

**MILL VALLEY HOMES
ASSOCIATION INC.**

RULES AND REGULATIONS

(Revised January 1, 2024)

TO ALL OWNERS AND OCCUPANTS OF MILL VALLEY:

Mill Valley Homes Association, Inc. is a condominium organization of homeowners. Its principal functions are to provide effective operation and maintenance to the buildings and property, and to protect membership investments.

Article VII of our By-laws sets forth a non-inclusive list of rules and regulations applicable to all owners/tenants at Mill Valley.

The Board of Directors has the authority to enact additional rules and regulations as established by the Articles of Incorporation. The same documents authorize the Board of Directors to establish penalties for infractions of rules and regulations, whether set forth in the by-laws or separately established by the Board of Directors.

With this in mind, the following rules and regulations have been adopted by the Board of Directors to govern and conduct at Mill Valley Homes and to establish penalties for the violation of the same.

Your Board of Directors has studied these rules and regulations very carefully. We believe that adherence by all occupants will contribute substantially to the pleasure of living at Mill Valley. All owners, tenants, and guests are bound by these rules. Persons observed repeatedly violating these regulations should be reported to the Board of directors for further action.

It shall be each owner's responsibility and obligation to furnish and make known to their unit occupants and/or prospective unit buyers these policies and regulations. Additional copies of these rules and regulations, and/or copies of the Condominium Documents and By-Laws, are available from the office for a nominal fee.

PLEASE LEAVE RULES & REGULATIONS IN CONDOMONIUM FOR NEW OWNER WHEN SELLING.

Board of Directors
Mill Valley Homes Association, Inc.

The material is organized under the following headings:

- I. ASSOCIATION MANAGEMENT AND MEMBERSHIP
- II. GENERAL COMMON AREA AND LIMITED COMMON AREA
- III. CLUBHOUSE USAGE
- IV. GARAGE AND PARKING
- V. LAUNDRY ROOM USAGE
- VI. TENNIS COURT USAGE
- VII. PET REGULATIONS
- VIII. SWIMMING POOL USAGE
- IX. SPECIAL INSTALLATIONS
- X. RECYCLING

I. ASSOCIATION MANAGEMENT AND MEMBERSHIP

A. GENERAL INFORMATION

1. A roster is maintained at Hunt Management's office, listing:
 - a. The name, address, email and telephone number of each occupant.
 - b. Name, address, and telephone number of relatives or other designated persons to be notified in case of emergency.
 - c. Pets living with occupant.
2. The Mill Valley Views is the publication of Mill Valley. The Association circulates the Views to all members monthly. Members are urged to read the publication for the latest information concerning management issues currently before the Association.

B. ASSOCIATION FEES AND ASSESSMENTS

1. All monthly fees/assessments are to be received by Mill Valley no later than the 15th day of any calendar month in which it is due. Any special assessments are to be received by Mill Valley no later than the due date set forth in the notice of same to owners.
2. Payment of maintenance fees after the 15th of the month will result in a late fee of \$25.00, an additional late fee of \$25.00 will be added if your fee is not paid by the last day of the month.
3. Any homeowner with fees/assessments unpaid after 60 days is subject to a lien on his/her condominium and potential garnishment of wages. All costs and attorney fees are charged to the homeowner. The Association shall have the right to take legal action against an owner to recover a money judgment for unpaid assessments and late fees together with costs and actual attorney fees. Said suit shall be maintainable without foreclosing or waiving the liens securing the same. Homeowners have the opportunity to appeal such assessment to the Board of Directors of Mill Valley if they feel any of the charges are unfair.
4. If you are not current in payment of your maintenance fees, you cannot use any of the Mill Valley Amenities, including the swimming pool, tennis courts, clubhouse, parking in garage, laundry room, etc.

5. Direct Deposit/Automatic Transfer

- a. Our financial institution offers a direct deposit of your monthly maintenance fees at no cost to you. Direct deposit allows payments to be done through your checking account at your bank. Application forms, along with instructions for this service, can be obtained by calling Client Services at 262-238-1480.

C. **PROCEDURE FOR HANDLING INFRACTIONS OF RULES.**

1. Persons found violating these rules shall receive a letter explaining said charges.
2. Situations not corrected in a 72-hour period following official notification, shall be subject to a fine of \$25.00 per incident per day until violation is corrected. Should you fail to pay fine the Association will file a lien against your property which will include court and attorney fees.
3. The homeowner has the right to appeal any of these charges to the Board of Directors at the next board meeting. An appointment must be made to schedule your appeal, by calling Client Services.

II. GENERAL COMMON AREA AND LIMITED COMMON AREA

(See Mill Valley Homes Association, Inc. BY LAWS
ARTICLE II – DEFINITIONS)

A. **GENERAL POLICIES**

1. In accordance with Wisconsin Law 101.123, smoking/vaping is prohibited in any common area at Mill Valley, including the atrium of every building. Owners may smoke in their private balcony, and on the patio attached to their unit, located on the outside of their building.
2. Fire regulations require that a 40" clearance must be maintained on the walkways at all times; placing or leaving of any objects on or under the stairways or on atrium steps is prohibited.
3. Blankets, towels, swimsuits, chairs, and other personally owned items, when not in use, may not be left on lawns, walkways, or other common areas. Common areas and limited common areas may not be used as airing or drying racks for rags, towels, swimsuits, or clothing.
4. Objects may not be placed on the walkway or under the stairways without prior written approval from the Board of Directors.
5. Dust cloths, brooms, mops, tablecloths, rugs, etc., may not be shaken in the atrium.
6. Hanging items are not permitted over entryways. Wind socks are allowed on the balconies. However, they must hang inside the balcony and not extend out over the exterior wall of the building.
7. Insurance and Responsibility.
 - a. Owner's Responsibility:
 - i. Inside contents of individual condo stud to stud, air conditioners, all windows, doors (patio doors and balcony doors), drywall, carpeting, flooring, and all personal property, as stated in our By-laws, Article 1, Section 3, (page 3).
 - b. Association's Responsibility:
 - i. The outside of all buildings, pipes in the basement, as well as all pipes outside of the walls of the units, boilers, porches and patios, and all Common Areas.

8. The use of skateboards are not permitted at Mill Valley. Kids' bicycles, battery operated vehicles, and wheeled toys, are allowed on Mill Valley sidewalks, but not in the tennis courts, or in the atriums of their building. YOUNG CHILDREN ARE ALLOWED TO RIDE BICYCLES ON THE SIDEWALKS AND AROUND CLUBHOUSE CIRCLE (**when the clubhouse is not in use**), however they **MUST yield to pedestrians walking on the sidewalk**.
9. ONLY neutral-colored blinds, shades, or draperies will be allowed on balconies, windows, and patio doors. No prints, patterns or designs are allowed.
10. Plastic sheeting behind screened balconies is not allowed. Plexiglass is allowed.
11. Estate sales or individual or public rummage sales are not allowed.
12. Feeding all wild life is prohibited (with the exception of hummingbird feeders allowed adjacent to or on patios only).
13. The following **ARE NOT PERMITTED**:
 - a. Bird feeders and bird baths.
 - b. Plants or flowers around the base of trees either in the ground or in pots.
 - c. Decorative trim around mulch at the base of trees, e.g., bricks or fencing.
 - d. Fruit trees in shrub and tree containers in atriums.
 - e. Flowerpots or planters on the seating areas in atriums.
 - f. Trellises of any kind.
14. Individual homeowners may not take over sections of the atrium without first coming to an agreement with their neighbors.
15. The following **ARE PERMITTED**:
 - a. Living plants in flowerpots/planters and outside furniture in atriums and on patios. One flowerpot or planter per unit in the atrium. As many as practical on your own patio/balcony.
 - b. Decorative and patriotic flags, wind spinners, garden stakes, and small solar lighting fixtures.
 - c. Seasonal wreaths, door decorations, garlands around light poles, lights on balconies, and lighted bush decorations. They must be removed within two weeks after the holiday/season.
 - d. Appropriate annual or perennial plants in the shrub and tree container areas in atriums. (Plants that grow larger than the shrubs or otherwise inhibit shrub growth are not allowed.)
16. Items cannot be stored on balconies if they can be seen from the outside.
17. Electrical outlets located in the garage or any other general common area or limited common area may not be used for charging electric vehicles or any other personal equipment. An exception would be to connect a vacuum to clean your car or other short-term use item that does not utilize electricity long-term.
18. Only garbage sealed in airtight bags goes down the garbage chute.

B. OUTDOOR GRILLS PRIVATELY OWNED.

1. Mill Valley Homes Association, Inc. accepts no liability for any personal property damage or bodily harm incurred through the use of outdoor grills.
2. It is expected that all grills will be placed and operated with proper consideration of the neighbors, and not left unattended.
3. Under no circumstances may grills be operated in any common area or limited common

area where there is an overhead obstruction to the sky, (e.g., roof, overhang, stairs or balconies).

4. Extreme care should be taken to operate all grills in open areas at a great enough distance from the buildings to avoid any possibility of fire and/or smoke damage to the buildings.
5. Grills not being used on a current basis must be removed from the common areas. Lighter fluids and charcoal should be stored next to your charcoal grill on your patio. Also see Section C, #3.
6. Due to the large amount of wood in the atriums, **charcoal grills will not be allowed. Gas grills only.**

C. **STORAGE ROOM AND LOCKERS**

1. Storage is at user's risk. The Mill Valley Association assumes no liability for any items. This includes theft, etc.
2. Smoking/vaping in the storage room is absolutely prohibited.
3. Flammable materials or anything that represents a fire hazard may not be stored in the lockers.
4. Nothing may be left in passageways or open areas of storage rooms.
5. For safety of all residents and protection of personal property that is stored in the storage lockers, the entrance door to the room is to be kept closed and locked at all times.
6. Extinguish lights when leaving storage areas.
7. As long as your items do not show above the locker partition walls you are in compliance of the code.

D. **SECURITY PRECAUTIONS**

1. It is recommended that you lock the entrance door of your unit when leaving it unoccupied.
2. The four courtyard gates for each building are not to be propped open and must remain closed when not used for entering or leaving. The gate locks are not to be obstructed to prevent the gates from locking. Please be sure the gate locks securely. If they are not closing properly, please call Client Services.
3. The two doors from the garage leading up to the atrium area for each building are never to be propped open and must remain closed when not being used for entering or leaving. **THIS IS A FIRE REGULATION.**
4. When driving in or out of the garage area, watch to see that the automatic door closes behind you and that no stranger enters the garage area while the door is open.
5. Do NOT buzz in anyone unless known to you, unless identified.(i.e., UPS, repairmen or deliverymen, etc.)

E. **SOLICITATIONS AND POSTING OF MATERIAL**

1. Any door-to-door solicitations are prohibited. Material to be posted on boards in the common areas or to be placed in mailboxes or newspaper boxes must be approved by the Board prior to distribution.
2. "Open House" signs and flags are permitted ONLY for the duration of the Open House.

III. CLUBHOUSE USAGE

A. GENERAL POLICIES

1. Homeowners who are not current in the payment of their maintenance fees, may not use any of the Mill Valley Amenities, including the swimming pool, tennis courts, garage, laundry facilities, or clubhouse.
2. **Each owner who rents the facilities of the Clubhouse must be present at all times during the time they are renting the clubhouse.** The owner is responsible for any damage or theft that may occur as a result of their use of the Clubhouse.
3. Persons 17 years of age or younger are not allowed in the Clubhouse after 11:00 P.M. except in the presence of a related adult owner.
4. Persons 17 years of age or younger of any one (1) family residing at Mill Valley are not allowed more than two (2) guests at any one time in the Clubhouse without a related adult resident.
5. The Clubhouse must be vacated at all times by 12:00 A.M. Anyone in violation will automatically forfeit their security deposit. In addition, anyone violating this rule will be denied Clubhouse privileges for a period of one (1) year.
6. Excess noise/disturbances will be cause for complaints to the Milwaukee Police Department by residents or Management.
7. The kitchen area will be locked except when the Clubhouse is used by a recognized Mill Valley group or for which a reservation fee and security deposit has been received.
8. The Clubhouse will be kept locked at all times. Call Client Services for the code to the clubhouse lockbox.

B. PRIVATE RESERVATIONS

1. Private use of the Clubhouse facilities during specific assigned hours for private parties may be granted to all Mill Valley residents in good standing.
2. It is understood that said residents must be in attendance during the event, must make certain that the Clubhouse is secure at the party's termination, and subsequently must perform adequate cleaning to restore the Clubhouse to its appearance prior to the party.
3. Reservations for the Clubhouse may not be made more than six (6) months in advance.
4. The Mill Valley Clubhouse is not to be used to conduct a business event, party, or meeting for groups with whom a resident has no direct affiliation.
5. Smoking/vaping is not permitted in the Clubhouse.
6. Only one party may be scheduled on any one day.
7. Reservations will not be accepted for holidays which are intended as "Open House" for all residents to enjoy. The holidays are New Years Eve and New Years Day. The kitchen facilities will be made available only to owners who pay the reservation fee and security deposit or for a Mill Valley sponsored event.
8. Maximum Size:
 - a. No party may exceed one hundred (100) persons.
 - b. Dinner (sit-down) parties that are confined to the inner portion of the Clubhouse (and not able to use the outdoor patio area) may not exceed seventy-five (75) persons.

9. Fees/Deposits:
 - a. Both reservation fee and a security deposit are required.
 - 1) RESERVATION FEE
 - a) Monday through Thursday (except when a holiday occurs on such days)
9:00 A.M.-5:00 P.M. \$ 50.00
 - b) All other times \$125.00
 - c) Holidays and Weddings. \$150.00
 - 2) SECURITY DEPOSIT
 - a) For a homeowner \$250.00
 - b) **The unit owner is responsible for any damages that may occur during their tenant's usage.**
 - b. Reservation fees must be paid at the time the reservation is confirmed. If the event is cancelled more than 30 days prior to the reservation, the fee will be returned.
 - c. The funds derived from the reservation fee are used for upkeep of the Clubhouse and the balance is deposited in the Mill Valley account for replacement of furnishings and the purchasing of new equipment for the Clubhouse.
 - d. If, in the opinion of management, additional cleaning or restoration is necessary after a party, contractors will be hired by the Association, and the cost will be deducted from the security deposit. Any damage to the music system will also be repaired and the cost will be deducted from the security deposit. Should the costs exceed the security deposit, the homeowner will be billed.
 - e. The Clubhouse, if not reserved, may be used after funerals for family gatherings at no charge.

IV. GARAGE AND PARKING

A. GENERAL POLICIES

1. The Association assumes no responsibility or liability in connection with the damage to any automobile/vehicle or the loss of any personal property that may occur while parked on the Mill Valley property (unless the damage is caused by a failure of building infrastructure).
2. All indoor parking locations are assigned by the Association.
3. Each occupant must register with the Association the description of the occupant's car (or cars), the current license number, and the contact information of their insurance company.
4. The parking area is to be used for the parking of wheeled vehicles only. This includes boat trailers.
5. Motor vehicles which are not legally and mechanically operable shall not be parked or left in any outdoor parking area in excess of 15 days.
6. All vehicles in garages must be properly licensed, with current registration, mechanically operable, and be owned by a unit resident. Each owner may have a maximum of three (3) parking spots per unit. Owners and renters must have proof of ownership for each parked vehicle in garage. The resident must live in the building to park in the building.
7. Sleeping or living in one's car in the Mill Valley Garage or Storage room is not allowed. (Rule added 1/18/2024)
8. If a resident in a building needs another parking space in his or her garage, but can't have one because the garage is full due to stored vehicles, the stored vehicle with the least time in storage must vacate.
9. Parking of recreational vehicles is not permitted on Mill Valley grounds at any time, by any

owner. No semi-trailers or tractors are permitted to park overnight on Mill Valley property without Association permission.

10. In the event that an owner residing in Mill Valley was to have a guest that was driving a recreational vehicle, a special parking permit must be obtained from the Association for a period not to exceed two (2) weeks. Owners of such vehicles must still:
 - a. Have a parking permit issued by Association.
 - b. Park said vehicle in the outdoor parking area nearest their building/unit.
 - c. Park the vehicle for periods of time not to exceed seven (7) consecutive days.
 - d. Follow all other parking rules.
11. No boats, trailers, trucks with commercial equipment, school buses, or campers may be parked outside at Mill Valley without the permission of the Mill Valley Board of Directors. Violators will be subject to a \$10.00 per day penalty after notification.
12. Non-residents are not permitted to wash their cars on Mill Valley premises.
13. No smoking/vaping is permitted in the garage.
14. No major vehicle repairs may be performed in the garage. Oil changes are allowed but homeowners must clean up any oil spills and dispose of old oil off site.
15. No major vehicle repairs may be performed in Mill Valley parking lots. Repairs such as flat tires and battery replacement are the exceptions.

B. GUEST PARKING

1. Owners who wish to allow their guest to temporarily use their assigned parking space must call Client Services and get a temporary parking permit.
2. All rules relating to the garage apply to homeowners' guests and contractors. It is the responsibility of the homeowner to advise guests and contractors of these rules and procedures for opening the garage door.

C. PARKING VIOLATIONS

1. Parking violations will be tagged by appropriate representatives of Mill Valley Homes Assn. Inc.
2. Failure to correct a violation and/or repeated violation of regulations may result in notifying the Milwaukee Police Department to issue a ticket for the violation.

D. GARAGE STALLS

1. Storing of any items (i.e. batteries, windshield washer, boxes, towels, chains, etc.) is not allowed. Only a tire/floor bumper stop may be used to avoid hitting the wall. Violators will be notified and will be asked to remove these items within five days or be fined. Failure to do so, items will be disposed of by our staff. A motorcycle and/or bicycle may be stored in a stall if it does not cause the car to go beyond the boundary of the stall.

E. DUMPSTERS

1. Carpeting, old flooring, and any other large items that don't fit in the garbage chute in the atrium of your building, must be taken to the dump by the owner. Only garbage goes down the garbage chute.
2. Place your Christmas tree in the special dumpster provided.

F. **RECYCLING**

1. It is requested that you rinse out plastic and glass containers before putting them into the proper container. We do not want to attract any mice, insects or have any unpleasant odors. Please take extra precautions to avoid both.
2. Follow the recycling guidelines posted on the wall by the dumpsters.

V. LAUNDRY ROOM USAGE

A. **HOURS: MONDAY THROUGH SUNDAY 8:00 A.M. TO 10:00 P.M.**

B. **GENERAL POLICIES**

1. **Only residents in good standing** are authorized to use the laundry facilities for personal belongings.
2. After each use, the machines are to be cleaned and lint removed. Leave doors open.
3. Clothes are to be removed from machines promptly after use in order that others may use the machine. Laundry left in equipment after the end of the washing or drying cycle may be removed by the next user and placed on the table. Clothes left on the table for longer than 48 hours will be disposed.
4. When leaving the laundry room, extinguish the lights and fan and close door to keep out unwanted animals.
5. Using washers to dye or color clothes is not permitted.
6. Plants should not be stored in the laundry room.

C. **CONDOMINIUM REGULATIONS**

1. Per Article VII, Section 1 of the Condominium By-Laws:
** "No owner will be allowed to install washers and dryers in their individual unit."

VI. TENNIS/PICKLE BALL COURT USAGE

A. **HOURS: MONDAY THROUGH SUNDAY 8:00 A.M TO 9:00 P.M.**

B. **GENERAL POLICIES**

1. Tennis shoes must be worn at all times while using the tennis/pickle ball courts.
2. Each owner choosing to bring a guest(s) to enjoy the facilities of the tennis/pickle ball court is responsible for the conduct of his/her guest(s) and for any damage that may result because of their use of the courts.
3. Wheeled toys are not allowed in the tennis/pickle ball court area.
4. Children are not allowed in tennis/pickle ball courts for any reason except to play tennis/pickle ball and must be accompanied by homeowner.

D. **PARTICIPATING LIMITS**

1. HOMEOWNERS MAY NOT GIVE PROFESSIONAL TENNIS LESSONS.

VII. PET REGULATIONS

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THE FOLLOWING BREEDS OF DOGS WILL NOT BE ALLOWED TO RESIDE AT OR VISIT MILL VALLEY PROPERTY: **PIT BULLS, AKITAS, ROTTWEILERS, STAFFORDSHIRES, BULL TERRIERS, DOBERMAN PINSCHERS, CHOWS, PRESA CANARIOS, and GERMAN SHEPHERDS.**

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A. GENERAL POLICIES

1. Condominium regulations with regard to the keeping of animals are specified in Article III, Section 1,E, of the Condominium Document By-Laws and must be adhered to. Namely, "No animals of any kind shall be raised, bred, or kept in any unit in buildings 1, 2, 3, 4, 7, 8, 9, 10, & 11. THE ONLY DOGS ALLOWED IN THESE BUILDINGS ARE STATE CERTIFIED SERVICE ANIMALS AND EMOTIONAL SUPPPORT ANIMALS. Dogs, cats, or other customary household pets may only be kept in any unit in buildings 5, 6, & 12 - all subject to rules and regulations which may be hereafter adopted by the Association regarding same".
2. If you are aware of pets in non-pet buildings, you are to notify Client Services, by phone or email, stating your name, building number, and unit number, along with the name, building number and unit number where the pet is located.
3. No pets may be left unleashed or unattended in the common areas or limited common areas. Pets unattended or unleashed on a ground level patio is not allowed.
4. Pets may be temporarily cared for in non-pet buildings for a period not to exceed six (6) nights, seven (7) days per month. Visiting pets must be approved by the Board of Directors and you must notify Client Services, in writing, stating the date when the pet is visiting. You will be fined \$25.00 per day for pets staying in non-pet buildings, unless approved by the Board.
5. Responsibility for damage caused by pets is chargeable to the pet's owner. Replacement costs as deemed appropriate by the Board of Directors will be assessed to owners who are in violation.
6. Only two animals per unit are allowed.
7. If a dog attacks a person or other animal, the owner will be assessed a \$100.00 fine and the dog will be banned from Mill Valley property within 24 hours.
8. All owners who have animals living at Mill Valley, or visiting Mill Valley, must prove that their animals, or their guests' animals, are current with rabies, distemper, and Bordetella shots.
9. Owners who have pets that are not in compliance with the rules will be assessed a fine of \$25 per pet per day.

B. WALKING OF PETS

1. Animals taken for a walk on the property must be kept on a leash at all times.

2. In the case of an "accident", it **MUST** be cleaned up by the owner immediately and disposed of **IN THE DOG AREAS**.

C. DOG AREAS

1. **CLEAN UP AFTER YOUR PETS.**
2. Two dog walks are provided for animals to relieve themselves. These are the **ONLY** areas on the property to be used for this purpose by the animals.

VIII. SWIMMING POOL USAGE

A. GENERAL

1. The following rules are excerpted from Wisconsin Health & Social Services HSS 172. Failure to comply with these regulations could lead to closure of the pool:
 - a) Do not enter the pool if you have a communicable disease or an open cut.
 - b) No food, gum, tobacco, or glassware, breakable plastic or other utensils, or containers for food are permitted in the pool area.
 - c) Shower before entering the pool.
 - d) Do not run or engage in rough play in the pool area.
 - e) Do not bring animals into the pool area.
 - f) Do not give pool keys to anyone. Owners must accompany guests to pool. Pool keys are the responsibility of the homeowners.
 - g) Any resident or guest who is not toilet trained must wear appropriate swim attire (i.e. swim diapers).
 - h) No diaper changing in the pool area
 - i) All children who are not able to swim, must be accompanied by an adult at all times, and follow the pool rules.
 - j) If any resident using the pool sees a dangerous situation at the pool that may affect the health or safety of people using the pool, please call Client Services. They will assist you by giving you instructions how to proceed, including giving you emergency numbers to call.

B. POOL HOURS

1. The pool is open from 8:00 A.M. to 10:00 P.M. Monday-Sunday.

C. MILL VALLEY POOL RULES/REGULATIONS

1. All posted rules must be observed.
2. Each unit is permitted 4 people per unit. The pool may not be used for private parties.
3. Pool toys, skateboards, bicycles, etc. are **NOT** permitted in the pool area.
4. Foam pool noodles are allowed in the pool.
5. An owner/resident choosing to bring a guest(s) to enjoy the pool facilities is responsible for the conduct of his/her guest(s) and for any damage that might occur as a result of their use.

6. All guests must be accompanied by the homeowners/renters when using pool facilities. Guests 16 years of age or younger must be under the supervision of an adult resident when using the pool.
7. Members and guests must have the Mill Valley identification tags clearly visible or with you when using the facilities of the pool.
8. Pool gates must be kept locked at all times.
9. Persons using suntan oil must cover the furniture before sitting on it.
10. Life preserver rings and ropes are for emergency only. Ropes should not be removed for "lap swimming" unless no one else is using the pool.
11. Furniture must not be removed from the pool area nor should the furniture be placed next to the pool edge.
12. Audio equipment (radios, etc.) must be used only with earphones.
13. SMOKING/VAPING is not permitted in the pool area at any time.
14. Non-Residents are not allowed to be in the pool without an owner being present with them. (1 owner for every 3 guests.)

IX. SPECIAL INSTALLATIONS

A. CONDOMINIUM REGULATION

1. Remodeling Construction is only allowed Monday through Friday from 8 a.m. to 5 p.m., and Saturday from 9 a.m. to 3 p.m. Construction is not allowed on Sunday.
2. Per Article VII, Section 1 of the Condominium By-laws,

"External Appearance. (i) No structural, ornamental, or other modifications to the external portion of a unit which affect the external appearance of the unit may be made and is expressly forbidden without the prior written consent of the Association. (ii) No structural, ornamental, or other modifications to the internal portion of a unit which affect the external appearance of the properties may be made and is expressly forbidden without the prior written consent of the Association."

B. STORM/SCREEN DOORS

1. As approved by the Board of Directors in May, 2002, unit owners may install/replace storm/screen doors on their units, but only with the following provisions:
 - a. All new storm/screen doors must be uniform in design as approved by the Board of Directors--specifically, white vinyl with a 19" panel at the foot of the door.
 - b. Homeowners may contact Client Services for additional information and for the names of vendors that will supply them. However, all other inquiries and contacts regarding the door--before and after installation--will be the responsibility solely and entirely of the unit owner and they are to be made directly with the vendor.
 - c. All townhouse installations must be double door installations.
 - d. The Association in no way endorses any product. The Association assumes no responsibility or liability for any product an owner purchases for their condo.
 - e. It is expected that ordinary maintenance of each installation, if required, will be furnished by the unit owner. However, if in the opinion of the Board of Directors

- adequate maintenance has not been performed by the unit owner, said maintenance will be contracted by the Association, and the cost of which will be levied against the unit owner.
- f. The Association assumes no liability in connection with any damage or personal injury which may result from the installation of a storm/screen door--such liability being the responsibility of the unit owner. However, any damage to Mill Valley which, in the opinion of management, is not adequately restored by the unit owner will be restored by the Association, the cost of which will be levied against the unit owner. As an example, there is visual evidence that some installations of storm/screen doors will result in a heat build-up between the doors which will melt and deform the decorative squares of the entry door.
 - g. The Association reserves the right to change the specifications of the uniform door design if deemed appropriate and necessary in the future.
 - h. Each unit owner, by his or her act of having a storm/screen door installed, does by such action acknowledge and agree to each of the items expressed herein. Upon request, the office will furnish any Association member with necessary information regarding the specifications of the doors.

C. **BALCONY SCREENS** (Limited Common Area)

1. As approved, unit owners may install balcony screens, but only with the following provisions:
 - a) All screens must be uniform in design for the entire complex as approved by the Board of Directors.
 - b) Client Services will supply the unit owner with the name of a vendor. However, all other inquiries and contacts regarding the screen--before and after installation- will be the responsibility solely and entirely of the unit owner and they are to be made directly with the vendor.
 - c) The Association in no way endorses the product and should the said product ever fail to meet the expectations of any unit owner, the Association assumes no responsibility or liability for the product.
 - d) Maintenance of each installation, if required, will be furnished by the unit owner. However, if in the opinion of the Board of Directors, adequate maintenance is not performed by the unit owner, said maintenance will be contracted by the Association, the cost of which will be levied against the unit owner.
 - e) The Association assumes no liability in connection with any damage or personal injury which may result from the installation of a screen--such liability being the responsibility of the unit owner.
 - f) Each unit owner, by his or her act of having a porch screen installed, or by act of purchasing a unit with a balcony screen already installed, does by such action acknowledge and agree to each of the items expressed herein.
 - g) Porch screens installed according to the above shall not be deemed in violation of Article VII., Section I. of the Mill Valley Homes Association By-laws.
 - h) Under no circumstances can the screened-in porch/balcony be used as an additional heated room.
 - i) Glass enclosures are allowed. You must contact Client Services to get specifications and vendor information.

BLUE EMERGENCY LIGHTS & FIRE ALARM HORNS

CALL 911 — FOR EMERGENCIES

- A. We have Blue Emergency Lights installed on the roof of all 12 buildings plus the clubhouse. The object of the Blue Lights is to help the Fire, Police or Emergency vehicles to more readily locate the building having an emergency. IT IS IMPERATIVE THAT YOU NOTIFY EMERGENCY PERSONNEL/VEHICLES WHERE AND HOW TO ENTER MILL VALLEY PREMISES.
- B. We also have a Fire Horn Alarm in each building's courtyard, except Building 7 which has its own fire alarm system. This is to be used to alert all the people in the building that a fire is in progress and to vacate their premises.
- C. After you have notified the Fire or Police Department of the emergency, you then activate the Blue Light or the Fire Horn Alarm, or both if the situation warrants it.
- D. The switches are painted "blue" for the Blue Light and "red" for the Fire Horn Alarm. They are also identified by a blue name plate, Blue Emergency, and a red name plate, Fire Alarm Horn.
- E. You will find the switch for the lights and horn near the following locations:

<u>Building</u>	<u>Unit</u>	<u>Building</u>	<u>Unit</u>
1	13	7	1
2	18	8	2
3	1	9	17
4	2	10	1
5	14	11	1
6	1	12	14

- F. The Clubhouse fire extinguisher is located to the right of the main front entrance, when walking into the clubhouse. There is a fire alarm located on the wall to the right of the entrance to the room with the fireplace.
- G. Please acquaint yourself with the location of the switches and fire extinguishers in your building in order to save time in an emergency.