ARTICLE VIII
DUTIES AND OBLIGATIONS OF UNIT OWNERS

8.2 ASSOCIATION RULES

The Association, acting through the Board of Directors, shall be responsible for the administration, maintenance, management and operation of Glendale Lakes Condominium (GLC) and may periodically adopt rules and regulations governing these areas.

All Rules & Regulations effective February 28, 2019 supersede all prior rules adopted by the Glendale Lakes Board of Directors. Any action done by a unit owner pursuant to a previous rule shall be deemed to comply with these new rules.

8.2.1 DEFINITIONS.

A. **Association** - Members of the Association shall be the owners of all Units in Glendale Lakes Condominium (GLC)

B. **Common Elements** - Consists of all **areas** of GLC except individual Units. This includes the land on which the building is located, the private roadways, building structure and exterior, bearing walls, common sidewalks, driveways, building roof, and foundation.

C. **Limited Common Elements** - Consists of areas reserved for the exclusive use of the owner or occupant of the Unit. This includes patios or balconies, Unit parking spaces and storage area**s.**

D. Ma**intenance Manager -** As Supervisor of the grounds, the manager maintains the common areas, exteriors and facilitates repairs and service requests made by the Board of Directors and Property Manager.

E. **Office Coordinator** - As liaison between the Owners, Property Manager and Board of Directors, the Office Coordinator schedules Work Orders, the Community Room, Library and Guest Suite and completes tasks requested by the Property Manager and the Board of Directors.

F. **Property Manager** - As managing agent, the professional management company representative serves the Board of Directors and Owners as Agent and Consultant and directs the work of the Office Coordinator and Maintenance Manager.

G. **Renter** - A person who rents a condominium from an owner.

H. **Unit** - Condominiums owned within Glendale Lakes Condominium (GLC).

I. **Voting Certificate** - A document that designates one of the legal title owners to vote on behalf of a condominium unit.

8.2.2 GENERAL

A. Appliance Usage: Clothes dryers should be used from 8:00am-10:00pm. The roof vent fans that take out the moisture only operate during those hours.

B. Bird Feeders and Geese: Bird seed attracts mice and rats. Except for liquid humming bird feeders, bird feeders are not allowed at GLC. Also, please do not feed the geese during their stop on our grounds so they will continue their migration.

C. Car Wash: Each garage has a complimentary car wash area for year-round auto care. At the completion of a car wash, squeegee the water to the drain to prevent standing pools of water in the garage area.

D. Communications and Distribution within GLC:

1. **Official Communications.** Official Communications will be placed on bulletin boards located on the doors to the inside parking areas.
2. **Other Communications.** A tray is located on the shelf across from the mail boxes for any bulletin or leaflet, of any owner, pertaining to life at GLC. The disseminator will contact the Office Coordinator regarding their wish to distribute information. Their name and date of placement should be stated within the materials and unused pieces should be removed within 48 hours. Examples of such bulletins or leaflets:
   - **a)** An invitation to a GLC event
   - **b)** A bulletin of special interest to owners and occupants
3. **Marketplace" Bulletin Board**. Located in each garage area, it is available for posting GLC activities, the sale of personal items, and services offered. These materials should be given to the Glendale Lakes Office Coordinator for posting.
4. **Distribution of Communications.** No leaflet, bulletin or written material, other than published newspapers, may be placed in the Common Elements or Limited Common Elements of the property including entrances to the individual living units. An exception to the rule is Board approved information placed at individual living units by the Office Coordinator.
5. **Social Events**. The Condominium Association encourages community wide social events and mixers. The Office Coordinator will assist in promoting and publicizing such events.

E. Community Room: The Community Room is for the use and enjoyment of all residents, renters and guests, and may not be used for commercial or fund-raising purposes, and/or outside groups, except for a private function/meeting held by an owner/lessee.

1. **Reservation and Form**. A Reservation for the use of the Community Room must be made with the GLC Office and a Reservation Form completed.
2. **Owner's Responsibility.** Owners/renters sponsoring a private party must be present for the entire party.
3. **Capacity.** The Community Room can accommodate 40-50 (tables and chairs) or 60-70 (chairs only).
4. **Hallway Access.** Guests will remain in the party room during the event - partying into the hallways during the event, is prohibited.

8.2.2 GENERAL

5. **Alcohol.** Alcoholic beverages are prohibited for persons under 21 years of age**.**
6. **Decorations.** Party signs or accessories may not be affixed to the walls or ceilings**.**
7. **Party Hours.** Private parties must end by midnight, New Year's Eve being the exception. Exclusion from this restriction may be approved, in advance, by the GLC Office.
8. **Deliveries for Party.** Delivery of tables or heavy equipment will be made through the garage area. The Office Coordinator must be made aware of such deliveries so that elevator padding can be installed**.**
9. **Caterers.** Caterers and helpers may be stationed in the Community Room.
10. **Cooking and Odors.** Cooking must be confined to the kitchen. Close all doors to the Community Room to prevent cooking odors from permeating the building. Patio doors can be opened to release odors to the outside and closed/locked at the end of the event.
11. **Music Amplification and Noise.** Owners who use the Community Room must monitor the noise levels of their event. No amplification of musical instruments shall be allowed. Be respectful of owners in the surrounding units.
12. **Guest Access.** Guests can gain access the day of the event by dialing "#0007" at the front entrance intercom.
13. **Clean up.** After use, the room must be thoroughly cleaned, including the kitchen. All remaining food and drink left from the event should be disposed of immediately after the function. The person reserving the room is responsible to clean the kitchen and appliances after use.
14. **Damage.** The owner or lessee reserving the room is responsible for any damage done to the room and its contents.
15. **Locking up.** All exterior doors to the Community Room must be locked upon completion of the function**.**

F. Deliveries, Large Item(s): Residents shall meet the delivery people and guide them through the correct entrance. If the resident is not available to meet the scheduled delivery person, the resident shall designate a responsible person to act on their behalf. Any large delivery item requiring a dolly or two people to transport shall go through the garage area into the lobby. Notify the GLC Office in advance if elevator pads are needed.

G. Financial Responsibility: Every Owner is responsible for prompt payment of maintenance fees, assessments, fines or other charges authorized by the Board of Directors. Late payments are subject to a $25 penalty if not paid by the 15th of the month. The Board of Directors has the duty to use liens or other legal means to ensure that all owners are current with their payments.

H. Fitness Center: The Fitness Center is for the use of owners, renters and houseguests who lawfully reside in a unit. GLC is not responsible for accidents or injuries sustained while using the GLC Fitness Center and equipment.

8.2.3. INTERIORS

1. Age Restrictions. For safety purposes, persons under eighteen (18) years of age are prohibited from using the Fitness Center unless accompanied by someone 18 or older.
2. Key Access. The unit front door key unlocks the Fitness Center access door.
3. Free Weights. All free weights must remain in the Fitness Center.
4. Limit TV Volume. Please lower the volume of the Fitness Center TV between the hours of 10:00PM and 7:30AM.

I. Grievances: As neighbors, we have certain obligations to each other's well-being and comfort. If you have a problem, please try to resolve it with the other party. If this is not possible, provide a written account of the problem, include your name and unit number, the unit number of the violating party, and send it to the Property Management Office.

The Property Manager will forward the complaint to the Board. The Board will review the complaint and advise management of the action to be taken.

Guests and **renters** are responsible for the compliance with rules and regulations. Any corrective action, penalties or legal measures appropriately taken for a guest or renter of the owner, or a renter's guest will be directed against the owner.

If the owner/renter does not comply with the rule after a maximum penalty as determined by the Board is given, the matter of non-compliance will be sent to the Association's attorney.

By state law all unpaid assessments constitute a lien on the property.

J. Guest Suite: A **third-floor** guest suite, with maximum occupancy of four, is available for resident visitors of GLC. The suite is reserved by contacting the **Office** Coordinator and adhering to the following:

1. Reservation Form. A Guest Suite reservation form (located in the box on the third-floor office door or accessible through Hunt management website) shall be filled out and returned to the Office Coordinator for confirmation.

2. Fee and Key. The suite can be reserved for up to five (5) nights, with a minimum charge for two nights. If additional nights are needed, you may request it but it is subject to the needs of other owners. A daily fee, subject to modification by the Board of Directors, is charged. Key pick up and payment will be handled by the Office Coordinator.

3. The equivalent of one night's fee will be charged when a reservation is cancelled with less than two days' notice prior to arrival.

8.2.3. INTERIORS

K. Guests without owner present: The Unit owner should notify the Office Coordinator of guests occupying the unit in the owner's absence.

L. Library: The Library is available for small group (4-10) meetings and is the home to the complimentary Lending Library maintained by owners**.**

1. Reservation. The Library can be reserved by contacting the GLC office.

2. Donation of Books. Unit owners can donate recently published, in good condition, paperback books in the basket provided in the Lending Library.

3. Literature Left in Common Elements. Magazines, books, informational bulletins, brochures of any kind are not permitted to be left in the Common Elements "for sharing."

M. Move In/Out: Owners/Tenants must call the GLC office to schedule a move at least seven (7) business days in advance of the moving day. Move in/outs will be conducted between 8 a.m. and 5 p.m., Monday through Friday. No moves will be scheduled on Saturdays, Sundays, and the following holidays: New Year's Day, Easter, the first two days of Passover, Memorial Day, 4th of July, Labor Day, the two days of Rosh Hashana, Yom Kippur, Thanksgiving and Christmas Day.

When you schedule your move with the Office Coordinator, you must sign the Move In/Out Agreement stating you understand a refundable deposit of $500 must be delivered to the GLC office at least seven (7) business days prior to the scheduled move date. You will also pay a non-refundable moving supervision fee of $150 which provides staffing to insure the building is monitored and secured for up to five hours during the moving process. A $30 per hour fee will be billed for time exceeding the five (5) hours covered in the moving supervision fee.

Additionally, the owner accepts total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the $500 deposit.

On moving day, the owner/tenant or a designated representative must be on-site for the duration of the move. This person's name must be given to the Office Coordinator.

N. Pets: Pets are to be leashed in all Common and Limited Common Elements inside and outside the building. Any pet "accidents" in the building must be cleaned immediately by the owner. 'Pet Waste' cans are located on the grounds at the south parking lot entrance near the evergreens and the entrance to the fire lane at the north end of the building. To reduce odors, please wrap the waste in a plastic bag before depositing it into the can. A designated 'chemical free' lawn area is located in the front of the evergreen trees outside of the north entrance door.

8.2.3. INTERIORS

A. Building Access:

1. **Entry at Foyer.** Guests gain entrance to the building through the locked foyer by dialing # and then the unit owner's four (4) digit code which is noted to the right of the unit owner's name on the entry sign in the foyer. This code is not the unit number associated with the address. When entering the code #XXXX, it will ring the phone line designated at the time of move in. The designated phone line is either a land line or a cell phone. When called, the unit owner will identify and speak to the guest, press 9 on the handset and the door will unlatch. At the time 9 is pressed, communication will no longer be possible.

2. **Authorization Needed**. No one will be permitted to enter a condominium without written authorization from the owner or lessee, except in an emergency.

3 **Suspicious Activity.** Any presence of a suspicious person or unusual circumstances should be reported immediately to the Office Coordinator or the police.

4 **Solicitations.** Solicitors of any kind shall not be permitted in the building at any time, including solicitations for nonprofit organizations.

5. **Unknown persons.** Only resident guests are allowed entrance at the front door. Allowing entrance of unknown persons via random calls through the Intercom security system at the main door is not permitted. Refer such guests to the GLC office.

6. **Solicitation Notices.** Personal or group notices or advertisement of any kind shall not be placed at condominium doors, with the exception of communications from the Association.

B. Decorations:

1. **Decorations at Owner's Unit Entry Door**. Decorations are permitted on the shelf outside unit hallway entrance doors and hanging from one point on the owner's condominium entrance door.

2. **Adhesives.** To protect the finish on the door, paneling, and wallpaper, use painter's masking tape or museum putty. No other adhesive (glue, scotch tape, duct tape, etc.) is permitted.

3. **Door Mats.** Front door hallway mats are not permitted.

4. **Holiday lights.** Holiday lights surrounding a patio door and windows from the inside allowing the lights to show to the exterior is not permitted.

5. **Tree Lights.** Permitted holiday tree lighting requires an "Underwriters' Laboratory" label, indicating the lights have been tested for safety.

6. **Artificial Trees/wreaths/garlands.** For Fire Safety, only artificial trees, wreaths and garlands are permitted for holiday decorating.

8.2.3. INTERIORS

C. Recyclables:

1. **Recycling Bins.** GLC has recycling bins in the garage areas for household paper, aluminum/steel/tin cans, metal, glass, and #'s 1 through 7 plastics. Plastic bags are not recyclable.

2. **Disposing of Recyclables.** All recyclables may be co-mingled. Remove corks, tops, etc. from recyclables and deposit them loosely in the bins. Plastic bags are not allowed in the bins. Dispose of packing materials, Styrofoam, plastic tops and plastic bags in the garbage container next to the bin.

3. **Check the City of Glendale Residential Electronic Recycling Program** for a list of acceptable recyclable items that owners can drop off at the City of Glendale Department of Public Works.

D. Repairs:

1. **Condominium Repairs.** Unit repairs (such as appliances, lighting fixtures, or plumbing) are the owner's responsibility.

2. **Building Repairs.** Residents requesting a building repair in a Common Element (hallway light, etc.) shall complete a work request form which are in a box on the Office Coordinator's door or in the box outside the Maintenance office. Requests can also be initiated through the Hunt Management website. Click on the Owners Login.

3. **Maintenance Personnel and Other Workers.** All employees and contractors of GLC are hired by and remain under the direction of the Association.

4. **Outside Contractors.** Should outside licensed contractors or repairmen be authorized to make repairs within a condominium during the owner's absence, the Management Office should be advised, in writing, indicating entry to the condominium is authorized. Management is not responsible for supervision or approval of repair or decorative work performed by outside contractors.

5. **Key Security.** For your safety and security, we recommend NOT giving your condominium key to anyone.

E. Storage: Bicycles and Carts:

1. **Bicycle Storage.** Store bicycles in front of your car without blocking entrance to a storage room. Your name and condominium unit should be listed on a tag and attached to the bike for identification.

2. **Bicycles Access to Building.** Bicycles are not permitted in elevators, lobbies or condominium level floors.

8.2.3. INTERIORS

3. **Bicycle Care.** Bicycles must be properly maintained or disposed of.

4. **Personal Cart Storage.** Utility/grocery carts can be stored in the garage in front of owner's car or storage room. GLC carts are stored near the entrance door leading from the garage and in the first-floor utility room.

F. Storage Closet for Heating/Air Conditioning: A closet housing the Heating and Air Conditioning unit is within every owner's Unit. **(3rd floor units may have these on the roof).** Paint or other flammable substances and objects are not permitted to be stored in this closet.

G. Storage Rooms:

1. **Storage Lockers.** Every owner has an assigned storage locker, which must be maintained subject to good housekeeping practices.

2. **Personal Items.** All personal items (except bicycles and carts) should remain inside storage bins. Personal items should not be stored in the hallways or garage areas.

3. **Sprinkling System and Fire Code in Storage Units.** To allow for the proper operation of the sprinkling system in the event of a fire, the Glendale fire code requires nineteen inches of clear space between the top of any stored items and the ceiling.

4. **Fire Hazards.** Owners are prohibited from storing any combustible items that create a fire hazard (i.e., gasoline, chemical compounds, pesticides, etc.).

H. Structural Changes:

1. **Installations.** Owners shall not install any wiring, machines, air conditioning units or other equipment whatsoever on or to the balconies or the exterior of the building or protruding from the balconies, through the walls, windows or roof thereof.

2. **Common Elements Restrictions.** Owners may not make any additions or alterations to any Common Elements, nor place or maintain thereon any signs, posters or billboards whatsoever without prior permission from the Property Management office.

3. **Common/Limited Common Element Changes.** Owners may not change the appearance of the common area hallways including, but not limited to, condominium doors and their finishes, adding signage, wall hangings, decorative furniture, etc. except pursuant to the holiday rules.

4. **Alterations for Medical Disabilities.** If, for disability or medical reasons, it is necessary to alter or change the hardware on the outside of the condominium entrance door, permission must be sought from the Property Management office.

8.2.3. INTERIORS

5. **Floor Covering Changes.** See Condominium Documents if planning any changes in floor coverings. Soundproofing levels should be upgraded to current requirements to provide the maximum noise control of surrounding units.

I. Waste: Owners' guests and service personnel should be advised of these rules.

1. **Disposing of Garbage and Litter.** Unit owners shall keep their units and limited common elements clean and litter free. Unit owners shall dispose of garbage only in containers or chutes maintained by the Association for such purpose.

2. **Excess Waste.** Accumulations of waste, litter, excess or unused building materials or trash other than in appropriate receptacles is prohibited, and garbage containers shall be situated only in locations designated by the Association.

3. **Separating and Sorting Waste.** Each Unit owner shall comply with present and future federal, state and local laws, ordinances, regulations and orders regarding collecting, sorting, and separating of recyclable waste products.

4. **Preparing Waste for Disposal.** Refuse must be tightly wrapped and bagged in plastic of sufficient strength and size to permit free-fall down the chute.

5. **Disposing Large Items.** Call Maintenance for assistance and direction.

6. **Garbage Disposal.** To avoid undesirable odors, and for sanitary reasons, use your garbage disposal for all "wet food waste"**.**

7. **Disposing of Cigar and Cigarette Butts.** As a reminder, GLC is smoke-free in all Common and Limited Common Elements. Cigarette or cigar butts down the chute must be completely extinguished for a length of time and in a garbage bag**.**

8.2.4. EXTERIORS.

A. Community Appearance- Patios/ Porches:

1. **Patios, Balconies and Railings.** Decorative exterior lights are not to be installed on balconies. Party and Holiday lights are not allowed as decoration at any time on patios and railings.

2. **Hanging Items**. Hanging wash, rugs or any items on patios or porches is not permitted.

3. **Cleaning Balconies**. Hosing down balconies is not permitted

4. **Permanent Installations on Balconies and Patios**. The permanent installation of carpeting on patios and balconies is prohibited. All-weather area rugs are permitted.

5. **Patio Items.** Patio items must not protrude onto the common area.

8.2.4. EXTERIORS.

6. **Painting Restrictions.** Walls, ceilings and railings on patios or balconies must be uniform in appearance.

B. Exterior Appearance and Balconies:

1. **Exterior Additions.** Exterior shades, awnings, screens, window guard, ventilators, air conditioning devices and other fixtures are prohibited.

2. **Balconies and Walkways**. Nothing shall be shaken outside the condominium or swept or thrown onto walkways or grounds from the balcony. Other than approved railing planters, nothing shall be placed on or project from the balcony railings.

3. **Grilling.** Barbecuing or cooking is not permitted on balconies or any Common Elements, other than in places designated for that purpose or at least ten feet from the building.

4. **Mounting Signs and Notices.** Signs or notices of any kind must not be exposed on any part of the Common or Limited Common Elements.

5. **Uniform Window Appearance.** Window coverings facing the outside of the building shall be white or off white.

6. **Hanging Items.** Hanging garments, rugs, flags (except the United States flag) signs, displays or other items from patios, doors, windows, balconies and other facades of the Unit is prohibited.

7. **Holiday Decorations.** No Holiday decorations shall be allowed on any Common or Limited Common Element, balconies or patios.

C. Installation of Items and Storage:

1. **Additional Equipment.** No awnings, canopies, shutters, enclosures, windows or doors, outside radio or television antenna, satellite dishes, fixed grills or any other exterior equipment or fixtures of any kind shall be installed unless first approved by the Association.

2. **Signs.** No sign of any kind shall be displayed to the public view on or from any unit, Common Elements or Limited Common Elements, without the prior written consent of the Association.

D. Parking, Vehicle Maintenance and Obstructions:

1. **Car and Small Truck Parking.** Car and small truck parking is allowed in the exterior common area parking, designated spaces located in the underground indoor parking garage, or outside visitor parking areas.

8.2.4. EXTERIORS.

2. **Larger Vehicles.** No overnight parking of commercial trucks, trailers, boats, campers, recreational vehicles or other vehicles shall be allowed anywhere at any time at GLC. Parking non-operating automobiles is prohibited at GLC.

3. **Parking Access.** No person shall occupy, park or otherwise use a vehicle that would block access.

4. **Vehicle Maintenance Tasks.** No vehicle maintenance or lubrication shall be permitted anywhere in GLC, except washing of cars or maintenance performed within an owner's parking space.

5. **Miscellaneous Equipment.** No playground equipment, bicycle racks or other obstructions may be placed in the Common or Limited Common Elements except as the Association permits by rule or regulation.