

The Jefferson Square HOA and Board

1. Jefferson Square is governed by a Board of Owner Representatives. Eight of these representatives are elected by their rows and the ninth is elected as an at-large member. Your row representative's name and contact information can be found in Appendix B.
2. The agenda for all meetings (i.e. Board, Semi-Annual, Organization, and Special) is set in advance. This agenda must be followed at meetings, and items not on that agenda may not be discussed.
3. Owners are responsible for reviewing the HOA's financials and reading the monthly meeting minutes taken at Board meetings each month. All information from HOA meetings is available on the Magnolia Management page. For more information on this visit: <https://magnoliabr.org/>
4. To submit a request to address the Board or add an item to a semi-annual meeting agenda, please email jsthbod@gmail.com. A week's notice is requested.

Units for Sale and New Owners

1. Owners who sell their units should give the HOA notice of the closing date and the new owners' contact information to adequately prepare and distribute an owner contact information request.
2. New owners, if they decide to rent their unit, the board and management company will need your tenant's contact information and a copy of the lease within 3 days of the lease signing. Failure to provide this will result in a fine of \$100.
3. Sellers are responsible for passing on clubhouse keys to their buyers. Any owner may request a replacement clubhouse key from Magnolia Management or a cost of \$5 per key.
4. Homeowners are responsible for paying a monthly insurance fee for our property insurance. This insurance fee is billed in a monthly installment.
5. Please review the section entitled *PODS* to familiarize yourself with Jefferson Square's regulations if you are using a POD to move in or out of the community.
6. Parking along driveways, at the end of carport drives, in the cul-de-sac, or in any other restricted or designated area is particularly prohibited, with a few exclusions and board approvals. Moving, delivery of large household items such as furniture or appliances, and large contractor vehicles on site for repairs (e.g. plumbing or cable vans) are all justifiable exclusions to the parking rule. Each situation likely requires a short-term need to double-park in a driveway. Residents MUST have permission from their neighbors to double-park and should ensure that the vehicle's driver is prepared to move said vehicle to allow passage into the driveway. Parking at an angle should be avoided at all costs to avoid blockage of the entire driveway.
7. Sellers should make every effort to pass along gate clickers or cards to their buyer. If this is not possible, owners may call Electric Gates to purchase replacements.

Maintenance Fees, Insurance, Fines, Fees, and Assessments

1. Maintenance fees are calculated by percentage of ownership and due on the first of the month. These fees, also called HOA dues, cover operating expenses for the entire property and general maintenance. That includes water service, sewage, gate, pool, landscaping, clubhouse, trash pick-up and dumpster rental, concrete and driveway maintenance, and fencing. A table of maintenance fees by percentage of ownership can be found in Appendix A.
2. Homeowners are responsible for paying a portion of Jefferson Square's property insurance each year that is calculated based on their percentage of ownership and is not included in monthly HOA dues. The insurance fee is billed in a monthly sum. For more information on what is required in our master policy, consult the master deed and bylaws. For specific questions about insurance and our coverage, contact jsthbod@gmail.com.

3. Per our bylaws and state law, the HOA may cut off a unit's water if repeated requests to rectify delinquent dues are ignored. Should the Board take this action, it will need up to forty-eight (48) hours to have an off-site technician restore this service and will assess the owner the expenses incurred to have service both shut off and restored.
4. Any check returned to Jefferson Square from a financial institution marked "insufficient funds" or "account closed" will incur a fee of \$50.00

PODS

1. All placements must receive prior written approval to not conflict with any known function at Jefferson Square, in particular the Clubhouse. The coordinating board member is the same as the person scheduling the Clubhouse.
2. Only 8' x 8' x 12' PODS units will be permitted on the Jefferson Square grounds. This will assure more visibility once placed within a visitor parking space. No 16' long PODS are permitted.
3. Each individual PODS unit will be permitted for one day with delivery between 8:00-9:00 AM and pick-up 4:00-6:00 PM and can be on site no longer than 72 hrs. No overnight storage at Jefferson Square.
4. PODS units can only be placed within the designated diagonal visitor parking excluding the visitor section in front of the Clubhouse, the respective pool area and center courtyard. No placement is permitted along any driveway including carport areas.
5. PODS can only be placed in one parking space and must be set back so as to not further block the driveway.
6. Any individual unit will be restricted to one PODS unit per day and the overall Jefferson Square complex to two PODS units per day. Check on availability first prior to ordering a PODS unit. Scheduling is first come, first serve.

Front Gate

1. The callbox no longer accepts codes to allow someone entrance to Jefferson Square.
2. Guests must use the callbox to contact the resident that they are visiting. Owners and/or residents should use a gate clicker or card to enter the community.
3. Owners should call Electric Gates to update their contact information and to set this feature up for any lessees that may be renting an owner's unit.
4. Gate clickers, card swipes, etc. can be purchased from Electric Gates at 225-781-7563.

Maintenance, HOA vs. Owner Responsibility, and Work Orders

1. Residents and owners are responsible to complete work orders for repairs needed at the complex in a timely fashion. Jefferson Square board is not responsible to identify every problem to avoid damages and injuries. Work orders may be submitted by emailing Magnolia Management or the board.
2. Not sure whether something is the responsibility of the HOA? A quick rule of thumb is that the HOA is responsible for anything on the exterior of the unit or in common areas. If you are unsure, you are strongly encouraged to submit a work order for the property manager and maintenance committee to review.
3. If a unit has any sort of leak in which water is not clearly coming from a pipe inside the home (e.g. under the sink), please fill out a maintenance request so that we can work together to determine whether the HOA or the owner is responsible.
4. The property manager should touch base with each owner regarding a status and timeline for their work order after the committee has reviewed the request. If you have not heard from the

property manager within ten days from the time that Magnolia Management confirms that they have entered your request, please contact jsthbod@gmail.com or info@magnoliabr.com. 5. The board meets once a month to review new work orders, discuss the status of open work orders, and to determine a plan of action for the upcoming month. If you have an emergency, please immediately contact Magnolia Management at info@magnoliabr.com.

6. Board members are NOT responsible to handle non-emergency telephone requests that do not appear in writing. All requests need to be processed through Magnolia Management at info@magnoliabr.com. In the event of an emergency, they may choose to do so at their own discretion. If this is the case, the owner is responsible for putting in an official work order within seventy-two (72) hours of their initial contact with Magnolia Management.

Contractor Maintenance and Approved Work

1. Any resident or tenant that has a conversation; verbal, text or email with a contractor/worker that was hired by the HOA board regarding any repair work being done for the complex will be fined and/or responsible for the repair work being done. The fines associated with these kinds of interruptions are as follows: First Time Offense: \$100 Second Offense: \$250 Third Offense: \$500. Any concerns or questions can be directed to the management company.

Exterior of Townhomes

1. Homeowners are not authorized to change the color of the exterior of any unit. This includes front and rear doors. If homeowners wish to paint, they can put in a work order to get an approved list of colors from the board.
2. No installation of any type of structure is permitted on the common grounds and building structure, front, back and sides, without written approval from the board. Owner will be responsible for all costs of removal of any such structure and legal costs if a lien is filed for payment of such.
3. The placement of any items or equipment are not allowed in the common ground areas such as, but not limited to, lawn chairs and barbeque pits. Outdoor recreational equipment such as bicycles and nuisance outdoor art items such as bales of hay/straw which abet rodents are also not allowed. Objectionable art objects may be removed if determined unacceptable by the HOA board.
4. The owner is responsible for replacing their doors and surrounding areas. The HOA is responsible for trim around the door, but the door's threshold and casing falls to the homeowner for proper maintenance.
5. To request to make an exterior change to your unit, submit a work order on the Magnolia Management portal or email info@magnoliabr.com.
6. Once the forms are returned, they will be sent to the Board for approval. The Board reviews requests on the fourth Thursday of each month at their monthly meeting, though it will occasionally make an exception. Owners should expect to hear the Board's decision no later than thirty (30) days after the forms are properly submitted.

Patios

1. Installing patio covers is prohibited without the written approval of the Board. Individuals seeking approval should submit their requests in the Magnolia Management portal as a work order or in writing prior to installing a patio cover. The appropriate forms can be procured by emailing info@magnoliabr.com.
2. Owners MUST wait for the board approval before installing patio covers.

3. To decrease termite infestation, soil and all debris should not be allowed to accumulate next to fences and all other wooden structures.
4. Maintenance of trees and shrubbery in the patio areas are the homeowner's responsibility. To avoid damage to property and termite problems, trees, vines and shrubbery are not allowed to touch or grow in close proximity to carports or townhomes. If an owner refuses to trim or remove trees and shrubbery causing such problems after being requested to do so, the Board of Directors will take appropriate action to rectify the situation, and the homeowner may be assessed any costs related to such trimming or removal. Jefferson Square reserves the right to file a lien without further notice for failure to pay for trimming costs including legal costs on the responsible homeowner's unit.

Maintenance Building

1. Maintenance Building is strictly for board member access only.

Guests

1. Guests may park only in visitor spaces or in the reserved carport spaces of their host. Guests may NOT park under another owner's carport without advanced permission from the residents or owners of that unit.
2. Guests in the pool or clubhouse must be accompanied by their host. The host must be an adult homeowner/tenant. Once identified they will have to leave immediately. If an owner is not present with guests a warning will be issued, then a \$100 fine will be issued for each infraction.
3. Homeowners are responsible for ensuring that their guests follow all rules and regulations, especially those regarding the swimming pool and clubhouse.
4. Residents are responsible for all damage caused to the property by their guests. 5. Residents are responsible to ensure that all guests follow all rules and parking regulations. Intoxicated or disruptive guests will be asked to leave and may be escorted from the premises. 6. Pool hours are 7am-10pm daily. Pool closed during the winter.

Pets

1. Owners may have pets, though each pet shall not exceed fifty (50) pounds in weight. Any new owners need to pay a \$500, non-refundable overweight pet fee, which is due within thirty (30) days of their closing. Any new pets must comply with the pet restrictions.
2. Potentially dangerous animals, such as species trained to attack, are prohibited. Jefferson Square Townhomes has a ban on any and all potential variants of the "dangerous breeds," such as for example "Pitt-mix" or "Rottweiler-mix". List of prohibited and banned breeds are listed on the last page of the Rules and Regulations.
3. Pet ownership shall comply with all [Parish, State and Federal regulations](https://www.brla.gov/176/DogRegulations#:~:text=Dogs%20must%20be%20confined%20at,abandon%20or%20abuse%20your%20dog.).
(<https://www.brla.gov/176/DogRegulations#:~:text=Dogs%20must%20be%20confined%20at,abandon%20or%20abuse%20your%20dog.>) Including but not limited to: Dogs must be always confined either in the owner's home or fenced yard or on a leash no longer than 6 feet. You must provide proper food, water, shelter and veterinary care for your dog. It is illegal to abandon or abuse your dog.
4. No excessive barking allowed. No pet is allowed to be left unattended on an owner's patio especially if an owner/tenant is not home. Both are violations and the homeowner will be fined \$100 if caught in violation. Proof by picture or video is particularly helpful.
5. All pets are required to wear owner identification and up-to-date immunization tags.
6. Patio gates must be latched when pets are outside for air or exercise.
7. Pet owners should ensure that their pets should stay out of other residents' patio areas. 8. Pet food is prohibited on patios to discourage rodents and unsanitary conditions. 9. All dogs must be on a leash when in the common areas, including (but not limited to) the North and South Courtyards, areas around the clubhouse, the front of Row One, and the grass in front

of the maintenance building. If the pet is off leash a warning will be issued, then a \$100 fine for each successive incident.

10. Pet owners are responsible for removing pet waste to preserve public health. Pet owners should NOT dispose of used bags in the dumpster, or in their outdoor trash cans (see *Trash* on page ___ for further details). Any pet owner found not picking up the waste will be issued a \$100 fine.
11. All stray animals should be reported to and picked up by the SPCA. The local telephone number is 225-774-7700.
12. Pet violations must be strictly enforced throughout the community. Anyone witnessing pet related violations, especially when they are repeated violations, is strongly encouraged to report the details of the violation(s) to the Board of Owner Representatives via either their row representative or Magnolia Management. Proof by picture or video is particularly helpful.
13. Exceptions are pets with the proper, legal designated emotional support pet documentation. Documentation has to be pre-approved and accepted by the board, in writing, prior to the pet coming on the Jefferson Square common spaces or property.

Parking

1. Guests may park only in visitor spaces or in the reserved carport spaces of their host. Guests may NOT park under another owner's carport without advanced permission from the residents or owners of that unit. Guests will be towed at their expense as needed.
2. Parking behind an owner's reserved spaces and double parking are prohibited. 3. Fire zones and areas indicated as a "no parking zone" should be always respected as they are designated "tow zones" by the St. George Fire Department.
4. Boats, trailers and recreational vehicles may not be parked in visitor parking spaces. These vehicles are restricted to the auxiliary parking available for rent in the rear of the community or in the owner's carport. If temporary parking is needed, there must be board approval in writing, before the parking of the vehicles. Any recreational vehicle, street legal or not, may not be driven through the community. This is strictly monitored, prohibited and subject to fines and towing procedures. Owners will not be warned.
5. Any boat, trailer, or recreational vehicle (including the trailer and/or motor) parked under a carport must not exceed seventeen (17) feet.
6. Parking out-of-use and/or unregistered vehicles (including expired registration tags and license plates) are prohibited in visitor spaces. This includes inoperable and distressed vehicles. Any vehicle displaying dated tags, no tags, trash, disrepair or anything in similar manner are prohibited from parking in the owner's carport or visitors parking and subject to towing and fines.
7. The uncovered parking space adjacent to and east of the Maintenance Building is reserved for maintenance staff and designated vendors only.
8. Parking along driveways, at the end of carport drives, in the cul-de-sac, or in any other restricted area is prohibited.
9. **EXCLUSIONS:** moving, delivery of large household items such as furniture or appliances, and large contractor vehicles on site for repairs (e.g. plumbing or cable vans) are all justifiable exclusions to the parking rules. Each situation likely requires a short-term need to double-park in a driveway. Residents MUST have permission from their neighbors to double-park and should ensure that the vehicle's driver is prepared to move said vehicle to allow passage into the driveway. Parking at an angle should be avoided at all costs to avoid blockage of the entire driveway.
10. Any resident doing long-term or extended repairs must get their contractors to park in either their unit's designated space or in visitor parking.
11. Towing is enforced throughout the community to resolve any of the above violations, especially if they are repeated by a resident. Towing companies used by the Board include, but are not limited to, Ace Towing and Capitol Towing & Recovery. Vehicle owners are responsible for all costs of towing to recover their property from these companies.

12. Owners who witness parking-related violations are encouraged to send these instances to the Board of Owner Representatives via either their row representative or Magnolia Management. Proof by picture is particularly helpful.

Auxiliary parking

1. The covered auxiliary parking at the rear of the property, adjacent to and east of the Maintenance Building, is primarily for boats, trailers and recreational vehicles only. Out-of-use and/or unregistered vehicles may be stored there if an owner's designated carport spaces are already in use.
2. No other items, however, can be stored in this area without express permission for the Board of Owner Representatives. Likewise, no items are to be attached to or hung from the structure. Violators will be given one opportunity to correct the situation, after which their items will be removed and disposed of.
3. Auxiliary spaces may be rented by any homeowner, as available, at a charge of \$75.00 per month all of which should be paid in advance.
4. Electricity and water are available at these spaces but can only be used when the renter is present and working on his/her vehicle. Board members and vendors designated by the board are authorized to disconnect any electrical items left plugged in when the renter is not present.
5. Trash Valet person, board members and approved vendors are allowed to use water and electrical in these areas to clean off any debris in the immediate areas or for use on vendor items.
6. Towing is enforced throughout the community. Towing companies include, but are not limited to, Ace Towing and Capitol Towing & Recovery for illegally or improperly parked vehicles. Vehicle owners are responsible for all costs of towing to recover their property from these companies.
7. Owners who witness parking-related violations are encouraged to send these instances to the Board of Owner Representatives via either their row representative or Magnolia Management. Proof by picture is particularly helpful.

Curbside Garbage Pick-Up

1. Accumulation of loose or unbagged garbage within the carport, patio, or sidewalk areas is prohibited. Repeated offenses will be issued a warning, then a \$100 fine.
2. All trash must be left for curbside pick-up in securely tied, large plastic garbage bags that are contained in a closed garbage container. Merchant store plastic bags are not acceptable. Improper bagging will be issued a warning then a \$100 fine.
3. Loose trash within garbage containers will NOT be collected in curbside trash pick-up. Should loose trash repeatedly accumulate in a garbage container, both the trash and the container itself will be relocated to the dumpsters at the rear of the property and the homeowner will be fined \$100.
4. Cardboard and any items not bagged will NOT be picked up. Homeowners will be responsible for taking those items directly to the dumpster themselves. Cardboard needs to be broken down and placed in the dumpster.
5. If loose trash is left in any garbage container (by the homeowner OR anyone else), the homeowner is responsible for placing that trash into a securely tied garbage bag AND into a designated trash container. Improper bagging will be issued a warning then a \$100 fine.
6. Trash bags may not be filled to an excess weight. Garbage collectors must be able to lift these bags six feet high to be placed in the dumpsters. Any overweight bags will be left behind for the resident to either divide or dispose of themselves.

7. Oversized or unsightly objects such as furniture and appliances shall not be placed in common areas including, and not limited to, driveways, carports, sidewalks, trash/dumpster areas, designated maintenance areas, etc. Improper depositing of garbage will be issued a warning then a \$100 fine.
8. Drains in the community should not be used for the disposal of paint, grease, oil, or any other substance harmful to underground pipes or the environment. Only water should flow into these drains.
9. Jefferson Square does not currently have a recycling plan. For those that wish to do so, please call the City of Baton Rouge's Recycling Office (225-389-5194) for further instruction.
10. Owners who witness trash-related violations are encouraged to send these instances to the Board of Owner Representatives via either their row representative or Magnolia Management. Proof by picture is particularly helpful.

Community Dumpsters

1. Loose garbage should not be placed in dumpsters. Any garbage should be secured in a large plastic garbage bag (NOT small merchant store or grocery bags), to avoid a messy and unsanitary dumpster area.
2. When dumpsters are full because owners have filled them directly, a regularly scheduled curbside pick-up may be skipped without notice.
3. Oversized or unsightly objects such as furniture and appliances shall not be placed in common areas including, but not limited to, driveways, carports, sidewalks, trash/dumpster areas, designated maintenance areas, etc. Improper depositing of items will be issued a \$100 fine and charge for removal.
4. Owners may only use dumpsters for non-hazardous household and garden garbage.
5. Items should be compacted to consume as little space as possible. This specifically refers to, though it is not limited to, cardboard boxes. Likewise, plant debris must be cut up so that it can easily fit inside the dumpster, without being lodged in, and allows dumpster lids to close with ease.
11. Renovation and remodeling debris (building materials, discarded furniture, old appliances, etc.) are strictly prohibited from being disposed of in Jefferson Square dumpsters. This waste is excessive and not in an amount that the HOA can pay to dispose of. The homeowner and/or their contractor are responsible for the removal of said debris. If found to be in violation of this rule, a \$100 fine will be issued by the Board and the Board reserves the right to assess an owner for all additional costs that result from the violation.
12. An owner may work with the Board of Owner Representatives to schedule an extra pick-up visit. This request cannot take place on a regular trash pick-up day, and materials must be acceptable to BFI for disposal.
13. No live Christmas trees are to be placed in Jefferson Square dumpsters. Jefferson Square does not have contracted pick-up for tree disposal.
14. Items prohibited in dumpsters:
 - a. boxes that have not been collapsed
 - b. loose trash/items not secured in trash bags
 - c. hazardous materials: paint, motor vehicle fluids/batteries/tires, garden chemicals, etc.
 - d. oversized plant debris
 - e. building materials
 - f. furniture/large appliances
 - g. Christmas trees

15. Drains in the community should not be used for the disposal of paint, grease, oil, or any other substance harmful to underground pipes or the environment. Only water should flow into these drains.
16. Jefferson Square does not currently have a recycling plan. For those that wish to do so, please call the City of Baton Rouge's Recycling Office (225-389-5194) for further instruction.
17. Owners who witness trash-related violations are encouraged to send these instances to the Board of Owner Representatives via either their row representative or Magnolia Management. Proof by picture is particularly helpful.

Carports and Adjacent Sidewalks

1. Other than parked vehicles, no other objects, including, but not limited to furniture, appliances, bicycles, boxes, storage boxes, wood racks, woodpiles, plants, planters, etc., are to be stored in or around the carport or adjacent sidewalk areas. Likewise, no such items are to be attached to or hung from the carport structure.
2. No item is to be chained or attached in any other manner to the carport structures.
3. No objects, including, but not limited to banners, flags, posters, etc., shall be attached to or hung from the outside of the patio fence in public view. Only unit numbers and security system signs are allowable.
4. The only allowable item to be placed on the sidewalk area adjoining the carport is a garbage can. The maximum number of garbage cans allowable for each unit will depend on the model of townhome unit as per the Master Deed, as follows: 2-bedroom floorplan: 1 garbage can, 3-bedroom floor plan: 2 garbage cans; 4 family unit plan: 4 garbage cans.
5. Violators of these provisions will be notified one time only, then fined \$100.

Swimming Pool

1. No lifeguard is on duty at the Jefferson Square pool. ALL SWIMMERS DO SO AT THEIR OWN RISK.
2. No pets are allowed in these areas. The rule reflects a state health law, for which we are inspected regularly. Non-compliance could force us to close our pool.
3. Running and horseplay are prohibited in the pool area.
4. No glass of any kind may be taken into the pool areas.
5. No smoking is permitted in the pool area as it is a common shared area.
6. Personal sound systems in use should be considerate of neighbors' homes. If others attend the pool, personal sound systems should be turned off in respect of the common space. Please be mindful of your surroundings and the homes surrounding the pool area.
7. Only proper swimming attire may be worn in the pool. Cutoff jeans are prohibited.
8. Children under 15 must be accompanied by a parent or other adult in the pool area.
9. Guests must be accompanied by their host. The host must be an adult homeowner/tenant.
10. The pool cannot be reserved for exclusive use at any time.
11. Pool rules, which are posted in the pool area, must be obeyed.
12. Floatation devices should be used with care and consideration of others in the pool. Please remove all floatation devices from the premises when you are finished swimming. If they are left in the pool area or clubhouse storage areas, they will be disposed of during the weekly pool area cleaning.
13. Persons, apparel and all other devices are to be washed clean before entering the pool to avoid contamination from other water sources particularly rivers and other natural water bodies. The pool may need to be closed and sanitized because of contamination. After contamination clean up, all objects that had been in the pool prior to contamination must be removed and sanitized

before entering the pool itself. Devices at the pool will be placed in the dumpster to prevent further contamination.

14. The doors to the Clubhouse must be kept closed excluding reasonable use for entry and exit and cannot be secured open. Homeowners who leave the doors open will be responsible for all costs including pest control and the cost of air conditioning or heating. Homeowners are responsible for their tenants and guests. Jefferson Square reserves the right to file a lien without further notice for costs (including legal costs) because of leaving the clubhouse room doors open.
15. The pool gates are not to be left open except for reasonable access.
16. Individuals using the pool are to pick up and clean up after use of the clubhouse bathrooms. Excess water left on the Clubhouse floor, foyer and bathrooms, must be mopped up to avoid a slipping accident.
17. Pool hours are 7am-10pm daily. Pool closed during the winter.

Clubhouse and Meeting Room

1. Every homeowner at Jefferson Square should receive a key to the clubhouse when they purchase their unit from the previous owner. Replacement keys may be issued by Magnolia Management at a cost of \$5 to the person requesting it.
2. Only homeowners that are current in maintenance dues, assessments, insurance, and fines are allowed to reserve and rent the Clubhouse meeting room. Lessees must reserve and rent the Clubhouse meeting room through their respective homeowner/lessor.
3. Use of the Clubhouse meeting room for commercial, business, or political uses is prohibited. 4. The Clubhouse meeting room and kitchen are reserved on the fourth Monday of each month by the Jefferson Square Board of Directors, and on any other day designated by the Board as a holiday or special-use day.
5. The fee to reserve the clubhouse meeting room is \$125 for the day. The base rental fee is \$25.00 and \$100.00 is the deposit. The deposit will be returned to the renter if the renter has met all guidelines for rental of the clubhouse meeting room. NOTE: Failure to comply with all guidelines will result in forfeiture of your \$100.00 deposit. The deposit will be returned upon inspection of the Clubhouse meeting room by a board member or designee who certifies that the Clubhouse area is clean, and all trash and personal effects are removed, and all other guidelines have been complied with. The rental fee is due and payable at the time of reservation through Magnolia Management. If reserved at least ten days in advance, Magnolia Management will put the renter in touch with a designated board member to hand off the key to clubhouse meeting room and A/C control box. If reserved less than ten days prior, the renter is responsible for picking up and returning the keys from Magnolia Management. The renter is also responsible to lock the clubhouse meeting room, turn A/C off, lock A/C control box, lock-up building and return keys at the end of their party.
6. During work weekday's loud music and any action that may disrupt residents shall shut down at 10pm and on weekend/holidays 12pm.
7. Reservation and rental of the Clubhouse does not include exclusive use of the pool area.
8. Smoking is prohibited in the Clubhouse
9. The homeowner or lessee must always be present at the function.
10. Be advised that the French doors in the clubhouse meeting room are now locked. The clubhouse and pool keys will not work with the French doors.
11. Placement of nails, tacks, adhesive tape or the like, on walls, woodwork, molding, doors, fireplace mantel, etc. is prohibited.

12. Do not stand on Clubhouse furniture, chairs or tables. You are requested to contact maintenance for use of appropriate ladders and foot stools. Furniture may not be removed from the meeting room.
13. No food items are to be left in the refrigerator.
14. No dinnerware, silverware or cookware is to be left in the dishwasher or sink. All such items are to be washed and replaced in the cabinets. The oven is to be cleaned, if used.
15. The homeowner or lessee shall immediately remove all trash, inside and outside, including decorations, signs, etc. and place them in the dumpster at the rest of the complex. The homeowner or lessee is responsible to supply trash bags for clean-up and other supplies including paper towels, soap and toilet paper.
16. The Clubhouse must be left in the same condition after the function as it was before the function began.
17. The homeowner is responsible for all damage caused by the homeowner/tenant and his/her guests.
18. The homeowner/tenant is responsible to ensure that all guests follow all rules and parking regulations. Intoxicated or disruptive guests will be asked to leave and may be escorted from the premises.
19. The homeowner is to reimburse Jefferson Square Homeowners Association, within thirty (30) days of rental, for all costs incurred by the Association for damage to the clubhouse more than the base rental fee. Jefferson Square reserves the right to file a lien without further notice for failure to pay for excess damages including legal costs on the responsible homeowner's unit.

Courtyards

1. Volunteers are very much appreciated to water common ground courtyards and other areas during 'dry' summer months to maintain overall ground appearances. Watering must not touch or reach any building doors or windows to avoid water damage to the interior of any unit.

Entrance and Streets

1. Speeding in Jefferson Square is both dangerous and disrespectful. The maximum speed of 10 miles per hour is posted and MUST BE OBSERVED, along with the stop signs at the ends of carport drives. If you witness a speeding incident, please immediately report it to Community Management.
2. No signs (such as "For Sale" or political signs) shall be posted along the streets, the common grounds, or patio fences. Signs will be removed and a fine of \$20.00 per incident charged.
3. The common grounds are not for dumping of trash. Violators will be expected to pick up the trash and fined \$50.00 per incident.

Storm Preparedness

1. In the event of a tropical storm or hurricane, residents will remove and secure objects such as planters, lawn chairs, bird feeders, other lawn art objects, etc. that could become airborne during a storm. Residents who vacation during Summer Season (June 1 through November 30) may need to prepare their patio and front door areas for a storm prior to leaving to avoid possible damages while absent. They may also arrange to have someone secure certain object(s) in the event of a storm. Trash cans need to be removed from the carport sidewalk and secured in the event of a storm.
2. Owners will be responsible for all damage costs because of their private items damaging buildings, fences, carports or vehicles during a storm that were not adequately secured. Owners will be responsible for their tenant related damages for items that cause damage.

3. Residents may tape the inside of windows and doors or attach plywood to the outside in preparation of a storm, but such materials must be removed within seventy-two (72) hours after the storm has passed.
4. Users of generators must follow manufacturer's safety and fire prevention recommendations. (If you feel someone is creating a fire, electrical, or explosion hazard with a generator, call the Sheriff's office at (225)389-5000).
5. Electrical extension cords shall not be run across another unit's patio, carport, or driveway without the other owners' written permission.
6. Small portable window units shall be allowed during a power outage; however, they must be removed as soon as electrical power is restored.

Pest Policy

1. Jefferson Square maintains a contract for termite inspection and treatment. It is the responsibility of every owner and resident to keep his or her patio clean to maintain Jefferson Square's contract policy provisions. (this includes but not limited to, dog waste, food, bird and other animal feeders)
2. Jefferson Square has a contractor for other pest control. In the fall as required the grounds are baited for rodents. It is the responsibility of each resident to report those exterior areas of their building area that rodents have or are trying to enter, or nesting for treatment.
3. To decrease termite infestation, soil and all debris should not be allowed to accumulate next to fences and all other wooden structures.
4. Maintenance of trees and shrubbery in the patio areas are the homeowner's responsibility. To avoid damage to property and termite problems, trees, vines and shrubbery are not allowed to touch or grow near carports or townhomes. If an owner refuses to trim or remove trees and shrubbery causing such problems after being requested to do so, the Board of Directors will take appropriate action to rectify the situation, and the homeowner may be assessed any costs related to such trimming or removal.

Disturbing the peace

1. Any homeowner, tenant or guest that causes a disturbance of any kind, disturbing the peace of their neighbors can and will be fined. Homeowners will be fined on behalf of their occupants. Police reports and charges can be filed at any time. To include but not limited to, public intoxication, lewd or obscene behavior, foul language, fighting, essentially anything that causes a disruption or poses a hazard to the public are considered disturbances. Please see fine schedule attached.

Crime and Emergencies

1. Jefferson Square is in the Baton Rouge City limits. Report crimes and disturbances to the East Baton Rouge Sheriff. Kleinpeter Substation at telephone number (225)389-5114, or a general number (225)389-5000. Or call 911. Please verify contact information-we confirmed we are in City limits now.
2. To report a fire, telephone 911
3. St. George Fire Department for non-fire purposes, telephone number (225)389-8600

Appendix A: Maintenance Fee Breakdown

Appendix B: A Quick Reference Guide to Contact Information

Magnolia Management Main Line: (225) 286-7546
Magnolia Management Text Message Emergency Line: (225)
286-7546 Magnolia Management General Inbox:
<https://magnoliabr.org> or info@magnoliabr.com

Row Representatives and Positions

Row 1: MELISSA LAWSON
Row 2: BOBBIE GILMER
Row 3: MAGGI SPURLOCK
Row 4: AUSTIN BAILLIE
Row 5: MIKE SIMMS
Row 6: KIM TRAHAN
Row 7: BOBBI CALI
Row 8: ROBERT HEBERT
At-Large:

Fine Breakdowns:

Key Replacement \$5
Bounced Checks \$50
Contractor Disturbances \$100/\$250/\$500 police report and charges will/can be filed
anytime Disturbing the peace \$100 police report and charges will/can be filed
Unattended Pool Guests \$100
50-pound dog deposit \$500
Dog off leash \$100
Dog waste not being picked up \$100
Improper garbage disposal \$100
Moving or construction improper disposal \$100 plus additional costs
Political or For Sale signs \$20
Common area trash \$50
Unauthorized Recreational Vehicles \$100
Unauthorized parking \$100
Lease copy \$100 and contact info plus additional costs
Unattended and excessive barking fees \$100
Repeat offenders are subject to additional fines and/or liens

BANNED PETS LIST:

Rottweiler
Doberman Pinschers
Pit Bull
German Shepherd
American Bulldog
Bullmastiff
Siberian Husky
Alaskan Malamutes
Chow Chow
Great Dane
Akitas
Boxer
Presa Canarios
Cane Corso
Saint Bernard

Any mix version of any of these breeds are also included.