

^{The}**VICTORIAN** Unit Owner Rules and Regulations *Condominiums*

GENERAL RULES

- Quiet Time is from 10:00pm to 8:00am
- No feeding of birds or wild animals
- No smoking in common areas except where ashtrays/receptacles are provided
- No playing of loud music
- No honking horns
- Obey Speed Limits – many guests and children not paying attention
- Children must not be permitted to run or play in hallways, stairways, elevators, parking areas or areas that disturb Unit Owners, tenants, and guests.

No sign, advertisement, notice or other lettering shall be displayed in any manner by Unit Owners on the outside of any building or otherwise displayed without prior written approval from VOA Board of Directors or the Management Company.

No soliciting of any kind without prior written approval from the VOA Board of Directors or the Management Company.

No notices of any kind may be attached to doors, pool area, elevators, and/or mailbox area without prior written permission from the VOA Board of Directors or the Management Company.

Unit Owners are responsible for the cost of repairs or replacement of any damage to property caused either by themselves, their guests, tenant, contractors, or service people working in their unit or delivering items to their unit.

Unit Owners are expected to keep their balconies, decks, and porches (front door) clean and uncluttered. The following are allowed on the balcony: patio furniture, storage units under five feet tall, and appropriate foliage. During holiday season, lighting/decorations are permitted.

- Perforation of any exterior surface for the purpose of hanging any object is prohibited.
- No exterior shutters are allowed on doors or windows.
- Window treatments must have light colored (white, off-white, light gray) backing to remain uniformed with the exterior appearance.
- No carpet or tile allowed on balconies.
- Only a temporary removable satellite dish is allowed on the balcony.
- Pursuant to the Fire Code, cooking is not allowed on the balconies. Charcoal grills are available in various areas on the property.
- Laundry rooms are located in buildings 1, 3, & 9 for your use. The main laundry room (Building 1) closes at 12:00 am. Buildings 3 & 9 are open 24 hours.
- The Fitness Center is available for use 24 hours. Equipment users must be 16 years of age or older.
- Tennis Court hours: 10:00 am – 10:00 pm.
- ***Observe and obey all pool and hot tub rules.***
 - Pool & hot tub hours are 10:00 am – 10:00 pm.

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- Swim diapers are required for children who wear diapers.
- No children under the age of 5 are allowed in hot tubs.
- Children under the age of 14 must be accompanied by an adult at the pools and hot tubs.
- Wrist bands are required to be worn in pool and hot tub areas.
- Swimwear attire is required in pools and hot tubs.
- Showering is encouraged before entering pools and hot tubs. A shower is located under Building 6.
- Glass containers are not allowed in pools or hot tub gated areas.
- No food allowed in pools or hot tub gated areas.
- No climbing, diving, standing or sitting on rocks.
- No throwing or tossing of objects in the pool or hot tub gated areas.
- No diving, jumping or running in pool and hot tub areas.
- No smoking in the pool and hot tub gated areas.
- Pool parties are not allowed unless approved in writing in advance through the Administration Office.

PARKING/VEHICLES (motorized and non-motorized, includes motorcycles)

- Speed limit on the property is 5 MPH.
- Unit Owners are responsible to provide Guest occupants with parking rules and regulations (see **Guest Information and Rules**).
- Unit Owners are expected to display their VOA vehicle decal on the driver's side of their windshield. If a Unit Owner is driving a vehicle other than one with a VOA vehicle decal, the Unit Owner must stop at the Concierge Desk, obtain a temporary pass and must display the pass on the rear-view mirror facing outward at all times during their stay.
- Maximum of two Unit Owner's vehicles per unit are allowed on the property.
- During unit move-in or move-out, moving type vehicles are allowed on the property for 24 hours. Unit Owners are required to secure a parking pass if the moving vehicle is parked overnight.
- Do not park on the grass.
- Please advise visitors/guest that they are not permitted to park in reserved parking spaces.
- All boats, jet skis, and trailers are to be pre-registered with Concierge Desk upon arrival and must be parked in designated area located at the rear of the property.
- No boat, jet ski, 4-wheeler, commercial truck, or any non-operable vehicle may be kept on the property as storage for more than seven days unless approved by management. Violators are subject to towing at Unit Owner's expense.
- No repair or extraordinary maintenance of vehicles may be undertaken in parking area. Minor vehicle repair is permitted provided that the area is cleaned upon completion. Minor repairs include changing a flat tire, replacing a battery, or any repair that does not include replacing or changing fluids.

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MAIL

Unit Owners are required to pick up mail delivered to the general property. The Concierge Desk will make a reasonable effort to contact the Unit Owner when personal mail is delivered. All unclaimed mail delivered to the Concierge Desk and not picked up by the addressee within 30 days, will be returned. Please contact the Administrative Office if you would like to obtain a personal mailbox.

TRASH

Do not leave trash in hallways, doorways, balconies, or any other common areas. Trash chutes are located throughout the property. When using trash chutes please bag and tie trash bags before disposing. If you have old furniture, fixtures, appliances, etc. that require disposal, please make arrangements to remove such items from the property at your expense.

CONTRACTOR WORK IN UNIT

Contractors must provide copy of their liability insurance to the Concierge Desk before work commences. If any damages occur, the Unit Owner of such unit performing the work is responsible for any costs involved. Unit Owners must assure that contractors abide by the following:

- Contractors must dispose of their own trash. A \$75 fee will be assessed to the Unit Owner if the contractors leave trash in halls or use the Victorian's property dump facility and trash chutes.
- Contractors must keep hallway area free of debris.
- Contractors must use appropriate measures (example: paper on common property flooring, etc.) to protect building property.
- Contractors' work hours are 10 am - 6 pm on weekdays and 11 am - 6 pm on weekends.

CONSIDERATION OF FELLOW HOMEOWNERS/TENANTS

It is requested that smokers be considerate of other Unit Owners/tenants/guests and not smoke inside the unit as the smoke can travel to other units through plumbing and exhaust passageways. Please smoke on balcony. Do not throw cigarette ashes or butts over the balcony. Please use appropriate disposal.

SERVICE ANIMALS

Service animals are always allowed on the property as they are protected under the Americans With Disability Act (ADA) and the Fair Housing Act. As defined by these federal acts, service animals are not pets.

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PETS

Owners are permitted to have their pets on the property. However, strict adherence to the requirements outlined below must be followed or the owner will be subject to a violation and a fine. The board recognizes that pets can be integral members of a family, and for owners who reside on the property, the freedom and enjoyment of having their pet in their home should be afforded. While living at the Victorian, we must ensure that we are considerate for the safety of other owners, guests, and your pet. Lack of responsible pet ownership can cause concerns and issues. Therefore, the following rules and requirements must be strictly adhered to without any exceptions.

- **Definition** - A pet is defined as a dog or a cat.
- **Owners are required to register their pet with the property management** - Prior to bringing your pet on the property, owners are required to register their pet and provide vaccine records. Owners will be given an identifying tag that must be worn on the collar of the pet at all times. **An annual registration fee of \$50 per pet is required.**
- **Limitations on number of pets** - Owners are limited to no more than two (2) pets at any time residing in each unit.
- **Common areas restrictions** - In the interest of public health, pets are **prohibited** in the gated areas of the pools and hot tubs.
- **Pets must be on a leash at all times** - Leashing your pet is for the safety of others on the premises and your pet. When walking your pet, hand-held leashes can be extended to no more than four (4) feet in length. Leashing your pet can prevent it from running away or getting lost. Remember that even the sweetest, non-aggressive animals can be triggered if they are placed in scary or unfamiliar situations. Additionally, your pet must be under the control of an adult (18 years or older) while outside the confinements of your unit. Leash requirements can protect **everyone** on the premises.
- **Release of Liability/VOA Disclaimer** - Owners who choose to have pets in their unit shall indemnify the VOA and hold it harmless against loss or liability of any kind arising from their pet(s).
- **Clean up** - Owners who walk pets on the premises are responsible for immediately cleaning up after their animals/pets and discarding securely bagged pet droppings in the trash cans around the property. Cat litter may not be disposed of in toilets. **No pet waste may be dropped down the trash chutes.**
- **Damages** - Owners are responsible for any damage caused by their pets. Any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of the pet owner.

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- **Noise Nuisance** - No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for 2 hours or more to the disturbance of any person at any time of day or night can be subject to a fine. After three (3) cited violations a fine will be imposed.
- **Fines** - Owners will be assessed a cost or fee under the rules and regulations for any violation of the pet policy.

ENFORCEMENT/PENALTIES

Periodically, the property will be observed for violations as set forth in this document. Violations reported by other Unit Owners will be reviewed by Administration for possible action.

A system of penalties has been established to ensure compliance with the Unit Owner Rules and Regulations of the VOA. A Unit Owner is ultimately responsible for any and all fines and the corrections of violations. Fines may be imposed for any violation of any of the above rules, according to the following notification schedule:

- 1st notification: Courtesy email informing Unit Owner of violation with explanation of infraction
- 2nd notification: Formal cease and desist warning issued with two-week allowance for corrective action
- 3rd notification (after cease-and-desist warning): \$100.00 fine
- 4th notification: \$250.00 fine
- 5th and subsequent notifications: Amount to be determined by the VOA Board of Directors

The Unit Owner may request a hearing within ten (10) days after imposition of the fine. The request must be in writing and addressed to the VOA Board. The hearing shall be held in executive session (closed session meeting) of the VOA Board of Directors and the Management Company to afford the Unit Owner a reasonable opportunity to be heard. Based on the information shared, the VOA Board will decide whether or not the fines and/or penalties should be upheld or dismissed.

- If a violation is repeated within 12 months of the first notice and corrective action by Unit Owner, a fine will be imposed without the steps outlined in the 1st and 2nd notification.
- Fines will be applied to the Unit Owner's monthly assessment account. The payment of a fine does not relieve the violator of the obligation of correction the violation. If the Association incurs expenses to correct the violation, this expense will be applied to the Unit Owner.