

Rules, Regulations and Obligations of Owners

This is a partial and condensed listing compiled from:

- Midtowne Crossing Bylaws •
- Resolutions of the Board •
- Operating Policies adopted by the Board •

1. **Change in Ownership.** Owners who are selling their condominium unit, and buyers, are required to contact the management office prior to closing. An administrative assessment will be charged to all new owners.
2. **Moving/ Change in Occupant(s) Policy.** Any person moving in or out must contact the management office to schedule the move and to obtain an elevator key. A moving deposit is required. The condominium owner will be charged an administrative assessment for each new occupant.
3. **Maintenance Requirements.** Every Owner must perform promptly all maintenance and repair work within his own condominium unit or to equipment that serves his unit. Owners are responsible for any damages and liabilities caused by failure to do so.
4. **Maintenance Responsibilities.** Repairs of internal installations such as water, light, gas, power, sewage, telephone, air conditioners, sanitary installations, doors, windows, lamps, and all other accessories belonging to a Condominium Unit shall be at the Owner's expense.
5. **Maintenance Responsibilities.** Owners shall be responsible for utility lines beginning at the point where the lines break off from main lines for the exclusive use of that Condominium Unit. Owners shall be responsible for, but do not own, the interior surface of doors and windows. Condominium Owners own and are responsible for their own heat pumps located on the roof, including lines from the heat pump.
6. **Contractor Requirements.** Owners engaging the services of contractors to work on electrical, telephone or cable TV wiring, water or sewer pipes, or heat-pumps and related lines must provide the management office with a copy of the contractor's license and liability insurance.
7. **Damages to Common Areas.** An Owner shall reimburse the Corporation for any expenditures incurred in repairing or replacing any Common Area and Facility damaged through his fault or negligence, or through the fault or negligence of his tenant, guest, or invitee.
8. **Use of Condominiums.** All Residential Condominium Units shall be utilized for residential purposes only.
9. **Interior/ Exterior Modifications.** An Owner shall not make any modification or alteration within his Condominium Unit without previously notifying, and securing the written approval of the Board of Directors. No modifications whatsoever may be made to the Building exteriors or to the condominium entry doors.
10. **Objects in Common Areas.** Owners, residents and lessees shall not place or cause to be placed in the lobby, vestibules and other common areas of similar nature, any furniture, packages, or objects of any kind. Such areas shall be used for no other purposes than for

normal transit through them.

11. **Right of Entry.** An Owner, resident or lessee shall grant the right of entry to any person authorized by the Board of Directors or the Corporation in case of any emergency originating in or threatening his Condominium Unit whether the Owner, resident or lessee is present at the time or not.
12. **Right of Entry.** An Owner, resident or lessee shall permit other Owners, or their representatives, when so required, to enter his Condominium Unit for the purpose of performing installations, alterations, or repairs to the mechanical or electrical services, provided that requests for entry are made in advance and that such entry is at a time convenient to the Owner. In case of an emergency, such right of entry shall be immediate.
13. **Signs.** No owner, resident or lessee shall post any signs, advertisements or posters anywhere on the project.
14. **Objects in Windows/ Window Treatments.** Owners, residents and lessees may not hang items other than conventional window treatments inside the windows. Residents may not hang any item outside the windows or from any of the facades. Window treatments must be neutral in color - white or lighter shades of grey or tan.
15. **Attachments to Exterior.** No owner, resident or lessee shall install wiring for electrical or telephone installation or television antennae, etc., on the exterior of the building or do anything which would protrude through the walls or the roof of the buildings.
16. **Noise.** Owners, residents and lessees shall exercise extreme care about making noises or the use of musical instruments, radios, televisions and amplifiers that may disturb other owners, residents or lessees.
17. **Trash.** Owners, residents and lessees may not deposit garbage or trash outside the disposal installations provided for such purposes in the service areas.
18. **Pets.** No animals may be kept in the condominium units at any time.
19. **Grills.** No personal grills may be used on the roof patio.
20. **Exercise Facilities.** Exercise rooms are open 6:00am - 10:00pm. No activity is to take place after 10:00pm. Anyone under the age of 14 must be accompanied by an adult in the exercise rooms. Exercise rooms and equipment shall be used for their intended purposes only.
21. **Heating Requirement.** Owners and occupants are required to keep a minimum temperature of 50 degrees inside their condominium at all times and to keep electric power to their condominium turned on at all times.
22. **Live Christmas Trees.** All live holiday trees must be wrapped when brought into the building and when removed. Trees may not be disposed of in the dumpsters. All debris from trees must be cleaned up.
23. **Roof Patio and Courtyard Use.** Hours of use for the Roof Patio and the Court Yard are limited to 7:00am - midnight. Use of these facilities for private parties is restricted.
24. **Door Decorations.** Door decorations are permitted, but size is limited to 18" x 24". Nails, screws or other permanent attachments are not allowed on the exterior surface of the door. Penalties for violations may be assessed.
25. **Carpet Cleaning.** Residents engaging the services of a carpet cleaning company are

required to make sure the company uses a portable machine & does not bring hoses through the lobbies, stairways or windows.

26. **Storage Lockers.** Storage lockers are assigned to specific condominiums. An Owner or resident may not use a locker other than the one assigned to his condominium. Owners shall keep their assigned locker locked when not in use and shall be responsible for the cost of cleaning out the locker if it has not been kept locked.
27. **Sprinkler System.** Owners and residents may not paint, cover or otherwise obstruct any fire sprinkler head. Furniture and other objects must not be placed in such a way that the spray pattern of the sprinkler head is blocked. No items may be leaned against or hung from the fire sprinkler lines. The owners association shall have the right to enter all condominiums for the purpose of inspecting the fire protection system on an annual basis or as may otherwise be required by law.
28. **Late Payment Policy.** Payment for assessments is due on the first day of each month. Late payment charges and collection procedures have been established.
29. **Returned Check Policy.** Anyone writing a check to the Association which is returned due to insufficient funds will be charged a fee. Writers of insufficient fund checks may be prosecuted.
30. **Reimbursement to Owners.** An Owner may only be reimbursed by the association for approved expenditures if the owner is current in his/her obligations to the association.
31. **Access Card Policy.** A fee will be charged to Owners for replacement and/or additional access cards. For security reasons, lost or stolen access cards must be reported to the Board or its agent. All access cards must be accounted for upon request by the Board or its agent, at least annually. Access cards not accounted for will be deleted from the entry system.

The Board of Directors may adopt and/or amend rules and regulations from time to time. Owners will be notified of changes in writing one time. It is the owner's responsibility to know the rules of the property and to comply with them.

If you have a tenant, it is your responsibility to inform him/her of all current rules at the time of move-in and of new or amended rules as they are adopted.