

RULES AND REGULATIONS

THE LOFTS AT PERKINS ROWE CONDOMINIUM ASSOCIATION

2026 Rules and Regulations

Complete Homeowner Handbook

This handbook contains the Main Rules & Regulations, the Pool Rules, the Leasing Rules, the Required Lease Addendum, and the Renovation & Restoration Rules — all in one document. Use the Table of Contents on the next page to locate any policy quickly.

*Approved by the Board of Directors of the Lofts at Perkins Rowe Condominium Association
Effective 2026*

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THE LOFTS AT PERKINS ROWE CONDOMINIUM ASSOCIATION

2026 Rules and Regulations - Main Rules Section

May 2026 Changes: New lease-cap management; parking registration requirement; renovation rules require use of the official form; and new administrative fees for renovations, leases, and insurance noncompliance.

The following rules and regulations, along with any future amendments, govern the use of the property within The Lofts at Perkins Rowe Condominium Association and apply to all unit owners, tenants, guests, invitees, and occupants. The Board of Directors may modify or repeal rules in accordance with the procedures outlined in the Declarations and Bylaws of The Lofts at Perkins Rowe Condominium and all applicable Master Association governing documents. The Board will decide the timeline and method of implementing new rules considering both the impact of the rules to the community and the need for the new rule.

Any violation of the Rules and Regulations may result in fines, penalties, reimbursement of related expenses, and/or suspension of privileges. All fines must be paid within thirty (30) days of receiving notice. Failure to correct the violation may lead to escalating penalties, late fees as determined by the Board, and/or suspension of access to Common Areas and amenities or ability to lease a unit.

If an owner's outstanding balance for fines and fees reaches \$600 or becomes more than 60 days past due, the Association reserves the right to:

- Convert the full outstanding balance to an individual assessment.
- File a lien against the unit or seek other legal remedies in accordance with the governing documents and Louisiana law.
- Assess all related legal fees, court costs, and administrative expenses to the unit owner's account.

Fine Classes and Penalties

Class A	1st Occurrence - Warning
	2nd occurrence - \$100.00
	3rd occurrence - \$150.00
	4th and subsequent occurrences determined by the Board
Class A-1	1st occurrence - \$50.00
	2nd occurrence - \$100.00
	3rd occurrence - \$150.00
	4th and subsequent occurrences determined by the Board
Class B	1st occurrence - \$300.00
	2nd occurrence - \$500.00
	3rd and subsequent occurrences determined by the Board
Class C	1st occurrence - \$300.00
	2nd occurrence - \$500.00
	3rd and subsequent occurrences determined by the Board
Class D	1st Notice - Warning/Reminder
	2nd Notice - \$300 fine and loss of common area privileges
	3rd Notice and subsequent notices - \$300 fine and all acquired legal fees associated with gaining compliance

Individual Assessments / Fees

Administrative fees are intended to partially address costs incurred by the Board. They are not fines and do not cover legal fees. Legal fees are charged separately.

*Updated Rules and Fee Schedule Approved by the Board of Directors of Lofts at Perkins Rowe Condominium
Detailed Pool Rules, Leasing Requirements, and Renovation Rules are maintained as separate appendices.*

Rules and Regulations

Type	Frequency	Amount
Excess Unit Ownership Individual Recurring Administrative Fee	Monthly	\$250
Insurance Noncompliance Administrative Fee	Monthly	\$250
Lease Noncompliance Administrative Fee	Monthly	Up to \$250
Renovation Noncompliance Administrative Fee	Monthly	Board review
Application fees / waiver fees	1x	Up to \$250
Expedited request	1x	\$100-\$750, depending on type and speed requested
Multiple Lien Individual Assessment	At time of lien	Equal to 6-12 months of assessments
Lien Fee	At time of lien	\$100
Late Fee	11th of month	\$50

1. General Common Areas: Any common sidewalks, entrances, parking spaces or passageways shall not be obstructed or used for any purpose other than ingress and egress to and from the units. These areas shall not be used as play areas, and no articles shall be placed on or in any general common area. Nothing shall be altered or constructed in, or removed from, the common elements, and nothing may be done that would impair the structural integrity of any unit. The common elements shall be kept free and clear of rubbish, debris, and other unsightly materials. **(Violation: Class A)**

2. Windows, Balconies, Porches and Patios: Balconies, porches and patios, many of which are identified as Limited Common Elements appurtenant to specific Units on the Condominium Plat, must not be enclosed by screening or other permanent structures or materials. No clothes, sheets, blankets, towels, laundry, or other articles may be hung from any Common Elements or visible from any Unit. Awnings, canopies, shades, window guards, ventilators, fans, air conditioning units, antennae, and dishes may not be placed on the roof or exterior walls of the building without prior written consent of the Board. All window coverings must be uniform and either white or off-white in color. Community outdoor gas grills and a fire pit are available for use in the pool area on the 2nd floor. The use of any other cooking appliance or fire pit on balconies or patios, including charcoal, electric, or gas grills of any kind, is strictly prohibited. **(Violation: Class A)**

3. Renovations, Alterations and Improvements by Unit Owners: Prior to renovations, owners must submit an approval request through the official Renovation-Restoration Approval Form at <https://mylofts.info/renovate-my-condo>. Requests must include all requested information, including the vendor certificate of insurance naming Lofts at Perkins Rowe Condominium Association and Perkins Rowe Building A Residential and Retail Condominium Association as additional insureds, start date, and all required supporting documentation. Please see Addendum 3 for detailed Lofts Renovation and Restoration Rules. **(Violation: Class B)**

a. Approval Required: Renovations, alterations, restorations, flooring changes, and improvements require prior approval through the official Renovation-Restoration Approval Form. Owners must submit all required information, including scope of work, start date, vendor information, applicable licenses, and certificates of insurance naming the required associations as additional insureds. Work may not begin until approval is issued or the request is deemed approved under Appendix C. Owners and vendors must comply with all renovation rules, construction hours, flooring and soundproofing requirements, debris removal rules, common area protection requirements, and vendor access procedures stated in Appendix C.

b. Construction Hours and Debris: Any construction, demolition, or renovation to a unit, whether by a contractor or unit owner, may only be conducted from 8:00 AM to 5:00 PM, Monday through Friday, and from 9:00 AM to 5:00 PM on Saturday. No construction can occur on Sundays or federal holidays. No household items, construction material, demolition, or renovation debris may be placed in the dumpsters or stored in the dumpster room. Floors must be covered to protect common area carpeting from the unit door to the freight elevator. Construction crews are responsible for cleaning construction debris from common areas before leaving each day, including the elevator and trash compactor room. **(Violation: Class A)**

In the event of unapproved renovations or demolitions, the Board has the right to stop ongoing work. The unit owner may be ordered to change improvements that do not comply or if proof of sound-absorbing material cannot be provided. The Board has the right to inspect to ensure hard floors have the required floor coverings upon receiving a noise complaint.

4. Leasing: See separate Leasing Rules for detailed and most recent leasing regulations. Lofts now has a lease cap in effect requiring a leasing procedure. Owners must request lease eligibility, submit leases for approval, include the Lofts

Rules and Regulations

Mandatory Lease Addendum with all leases, submit lease renewals, and inform the Board of vacancies. **(Violation: Class B + ineligibility)**

No unit shall be advertised, used, or rented for transient hotel use, Airbnb, VRBO, or similar use, or for any event or initial period of less than six (6) months. (Violation: Class C)

5. Noise / Odor: No unit owner or tenant shall make or permit any noise, objectionable noise, or odor that will disturb or annoy the occupants of any other unit, or do or permit anything to be done that will interfere with the rights, comfort, or convenience of other unit owners, tenants, clients, invitees, or guests, per the City of Baton Rouge Code of Ordinances, Chapter 2 Noise, as may be amended from time to time. Faulty smoke detectors emitting false alarms shall be disabled and replaced within 24 hours of notification being sent. The Board reserves the right to inspect units to ensure 75% of hard flooring is covered by rugs after complaints from adjacent neighbors. Failure to grant access for inspection is a violation. **(Violation: Class A)**

6. Parking:

Garage Parking

a. Parking Space Usage: No vehicle on the Condominium Property may occupy more than one parking space at any one time. Parking is only permitted in assigned parking spaces. Vehicles must be positioned within the designated parking space to allow reasonable access to neighboring vehicles.

b. Vehicle Condition and Registration: Owners and Occupants are responsible for keeping their vehicles, including cars, pick-up trucks, and motorcycles, in at least operating condition and with current state-issued tags and license plates while on Condominium Property.

c. Vehicle Registration and Parking Permit Policy: The Association has adopted a parking permit policy that allows the Board to implement a controlled, privacy-protected vehicle registration and parking permit system for the garage when needed. The purpose of the policy is to help verify authorized vehicles, protect assigned parking rights, and improve garage management.

d. Current Status: At this time, the Association is not actively issuing parking permit clings or requiring permit display for all vehicles. However, the Board may activate the permit system if necessary to address parking violations, unauthorized vehicles, misuse of assigned spaces, or other parking-related concerns.

e. Permit Implementation if Activated: If the permit system is activated, affected owners and tenants may be required to register vehicles, display current permit clings, update vehicle information upon lease renewal or ownership change, and comply with all parking permit procedures adopted by the Association. Vehicles may be considered unauthorized if they are parked in a space other than the assigned space, are not properly registered when registration is required, or do not display a valid permit when permits are required.

f. Size Restrictions: Vehicles parked on Condominium Property must not exceed 74 inches in body width or 224 inches in length. Extensions such as trailer hitches and bicycle racks must not extend into neighboring parking spaces or block the flow of traffic.

g. Prohibited Vehicles: The following vehicles are prohibited from parking on Condominium Property at any time: mobile homes, oversized or recreational vehicles, motor homes, trailers of any kind, all-terrain vehicles (ATVs), commercial vehicles except those temporarily present for active loading, unloading, or service, boats, or other watercraft, including trailers.

h. Enforcement: Violators of these parking rules may be subject to enforcement action at the discretion of Perkins Rowe Security and/or the Association, including booting, ticketing, towing at the vehicle owner's expense, fines levied by the Association in accordance with the violation classification, suspension or revocation of parking privileges, and other enforcement remedies available under the governing documents.

Violation Classification: Class A

Perkins Rowe Common Area Parking

Vehicles without assigned garage parking have access to Perkins Rowe Common Area Parking, including the parking lot in front of Barnes & Noble, the parking garage behind Cinemark, and the parking garage under Fresh Market.

- No parking on the street in front of retailers, except short-term parking while shopping during business hours.
- All other rules provided by Perkins Rowe for parking in these areas remain applicable and are subject to change.

Violation subject to discretion of Perkins Rowe Security.

Rules and Regulations

7. Maintenance of Units: Unit owners are responsible for maintenance, repair, and replacement for their entire unit and everything within the confines of the unit. If a neighbor's action, whether negligent or not, results in damage to another unit or common area, the unit owner who caused the damage will be financially responsible to make all repairs in a timely manner. Recurring maintenance homeowners are responsible for includes cleaning the HVAC drain quarterly with vinegar and baking soda, testing smoke detectors, and checking hot water heater and plumbing fixtures and connections for leaks. If an owner fails to respond to attempts to address an issue causing damage to surrounding property, the owner may be responsible for any additional damage caused by the delay. All costs associated with accessing the unit, stopping the source of damage, and making necessary repairs may be charged to the unit owner. **(Violation: Class C)**

8. Moving: Unit owners moving in shall break down all boxes and place them neatly in the dumpsters. Packing materials or boxes resulting from delivery of furniture or appliances shall not be placed in the dumpster and shall be removed by the delivery company. All damage to the building or common elements caused by moving or carrying any article therein shall be paid by the unit owner responsible. **(Violation: Class A)**

9. Enjoyment: No unit shall be used or occupied in such manner as to obstruct or interfere with the enjoyment of occupants of other units, nor shall any nuisance or illegal activity be committed or permitted to occur in or about any unit or upon any part of the Common Elements of the Condominium. **(Violation: Class A)**

10. Installation Restrictions: Prior approval by the Board is not required to install satellite dishes, aerals, antennas, and associated lines and equipment that are located wholly within a Unit. Prior Board approval is required to install satellite dishes, aerals, antennas, and associated equipment in Common Elements, on rooftops, balcony railings, porches, or outside of unit windows. The Board may develop rules and regulations about the size and location of equipment installed in the Common Elements, but such rules must comply with applicable laws, including the Federal Telecommunications Act of 1996, as amended, and related regulations. The Board may install or approve the installation of telecommunications equipment in the Common Elements or on the roof of the Condominium. No installation of telecommunications equipment, satellite dishes, aerals, antennas, or associated lines and equipment shall be permitted by the Board if such installation would invalidate roof warranties. **(Violation: Class B)**

11. Signage: No sign, decoration, notice, lettering, or advertisement shall be inscribed or exposed on or at any window, door, or other part of the building. **(Violation: Class A)**

12. Roof: No unit owner, tenant, visitor, guest, agent, or contractor of a unit owner shall be allowed on the roof without written permission of the Board of Directors or Management. **(Violation: Class B)**

13. Smoking: Smoking is prohibited in the Common Elements, all indoor areas of the common elements, and the pool area. **(Violation: Class A)**

14. Grills / Fire Pit: Only grills approved by the Board may be used on the Condominium Property. The Board has the sole discretion to deny the use of grills on aesthetic, health, or safety grounds. **(Violation: Class A)**

15. Trash: All garbage must be bagged in plastic bags, sealed and/or tied, and deposited with care in the trash chutes or dumpster located in the building and intended for such purpose only at such times and in such manner as the Board may direct. No trash shall be left in any common areas, including hallways, pool area, parking areas, and storage areas. **(Violation: Class A)**

As per Fire Marshal: No items are to be placed in the compactor room. No furniture, mattresses, dishwashers, or similar items may be placed in the compactor room. **(Violation: Class B)**

16. Pets: Only two (2) household pets are allowed in a unit at any time. Pets must be registered with the Board and Management. Permitted household pets are limited to domesticated dogs, cats, fish, or small birds. Reptiles, wildlife, and other animals are not permitted in any unit. Fish tanks are limited to twenty (20) gallons. Birds are limited to small birds with a maximum length of ten (10) inches.

Pets may not be bred, kept, or used for commercial purposes. Pets must not become a nuisance, threat, or annoyance to other residents, guests, invitees, or occupants of the Condominium.

Pets may not be kept on balconies, patios, terraces, or other Limited Common Elements when the pet owner is not present in the unit. Fish may never be kept on Limited Common Elements.

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Dogs and cats must be kept on leashes no longer than six (6) feet whenever outside the unit. If the Board establishes designated pet walking areas, pets must be walked only in those areas while on Condominium Property.

Pets are not allowed in the Pool Area.

The owner of a pet shall indemnify, defend, and hold harmless the Association and other unit owners from any damage, loss, claim, or liability associated with the presence or actions of the pet on the Condominium Property.

Complaints about pets or damage caused by pets must be submitted in writing through TownSq or by email to the Association. The Board may evaluate the complaint, inspect or document the reported issue as appropriate, and notify the unit owner in writing of any required corrective action.

If the owner fails to correct the issue within fifteen (15) days after notice, or fails to reach a written agreement with the Board regarding corrective action, the Board may require removal of the pet from the Condominium Property and may assess fines, costs, or other enforcement remedies allowed under the governing documents.

Payment of any fine, fee, or repair cost under this section does not limit any separate rights or claims that another resident may have against the pet owner.

a. Dogs: Any dog waste must be removed immediately, wrapped or bagged, and properly disposed of. Unwrapped dog waste may not be placed in any trash container. Dogs must not become a nuisance or threat to other residents, guests, invitees, or occupants of the Condominium. Violation: Class A-1

b. Cats: Cats must be kept inside the unit unless leashed as required above. A litter box must be maintained inside the unit. Used litter must be securely bagged before being placed into the trash chute or other approved trash container. Violation: Class A-1

Violation for general pet rules: Class A

► Register your pet(s): mylofts.info/pet-registration

17. Pool Rules & Guidelines: Please see the separate Pool Rules Acknowledgement for all pool rules, also known as Addendum 1 of Lofts Rules and Regulations. The "Pool Area" refers to all space within the metal fencing enclosing the pool and its perimeter. The Board reserves the right to suspend access to the Pool Area for residents and guests who violate Association rules. The Board will determine the length of suspension based on the nature and frequency of the violation.

Owners have a responsibility to alert Security and Management to address violations of the Pool Area Rules as published in the Pool Rules document. The Board may alter Pool Rules as needed; new rules will be published on TownSq when updated.

Failure to comply with pool rules is a Violation: Class A.

Each resident must complete a form acknowledging the current rules prior to using the Pool Area. The current Pool Rules Acknowledgement webform link is available in the announcement section of TownSq. (Violation: Class A)

18. Callbox: Residents with callbox access can only allow access to their guests or vendors servicing their unit. Residents are not to allow package delivery personnel into the building. They are to be directed to Security. Unknown persons are not to be granted access to the building through callbox service. The Board reserves the right to suspend callbox access to any resident after multiple offenses. **(Violation: Class A)**

19. Utilities: All unit owners must maintain continuous electric service to their units. If the unit is vacant, the owner must ensure these utilities remain active to allow for proper climate control and plumbing maintenance. **(Violation: Class B)**

Per Bylaws, the unit owner is responsible for utility fees, including chilled water, water/sewer, electricity, and Cox services. If any Perkins Rowe HOA utility accounts are billed for a unit's delinquent utility fees, the unit will be charged the cost to the community, regardless of the name on the utility account. If the utility service provider requires access to a unit to check meters or other equipment, it is ultimately the homeowner's responsibility to arrange access. Failure to comply with service providers that leads to increased cost to the community is a violation. Any additional cost incurred by the community will be charged to the unit to offset said expense. (Violation: Class A-1)

20. Deliveries: Freight deliveries are to be made using only the freight elevator. All other packages for the Lofts are delivered to Security. It is permissible to meet delivery personnel in the lobby to retrieve small deliveries. If you receive a call on the callbox from delivery personnel, direct them to Security. It is not permitted to allow delivery personnel to enter the building unescorted. **(Violation: Class A)**

Rules and Regulations

21. Insurance Requirement: All unit owners, whether the unit is mortgaged or owned outright, must maintain an active HO-6 condominium homeowner's insurance policy for the unit at all times.

a. Minimum Coverage: Each unit must carry, at minimum, the following coverage: dwelling coverage of \$75,000 for studio and 1-bedroom units and \$150,000 for 2-bedroom units; loss assessment coverage of at least 10% of dwelling coverage; personal property coverage of at least \$1,000; and liability coverage of at least \$300,000.

b. Declaration Page: Each homeowner must provide the Association with the Declaration Page of the unit's current HO-6 insurance policy. The policy must list Lofts at Perkins Rowe Condominium Association as an Additional Interest at: Lofts at Perkins Rowe Condominium Association, 7707 Bluebonnet Blvd. #327, Baton Rouge, LA 70810.

c. Ongoing Responsibility: Owners are responsible for keeping insurance coverage active and for providing updated proof of coverage upon renewal, policy change, cancellation, request by the Association, or any other change affecting compliance with this requirement.

d. Failure to Provide Proof: Failure to provide proof of insurance meeting these requirements by the second notice may result in a fine and suspension of Pool Area privileges. Failure to provide proof of insurance by the third notice may result in an additional fine, assessment of legal fees incurred by the Association in seeking compliance, and/or a recurring administrative assessment until compliant proof of insurance is provided.

e. Costs of Compliance: The Association may charge any costs, legal fees, administrative fees, or other expenses incurred in obtaining compliance to the unit owner's account as allowed by the governing documents and applicable law.

Violation: Class D

22. Repeat Lien: If the Lofts Board of Directors must file a lien against a unit owner due to non-payment of assessments, fines, or other charges, the owner shall be subject to an additional administrative fee. This fee is in addition to all outstanding amounts owed, including legal fees, fines, and interest. It is intended to cover additional administrative costs associated with the lien filing. When a second or subsequent lien is filed against a unit, or a different unit owned by the same owner, the unit owner will be required to pay 6-12 months in advance or as allowed by law. **(Violation: Class C / Multiple Lien Individual Assessment)**

23. Ownership Limit: No single entity or related entity may own more than 3 units. Each unit purchased after April 15, 2025 in violation of this rule will be assessed an additional \$250/month until the situation is resolved. **(Excess Unit Ownership Recurring Individual Assessment)**

24. Payments: Monthly assessment payments are due on the 1st of the month. A late fee of \$50 is assessed after the 10th of the month. Any legal or collection fees associated with collection are the responsibility of the homeowner.

All leased units and units purchased after June 5, 2025 must pay assessments, fines, and fees electronically through TownSq. ACH withdrawal is suggested to avoid excessive processing fees. (Violation: Class A)

End of Main Rules Section

Pool Rules and Guidelines
THE LOFTS AT
PERKINS ROWE CONDOMINIUM ASSOCIATION
Pool Rules and Guidelines

Appendix A to the Rules and Regulations

Rules approved by the Board of Directors on February 11, 2025. Updated for 2026 Rules and Regulations.

2026 Change: The supervision age has been updated. Children age 15 and under must be accompanied and supervised by an adult age 18 or over.

Each Owner and Resident must complete the Pool Use Agreement annually, confirming agreement to uphold these Pool Rules and Guidelines before using the Pool and Pool Area at the Lofts at Perkins Rowe.

The "Pool Area" includes all space within the metal fencing enclosing the pool and its perimeter, including the fire pit and grill area. Failure to follow these rules and guidelines is a Class A violation.

No lifeguard is on duty. All persons using the pool do so at their own risk. The Association assumes no responsibility for accidents or injury connected with pool use, or for loss or damage to personal property.

Pool Hours

Monday-Thursday	5:00 AM - 10:00 PM
Friday	5:00 AM - 11:00 PM
Saturday	8:00 AM - 11:00 PM
Sunday	8:00 AM - 10:00 PM

Pool Rules

- Children age 15 and under must be accompanied and supervised at all times by an adult age 18 or over while in the pool or Pool Area.
- Residents must accompany their guests at all times while guests are in the pool or Pool Area.
- Residents are responsible for the actions of their children and guests. This is a community space; please be considerate of your neighbors.
- Persons with communicable diseases, including colds, coughs, inflamed eyes, infections, open sores, or bandages, may not use the pool.
- Spitting, spouting water, introducing bodily fluids or waste, and similar unsanitary actions are prohibited.
- Proper swimming attire is required in the pool and Pool Area. Street clothing and shoes may not be worn in the pool.
- Children who are not toilet-trained must wear swim diapers while in the pool.
- Smoking is not permitted in the Pool Area.
- Glass containers are not permitted in the Pool Area.
- All persons using the pool and Pool Area are expected to help keep the area clean. Trash and refuse must be placed in the waste containers provided.
- No outside pool furniture, including umbrellas, outdoor rugs, or similar items, may be brought into the Pool Area.
- Pool furniture may not be placed on the pool decking surround. All furniture must be returned to its original position, and umbrellas must be closed after use.
- Riding wheeled recreational devices, including bicycles, scooters, hoverboards, skateboards, rollerblades, and similar devices, is strictly prohibited in the Pool Area.
- Vinyl inflatables are not permitted in the Pool Area.
- Floating objects may not block or interfere with other swimmers. Single-person, mesh-bottom flotation accessories are allowed.

Annual Pool Use Agreement

Owners and Residents must complete the Pool Use Agreement annually before using the pool and Pool Area. Completion confirms that the Owner or Resident has received, reviewed, and agreed to follow these rules.

Violation Classification

Failure to comply with the Pool Rules and Guidelines is a Class A violation. The Board may determine the length of any suspension or other enforcement action based on the nature, severity, and frequency of the violation.

AKA Addendum 1 to the Lofts at Perkins Rowe Rules and Regulations

► **Complete the Pool Rules Acknowledgement at mylofts.info/pool-rules**

THE LOFTS AT PERKINS ROWE CONDOMINIUM ASSOCIATION

Leasing Rules Section

Effective: April 30, 2026- Amended and Replace rules published May 15,2025.

The implementation is immediate as it is more inclusive than the previous policy. The Lofts at Perkins Rowe HOA is dedicated to maintaining an exceptional residential environment - one strengthened by active homeowner engagement and a shared commitment to community standards. These rules help us:

- Stay within lending limits to comply with Lender guidelines
- Track and manage tenants for safety and communication
- Protect owners and the association from legal and financial risk
- Provide a fair, simplified and structured process to manage implementation Leasing Cap requirements mandated by Federal lending guidelines

These updated rules grandfather units purchased before April 2025 from the cap on Unit Lease Eligibility and fundamentally change how the Lofts manages the leasing cap. Under the prior method, lease eligibility could be reevaluated each time a unit became vacant or a lease ended. Under the updated method, once a unit is deemed lease eligible, it remains lease eligible until the unit is sold, the owner requests removal from lease eligibility, or the unit is disqualified due to noncompliance with the leasing rules or Association requirements.

Lease eligibility does not automatically approve any specific lease or tenant. Individual lease approval is still required, and each proposed lease must be submitted through the Association's leasing process before the unit is occupied.

All homeowners who wish to lease their Unit must adhere to the updated leasing procedures. All lease related webforms can be found at <https://mylofts.info/lease-my-condo>

Lofts at Perkins Rowe Condominium Association

1. Purpose

The leasing policy is designed to:

- Maintain compliance with lender and secondary mortgage market requirements
- Preserve property values and marketability
- Ensure community stability and accountability
- Provide a fair and structured process for leasing

2. Leasing Cap

Leasing within the community is subject to a cap on the number of units that may be lease-eligible at any given time.

The number of currently lease-eligible units exceeds this cap.

As a result, the Association is not granting new lease eligibility at this time.

No additional units will be granted lease eligibility until the total number of lease-eligible units falls below the established cap.

Lease eligibility will become available only through natural reduction, including:

- Sale or transfer of a lease-eligible unit, at which time the unit becomes subject to the leasing restrictions applicable to newly purchased units
- Voluntary written request by an owner to remove lease eligibility
- Non-renewal or revocation of lease approval due to non-compliance

3. Eligibility

A. Units Purchased Prior to April 16, 2025 (Grandfathered Units)

Units purchased prior to April 16, 2025 are considered eligible to participate in the leasing program and are not subject to post-2025 purchase restrictions.

B. Units Purchased On or After April 16, 2025 The following restrictions apply:

- Units must be owned for a minimum of 12 months prior to leasing
- Units owned by corporate or entity purchasers may not be leased
- An owner may lease only one unit at a time, regardless of the number of units owned

4. Lease Availability and Waitlist

The Association has established a maximum number of units that may be lease-eligible at any given time. The number of currently lease-eligible units exceeds this cap.

A. Units Purchased Prior to April 16, 2025 (Grandfathered Units)

- These units are considered part of the existing leasing pool

B. Units Purchased On or After April 16, 2025

- These units are not part of the existing leasing pool
- These units will be placed on a Lease Waitlist upon request
- Leasing opportunities become available only as existing lease-eligible units cease being lease eligible (e.g., sale, owner transfer, or removal from eligibility)
- Placement on the waitlist does not guarantee that a leasing opportunity will become available
- Due to limited turnover, wait times may be extended

5. Lease Waitlist and Priority

A. Units Purchased Prior to April 16, 2025 (Grandfathered Units)

- Lease waitlist does not apply. These units are part of the existing leasing pool and may lease.

B. Units Purchased On or After April 16, 2025

When leasing opportunities become available, priority will be determined using a Lease Waitlist Score (LWS) based on:

- Time on the waitlist
- History of on-time HOA payments
- Length of ownership
- Participation in community matters (meetings, voting, etc.) The unit with the highest score will be granted leasing eligibility.

6. Lease Eligibility Requirement

mylofts.info/lease-approval

A. Units Purchased Prior to April 16, 2025 (Grandfathered Units)

- These units may be marketed for lease at any time.
- However, no lease may be executed or occupancy permitted without prior Association approval. Units not in compliance with association rules are not eligible to lease.(see Section 7)

B. Units Purchased on or After April 16, 2025 Before marketing or leasing, owners must:

1. Submit a Lease Eligibility Request Form
2. Receive written approval from the Association
3. Be granted a lease slot (if available)

***Currently there Are No lease slots are available for units purchased after April 16, 2025**

7. Lease Approval (After Tenant Selection)

Once a potential tenant is identified, the owner must submit the following using the lease approval form:

- Signed lease agreement
- Signed Lofts Mandatory Lease Addendum- with vehicles listed
- Tenant contact information and government-issued ID
- Proof of tenant credit score (minimum 700) or submit waiver request
- Homeowner insurance (HO6) declarations page
- Pet information (if applicable)
- Tenant will get email with Pool Rules Acknowledgement webform to complete -

Serves as verification of email address provided

mylofts.info/lease-approval

Leases are not valid until formally approved by the Association.

8. Tenant Requirements

- Minimum credit score: 700 (Waivers considered when under 700)
- Proof of completed background review
- Board review required for felony history

The Board reserves the right to approve or deny tenants based on the totality of circumstances.

9. Lease Term and Renewals

- All leases require Association approval annually
- Lease terms are between 6-12 months
- Lease renewals must be submitted prior to expiration
- Month-to-month leases require Board approval and remain subject to renewal requirements and fees

Failure to renew or submit required documentation may result in loss of leasing privileges.

10. Unit Owner Responsibilities Owners are responsible for:

- All tenant conduct and compliance
- Providing Association with tenant contact information to be used for building notifications, package notification etc.
- Any violations, damages, or disturbances caused by tenants or guests
- Maintaining current Association account status
- Maintaining required insurance coverage
- Ensuring water service remains in the owner's name
- Ensuring Tenant completes Pool Rules Acknowledgement and Pet Registration as required

11. Prohibited Leasing Activities

A. Applicable to All Units

- Leasing a unit without prior Association approval
- Allowing or marketing short-term rentals (e.g., Airbnb, VRBO, or similar platforms)
- Failure to submit required documentation
- Failure to report tenant move-out within 7 days

B. Applicable Only to Units Purchased On or After April 16, 2025

- Marketing a unit for lease without prior written approval from the Association
 - Leasing more than one unit per owner

12. Waiver and Exception Process

The Board may grant a temporary waiver of leasing requirements on a case-by-case basis when warranted by hardship or in the best interest of the Association.

A. Request

Requests must be submitted by the owner and include the reason, supporting documentation, and requested duration.

B. Approval

Waivers require Board approval and may include conditions.

C. Limitations

All waivers are temporary, do not create precedent, and do not permanently modify the rules.

D. Revocation

The Board may revoke a waiver if conditions are not met, circumstances change or waiver was made based on false information.

13. Violations and Enforcement

Violations of leasing rules may result in:

- Fines in accordance with the Association's enforcement schedule
- Assessment of Administrative Fees
- Suspension of leasing privileges
- Loss of Lease Eligibility Status
- Removal from waitlist priority
- Legal action as permitted under governing documents

14. Clarification of Lease Eligibility

Lease eligibility means that a unit is permitted to lease, subject to compliance with all Association requirements.

Once a unit has been granted lease-eligible status:

- The unit may be leased at any time provided it complies with Association rules.
- Leasing is not subject to additional availability limits
- However, all leases must still be approved by the Association Lease eligibility does not exempt any owner from:
 - Lease approval requirements
 - Tenant screening requirements
 - Renewal requirements
 - Documentation requirements
 - Compliance with all governing documents and Association rules
 - Payment of Assessments and other charges to owner Account.

15. Loss of Lease Eligibility

A unit's lease-eligible status may be removed under the following conditions:

- Sale or transfer of the unit, at which time the unit becomes subject to the leasing restrictions applicable to newly purchased units
- Failure to comply with lease renewal requirements or expiration of an approved lease without timely renewal
- Violation of leasing rules, including but not limited to unauthorized leasing, short-term rental activity, or failure to submit required documentation

- Delinquency in HOA assessments or failure to maintain required insurance coverage, if not cured within the timeframe established by the Association

Any removal of lease eligibility will be applied in a reasonable and consistent manner in accordance with the Association's governing documents.

16. Authority

These rules are adopted unanimously by Lofts Board of Directors pursuant to the authority granted to the Board of Directors under the Declaration, Bylaws, and applicable governing documents as required to meet federal lending guidelines.

The Association reserves the right to modify leasing rules, including those applicable to grandfathered units, if required to comply with changes in lender, insurer, or secondary mortgage market guidelines, or to preserve the marketability and financing eligibility of units within the community.

Any such modifications will be implemented in a manner that is reasonable, uniformly applied, and consistent with the governing documents

► Complete all leasing forms and lease approval at mylofts.info/lease-my-condo

**Lofts at Perkins Rowe Condominium Association
Required Addendum To Lease Agreements**

This Lease Addendum (the "Addendum") is hereby incorporated into the Lease Agreement (the "Lease") between _____ and _____ and applies to the leased property located Lofts at Perkins Rowe Unit _____.

This Addendum is provided to clarify certain terms and conditions applicable specifically to units within Lofts at Perkins Rowe. By signing this Addendum, Tenant(s) agrees that the terms stated herein shall take precedence over any conflicting provisions in the unit owners standard Lease Agreement.

1. **Superseding Terms:** This Addendum controls over any inconsistent Lease terms.
2. **No Subleasing:** Subleasing is prohibited. Only full-unit leases are permitted. No room rentals or transfers.
3. **Pets:** If permitted by the landlord, pets must be registered with the HOA and comply with all applicable rules.
4. **Compliance with Association Rules:** Tenant(s) agrees to abide by any specific rules, restrictions, or regulations established by the Lofts at Perkins Rowe Condominium Association, as may be updated or amended periodically.

5. Tenant Vehicle Information:

Color: _____ **Make:** _____ **Model:** _____ **Licence Plate** _____

Color: _____ **Make:** _____ **Model:** _____ **Licence Plate** _____

6. Contact Information: Phone and email for emergencies and enrollment in TownSq and Security

Tenant _____ Date: _____

Name: _____ Phone: _____

Email: _____

Tenant _____ Date: _____

Name: _____ Phone: _____

Email: _____

**Lofts at Perkins Rowe Condominium Association
Required Addendum To Lease Agreements**

7. **East Baton Rouge Water Bill:** The water bill must remain in the unit owner's name. The owner may choose to recover the cost of water from the tenant, as specified in the lease agreement.

8. **Recording:** Leases may not be recorded. Recording renders the lease null and void.

9. **Insurance:** Lofts insurance does not cover tenants' personal property or contents. Renters insurance is not the Association's responsibility and is handled between the unit owner and tenant.

10. **Indemnification:** Tenant agrees to defend and hold harmless the Owner and Lofts at Perkins Rowe Condominiums Homeowner Association and Building A Retail and Residential Condominiums from all claims or assertions of every kind and nature

11. **Term:** The lease term is to be between 6 months and 1 year. Renewal is subject to HOA approval.

12. **Acknowledgment of Priority:** Tenant(s) acknowledges that by signing this Addendum, they understand the terms herein override any conflicting provisions in the unit owners standard Lease Agreement.

By signing below, both parties agree to adhere to the terms of this Addendum in conjunction with the Lease Agreement.

Tenant	Date	Tenant	Date

Property Manager/Homeowner	

THE LOFTS AT PERKINS ROWE CONDOMINIUM ASSOCIATION

Renovation and Restoration Rules

The board recognizes that the aging building will require more renovations, and this document was created to be a resource for homeowners considering renovations. The items in this document reflect restrictions found in all related CCR's including Building A Master Declarations, Lofts Declarations, Bylaws and Community Rules.

All renovations, restorations, alterations, flooring changes, and improvements must comply with the Lofts governing documents, Building A governing documents, applicable laws, and these Rules and Regulations.

The Board recognizes that the building is aging and that more units will require renovation and restoration over time. The purpose of these rules is to protect building systems, reduce noise transfer between units, preserve the common areas, ensure vendor compliance, and provide a fair and consistent approval process for homeowners.

While prior approval is required, the Board generally approves cosmetic changes that do not affect the exterior appearance of the unit, compromise structural elements, interfere with building systems, create a nuisance, or negatively impact neighboring units or common areas.

a. Official Approval Form Required

All renovation, alteration, or restoration requests must be submitted using the official online Renovation-Restoration Approval Form at:

<https://mylofts.info/renovate-my-condo>

Requests submitted by email, paper, text message, verbal communication, or any other informal method are not valid renovation requests.

The request must include all required information, including:

1. Scope of work
2. Start date
3. Estimated completion date
4. Vendor contact information
5. Materials to be used
6. Vendor certificate of insurance naming both Lofts at Perkins Rowe Condominium Association and Perkins Rowe Building A Residential and Retail Condominium Association as additional insureds
7. Current applicable licenses, if required
8. Any other documentation requested by the Association

Work may not begin until approval is issued or the request is deemed approved under the timeliness provision below.

Violation: Class B

b. Review Timeline

Once a complete application is submitted, the Board or its designee will review the request and respond with one of the following:

1. Approval
2. Denial
3. Request for additional information
4. Notice that a waiver or additional review is required

If no response is issued within thirty (30) days after a complete application is submitted, the request will be deemed approved, provided the owner can show proof of online submission, has submitted all required vendor insurance certificates, and complies with all existing construction standards.

Automatic approval does not waive construction rules, insurance requirements, soundproofing requirements, vendor requirements, code requirements, or governing document restrictions.

c. Expiration of Approval

All renovation approvals expire ten (10) days after the listed project completion date unless an extension is granted in writing by the Association.

If work continues beyond the approved completion date without written extension, the Association may require an updated application, issue a stop-work order, assess fines or administrative fees, or take other enforcement action.

d. Appliance Replacement

Owners may replace standard household appliances, such as a refrigerator, dishwasher, washer/dryer, or stove, without prior Board approval if all of the following apply:

1. The new appliance is of a similar type
2. The installation does not require structural changes
3. The installation does not require alterations to electrical, plumbing, gas, ventilation, walls, floors, ceilings, or building systems beyond basic reconnections
4. Delivery and installation follow Lofts access, freight elevator, common area protection, and debris disposal rules

Any appliance installation requiring cutting into walls, floors, or ceilings, upgrading utility connections, modifying plumbing, electrical, gas, or ventilation systems, or venting through exterior walls must be submitted for approval through the Renovation-Restoration Approval Form.

e. Vendor Requirements

Vendors using power tools, painting or performing work requiring licensure, or including but not limited to painters, plumbers, electricians, general contractors, carpenters, flooring installers, and similar trades.

Vendor approval requirements may include:

1. Certificate of insurance naming both Lofts at Perkins Rowe Condominium Association and Perkins Rowe Building A Residential and Retail Condominium Association as additional insureds
2. Current relevant license, when applicable
3. Vendor contact information
4. Acknowledgment of Lofts renovation and construction rules
5. Compliance with building access, freight elevator, construction hours, debris removal, and common area protection requirements

The Association may maintain a list of pre-approved vendors as a courtesy to homeowners. Homeowners are not required to use pre-approved vendors, but all vendors must comply with Association requirements.

Approved vendors must check in with Perkins Rowe Security for access. Vendors that are not approved may be denied access to the building.

Owners remain responsible for ensuring that their vendors comply with all rules. Owners are responsible for any damage, nuisance, violation, or noncompliance caused by their vendors.

Vendors and homeowners may be notified directly of construction rule violations. Vendors who ignore rules after notices or complaints may be prohibited from performing future work in the building.

f. Flooring Projects and Soundproofing

Hard-surface flooring, including tile, wood, laminate, vinyl plank, engineered flooring, or similar materials, may only be installed with prior written Board approval.

Any project involving the installation of hard-surface flooring must include approved soundproofing underlayment. The underlayment must be approved before removal of existing flooring because removal of flooring may reduce soundproofing between units during construction.

Flooring requirements include:

1. Approved sound-dampening underlayment is required
2. Underlayment must meet the Association's sound transmission standards
3. Until an official Approved Products List is adopted, the owner must submit product specifications for review
4. Once an Approved Products List is adopted, only listed or otherwise approved products may be used
5. Proof of proper installation of underlayment is required
6. The Board may require inspection of the soundproofing layer before finished flooring is installed
7. Seventy-five percent (75%) of all hard-surface flooring must be covered with area rugs
8. The Board may inspect flooring compliance in response to noise complaints
9. Floor coverings on balconies, terraces, or patios are prohibited without prior written Board approval

If required soundproofing cannot be verified, the Board may require corrective action, additional documentation, removal of unapproved materials, or other remedies.

Violation: Class B

g. Construction Hours

Construction, demolition, renovation, restoration, flooring installation, and similar work may only be performed during the following hours:

1. Monday through Friday: 8:00 AM to 5:00 PM
2. Saturday: 9:00 AM to 5:00 PM
3. No construction work is permitted on Sundays or federal holidays

The Board may grant limited exceptions in writing when warranted by emergency circumstances or other reasonable cause.

Violation: Class A

h. Debris Removal and Common Area Protection

No household items, construction materials, demolition debris, renovation debris, flooring debris, appliances, cabinets, countertops, fixtures, or contractor waste may be placed in the building dumpsters, trash chute, or compactor room.

All construction debris must be removed from the property by the contractor or homeowner.

During construction, floors must be protected from the unit door to the freight elevator. Construction crews are responsible for cleaning all affected common areas before leaving each day, including hallways, elevator areas, the freight elevator, and the compactor room.

Contractors and vendors may not use common areas, including the compactor room, hallways, elevator lobbies, or parking areas, for construction activities, staging, prep work, cutting materials, sanding, painting, or similar work. All work must be completed inside the unit or off-site.

Use of power tools or construction materials in common areas is prohibited due to fire safety, cleanliness, and liability concerns.

Violation: Class A or Class B, depending on severity

i. Painter Requirements

Painters, like all vendors, must enter and exit through the freight elevator and comply with building access requirements.

Floor protection is required between the unit and the freight elevator. Any paint, supplies, damage, or residue found on common area walls, carpet, flooring, elevators, doors, or other common elements will be the homeowner's responsibility to clean, repair, or reimburse.

j. Sprinkler Head and Fire Safety Warning

When painting ceilings or performing ceiling work, sprinkler heads, sprinkler caps, covers, and related fire suppression components must not be painted, covered, altered, damaged, or obstructed.

Any required adjustment, repair, or modification to the fire suppression system must be performed only by the Perkins Rowe-authorized vendor or other approved fire protection professional.

The Board reserves the right to inspect newly painted ceilings or areas where fire protection components may have been affected.

If sprinkler caps, sprinkler heads, or fire suppression components are painted, damaged, covered, or altered, all fines, inspection costs, repair costs, vendor charges, legal fees, and related expenses may be charged to the unit owner.

Violation: Class B

k. Unauthorized Work and Stop-Work Orders

If renovation, restoration, alteration, demolition, flooring work, or other covered work begins without approval or required documentation, the Board may issue a stop-work order.

Work may not resume until the required documentation has been submitted, reviewed, and approved.

The Board may also require removal, correction, or replacement of unapproved work or materials, including flooring installed without verified soundproofing.

Owners are responsible for any damage to common areas, building systems, neighboring units, or other property resulting from unauthorized work.

Failure to comply may result in fines, recurring administrative fees, legal action, and any other remedies available under the governing documents and Louisiana law.

Violation: Class B or Class D, depending on severity

l. Delayed or Incomplete Restoration Work

Restoration and renovation work must be completed in a timely manner. If work is not completed within the approved timeframe, or if incomplete work creates risk, nuisance, damage, access issues, or adverse impact to neighboring units or common areas, the Board may intervene as permitted by the governing documents.

All costs associated with intervention, including administrative time, legal fees, vendor fees, contractor charges, inspection costs, and related expenses, may be charged to the unit owner.

Violation: Class D

m. Waivers and Expedited Review

Some projects may require a waiver or additional review depending on the scope of work, timing, building impact, vendor status, or requested exception from standard requirements.

The Board may consider waiver requests on a case-by-case basis. Approval of a waiver is not guaranteed and does not create a precedent for future requests.

Expedited review may be available when administrative capacity allows. Expedited review fees are non-refundable and do not guarantee approval. If a request is denied or later determined to require third-party review, the expedited review fee still applies.

n. Renovation and Restoration Administrative Fees

The following administrative fees may apply:

Type	Description	Fee	Notes
Lofts Waiver Fee	Board preparation and review of waiver requests	\$50	Applies when Lofts waiver review is required
Building A Waiver Fee	Preparation and coordination with Building A Board	\$150	Applies only when Building A waiver review is required
Recurring Renovation Administrative Fee	Administrative costs related to complaints, unapproved construction, ongoing violations, or construction affecting neighboring units or common areas	\$75-\$250/month	Variable, subject to Board review; not prorated
Expedited Review, 1-5 Days, No Waiver	Fast-track review without waiver	\$250	Non-refundable; availability not guaranteed
Expedited Review, 1-5 Days, With Waiver	Fast-track review with waiver processing	\$350	Non-refundable; availability not guaranteed
Same-Day Review, No Waiver	Immediate review when possible	\$500	Non-refundable; availability not guaranteed
Same-Day Review, With Waiver	Immediate review plus waiver processing	\$750	Non-refundable; availability not guaranteed

o. Enforcement

Non-compliance with these renovation and restoration rules may result in one or more of the following:

1. Stop-work order
2. Suspension of renovation work
3. Monetary fines
4. Recurring administrative fees
5. Requirement to submit missing documentation
6. Requirement to remove or correct unapproved work
7. Suspension or denial of vendor access
8. Assessment of repair, cleaning, legal, inspection, or administrative costs to the unit owner
9. Other remedies permitted under the governing documents, Building A governing documents, Louisiana Condominium Law, and applicable law

Any removal, correction, or enforcement action will be applied in a reasonable and consistent manner based on the nature, severity, and duration of the violation.

► Submit renovation & restoration requests at mylofts.info/renovate-my-condo