

## DISTRIBUTION OF RULES AND REGULATIONS

A copy of these Rules and Regulations will be given each unit owner and renter/lessee (hereinafter called tenant). An Association document must be signed indicating that he/she has received the Rules and Regulations, and also agree to abide by said Rules and Regulations while occupying a unit at Harbor Oaks.

## RESPONSIBILITIES OF OWNERS / TENANTS

- A. To operate our facility effectively and to protect the rights, privileges, benefits and property of all, the Association must have the cooperation of everyone. Therefore, each board member, officer, management representative, owner and tenant is authorized and encouraged under these Rules and Regulations to:
  - Orally notify anyone who is observed violating any of these Rules and Regulations,
  - Call police when necessary to remove trespassers who will not identify themselves upon polite request, and
  - Call police to quell disorderly conduct by anyone.
- B. Should an owner/tenant observe anyone violating any rule, they should verbally notify the person of the violation and, if necessary, notify the management representative supplying them with the facts in a signed statement.
- C. It is the responsibility of all unit owners to ensure that their guests and tenants follow the Rules and Regulations of the Association while visiting or occupying a unit in the building.
- D. Pursuant to Article VII of the By-Laws of the Association, a unit owner is responsible for property damage incurred to another unit because of some event occurring in their unit, such as a fire, water leakage, etc. Unit owners are strongly encouraged to carry proper insurance to cover such events! If the responsible unit owner or his/her insurance company refuses to pay for such property damage to another unit(s) and the owner of the damaged unit has documented that he/she has:
  - Contacted the responsible unit owner about the loss without success, and
  - Obtained at least two (2) estimates/bids to repair the damage.

Such information shall be provided the HOA Board Member responsible for Building Maintenance who will check to affirm the loss and, if appropriate, submit the claim to the Board and its management company. The Board, through its management representative will notify the unit owner who has refused to pay the damage that if the necessary repairs are not completed on the affected unit(s) within 30 days, the Board will contract for the repairs, up to \$1,000 per unit, and will assess the responsible unit owner for such amount and any other HOA expenses or management company fees incurred thereto.