

# **BARCLAY TOWERS CONDOMINIUM ASSOCIATION** **RULES AND REGULATIONS**

## **ENFORCEMENT**

Any violation of the rules and regulations will result in a fine. All fines will be levied on a per violation basis unless otherwise noted. When possible Violations Warning Letters will state the time period allowed for correction of the violation before the fine is imposed. Unless otherwise indicated by the Board, each violation of these Rules and Regulations shall result in the imposition of a fine in an amount authorized by law. Prior violations will be taken into account in assessing a fine so that subsequent violations will result in higher fines. Each day of a violation will be treated as a separate violation and a separate and distinct fine will be assessed for each day the violation continues.

## **GENERAL RULES**

1. No resident shall throw or dispose of anything off of the balcony and/or out the windows of the building.
2. No resident or guest shall harass and/or interfere in anyway with an employee and/or agent of the Association from carrying out his/her duties.
3. No resident, owner or guest shall harass any owner, tenant or resident, employee or agent of the Association who has reported that resident for a violation of the governing documents of the Association.
4. No resident shall deface, misuse and/or damage any property of the Association.
5. No resident, owner or guest shall endanger any other resident, guest or owner of the Association.
6. No resident, guest or invitee of a resident shall violate any Township Ordinance, and/or State or Municipal law while on the property.

## **RULES REGARDING USE OF UNITS**

1. Nothing shall be done or kept in any Unit which will increase the rate of insurance on the Buildings or the contents thereof nor shall anything be done or kept in any Unit which shall result in the cancellation of insurance the Buildings or contents thereof.
2. Residential Unit Owners shall not cause or permit anything to be hung in, on or from, or displayed on the outside of the Buildings, and no sign, awning, canopy, shutter, enclosure or radio or television antenna (except for master antenna system, if any) shall be fixed to or placed upon the exterior walls, doors, roof or any other part of the Buildings or Units or exposed on or at any window, without the prior written consent of the Board.

- A. Hanging of garments, rugs, or clothesline is strictly prohibited.
- B. Holiday lights will be permitted on balconies, interior portions of windows and exterior unit doors from anytime after Thanksgiving until the 7<sup>th</sup> of January.
- C. Decorations are permitted on the above referenced locations only for the following holidays:

Valentines Day	Presidents Day	St. Patrick's day
Easter	Memorial Day	4 <sup>th</sup> of July
Halloween	Thanksgiving	Christmas/Hanukkah

Decorations may be put up ten (10) days prior to the holiday and must be removed within five (5) days after the holiday (with the exception of Christmas/Hanukkah decorations, which may stay up until January 7<sup>th</sup>).

- D. Wreaths and other types of door hangings (other than holiday decorations) are permitted on front doors only, one per door. Any exceptions to this rule must be submitted to the Board of Trustees in writing.
- 3. No animals or reptiles of any kind shall be raised, bred or kept in any Unit. Absentee investor owners must advise their tenants that pets are absolutely prohibited.
- 4. Signs for Commercial Units will be allowed but must be approved by the Board. Window Displays shall not be permitted unless authorized by the Board.
- 5. No noxious or offensive activity shall be carried on in any Unit, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or Occupants.
- 6. Draperies, blinds or shades installed on windows must have white or beige backing only.
  - A. No bed sheets, paper, towels or other materiel may be used to cover windows
  - B. No throwing or tossing of objects out unit windows.
- 7. Fire and burglar alarm systems may not be installed within the Unit without the prior written consent of the Board.
  - A. Smoke & Carbon detectors are required in each unit.
- 8. No group tour or exhibition of any Unit or its contents shall be conducted nor shall any auction sale be held in any Unit without consent of the Board or its managing agent.
- 9. No Unit Owner shall install any plantings on any balcony, except with the permission of the Board. Plants and containers weighing in total in excess of 150 pounds may not be placed on

any balcony.

- A. Self contained plants or planter boxes are permitted on the balconies (not to exceed 150 pounds), however they may not be placed on the railings.
- B. Hanging Plants, Lights & wind chimes are absolutely prohibited, with the exception of Holiday lights (p.8, 2b).

10. No Unit Owner shall use or permit to be brought into or stored in the Buildings, any flammable oils or fluids such as gasoline, kerosene, naphtha, benzene or other explosives or articles deemed hazardous to life, limb or property without in each case obtaining a written consent from the Board.

11. No Unit Owner shall do any act, or place any object in his Unit, which would create a structural hazard or endanger the structure of the Building or adjacent Units.

12. All radio, television or other electrical equipment of any kind or nature installed or used in each Unit shall fully comply with all rules, regulations, requirements or recommendations of the public authorities having jurisdiction, and the Unit Owner alone shall be liable for any damage caused by any radio, television or other electrical equipment in such Unit Owner's Unit.

13. No loud music or disruptive noise is permitted in any Unit. Residents will exercise extreme care about making noise or playing music that may disturb other residents. No residents will play or allow to be played any musical instrument, radio, television, phonograph, or the like between the hours of 11:00 p.m. and the following 8:00 a.m. if it will disturb or annoy any other resident.

14. Water will not be kept running for an unreasonable and unnecessary length of time.

15. No immoral, improper, offensive, or unlawful use will be made of condominium property or any part of it, and each unit owner will, at his or her own expense, comply with all city, state, and federal laws, statutes, ordinances, regulations, orders, or requirements affecting his or her unit.

16. Each apartment owner will provide the managing agent with any key or keys necessary to gain access to owner's unit, and any owner altering any lock or installing any new lock on any door providing access to his or her unit will give a key to the new or altered lock to the building manager.

17. Vestibules, halls, stairways, elevators, and other common areas and facilities of a similar nature must remain unobstructed, and will be used only for normal transit.

18. Each Unit Owner shall keep his Unit in a good state of preservation and cleanliness, and shall not sweep or throw, permit to be swept or thrown, or allow to fall therefore or from the doors, balconies, terraces or windows thereof, any dirt, or other substance or thing.

19. Except as otherwise provided in the By-Laws, no walkways, balconies or outside doors or windows of the Buildings shall be decorated or furnished by any Unit Owner in any manner.

- A. This includes both the exterior and interior of the windows.
- B. Patio furniture is permitted on the balconies, however no decorations other than patio furniture and approved plants are permitted on the balconies.

20. The Unit Owner must obtain and verify and obtain before work begins (by Proof of insurance certificate) that any contractor who will be performing work on the interior of their Units is properly licensed and insured in the amount of \$1,000,000. The Unit Owner must file with the Management Office a copy of the contractor's Certificate of Insurance. If the Unit requires major electrical or plumbing work, a licensed electrician or plumber must be used. It is the responsibility of the unit owner to insure that all necessary building permits have been obtained.

The Association's maintenance staff is not permitted to do work with individual Units during working hours. If arrangements are made with the Association maintenance staff for after business hours, the maintenance staff is required to provide an insurance certificate. The Association insurance will not cover the maintenance staff for work in individual Units. The Association allows the renting/leasing of Units. However, the documents and the Board's resolutions and policies also contain the following stipulations in addition to the preceding Rules and Regulations.

#### **RULES REGARDING THE COMMON GROUND**

21. Children will not be permitted to loiter or play in the lobbies, vestibules, hallways, stairways, elevators, and other common areas and facilities of a similar nature.

- A. No owner, tenant or guest may be publicly intoxicated.
- B. No owner, tenant or guest may panhandle or solicit donations of money from anyone on the common ground.
- C. No loitering in the front & rear entrance of Building, in the lobby or hallways.
- D. Shoes and shirts must be worn at all times in the hallways, elevators, lobby and laundry room.
- E. No one may harass, argue or otherwise interfere with any member of management, employees, contractors, contractor employees or anyone upon the common ground who is performing services for the Condominium Association.

- F. No unit owner, tenant, guest or invitee may use the common area in a loud, or disruptive manner.
- G. No smoking anywhere on common area around building (including sidewalks), hallways, swimming pool, laundry room, elevators and front & rear entrance.

22. Lobbies, vestibules, hallways, stairways, elevators, and other condominium areas and facilities of a similar nature will not be used for storage or placement of any furniture, packages, or objects of any kind.

23. Unit Owners, their families, guests, servants, employees, visitors or licensees shall not at any time or for any reason whatsoever enter upon or attempt to enter upon the roof of the Building.

24. All refuse must be properly placed in trash chutes, or in the dumpster located in the rear of the building. All oversized refuse must be disposed of in the dumpster. Anyone clogging the trash chutes by disposing of oversized trash shall be subject to a fine.

25. All damage to the Building or Common Elements caused by the moving or carrying of any article therein shall be paid for by the Unit Owner responsible for the presence of such article.

- A. Unit Owners are responsible for their actions, the actions of their children, guests, and tenants, and are subject to Fines, Punitive Action and Cost of Restoration or Repair to any damage caused to building or common areas.

26. No trailers, boats, oversized recreational vehicles, trucks or campers are permitted on or in the Common Elements, except as may be parked or stored in areas so designated. Any automobiles belonging to a Unit owner, or to a member of a Unit Owner's family, employee or guests of a Unit Owner shall be parked in such manner as not to impede or to prevent ready access to any parking area. The Unit Owners, their employees, servants, agents, visitors, licensees and the Owner's family shall obey the parking regulations published therein and in the future for the safety, comfort and convenience of the Unit Owners.

- A. Light trucks and passenger vans for employment purposes under ½ ton shall be limited to parking spaces which are marked by signs, in the rear of the building.
- B. No other trucks, regardless of the tonnage, will be permitted and strictly prohibited, and are not permitted ingress or egress through the property unless the vehicle is serving the building.

27. A Unit Owner shall not use, nor shall they permit their tenant, family, guests or invitees to use, handicapped parking spaces without state permit. Nor shall they use, or permit to be used, the commercial units' customer parking when not making use of the business. Vehicles must be parked between white lined areas only. The Board and its managing agent shall have the

right to fine and remove such vehicles parking in violation of any parking rule or any other rule at the expense of the respective owners thereof, or take other appropriate means to see that such wrongful parking is not repeated.

28. The greens, walkways and stairways around the Buildings and the entrances to the Units shall not be obstructed, or used for any purpose other than the ingress to and egress from the Units.

A. No doormats are permitted.

29. Bicycles, tricycles, mopeds or similar vehicles shall be stored in the designated areas in the basement of the Building. In no event shall access be permitted in the elevators, hallways and lobbies.

30. There is to be no posting of signs in the Building or on the property without prior approval of the Board.

31. Barbecuing is not permitted anywhere in the Building, Units, balconies, common or limited common elements. This is a Township ordinance.

32. Owners' family members under the age of 18 are not permitted in the exercise room without being accompanied by an adult.

A. Tenants are not permitted to use exercise room.

## RENTAL UNITS

33. All Leases must be in writing with a minimum term of one year.

34. All leases must incorporate the terms of the Master Deed, by-laws and the Associations Rules and Regulation into any Lease and must expressly provide that the violation of the Associations governing documents is a breach of the lease.

35. All Landlords are responsible for the actions of their tenants and are ultimately responsible for the violations of the governing documents by their tenants. Landlords may be subject to fines and other sanctions actions of their tenants.

34. Copies of all leases must be provided to the building management to be kept on file in the management office.

35. All landlord must provide copies of the key to their unit so that the Association can have immediate access in the event of a emergency.