

The Riverside Horizontal Property Regime

Rules and Regulations

Note: These rules and regulations apply to all Co-owners, Renters, and guests of The Riverside HPR Condominium (the "HPR"), if not specifically noted,

Section 1. **Governing Documents**

- a. All Co-owners must be knowledgeable and must abide to the Master Deed, Bylaws and Rules and Regulations ("R&R"); these are referred to herein as the Riverside HPR Documentation (or "HPR Docs"). Copies of such Riverside HPR Docs will be provided by the Community Manager ("CM"); however, the CM may request payment of reproduction costs from Co-owners requesting such.
- b. Co-owners must ensure that renters and guests are knowledgeable of the HPR Docs, and that they abide by them. Owners are responsible for any violations by their tenants or guests.
- c. Certain special Board of Directors ("BOD", or as also used herein, the "Board") regulations have been or may be adopted *as* needed; these BOD approved regulations supplement HPR Docs. (Co-owners will be notified of such, and must abide by such)
- d. Residents should refrain from contacting or complaining to individual BOD members about violations or problems with The Riverside HPR Condominium. Any such concerns are to be addressed with the HOA through the CM.

Section 2. **Noise/Disturbing the Peace**

- a. A Co-owner, renter or their guest will not make or permit loud noises or actions that would interfere with the peaceful enjoyment of other Co-owners, renters or guests, nor will they act so as to interfere unreasonably with the peace and enjoyment of the co-owners, renters and guests on community property.
- b. Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at management, its agents, its employees or vendors.

Section 3. Architectural /Exterior Maintenance

- a. Any and all architectural changes must be approved by the BOD in writing. This includes, but is not limited to, changes and additions such as storm doors, window film, and ceramic tile on front entrance, etc.
- b. Replacement of floor covering in any 2nd and 3rd floor unit must adhere to Multi-Unit Housing Code Sound Transmission Class (STC) and Impact Insulation Class (IIC) rating of 75, which is recommended for luxury condominiums to reduce noise. This can be achieved by using carpeting with a pad of at least a 10lb rating or more, hardwood or laminate flooring must be the Rigid Core technology flooring in addition to applying an 8 mm cork or 0.5 inch recycled rubber or comparable underlay with an STC/IIC rating of 75 or higher under the flooring. All bedrooms on the 2nd and 3rd floor units must be carpeted, including the stairs, and all remaining open areas of the unit must have at least 75 % covered in area rugs with padding underneath.
- c. No unauthorized repair(s) may be made to a common area. Urgent problems must be called in to the CM. All other problems must be brought to the attention of the BOD through the CM.
- d. No unauthorized wiring for electrical or telephone installations, television antennae or dishes, machines or additional air conditioning units, or similar objects outside an apartment, or any which protrude through the wall or the roof of a Unit may be installed, except as authorized in writing by the BOD.
- d. Window treatments may only include draperies, curtains, and blinds, and shall only expose a white or slightly off-white backing. Nothing other than window treatments may be hung in windows.
- e. No signage, advertisements or posters of any kind are allowed in or on the condominium property, except as authorized in writing by the Board. No signage may be visible through any Unit window.
- f. No holes will be made in the exterior of the building.
- g. Contractors may not put any construction debris or trash of any sort into the dumpster. All contractor debris must be promptly removed from the property by the contractor. No debris or trash may be left in the Common Areas during construction, and the area outside of the Unit, *i.e.*, the halls, must remain clean and neat.

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Section 4. Pets

Co-owners and renters may only have pets if they abide by the following pet rules:

- a. The BOD must approve all pets, in writing, before they are allowed to reside. A pet application, including a pet photo, must be submitted to the CM. The BOD will review the pet application at the next scheduled monthly board meeting.
- b. All pets must be registered with the BOD and Management Company.
- c. Only traditional pets such as dogs, cats, birds, or aquarium fish are allowed. No more than 2 dogs or cats or combination thereof are allowed.
- d. Pets must wear collars with identification at all times.
- e. Cats and dogs must be licensed and up to date on rabies shots and vaccinations.
- f. Pets must be under control at all times, and on a leash when outside of the Unit.
- g. Pets shall not be used for any commercial purposes. No female pets may be bred.
- h. Pets shall not be allowed to foul walkways, stairs, carpets, the elevator, sidewalks and the parking area. Pet droppings must be picked up and properly disposed of immediately.
- i. Pet owners are financially responsible for any and all damage their pets may create.
- j. No pet shall become a nuisance or create any unreasonable disturbance.
Pets that are dangerous or that cause personal injury or property damage, make noise continuously, are not leashed in common areas, relieve themselves on walls or floors of common areas or spray on neighbor's doors will not be allowed. Pets that exhibit aggressive behavior, pets that are not clean and pets that may be parasite infested will not be allowed.
- k. When owner is leaving town, and the pet is staying in the unit, Co-owners must notify the CM, and if applicable have a pet sitter arranged, whose name and contact numbers are to be advised to the CM. The CM may not be the designated pet sitter.
- l. Co-owners are responsible for visiting pets.
- m. Pet owners shall indemnify the other co-owners and hold them harmless against any claim, loss or liability including legal fees resulting from the pet.

Section 5. Parking

- a. Each Unit is assigned two parking spaces; one assigned and numbered close to the building and one unassigned.
- b. Parking spaces which are not marked with a unit number shall be available on a "first-come-first-served basis" for visitors, guests, second cars, *etc.* Co-owners and renters are limited to two parking spaces, unless they have written permission to use another Unit space(s).

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- c. Only automobiles, passenger vans, or SUVs may be parked in the parking lot.
- d. Recreational vehicles, boats and trailers may be temporarily parked in the parking lot with prior approval from the CM.
- e. No utility, construction, or work vehicles (referred herein as commercial vehicles) are allowed on the property, unless such vehicles are at Riverside for specific ongoing work or maintenance. No commercial vehicles may be parked overnight except in case of emergency. The CM must be advised of any such emergency.
- f. Drivers must exercise extreme caution, and yield to pedestrians at all times in the parking lot.
- g. The Handicapped parking space can be used for an extended amount of time due to special circumstances, and with notification to and approval from the Board and Community Manager; however, it is not to be used as a Co-Owner's permanent parking space.
- h. All unauthorized, unlicensed, abandoned and/or any vehicles not in accordance with these said parking rules will be towed from the property at the owner's expense.

Section 6. Use of Common Areas

- a. The parking lot, seawall, deck, boat dock and gazebo and all other Common Areas are for Riverside Co-owners, renters and their guests only.
- b. No items may be permanently placed or stored on Common property without prior written consent of the BOD.
- c. Common property is for the use of all Co-owners and renters. Anyone wishing to erect equipment on, or use Common Areas for parties or functions on a temporary basis, must request and have permission from the Board in writing.
- d. No personal property may be stored in the elevator room or either of the stairwell rooms. Temporary permission from the Board may be requested in writing.
- e. No vehicles may be driven on lawn areas without prior approval of the CM.

Section 7. Safety

- a. No activities are allowed that increase the risk of fire or other hazards to the building or Property, or to the safety of Co-owners, tenants and/or guests. No

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- fireworks, firearms or other weapons are permitted in the Common Areas of the Property.
- b. No activities may be conducted on the Property that violate county, state and/or federal laws.
 - c. Co-owners, tenants, and/or guests who have electric or gas grills must use them on rear balconies or decks and must have an ABC fire extinguisher on the porch at all times. If an incident occurs and no fire extinguisher is present, the owner would be responsible for any and **all** damages. Charcoal grills are strictly forbidden. No grills are allowed on front areas of the units.
 - d. Liquid propane gas burners with a liquid propane gas container with a liquid capacity greater than 2.5 pounds shall not be located on combustible balconies or within ten (10) feet of combustible construction.
 - e. Co-owners, tenants and guests using a prohibited grill or conducting other hazardous and/or illegal activities under any circumstances at Riverside are responsible for any and **all** damages that may be caused from storing or using such grill, or conducting the hazardous and/or illegal activity on the Property.

Section 8. Exterior Appearance and Conduct

- a. No occupants or guests of the property shall:
 - (1) Leave or dispose of garbage or trash outside the disposal facility or dumpster.
 - (2) Hang or dust rugs, mops or similar objects from a window, or clean rugs or similar objects by beating them on the exterior part of the building.
 - (3) Hang garments, rugs, clothing, towels or similar objects anywhere on the exterior of the building, or on the Common and Limited Property.
 - (4) Sweep balconies off onto level below.
 - (5) Drop any objects, including cigarette butts, onto the level below.
 - (6) Dump or leak water onto the level below.
- b. Porches and walkways are not to be used for storage of bikes, sports equipment, toys, firewood, boat fuel or lubricants, etc.
- c. Front entrances, including the walk to the front door, patios and decks must be kept neat, clean, swept and uncluttered. Nothing that will detract from the appearance or safety of the Condominium should be left in these areas.

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- d. All plants placed on decks outside the building must have liners to ensure that water does not spill onto the level below or stain the concrete.
- e. All patio furniture must have plastic protected feet to protect the waterproof surface.
- f. Shopping carts must be returned to storage in the stairwell rooms after each use.

Section 9. Interpretation of the Rules and Regulations

- a. These rules shall be interpreted according to the best judgement of the Board of Directors, and such interpretations shall be final.

Section 10. HPR Management and the Enforcement of HPR Documentation.

- a. Enforcement will be in accordance with the Rules Enforcement Procedure in Article VII, Section 7 of the Bylaws.
- b. The BOD shall meet (minimum) each quarter with the CM to review finances, agreements and issues concerning the administration of the HPR plus upkeep, maintenance and improvements of the condominium building and the Common areas.
 - (1) Co-owners are welcome to attend the BOD meetings (whose date and location will be posted at least 10 days in advance), however, should a non-BOD member wish to address the meeting, the Co-owner shall submit to the CM a written statement regarding subject to be addressed. This notice is to be submitted to the CM at least 5 working days prior to the BOD meeting

Section 11: Enforcement Procedures (Article VII, Section 7 of the Bylaws)

- a. In order to begin the rules enforcement process, a co-owner must state in writing to the Board of Directors any rule violation he/she wishes to complain about.
 - (1) The person making the complaint must be identified in the letter.
 - (2) Committees, as well as, groups of owners and residents, may also bring complaints.

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- b. Upon receipt of an alleged rule violation letter stating the date and approximate time of the violation, a letter will be sent to the alleged violator, stating the alleged violation and a time period during which the alleged violation may be abated without further sanction (not less than 10 days).
 - (1) A copy of this letter will be sent to the person originating the complaint.
 - (2) If the violation persists past the 10-day grace period, a second letter must be sent by a complaining owner (not necessarily the first owner) alleging that the violation exists.
- c. After receipt of two letters of complaint within the prescribed period, a hearing will be held.
 - (1) A hearing notice will be sent to the alleged violator stating: the nature of the alleged violation; the time and place of a hearing; an invitation to attend the hearing and produce any statement, evidence or witness on his or her behalf; a statement that a sanction *may be imposed*; and *the maximum amount of any sanction*.
 - (2) An invitation will also be sent to the person or persons originating the complaint, inviting them to the hearing, in order to produce evidence to substantiate their complaint.
- d. The Board will hear testimony from both sides at the hearing and *then excuse both parties and render a decision*.
- e. Should a fine be imposed on the violator, standard collection action will be pursued which includes filing a lien on the unit for nonpayment of the fine and, ultimately, foreclosure if necessary.
- f. In the case of renter-occupied apartments, all residents and owners will be provided copies of correspondence.

The Board reserves the right to create and uniformly enforce other Rules and Regulations governing the use of the Common Elements for the benefit of the owners at any time.

By Order of the Board of Directors of Riverside Horizontal Property Regime:

By: _____ Date: _____
Mandy Hodge, Board President