comply with this policy. Within five working days of receiving the noncompliant request, the association shall send a written notice to the person who made the request indicating the nature of any noncompliance. Any association representative who receives an oral request for inspection or copying shall refer the person making the request to this policy, and the association will have no further obligation to respond until it receives a written request.
- c. The association's board may take any available legal action to enforce these rules, including the levy of a fine.

ATTEST:

Date

President