

KEY MANOR
RULES AND REGULATIONS
(ADOPTED BY BOARD OF DIRECTORS March 18, 2020)

PART I
PARKING

- A. All vehicles shall be parked only in the parking spaces so designated for that purpose by the Association. Such designation may be by separate letter or appropriate marking of the parking spaces or spaces by the owner's unit number. Owner agrees to notify all guests of the regulations regarding parking, and to require guest to abide by such parking regulations. The Association has assigned a space to a unit owner, only the owner and/or his guests or designees shall be permitted to utilize such assigned space. No repairing or washing automobiles, trailers, boats, campers, golf carts, motorcycles, or any other property of owner, lessee or guest will be permitted outside the confines of the unit owners unit, on Association property.
- B. The condominium owner may be given the right to use his parking space for vehicle parking only. The parking spaces will be assigned by the Board of Directors of the Association to a condominium unit, which assignment shall not be recorded among the public records. Any portion of the condominium property may be designated for parking spaces by the Board of Directors. The Board of Directors may from time to time, should they determine there may be a need, change the open parking spaces assigned to the units provided that a unit always has a parking space. This provision is made in contemplation of the fact that from time to time one or more owners may be under a physical disability which would require the assignment of a parking space more convenient to his/her condominium unit and to give the Association the power and flexibility to deal with such situation.
- C. No commercial vehicle with advertising and/or dual wheels will be permitted to park on Key Manor property, either by the unit owner or renter, unless it is for the express use of service to a unit. Under no circumstances is overnight parking of commercial vehicle permitted. Car stops are not to be removed from designated position.
- D. Inoperable vehicles may not be parked anywhere within Key Manor Condominium and are subject to towing at the vehicle owner's expense.

PART II
USE AND CARE OF THE CONDOMINIUM UNITS

- A. Each unit owner shall maintain his/her unit in good condition and repair, including all internal surfaces within or surrounding his/her apartment; and maintain and repair the fixtures therein, and shall promptly pay for any utilities which are metered separately to his/her apartment. Common areas of the property such as hallways, storage room, laundry room, landscaped and grassed area, shall be used only for the purposes intended. No articles belonging to unit owners/lessee shall be kept in such area, temporarily or otherwise on any common elements.
- B. Each unit shall be used for the purpose of a single family residence and/or vacation home, and may not be used for business purposes.

C. Each unit owner shall maintain his/her unit in a clean sanitary manner. Patios/screened porches shall be used only for the purpose intended and shall not be used for hanging of garments, or other objects, or for cleaning of rugs or other household items. No drying of laundry will be permitted outside of the occupant's unit or in the courtyard, except in the laundry room.

D. Owners are responsible for the orderly appearance of the unit's patios/screened porches. Patios/screened porches are not to be used for storage. If a patio/screened porch are not maintained in an orderly fashion, the owner will receive notification and have 14 days for cleanup. If the patio/screened porch is not cleaned within 14 days, a fine of fifty dollars (\$50) will be assessed and a fine of fifty dollars (\$50) per month thereafter. The maximum fine is five hundred dollars (\$500). Once that limit is reached, legal proceedings will begin.

E. Use of barbecue grills, gas, electric or charcoal, on/or in patio/balcony (screened/enclosed) is prohibited by order of the Fire Marshall. Use of grills must be away from the building at least ten (10) feet. All such items will be stored in a safe unobstructed area within a reasonable distance of the units, not to interfere with any thoroughfare (parking area, doorways, hallways, sidewalks, windows, etc.).

F. All windows must have window treatments with white backings.

ENFORCEMENT OF MAINTENANCE In the event any owner fails to maintain his unit required above, the Association shall have the right to proceed in a court of equity to seek compliance with the foregoing provisions; or the Association shall have the right to assess the unit owner and the unit for the necessary sums to put the unit in good condition. After such assessment, the Association shall have the right to have its employees or agents enter the unit and do the necessary work to enforce compliance with the above provision; however, any lender or owner in the event the Association fails to comply with the terms and conditions of the Declaration of its Articles of Incorporation and the By-Laws may apply to a court or competent jurisdiction for the appointment of a receiver for the purpose of carrying out put the terms and conditions required to be performed by the Association.

G. Any damage caused by children/owner/lessee or vendor will be the financial responsibility of the unit owner, parents and/or guardians. Children shall not be permitted to loiter or play in the parking area or any other common areas without the presence of an adult.

H. Maintenance fees are due in the first day of the month. Early payments may be made. If a payment is not received by the 15th day of the month, a notice will be sent to the unit owner informing him/her that an annual, maximum interest rate has been imposed on his/her delinquent payment in addition to a twenty-five (\$25) late fee per delinquent payment. If said delinquent payment plus interest and late fee is not received with the following month's payment, a lien procedure against the property will immediately be processed in a court of law for all monies and cost due, including any and all legal fees incurred by the Association.

I. Assessments are due and payable as determined by the Board of Directors at the time of levying the assessment.

PART III SALES AND LEASING

- A. When leasing or selling a unit the owner is required to complete Leasing/Sales Application seventy-five (\$75) along with a Tenant Information Application to the President of the Board of Key Manor Association. The President will either approve of/reject application within ten (10) days.
- B. Owners will supply Lessee with a copy of the rules and regulations and have written acknowledgement of receipt thereof.
- C. Units are limited to single family occupancy only.
- D. No condominium unit is permitted to be sublet.

PART IV COMMON AREA/ELEMENTS

- A. No occupant may make or permit any disturbing noises in the building or on the condominium property, whether made by himself, his family, friends, guest, or servants, nor do or permit anything to be done by such persons that would interfere with rights, comforts, or other conveniences of other occupants. No occupant may play or suffer from any musical instrument, phonograph, radio or television set in his unit or on or about the condominium property, between the hours of 11 PM and 8 AM, in any manner disturbing or annoying to the other occupants of the condominium.
- B. Satellite/Dishes fully contained only inside patio/balcony.
- C. Unit occupants are reminded that alteration and repair of the unit is a responsibility of the Association, except for the interior of the units. No exterior painting of doors or buildings, or additions such as screen doors or lighting fixtures of any other kind whatsoever, and no alteration may be made of any interior boundary wall without first obtaining written approval of the Condominium Association. No reflecting devices or materials may be used in any of the aforementioned areas.
- D. Disposition of garbage and trash shall be only by use of garbage disposal units, or by use of receptacles supplied by the Association.
- E. No signs, advertising, or notices of any kind or type whatsoever, including but not limited to "For Rent" or "For Sale" signs, shall be permitted or displayed on the exterior of any unit; nor shall the same be posted or displayed in such a manner as to be visible from the exterior of any unit.
- F. All damage to the property caused by the moving and/or carrying of an article therein shall be paid by the unit owner or person in charge of such article.
- G. Soliciting is strictly forbidden. It is requested that owners notify the Association if a solicitor appears and appropriate action will be taken.

H. The community meeting room is available for residents. Hours available for use 8:00 a.m. - 10:00 p.m. Alcoholic beverages are not permitted to be sold or consumed by anyone under the age of 21. Reservations for this room must be made at least 36 hours in advance with the management company and a deposit of \$100.00 is required in advance. Residents using the room shall leave the room clean. Deposit will be refunded within seven days after the event, less any charges for cleaning or damage, if applicable. Per Fire Department regulations, no more than 43 people are permitted at one time in the room.

PART V PETS

A. Each unit is permitted a maximum of two (2) pets each weighing less than sixteen (16) pounds. All pets must be kept on a leash when outside the confines of the unit and on Association property. Residents are responsible to dispose of pet droppings.

B. In the event the Board of Directors determines that any pet has become a nuisance due to barking, aggressive behavior, offensive odor, or other disturbances of the peaceful enjoyment of the Condominium Property by other residents, the Board may require that such pet be removed from the Condominium Property.

PART VI PROCEDURE FOR LEVYING FINES

If the above Rules and Regulations are not obeyed; fines to be determined by the Board of Directors will be assessed.

A. Prior to initiating fines, the owner will first be issued a warning letter citing the violation.

B. A repeat offense will cause a committee of three owners, other than Board members, to convene to hear and adjudicate the violation.

C. A reasonable notice, not less than fifteen (15) days prior to hearing, will be provided in writing to the owner.

1. Notice will include a statement of the date, time, and place of the meeting

2. The notice will include a statement of the Declaration, By-laws or Rules and Regulations which allegedly violated

D. At the hearing, the party liable for the fine(s) or his/her legal representative, shall have an opportunity to respond, present evidence and to provide written and oral review, challenge and respond to allegations of the Association.

E. At the conclusion of the hearing, the fines committee shall reach a decision on the merits of the citation by majority vote and may fine the owner a maximum, fifty dollars (\$50) per violation.

* FINING PROCEDURE MAY BE ADOPTED BY THE BOARD OF
DIRECTORS AS PROVIDED BY THE ASSOCIATION BY-LAWS

These Rules and Regulations are subject to modification by the Board of Directors in accordance with the By-laws set forth in the Declaration of Condominium.