### COTTONWOOD HILLS CONDOL'INIUMS

# GENERAL RULES Revised July 22, 1992

This set of rules is established as a basis for a successful community and an enjoyable lifestyle. Condominium living is different than living in a "typical neighborhood." Here in Cottonwood Hills "common areas and facilities" are shared by the residents and, because of this sharing, community rules are not only worthwhile, they are a necessity.

These rules have been established under the authority of the Cottonwood Hills declaration and by-laws to assure the maximum use of the facilities for the benefit of the community as a whole. Exceptions will only be allowed in keeping with that spirit.

The first recourse of action should be to talk to the offender on a personal basis and try to settle the problem. If the problem still exists, then fill out a complaint form and deposit at the condominium office.

#### A. UNIT OWNERS RESPONSIBILITIES

### MOISE 1

Noise can be more disturbing to people than almost anything else. Therefore, residents are requested to please locate sound equipment on outside, rather than common walls, and to please use "good judgment" when playing record players, tape recorder, radios, running cars, etc. or entertaining both outside and inside the home. Adults and children should restrict noise in the common areas after 10:00 p.m.

### DAMAGE 2

Each homeowner is personally responsible for any damage made by him/her or his/her family, tenants, guests or pets to the common area.

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REC BY! REBECCA GRAY , DEPUTY

505 at 0222

### STORAGE ITEMS AND LAWN FURNITURE 3

The greens, walk ways in front of the units, the entrance ways to the units, and all common areas shall not be obstructed or used for any other purpose than ingress to and egress from the units. They are not play areas for children. No bicycles, scooters, big wheels, baby carriages or similar vehicles or toys or other personal articles shall be allowed to stand in any of the common areas. Please do not hang articles from the exterior of your unit or over the rails. Management assumes no liability for loss or damage to articles stored or placed in the patios, storage sheds or carports. You are welcome to use the patio area of your unit for any reasonable purpose, but please refrain from making it a storage area. Furnace rooms shall not be used for storage of anything.

### SAFETY 4

No owner or member of the family or guest of any owner shall be allowed upon the roofs of the units, covered walk ways, carport/garages, storage sheds, or clubhouse or any of the walls or fences.

Residents and guests will observe a 10 m.p.h. speed limit.

### TRASH 5

Everyone likes to live in a clean environment. All residents are requested to please be careful to pick up after they use any common areas in the community. In addition, please don't sweep or throw anything out from inside the house or porches.

There are several large bins placed at the most convenient locations for most residents to dispose of trash from individual units. Please place all trash in the bins and do not store trash of any kind outside your unit.

#### SPECIAL PLANTING 6

The upkeep and appearance of the landscaping at Cottonwood Hills is a major expense and therefore, if you wish to plant any flowers, trees or shrubs or special plants around your unit, you must first obtain permission from the management committee. Remember, a condominium project is usually most attractive if uniformly landscaped.

### VISIBLE ADDITIONS TO THE HOMES 7

Part of the financial appreciation of condominium communities is due to rigid standards of uniformity. These standards forbid any exterior additions that were not part of the original design of the homes. This includes shades, reflective window coatings, "For Sale" signs, awnings, window guards, aerials, name plates, special painting, etc. In short, residents are requested not to alter the appearance of any home or surrounding area. If you ever decide to resell your home, you'll appreciate this rule. Any exceptions to this rule must be approved in writing by the management committee. Storm doors will be allowed in white or aluminum only.

### PLUMBING 8

Because the homes are sharing common plumbing lines, caution should be exercised in, and liability accepted, for items flushed down the drains. Each homeowner is personally liable for any damage done by water from broken pipes that freeze and burst due to inadequate heat inside any unit, whether occupied or vacant. Unit owners are responsible for maintaining adequate heat in vacant units during winter months. All water hoses must be disconnected in the fall and throughout the winter to prevent water pipes from freezing and breaking. Any person violating this rule will be liable for any damages.

### FIRE SAFETY 9

No owner shall use or permit to be brought into the units any flammable oils or fluids such as gasoline, kerosene, naptha or benzine, or other . xplosives or articles deemed extra hazardous to life, limb or property. No unit owner or tenant shall permit anything to be done or kept in his unit or on the common elements which will result in the cancellation of insurance on the buildings or contents thereof or which would be in violation of any public law, ordinance or regulation.

### EASEMENT 10

The agents of management, and any contractor or workman authorized by management, may enter any unit, patio or carport/garage at any reasonable hour of the day for the purpose permitted under the terms of the DECLARATION OF COVENANTS, CONDITIONS & RESTRICTIONS, BY-LAWS of the DECLARATION OF COVENANTS, CONDITIONS & RESTRICTIONS, BI-LIMES OR MANAGEMENT AGREEMENT. Except in case of emergency, entry will be made by pre-arrangement with the owner.

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### PAYMENT OF COMMON AREA FEES 11

Prior to January 1st of each year, the management committee will notify each unit owner of his/her prorated share of common area expenses for the coming year. The assessment may be paid in monthly installments of one-twelth of the yearly assessment as long as each monthly installment is paid prior to the tenth of each month. A ten dollar (\$10.60) late fee will be assessed on any common area fee that is more than 10 days late. All accounts that become 60 days delinquent will be turned over to the Association attorney for collection of the total yearly assessment, with court costs and attorney's fees charged to the delinquent unit owner. In addition, use of the amenities may be lost.

### COMMUNITY RULES 12

- A. All complaints of any rules infractions must be made in writing to the management committee or property manager.
- B. Any consent or approval given under these rules by management shall be revocable at any time.
- C. These rules may be added to or repealed at any time by the management committee.

The balconies of each unit are meant for family use. Chairs, tables and barbecues are permitted. Since there is no storage facilities for bicycles, they may be kept on the balconies too. Firewood in stacks no higher then two feet (but no longer then three times the length of each piece) may also be stored.

Families should use their good judgment in not using their balcony as a mass storage area and attempt to maintain an appearance conforming to the norm of their neighbors.

Balconies shall not be used as a pet airing or containment area.

### RIGHT TO USE COMMON AREAS AND AMENITIES

The management committee reserves the right to restrict the use of the common areas and amenities to only those unit owners, their tenants and invited guests, who are current in payment of common area fees, and are in compliance with the by-laws and rules established for the management of cottonwood Hills. The management committee will post a list of unit owners who are not allowed to use the common areas and amenities due to nonpayment of fees or noncompliance of rules.

#### COTTONICOD HILLS CONDOMINIUMS

## DOG, CAT AND HOUSEHOLD PET RULES Revised July 22, 1992

Effective August 1, 1992, no new pets are permitted at Cottonwood Hills. Individuals who have pets must follow these rules regarding animals. Owners must enforce this with their tenants.

- 1. All residents who own pets prior to August 1, 1992, must register their pets with the property manager to receive proper pet permits.
- 2. All pets are to be on a leash or in a cage when outside of the units.
- Each pet owner, at all times, will pick up droppings of his/her pets immediately and dispose of them inside his/her own unit or in dumpsters.
- 4. Pet owners will not permit pers to bark or make other noises that will disturb other residents.
- 5. Pets are not to be tied to porches, trees, shrubs, or fenced in on the patios. No dog houses will be allowed on patios, either on a temporary or permanent basis.
- 6. Pet owners are fully responsible for personal injuries and/or property damage caused by their pets. The owner of the pet shall indemnify the management board and hold it harmless against any loss or liability of any kind or character whatsoever arising from or growing out of having any pet in the project.

In addition, to insure compliance with all pet rules, the following procedure will apply in handling pet offenses. All complaints must be in writing and signed by the complainant(s) to be legally enforced. The management committee will then act upon all written complaints when received by the manager, in the following manner:

First Offense: A written notice will be delivered to the pet owner in violation. The unit owner will be advised of the offense.

Second Offense: A \$25.00 service charge will be assessed to the owner of the unit.

Third Offense: A \$100.00 service charge will be assessed to the owner of the unit. The pet owner will be required to permanently remove the pet from the community.

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Any owner or renter who brings pets into Cottonwood Hills after August 1, 1992 is in violation of the Cottonwood Hills general rules and must remove the pet from Cottonwood Hills.

When management time is involved in the removal of unauthorized pets, the unit owner shall be assessed:

- 1. A \$100.00 fee for the preparation of the first demand letter from the management committee.
- 2. A \$200.00 fee for the preparation of a demand letter from the Cottonwood Hills Association attorney.
- 3. A minimum charge of \$1000.00 in attorney's fees and court costs should a lawsuit be commenced to enjoin the unauthorized use of the premises.

NOTE: Pet Owners may appeal any complaint or service charge by submitting in writing a request for a hearing on the matter to the property manager within five (5) days of the receipt of a complaint or service charge, or personally contacting the property manager.

#### COTTONWOOD HILLS CONDOMINIUMS

# PARKING RULES Revised July 22, 1992

In order to provide adequate access to all of the units and common areas of Cottonwood Hills, the curbs and parking areas that constitute fire lanes and access areas have been painted red, and/or marked with "No Parking" signs. Because of the limited space available to some residents, your cooperation in using your carport for motor vehicle parking will be necessary to insure adequate parking in the common parking lots; and areas designated as resident parking only means just that.

- 1. Each carport belongs to a specific unit owner or the Homeowners Association. Residents may park ONLY in the carport assigned to them. UNAUTHORIZED USE OF ANY CARPORT STALL WILL RESULT IN THE VIOLATOR S VEHICLE BEING TOWED AWAY AFTER ONE WARNING.
- 2. Parking is prohibited in front of carports, walkways, fire hydrants, dumpsters, narrow streets and other locations which could impede traffic flow.
- 3. Un! owners, residents, and/or their invited guests who park any vehicle in any area designated "No Parking" will have the vehicle towed away at the owner's expense after one warning has been issued.
- 4. Cottonwood Hills has no facilities for the storage or parking of Recreational Vehicles. Recreational Vehicles, which include boats, motor homes, trailers, U-Hauls and oversized semi-tractors, etc., may not be parked or stored in the common areas.
- 5. Use of the common areas for repair and/or service work is strictly prohibited.
- 6. No motor vehicle, including motorcycles, motorbikes, go-carts, etc., will not be operated, driven or parked on the sidewalks or any other common area not designed for such use.
- 7. Cottonwood Hills is not a trailer park or campground, and no R.V., motor vehicle or camper shall be inhabited while parked in the common area.
- 8. All vehicles, of any kind, parked in the common area must have current license plates and be in operating condition. Vehicles parked in violation of such regulation will be towed away at the owner's expense after receiving one written notice of the parking violation.

### PARKING RULES VIOLATION PROCEDURE:

The following procedure and guidelines will apply to the management committee and property manager in the enforcement of the parking rules at Cottonwood Hills Condominiums.

Before towing any vehicle for any reason other than an emergency, the following will occur:

First Offense: A written notice will be posted on the vehicle by management.

Second Offense: The vehicle may be towed at the owner's expense.

In addition, a service charge for the management's time may be assessed using the following manner:

First Offense: a written warning will be delivered.

Second Offense: a \$25.00 service charge will be assessed to the resident AND the owner of the unit.

Third Offense: a \$100.00 service charge will be assessed to the resident AND the owner of the unit.

In addition, a late fee of \$10.00 per month will be assessed on all unpaid fines.

You may appeal any complaint or service charge involving a parking violation, by submitting in writing a request for a hearing to the property manager within 5 days of receiving a complaint or written notice.

MOTE: Any vehicle blocking a legally parked car, pickup or van may be towed with NO prior warning at the insistence of the owner of the blocked car (at the expense of the owner whose vehicle is blocking the legally parked car).

# SOCIAL CENTER RULES Revised July 22, 1992

The Social Center upper level is available for use by residents and their invited guests only, and is only available on a reservation basis. In reserving and using the Social Center upper level, the following rules apply:

- 1. The Social Center may be reserved by adults only.
- 2. Reservations may be made at the manager's office. All reservations must be confirmed by the manager, in writing, three days prior to the date that you desire to use the Social Center.
- 3. A deposit of \$250.00 and a rental fee of \$25.00 must be paid to the property manager at the time the reservation is made. The deposit of \$250.00 will be refunded if all cleanup is completed and there are no damages.
- 4. Trash cans must be emptied, counters and sinks cleaned, and carpets vacuumed.
- 5. Any damage to the building or its contents will be assessed to the resident who had the reservation.
- 6. All functions must end, and any cleanup completed by 1:00 A.M. No exceptions. (Parties should end in time to have all cleanup completed by 1:00 A.M.)
- 7. The resident is responsible for the conduct of any guests and held personally liable for any damages caused by any guest.
- 8. If management or the County Sheriff must be called in because of your function or your guests, the deposit will not be refunded.
- If all rules are complied with, and the Social Center is left in a clean and satisfactory condition, the deposit will be refunded within three days.



### COTTONWOOD HILLS CONDOMINIUMS

### SWIMMING POOL RULES Revised July 22, 1992

### HOURS 1

Pool hours will be:

Monday thru Friday -

10:00 A.M. until 8:30 P.M. - Open Plunge

8:30 P.M. until 10:00 P.M. - Adult ( >17 yrs)

Saturday and Sunday -

10:00 A.M. until 10:00 P.M. - Open Plunge

### GUESTS 2

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The number of guests of any owner at one time will not exceed four (4).

### FOOD AND BEVERAGES 3

Food and drink will be permitted only in designated areas around the pool and the clubhouse. These areas are: the upper clubhouse area, finished cement area south and west of clubhouse - not including pool deck area of the pool. Absolutely no food or drink allowed in pool. No glass allowed in pool area or tennis courts.

### NO LIFEGUARD ON DITTY 4

It is important to realize that the swimming pool does not have lifeguards. Swimming is at your own risk.

### CHILDREN 5

Swimmers under 18 years of age must be accompanied by an adult resident at all times. Please remember, there is no lifeguard on duty. No children in diapers will be allowed in the pool. Unaccompanied children will be asked to leave the pool area.

### SHOWERING 6

Please remember! Always shower before entering the swimming pool.

Swimming pool filtering systems are complex and expensive to maintain and repair. Cut-offs tend to unravel and clog the filter system, so swimming attire should conform to conventional swim suits. No thong type suits may be worn in or around the pool area. No nudity will be permitted in pool or hot tub areas.

### CONDUCT 8

Everyone likes to have a good time, but please, do NOT run or roughhouse in the pool area. Do NOT spout or spit water.

### SAFETY EQUIPMENT 9

The pool is equipped with a life ring and a safety "hook". These are important pieces of safety equipment and should never be used except in an emergency.

### GLASS 10

No breakables of any kind will be permitted in pool or tennis court areas.

### PETS 11

Pets are not allowed in the pool area, clubhouse or tennis court areas. They may not be tied or allowed to linger unattended outside of the pool area.

### NOISE 12

Radios and stereos may be played in the pool area but only when used with earphones. Remember, other people my not want to listen to your programs.

Finally, please do not use the pool if you have a skin disease or sore, inflamed eyes, a cough, cold or any infectious illness.

These rules can be enforced by the management, pool monitor, management committee members or any unit owner.

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### COTTONWOOD HILLS CONDOMINIUMS

### JACUZZI RULES Revised July 22, 1992

In order to enjoy using the jacuzzi on a regular basis, your cooperation in following these rules is appreciated.

- You must shower before entering the jacuzzi.
- 2. No soaps or oils should be used when using the jacuzzi.
- Hours will be from 10:00 A.M. to 10:00 P.M., hours may be adjusted seasonally and will be posted on the door of the jacuzzi room.
- Use of the jacuzzi is restricted to residents and their guests, 18 years of age and older.
- 5. Parents must accompany their children under the age of 18 at all times. No children under 14 allowed anytime.
- Individual homeowners shall be held responsible for renters and There is a limit of four (4) guests. quests.
- 7. No food or drink of any kind permitted in the jacuzzi room.
- Regulation swim suits must be worn -- no cut-offs or thong type 8. suits.
- No nudity permitted in the hot tub or pool area. 9.
- 10. The jacuzzi will be locked at 10:00 P.M. No exceptions.
- 11. Radios and stereos, etc., are not to be used in the Jacuzzi room.

Violation of any of these rules will result in not being able to use the amenities for a specified period of time.

There is a thermal pad placed on top of the water to minimize heat loss and to keep humidity levels low when the jacuzzi is not in use. Please replace the thermal blanket after using the jacuzzi.

MOTE: Alcohol and jecuzzi's don't mix. It is very dangerous to use the jacuzzi after consuming alcoholic beverages. Persons who choose to use the jacuzzi after consuming alcoholic beverages do so at their own risk. We also recommend that you limit your time in the hot tub to 15 minute periods for your own safety. jacuzzi after consuming alcoholic bavarages. Persons who choose to use

### COTTONWOOD HILL CONDOMINIUMS

### TERMIS COURT RULES Revised July 22, 1992

- 1. Tennis shoes ONLY must be worn on the court. No black-soled, jogging shoes or other foot wear are permitted.
- 2. No food, alcoholic beverages, or soda pop, etc. are allowed.
- 3. No bicycles, skates, roller-blades or skateboards on the court.
- Children under the age of 14 must be accompanied by an adult, unless otherwise granted permission by the manager.
- 5. Playing time limited to one (1) hour when others are waiting to play.
- 6. Lounge chairs are not permitted on the court.
- 7. Please keep the court clean. The surface will last longer.
- 8. Lights will be turned out at 10:00 P.M. No exceptions.
- 9. Tennis counts cannot be used for commercial gain.
- 10. Be courteous and have fun!

The foregoing Rules and Regulations have been duly adopted by the Management Committee and these rules are declared by said Management Committee to be pluced in operation the Sotto day of Cotooer, 1992.

Keith Sharp. Chairman

Keith Sharp. Chairman

Kenneth Gipp. Hau-Chairman

Kauwebb - Suretary

Karen Webb, Secretary

Subscribed and sworn to before me this \_\_\_\_\_\_ day of

<u> Letober. 1992.</u>