

BROOK EDGE VILLAGE CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

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BROOK EDGE VILLAGE CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

The Executive Board, (Board of Directors) will follow fundamental rules of parliamentary law for all meetings.

GENERAL

1. The following Rules and Regulations (Regulations), together with such additional Rules and Regulations as may hereafter be adopted by the Board of Directors, shall govern the use of the Property comprising the Brook Edge Village Condominium and the conduct of all residents thereof. Fines and penalties may be levied for failure to comply with these Rules and Regulations.
2. Wherever in these Regulations reference is made to "Unit Owners"(The Association), such term shall apply to the owner of any Unit, to his/her family, trustees, employees, agents, visitors and to any guests, invitees or trustees of such Unit Owner, or tenant of such Unit Owner. Wherever in these Regulations reference is made to the "Association", such reference shall include the Association and any Managing Agent when the Managing Agent is acting on behalf of the Association.
3. The Home Owners Association (HOA) fee is due and payable on the 1st (first) day of each month. This also applies to any extra garage rental space. Any exception must be approved by the Executive Board. This is payable to the Managing Agent for accounts receivable.
4. The Executive Board reserves the right to alter, amend, modify, repeal or revoke these Rules and Regulations.

RESTRICTIONS OF USE

5. No part of Brook Edge Village Condominium (Property) be used shall be used for any purpose other than residential housing for a single family, trustees and guests. Let it also be known that one Owner of a Unit must have reached the age of 55 years or older.
6. The Executive Board must approve leases. Leasing is based on the Declaration of Plan on page 16, section 7.3 that you received by law upon your closing on the property. One of the

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Tenants must be 55 years of age or older. The number of tenants will not exceed 2 in any one unit without the prior approval of the Board of Directors.

7. No exterior of any Unit or the windows or doors thereof or the lighting that would affect the exterior appearance or any other portions of the Common Elements of the Condominium shall be painted or changed by any Unit Owner in any manner without prior written consent of the Executive Board.
8. No Unit Owner shall make or permit any objectionable odor, noxious offensive activity or noise that will disturb or annoy the occupants of any other Unit or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Unit Owners, their tenants, or guests.
9. Each Unit Owner shall keep his Unit and garages, porches, patios and decks in a good state of preservation and cleanliness thereof, including but not limited to, any dirt or other substances, excessive furniture, pots, railing boxes, offensive colors and flags as deemed by the Executive Board.
10. All organic materials, i.e. pet food, bird seed, etc., must be placed in sealed containers in any storage unit or parking space.
11. All grocery carts and moving equipment must be replaced back outside the elevator railings within a timely manner for the use of all owners. This will allow ample room for the movement of wheelchairs and other handicapped/impaired owners to exit and enter safely.
12. All garbage and other trash will be disposed of in the large trash container located outside the garage door behind the fenced area. This does not include, but is not limited to, hazardous substances, and TVs and electronics from the Units which can be taken to the local transfer station. Garbage and trash shall be deposited with care in the receptacle(s) intended for such purpose (as noted here previously), in such manner as the Executive Board may direct. Owners may also donate large refuse that is reusable to the Johnny Cake Center, Habitat for Humanity or one of the many consignment stores locally.
13. Cardboard refuse will be broken down (cut open and flattened) before disposing of it in the dumpster. Owners can also take boxes and refuse to the recycling center at the Rose Hill Transfer Station.
14. Common area lavatories, kitchen, manager's office and custodial rooms in the Building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags, paper, ashes, or any other article be thrown in the same. Any

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damage resulting from misuse of these common area apparatus shall be paid for by the unit Owner.

15. The Executive Board in advance of placement must approve donations of personal furniture or other items to the Common Areas.
16. No baby carriages, velocipedes, bicycles, playpens, wagons, toys, benches, chairs or other articles of personal property shall be left unattended in parking areas, sidewalks, lawns or elsewhere on the Common Areas.
17. No Unit Owner or occupant of any Unit shall make or permit any disturbing noises to be made in the building or on the Common Areas by him/herself. Quiet hours are from 11:00 p.m. and to 8:00 a.m.
18. No clothes line, clothes rack or any other device may be used to hang any items on any window, and no such devices may be used anywhere on the Common Areas except in such areas as may be specifically designated for such use by the Board of Directors. No porch or patio shall be enclosed or covered by a Unit Owner without the prior consent in writing of the Executive Board.
19. No Owner shall give out the individual door entry code. If a vendor needs to come in and out for service, the vendor should be given the unit "fob" to use until their work is completed. This then will return to the unit Owner. The Owner can also ask them to use the dialing system to alert their presence and the owner can dial 9 to allow entry.
20. No Unit Owner shall use or permit any hazardous materials into the building without obtaining written consent of the Executive Board.

PET RULES

21. The Rules and Regulations provide for certain restrictions governing the maintenance, keeping, boarding and/or raising of animals, livestock, poultry or reptiles and by this declaration all is included herein.
22. No pet shall weigh more than 25 pounds at maturity, this does not include service animals. All pets must be approved at the discretion of the Board before sale becomes final.

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23. A pet may be maintained in a Unit with the approval of the Board of Directors so long as it is not a nuisance. Actions which will constitute a nuisance include, but are not limited to, abnormal or unreasonable crying, barking, scratching or unhygienic offensiveness.
24. Pet owners are fully responsible for personal injuries and/or property damage caused by their pet(s).
25. A limit of two pets per unit are allowed, at approval of the Executive Board. This does include assistance animals that are in use with a Unit owner. Any exception must be approved by the Executive Board.
26. Pets must be leashed, leashes may not exceed six foot in length.
27. Owners of pets walked upon the Common areas must promptly clean up their pet's droppings in all areas.
28. The Executive Board prior to visiting the Property must approve all visiting pets. All of the above rules apply to any visiting pet.

PARKING AND STORAGE

29. All personal property placed in any portion of the Common Areas, including, without limitation, any storage areas, shall be at the sole risk of the Unit Owner and the Association shall in no event be liable for the loss, destruction, theft or damage to such property.
30. A Unit owner can request the rental of an additional parking space, at the fee of \$50.00 per month, if an extra space is available.
31. The Executive Board will maintain parking spaces for visitors in the garage and designated throughout with a "Visitor" sign at each space. There will also be visitor parking spaces in the front of the building and 2 handicap parking space in the front of the building. These are not to be used by any Unit Owner/Resident for their own parking needs.
32. Unless otherwise authorized by the Association, the parking areas may not be used for any purpose other than parking automobiles or pick-up trucks. Parking areas cannot be used by any Unit Owner/Resident for storage unless it is the space deeded to them, rented by them, or by an exception in writing from the Executive Board. No buses, trucks (other than pick-up trucks), trailers, boats, recreational or commercial vehicles shall be parked in the parking areas or in driveways except in such areas, if any, specifically designated for such parking by

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- the Executive Board. All vehicles must have current license plates and be in operating condition. No vehicles shall be parked on the property with conspicuous "For Sale" signs attached.
33. All Unit Owners shall observe and abide by all parking and traffic regulations as posted by the Executive Board or by municipal authorities. Vehicles parked in violation of any such regulations may be towed away at the Unit Owner's sole risk and expense.
 34. Parking so as to block sidewalks or driveways shall not be permitted. If any vehicle owned or operated by a Unit Owner, any member of his/her family, tenants, guests, invitees or licensees shall be illegally parked or abandoned on the property, the Executive Board shall be held harmless by such Unit Owner for any and all damages or losses that may ensue, and any and all rights in connection, indemnify the Association against any and all liability.
 35. The Unit Owner shall not cause or permit the blowing of any horn from any vehicle in which his/her guests, family, tenants, invitees or other occupants, approaching or upon any of the driveways or parking areas serving the Building, except as may be necessary for the safe operation thereof.
 36. A Unit Owner shall not use, nor shall he/she permit his/her family, guests, tenants, or invitees to use parking spaces of other Unit Owners without express permission from the Owner. The Executive Board reserves the right to remove such vehicles or storage items at the expense of the respective owners thereof.
 37. No vehicle shall be parked in such a manner as to impede or prevent ready access to fire lanes, garages, driveway, or other common or private areas. Vehicles in violation may be towed at the Unit Owner's expense.
 38. Washing of cars is permitted in the driveway near the dumpster. All owners will use the least amount of water needed, so as not to increase the Property water bill.

Use of the Common Areas

39. In the event of a hurricane warning issued, all porches, patios and decks must be cleared of all furniture, pots and other items etc.
40. Damage to the common areas caused by the actions of Unit Owner or the actions of his/her children, pet(s), guests or the actions of the guests' children or pet(s) shall be repaired or replaced at the expense of the Unit Owner.

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41. Use of the common area must be reserved in advance. A sign-up sheet is provided on the bulletin board near the common kitchen entrance. After use the common room must be returned to the original arrangement and condition that it was found in.
42. No clothes, sheets, blankets, towels or laundry of any kind, other articles shall be hung out or exposed on any part of the common area, including decks or patios. The common areas shall be kept free and clear of rubbish, debris, litter or other objectionable matter, such as drying racks or clotheslines.
43. Gas and charcoal grills must be located no less than 10 feet from the building and should be confined to the porch, deck and patio areas of the building. Electric Grills are allowed as they are not flammable according to the local Fire Rules. Only electric grills are allowed above the 1st (first) floor per the Union District Fire Chief.
44. Any use or practice which is a source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents is prohibited.
45. Anything to be hung or displayed on the outside of windows or placed on the outside walls of the building such as bird feeders, signs, awnings, canopies, shutters, radio or TV antennas, or satellite dish must have the consent of the Executive Board before it can be affixed to or placed on the exterior walls or roofs. There are to be no screws or nails put into the property.
46. All common areas are NO SMOKING areas including exercise room, living room, TV room and kitchen, as well as hallways and stair cases. Smoking in a private unit is not regulated, but the smoke odor emanating from that unit into a hallway must be addressed and the smoke and odor will be contained within the unit by any means needed to do so on the interior of the door. All smoking is banned within 15 feet of the entrance.
47. Any Common Area Grounds may be "adopted" by a Unit Owner to beautify the grounds with due notice to the Executive Board. This will include total responsibility with the planting and care of the area and clean-up in the fall as needed. If the Unit Owner wants to discontinue care of their area, they must notify the Executive Board. The Landscaping Committee will decide if this area is to be maintained or not.
48. Absolutely no one under 16 years of age shall be in the exercise room without a supervising adult present.

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Seasonal Decorations

49. Seasonal decorations, including decorative lights are permitted on the façade of the units, providing this is done in a manner not to cause damage.
50. Seasonal decorations should be removed promptly (within 10 days) after the appropriate holiday and placed no sooner than 15 days prior to the holiday.
51. All decorations are subject to review by the Executive Board. The Executive Board has the right to require any Unit Owner to remove any decorations upon written notification to that effect from the Executive Board.
52. Decorations on the common area(s) other than the façade of the units, require approval of the Executive Board and will be considered on individual merit.

Smoke Detectors

53. Unit Owners shall maintain in good operating condition, smoke detectors, and carbon monoxide detectors, as required by law, in each unit per the Fire Marshall. The Unit Owner shall be responsible for keeping the detectors operable at all times.

Procedures for Expensing the Association's Funds

54. All contracted services and utility bills are to be paid by the Property's accounts payable, per the direction of the Executive Board. The Executive Board must have a minimum of 2 (two) bids.
55. A petty cash amount less than \$100.00 can be expensed by a Unit Owner with a minimum of three (3) Executive Board's approval.
56. A cash expense of the discretionary fund of less than \$2,500.00, but greater than \$100.00, will require a majority Executive Board's approval.
57. A cash expense of the discretionary fund of less than \$5,000.00, but greater than \$2,500.00, will require a majority Executive Board's approval.
58. Any discretionary expense greater than \$5,000.00 shall be brought to all Unit Owners' attention and must be approved by a majority vote of the Unit Owners.

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59. All authorized expense receipts must be given to the treasurer and not sent to the Executive Board. The Executive Board will issue payment within 10 days.

Enforcement of Rules and Regulations / FINES

60. The Executive Board will utilize the following process to levy fines:

- A rule infringement will be given to a sitting Board Member by an owner.
- An investigation by a Board Member is convened and reported to the Board of Directors.
- The Unit Owner will then meet with the Executive Board to discuss the issue and a written notice will be given as to the decision.
- The Violator has a timeline agreed to with the Executive Board to correct the issue.
- When the timeline is up and the violation is not remedied, a notice in writing is sent by the Executive Board and a \$25.00 fine per day begins to accrue the next day until the correction is completed.

Board Member Term of Service

61. Board of Directors will be elected for a two year term. Any member may not be re-elected for the next year. The Unit Owners will make the new member's nomination. A majority vote will be the election results. This should occur during the last Unit Owners' meeting of December. The Executive Board will maintain their title and position during their term.

62. If no candidates are available to serve for a two-year term then a current Board Member may be nominated and re-elected by a majority vote of the Unit Owners for an additional two (2) year term.

63. No unit owner may serve more than two (2) two-year terms in a row. This will allow new thoughts and processes to come into being with more unit owners being involved in the decision making for all owners and may satisfy diversity.

THANK YOU

This is YOUR property. Let's all take good care of it.

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