ATTACHMENT 3

CAMBRIDGE CONDOMINIUMS COUNCIL OF OWNERS
COMMUNITY RULES

Rule Group I – Principal Rule

1.1 **Quiet Enjoyment** – Owners and occupants are entitled to quiet enjoyment including but not limited to comfort, safety, and undisturbed possession of said premises. Accordingly, all owners, guests, and invitees shall abide by the covenants, conditions, and restrictions provided by the Declaration of Condominium, Condominium Regulations attached hereto and incorporated herein, as well as the terms and provisions provided in these Cambridge Condominium Community Rules.

Rule Group II – Duties and Responsibilities

2.1 **Enforcement Responsibility** – Owners shall be held responsible for the acts and omissions of their family, employees, agents, invitees, guests, and tenants. Additionally, owners and occupants shall cooperate with the Board and management in enforcement of the rules including but not limited to rules prescribed for the use of the swimming pool, club room, fitness room, and other common areas of the building. See Section 13.7 of these rules pertaining to fines for violations of said rules.

2.2 **Responsibility for Damages.** – Each Unit owner shall be responsible for damage to the Building, Common Elements and the private property of others if such damage is due to an action of the Owner or Owner's family, tenants, guests, invitees, employees, or agents. Each owner shall be responsible for damage to other Units if such damage is caused by a condition in their Unit.

2.3 **Insurance Coverage and Deductible** – The Association's insurance policy covers the common elements and Unit interiors up to the prevailing standards in 1979. Insurance does not cover Unit upgrades (such as better quality flooring, wall coverings, cabinets, or plumbing fixtures) or personal property of owners, renters, and/or guests. Insurance payments will cover only the damages in excess of the Association's deductible.

2.4 **Owners Shall Obtain Separate Condominium Homeowners' Insurance Coverage** – Such homeowner's insurance coverage should include, but may not be limited to cost of deductibles, Unit upgrades, interior furnishings, personal property/contents, and personal liability. The Association is not responsible for making a property damage claim on behalf of one party against another party, nor does the Association have responsibility over subrogation (reimbursement) claims that may be asserted by any insurance company against a party to a lawsuit.

2.5 **Communications by Email or Via Website** – The Association communicates directly to owners and residents by email as much as possible. Notices are also posted on the community website and on the bulletin board in the lobby. Residents are responsible for updating their email address with the Association's business office. Those requiring other methods of communication must provide written instructions to the Association on their preferred address or location for notices.

Rule Group III – Fire Prevention

3.1 **Smoke Detectors** – All Units must have a working smoke detector in each bedroom and the adjoining hallway or as required by the Austin Fire Department. Occupants are responsible for checking their smoke detectors and verifying that they are in working condition.

3.2 **Dangerous Materials Prohibited** – Materials or chemicals which are flammable, explosive, or otherwise hazardous including flammables such as live cut Christmas trees, wreaths and similar materials which are potential fire hazards shall not be allowed in any Unit, balcony, or common area. Household and fabric cleaning fluids in quantities generally packaged for domestic use shall be permitted provided said substances are properly contained.

3.3 **Open Flame and Charcoal Prohibited** – No open flame, including flame-lit candles, or charcoal cookers/grills shall be operated either within a Unit or on a balcony. Qualified caterers may use open-flame Sternos when electrical Sternos are not available for events in the Colorado Room and common areas.

3.4 **Household Fire Extinguishers Required in All Units** – Each unit must have an operating fire extinguisher. All purpose household extinguishers may be purchased from the Association's maintenance department. Fire extinguishers are also located on each floor inside each of the three fire exit stairwells.

3.5 **Building shall be a Non-Smoking/ Smoke Free Community** – Smoking is prohibited in all areas of the building, including the individual interior and exterior areas of the residential units, offices, balconies/patios, and all common areas of Cambridge. In addition to cigarettes, smoking includes pipes, cigars, marijuana, e-cigarettes and any other form of smoking or vaping. However, an owner of record as of January 1, 2015 is grand-fathered and may smoke on their private balcony or patio provided that cigarette butts are properly extinguished. Grand-fathered smokers cannot assign their right to smoke on the balcony or patio of their unit to future tenants or occupants.

Rule Group IV – Residential Occupancy

4.1 **Persons per Unit** – No more than two unrelated persons shall reside in a Unit unless all the persons are members of a single family. The total occupants of such family shall not exceed two times the number of bathrooms in the Unit.

4.2 **Orientation Required for New Residents** – Unit residents must complete an occupancy orientation within two weeks of taking occupancy. New residents include owners, tenants, and guests that reside in a Unit.

4.3 **Leases and Rentals** – All leases and/or rentals shall be in writing and for a period of not less than thirty (30) days. Occupancy and use of the Unit shall be subject to these Community Rules, Condominium Regulations and the covenants, conditions and restrictions of Cambridge Tower. All leases shall incorporate said rules, regulations, covenants, conditions and restrictions by reference. A signed copy of said lease must be submitted and receipted by the Association's business office prior to taking possession of said premises. An approved lease form shall be provided at no cost to an Owner.

4.4 **Occupancy by Employees of the Association** – No person employed by the Association shall be a resident of the Building except by special permission granted by the Board of Directors.

4.5 **Animals in the Building** –

4.5.1 **Purpose.** In order to respect the expectations of Cambridge Condominium residents and Owners, as regards their health, safety, comfort, "quiet enjoyment", and general welfare, to be mindful of economic impact to the Cambridge community, and to respect the Principle Rule of the community, which is, as stated in 1.1 of the Cambridge Condominiums Community Rules, that Owners are "entitled to enjoy a comfortable, safe and undisturbed occupancy", as well as to reasonably accommodate our residents and Owners who are legally entitled to possess certified service animals or emotional support animals in accordance with the federal Fair Housing Act (FHA) and the Americans with Disabilities Act (ADA), the following rules apply to animals in the Condominium so that the animal is not a nuisance or a threat to the health, safety, well-being and condition, including financial condition, of the Cambridge community and the Cambridge Condominium.

4.5.2 **Permitted Pets.** With the exception of cats and birds which may be kept or harbored in a Unit upon written approval by the Board in accordance with these rules, no other animals shall be kept or permitted within the Condominium except such animals possessed by an Owner or resident in accordance with the federal Fair Housing Act or Americans with Disability Act, whose owner (the "Applicant") has requested Cambridge Tower Council of Owners to make a reasonable accommodation for such animal, and such request has been granted in writing by the Board or General Manager. No more than two (2) pets may be kept in a Unit. Any pets or animals at Cambridge Condominiums must comply with all applicable laws, including any local or municipal ordinances. No feral, wild, or undomesticated animals are permitted.

4.5.3 **Request for a Reasonable Accommodation.** Any request must be in writing, submitted to the General Manager, and include the following information:

(a) a description of the animal that will be the certified service animal or emotional support animal, and in the case of a certified service animal, a description of the task(s) that the animal performs

(b) a certification by Applicant that the animal has no known history of dangerous, threatening, or aggressive behavior, including biting or scratching, or other damage to persons, property, or other animals, and that the animal will be properly restrained so as not to threaten or harm other residents or their animals, or be a nuisance;

(c) a certification by Applicant that all recommended vaccinations, including rabies, are current for the animal, that such vaccinations will be kept current, and that Applicant agrees to furnish proof of such vaccinations, on an annual basis, to the General Manager;

(d) a certification by Applicant that the animal is currently free of fleas and other parasites, and that the animal will be kept free of fleas and other parasites;

(e) a certification by Applicant that Applicant has read, understands, and agrees to comply with Condominium Regulations and Community Rules respecting animals and that Applicant indemnifies and holds the Council and any individual person harmless from and against any loss, damage, cost or liability which the Council or any individual person or animal may sustain as a result of the presence of such animal within the Condominium; and

(f) if the animal for which Applicant is submitting a request is an emotional support animal, the request must be accompanied by written documentation from a physician, psychiatrist, social worker, or other mental health professional, stating that the animal provides emotional support to Applicant that alleviates one or more of the symptoms or effects of an existing disability, being a condition that impairs or substantially limits a major life activity, and is requesting a reasonable accommodation to possess and keep such animal within the Condominium. The documentation must be on letterhead, signed, dated and include the professional's license number, date and place it was issued. The documentation must be updated and re-submitted to the General Manager on an annual basis. If the Applicant's disability or the need for an emotional support animal is readily apparent or already known, then no accompanying documentation from a physician, psychiatrist, social worker, or other mental health professional needs to be submitted.

4.5.4 **Security Deposit.** No security deposit or fee is required in connection with a resident's animal; however, the animal's owner is responsible for any damage resulting from the animal's presence.

4.5.5 **No Breeding or Commercial Activities.** No animal may be kept or bred for any commercial purpose. In the event an animal (other than a cat or a bird) produces offspring, its owner must remove such offspring within 60 days unless otherwise authorized under these rules. In the event a cat or bird produces offspring, its owner must apply to the Board for approval to harbor the offspring in the Unit in which the owner resides.

4.5.6 **Animal Care – Nuisance.**

(a) An animal's owner (or others in possession or control of the animal, even temporarily) must properly and humanely care for the animal, and must maintain the Unit in which the animal is kept in a sanitary manner and condition.

(b) An animal's owner (or others in possession or control of the animal, even temporarily) must supervise, control and restrain the animal at all times, including immediately cleaning up after the animal, placing its waste in a container or bag, and disposing of it in a trash receptacle.

(c) An animal's owner (or others in possession or control of the animal, even temporarily) will not allow the animal to engage in obnoxious, offensive, reckless, or intimidating behavior, including noise, odors, or unsanitary conditions, and will not allow the animal to initiate uninvited contact or close proximity to people or other animals or interfere with activities of others.

(d) An animal's owner will ensure that the animal has all vaccinations, including rabies, that are recommended by American Veterinary Medical Association, keep such vaccinations current, and furnish proof of such annually to the General Manager.

(e) An animal's owner will ensure that the animal is kept free of fleas and other parasites.

(f) For health, safety, and economic reasons, no animals are permitted in the swimming pool.

(g) On occasions when Cambridge staff needs to enter the Unit where an animal is harbored, the animal's owner (or others in possession or control of the animal at the time) will be and remain present in the Unit and will restrain the animal by leash or cage, during the time the Cambridge staff is present within the Unit.

(h) Owners must keep animals leashed and restrained when the animal is outside of a Unit.

4.5.7 **Additional Requirements.**

(a) If an animal's owner (or others in possession or control of the animal, even temporarily) does not comply with these rules, the Board may revoke its approval of the animal after prior written notice to the animal's owner and an opportunity for the animal's owner to have a hearing before the Board. If the Board does revoke its permission to keep the animal within the Condominium and the animal's owner does not remove the animal within seven (7) days, the Board shall take such action as is necessary under the circumstances to secure removal of the animal and is not liable to the animal's owner for doing so.

(b) The Board also encourages the owners of animals to voluntarily abide by the following recommendations, out of respect for the Cambridge Owners, residents, and staff, who may have animal allergies, be fearful of animals, or have other conditions which may be compromised by the presence of animals.

(c) Animals' owners are requested to use the service elevator, when available, when accompanied by the animal (but are not prohibited from using the Lobby elevators.

(d) Animals' owners are requested to minimize the animal's time in the Lobby.

(e) Animals' owners are requested to prevent their animal from interacting, including playfully, with other animals when the animal is outside of a Unit.

4.5.8 **Controlling Authority.** It is the intent of the Council that these rules comply with federal, state, and local laws, including the Fair Housing Act and the Americans with Disabilities Act, respecting service animals and emotional support animals. In any conflict between these rules and federal, state, and local laws, including the Fair Housing Act and the Americans with Disabilities Act, such laws will control.

Rule Group V – Common Elements

5.1 **Common Areas and Limited Common Areas** – No furniture or other items shall by placed in the hallways, foyers, stairwells, or other public areas of the Building except with the approval of the Board of Directors in conformity with these standards and limitations which have been prescribed by the Board. Residential Units which have an entry alcove will be allowed to decorate the wall and/or put standing objects within this area provided that such objects do not extend past the corner of the corridor wall, impede egress, or constitute a fire hazard. Floor rugs and mats are prohibited. Individual entry door ornaments and seasonal decorations on doors are permitted provided that they are not permanent and are not a fire hazard, and are in compliance with the Board guidelines for limited common elements restrictions.

5.2 **Balcony Restrictions** – Residents shall not hang or shake anything from the windows, balconies, including clothing, radio and television antennas, flags or signs. Balconies may be used for patio furniture, plants, and/or storage lockers provided that they to do not extend above the balcony rail. Exterior Christmas lights and other decorations which are visible from the exterior are prohibited.

5.3 **No Obstruction of Passageways** – Residents shall not obstruct the entrance or exit to any Unit, elevator, stairwell, hall/corridor, yard, or walkway. Such areas shall not be used for any purposes other than purposes for which they are normally intended to be used. Grocery and carts and luggage carts may not be left unattended in the hallways or other common areas. Residents shall immediately return grocery carts and luggage carts after use to the garage.

5.4 **Building Exterior to Remain Uniform in Appearance** – Residents shall not install shades, awnings, window guards, ventilators, fans, or air conditioning devices or apply reflective film in, or about the Building's Common Elements or limited common elements except as specified and approved by the Board and the Association. Window coverings must have a white or off-white backing in order to maintain a uniform appearance on the building's exterior.

5.5 **Use of Elevators and Halls during Moving or Construction** – During moves and construction, every effort shall be made to minimize interference with other occupants of the Building. The placing of furniture, boxes, construction materials or construction equipment in the halls or elevators during moves or during construction shall be kept to minimum needs, shall be limited to day-time hours, and in no case shall any of these items be left overnight. Owner(s) are responsible for seeing that these areas are immediately cleaned at the end of each day. Construction workers and contractors must comply with the Association's contractor rules for working in the building. Also see Attachment 4 for Rules Regarding Repairs and/or Renovation in Condominium Units.

5.6 **Flags** – Flags may be displayed during planned events in the Colorado Room and/or in other common areas where such event is approved by the Board. Installations of flags are not permitted in common or limited common areas.

Rule Group VI – Safety, Sanitation, and Security

6.1 **High Standard of Upkeep Required** – All Units shall be maintained in a good state of repair, preservation, and cleanliness. No sweepings, dirt, trash, water, or other substances shall be permitted to fall, swept or be thrown from balconies.

6.2 **Unsafe Activity Prohibited** – No activity shall be conducted in any Unit or in the Common Areas which has the possibility of creating a hazard to persons or property, or which might contribute to the creation of an unhealthful condition in the Condominium other than smoking as stated in paragraph 3.5 above.

6.3 **Garbage and Trash Disposal** – The Association provides recyclable containers in the garage and residents are encouraged to bring their recyclables to the garage. There is also a trash chute on each floor for disposal of bagged garbage. Large bags, boxes, and other disposables including combustible materials/liquids that may represent a substantial fire hazard must be brought down to the garage level for proper disposal by staff. Residents should not place unattended trash or recyclables on the service elevator. Construction waste must be removed by the contractor and not put into the Association's dumpsters.

6.4 **Balcony Doors to Units to Remain Closed** – Except during periods when open doors do not create an energy drain from the Condominium heating and cooling systems, exterior sliding doors are to remain closed. During threatened or actual storms, and whenever a Unit is not occupied, the doors shall be closed both to protect against possible damage from the elements and to conserve energy.

6.5 **Unit Remodeling** – Upgrading and/or combining individual units is encouraged. Owners and their contractors must comply with specific construction/remodeling rules as provided by the Association. Such rules limit working hours to 8:30 a.m. to 5:00 p.m. on weekdays and no work on weekends or holidays. City of Austin requires a building permit for work in high-rise buildings. Accordingly, you should contact the City for specific requirements in obtaining a permit prior to starting work. The Association does not make recommendations on contractors. Owners are encouraged to get references and certificates of insurance from their contractor before starting work. Owners are responsible for the actions of their contractors, service personnel, employees, and/or workers while in the building. In the event of remodeling any of the fifteenth floor units, which remodeling calls for the removal and raising of the ceiling height, the owner if required to install at the time of remodeling, additional insulation in such amounts as needed to maintain or improve the level of insulation efficiency as originally provided.

6.6 **Disclosure Regarding Harmful Materials** – Cambridge Tower was built in 1964. Some of the materials used in construction of the Units may be of a type that will require special removal or containment procedures in the event the Unit is remodeled or renovated (for example, some ceiling texture may contain asbestos). You are advised that the City of Austin mandates materials testing before it will issue certain types of building permits; and such tests in any Unit may reveal that it contains asbestos or other material that require special handling or abatement procedures.

Rule Group VII – Building Integrity/ Common Element Changes

7.1 **Placing of Authority** – The Individual Unit Owners have complete authority to modify the interiors of Units so long as the modifications do not affect other Units or Common Elements and such improvements, are in compliance with Attachment 4 - Rules Regarding Repairs and/or Renovations in Condominium Units.

7.2 **Owners Not to Change Building or Common Elements** – No Owner or occupant shall do any painting or decorating of the exterior of the Building or make any alterations or construct any improvements to the exterior of the Building or to any of the Common Elements.

Rule Group VIII – Swimming Pool, Roof Garden, Gym, and Club Room (Colorado Room)

8.1 **Use of Amenities** – Swimming pool, roof garden, gym, club room, and other common area facilities may be used by the Owners, their tenants, and the family or other guests of either, providing that the respective owners or tenants are accompanying their guests. All who use the facilities must observe all posted rules and any other rules prescribed by the Board including limited number of guests and security/safety standards. Climbing on the perimeter parapet wall of the roof garden is strictly prohibited. Only the club room may be reserved for private parties and such use must be in compliance with specific rules as established by the Board. Other common or recreational areas cannot be reserved for private parties. Guests must follow the same rules of use as residents. Owners and residents must assume liability for the actions of their guests as provided in the Condominium Declaration. Employees of a resident/owner are not allowed to use common area recreation facilities unless such use is for the instruction/assistance of an owner/resident. As a courtesy to other residents, it is requested that residents hosting a party in the pool area, roof garden, or other common area, such as the patio adjacent to the Colorado Room, notify the General Manager five (5) days in advance of the date, time and location of the party and number of attendees expected, so notice may be given to other residents.

Rule Group IX – Storage Rooms and Laundry Rooms

9.1 **Use of Storage Rooms** – Small storage rooms are located near the service elevator on odd numbered floors. These are for the use of occupants on that floor and those of the floor below. The limited size of the storage rooms dictates that no one Owner or Unit tenant preempt such space as to preclude use of the room by other Owners or tenants. All items placed in the storage rooms shall be clearly marked with the name and Unit number of the party to whom the items belong. Rules for storage are posted on the interior of these rooms and use of the rooms is subject to compliance with such rules. Building materials and furniture are prohibited in these rooms. All items shall be immediately removed from the storage rooms when the owner of the items no longer owns a Unit or resides at Cambridge.

9.2 **Use of Laundry Rooms** – Laundry rooms are located on the even numbered floors. While primarily intended for use of occupants on that particular floor and the floor above, Owners and tenants are free to use any of the laundry rooms. Those using the laundry room shall remove clothes from the machines promptly after the wash or dry cycles are completed. Each person using a laundry room is expected to leave the room in clean condition and ready for use by the next person.

Rule Group X – Garage and Parking Spaces

10.1 **Assignment of Parking Spaces** – In accordance with the controlling provisions contained in the Declaration of Condominium, and in conformity with guidelines developed and enforced by the Board of Directors, Parking Spaces and storage bins are assigned as Limited Common Elements, for the exclusive use of the Owners and occupants of designated Units. Those who have these parking privileges shall use only their assigned space(s) and no others.

10.2 **Visitor Parking Spaces** – Parking Spaces between the garage office and the elevator foyer on the 1P level are reserved for short-term use by guests and for parking service vehicles. Residents are not allowed to park in these spaces unless such use is for short term loading or unloading of their vehicle. This area may also be used for the Association's employee vehicles.

10.3 **Parking Spaces Not For Storage or Repairs** – No vehicle shall be left standing in a Parking Space in an inoperative condition. Repairs or overhauls to vehicles, other than emergency starting or tire repair, shall not be allowed in a Parking Space. No items may be stored or put on the surface of a parking space such as boxes, bicycles, tools, building materials, or furniture. Storage is limited to the interior space of the storage bin assigned to the Parking Space. Bicycles must be registered with the business office and stored in one of the three bicycle racks. Unregistered bicycles will be periodically removed and disposed of by staff.

10.4 **Parking of Trailers, Boats, Vans, Motorcycles, Scooters, Mopeds** – No trailers, boats, vans, campers, motorcycles or motor scooters are to be permitted on or in the Common Areas, except as may be parked or stored in areas designated by the Board or the manager according to the Guidelines established September 1989.

10.5 **Parking Standards** – No vehicle using the parking facilities shall be parked in a manner as to impede access to the spaces assigned to others or to prevent ready access to open areas of the parking levels.

10.6 **Parking Regulations** – Parking regulations posted in the parking garage along with any traffic regulations promulgated by the Board for safety, comfort, or convenience shall be observed by all using the garage.

10.7 **Parking Garage Speed Limits** – Person(s) using the parking garage must maintain a reasonable safe speed under the circumstances and never exceed the posted speed limit at any time. Drivers must be alert to residents walking or unloading/loading in all areas of the parking garage. This requires extreme caution on the part of each driver to maintain a safe and reasonable speed while traveling through the parking garage. Fines in various amounts will be imposed commensurate with the nature of the violation.

Rule Group XI – Elevators

11.1 **Use of Service Elevator** – The service elevator shall be used for resident move-ins/outs, construction workers and materials, trunks, furniture, appliances, grocery carts, and baggage carts. This elevator may be reserved for moves of substantial amounts of furniture or materials provided that the elevator is returned immediately for other residents use. Use of the elevator for these purposes shall only be during the day, no items may remain on the elevator overnight. Owners are responsible to ensure that the elevator is left clean and empty after use. During periods of exclusive use of the service elevator, residents are allowed to use the passenger elevators for transporting grocery and luggage carts.

11.2 **Carts in Passenger Elevator** – Grocery and baggage carts shall not be carried on the passenger elevators except when the service elevator is out of service.

11.3 **Luggage and Grocery Cart Return** – Carts must be immediately returned to the garage for the use of other residents. Residents may not leave grocery and luggage carts unattended in the service or passenger elevators, but shall accompany them down to the garage to be returned.

Rule Group XII – Utilities

12.1 **Water Conservation** – Water shall not be left running for unreasonable or unnecessary lengths of time. Toilets and other water facilities in the Units shall be maintained in good state of repair and not be used for any purpose other than that for which they were constructed. Drippy faucets, running toilets, and other such loss of water should be repaired immediately to prevent excessive water usage.

12.2 **Unit Air Handlers** – The air handlers in the Units are the property and responsibility of the Owner. Proper maintenance of the condensate drain and pan is the Owner's responsibility. Unit owners are responsible for water damage caused by their air handler(s) to other Units and common areas.

Rule Group XIII – General Provisions

13.1 **Damages by Movers** – The cost of repairing damages to the Building's Common Elements caused by the moving or carrying of any article therein shall be reimbursed to the Association by the Owner of the Unit to or from which the article or articles are being moved for an owner or tenant. If the articles are being moved for a tenant, the Owner shall reimburse the Association and look to the tenant for reimbursement to the Owner.

13.2 **Keys to Units** – The Board, through the manager, shall have pass-key access, in case of emergency, to all Units. No lock to any door leading to a Unit shall be altered except with cooperation with the manager, in which case a functioning key shall be provided to the office for use should an emergency arise.

13.3 **Consents/Approvals Revocable** – Any consent or approval given by the Board under these Community Rules shall be revocable at any time.

13.4 **Complaints** – Complaints regarding the service or conduct of staff, the condition of the Building and grounds, or regarding actions of other Owners or of other occupants shall be made in writing or documented by the manager. If the trouble persists, the complaints shall be made in writing to the Board.

13.5 **Staff Receipt of Mail and Parcels** – The condominium staff may not accept and sign for mail or parcels on behalf of any Owner or occupant unless an authorization and release form is on file in the office. Further, the staff will not be permitted to place mail or parcels into Units during an occupant's absence unless a written authorization to that effect is of file in the office.

13.6 **Transfer Fee** – The Association charges a fee for the preparation of a resale certificate and documents associated with the sale of a condominium unit. Such fees are paid to the management company.

13.7 **Fines for Violations of Rules** – The Association, through its manager have the authority to levy reasonable fines and/or damage charges for non-compliance of community rules. Some of the most common fines are as follows:

Amount of Fine	Violation
$100	Smoking in non-smoking areas, throwing or allowing cigarette butts to fall off of balcony, failure to comply with fire safety standards.
$100	Failure to have an operating smoke detector in each bedroom and hallway, or disabling a smoke detector.
$100	Speeding in the garage; unauthorized parking in visitor parking spaces or in someone else's parking space.
$100	Creating a disturbance to neighbors and/or use of abusive language in hearing range of other residents.
$50	Failure to comply with occupancy rules (per day).
$50	Failure of contractors/service workers to comply with contractor rules (per day).
$50	Violation of pet rules (per day).
$25	Storage of unauthorized materials in parking space (per day).
$25	Failure to immediately return grocery cart or luggage rack back to garage after use.

Such fines or penalties may be contested at any meeting of the Board of Directors. First offenses are normally given a warning notice and thereafter, fines are based on a minimum of $25 for lower offenses and up to $100 for safety/security and/or disturbing the peace offenses. Fines are imposed on a per incident basis.

Rule Group XIV – Amendments and Guidelines

14.1 **Amendments to Community Rules** – Subject to the procedural conditions set out elsewhere herein, these Community Rules may be added to, amended, or repealed by the Board of Directors.

14.2 **Amendment Procedure** – The procedural conditions for amending these Community Rules are:

(A) The proposed changes shall be acted on only at a meeting of the Board of Directors for which the call of the meeting is in writing, contains the precise wording of the proposed change, and has been prominently displayed on the bulletin board of the Condominium for at least ten (10) days prior to the meeting.

(B) At the meeting, Owners shall be provided an opportunity to express support or opposition to the proposed change.

(C) If as many as three Owners appear at the meeting and express opposition to the change, consideration of the change shall be postponed for at least thirty (30) days, and reviewed at a meeting provided in paragraph (A), above.

(D) For any change made by the Board to become effective, it must have approval of at least three members of the Board.

(E) The Community Rules may be amended by the Council of Owners at any annual meeting of the Council.

14.3 **Guidelines** – Guidelines for elaboration, explanation, and providing details, when such guidelines have been approved by the Board of Directors, will be followed by the Board, the

manager and the staff in complying with, and enforcing, the provisions of the Declaration of Condominium, the By-laws, the Condominium Regulations, and these Community Rules.

14.4 **Variance or Suspension** – The Board of Directors may grant a variance, or temporarily suspend enforcement of any of the rules, for good cause.