

CRYSTALBROOK CONDOMINIUM ASSOCIATION

Co-owners are responsible for reading the bylaws and providing copies of bylaws to their tenants. Rules and Regulations are the means adopted by the Board of Administration for enforcing the bylaws.

Rules and Regulations

1. When purchasing a unit(s), owners are required to provide the association with a copy of the recorded deed, copy of all mortgage instruments tied to the property, the declaration page of their homeowner's insurance policy, and the owners completed data form.
2. All individual co-owner information provided to the association will be kept confidential and will not be shared with other co-owners or any other parties, except in case of emergencies or with written authorization of the co-owner(s).
3. Investor owners are required to provide the Board of Administration with a completed tenant data form, copy of the tenant's lease, city inspection report and completed background check. This information should be updated each time tenant information changes. Updated information should be provided within 10 days. (See By-laws Article V, (1), Page 11).
4. Co-owners are responsible for the actions and activities of their tenants and/or guests. Fines of \$10.00 for each occurrence are assessed when violations or infractions of bylaws or rules and regulations occur. Both the co-owner and tenant are notified of violations and fines are assessed to the co-owner. Any disturbances that necessitate summoning the police could result in a fine. Such incidents may result in eviction.
5. Monthly maintenance fee is due on the first day of each month with the remainder of the month considered as the grace period. Fees not paid by the first day of the following month will be considered delinquent and a \$30.00 late fee for the month will be imposed. Some banks have direct bill pay options.
6. Monthly maintenance fee statements and newsletters will be delivered by email unless delivery to unit door or mail delivery is specifically requested.
7. Monthly maintenance fees are based on the expected occupancy of three or less for a two bedroom unit, and two or less for a one-bedroom unit. Additional family members and tenants not on the original lease are charged an additional \$25.00 per person per month. (See by-laws Article V, 4, Page 8).
8. Each co-owner shall, at his or her own expense, obtain additional homeowners' insurance, and provide the condominium office with a copy of the CURRENT insurance declaration page. When records indicate the current policy is not on file in the office, reminder notices are sent. After the third reminder, if updated information is not provided, a \$10.00 per day penalty is assessed to the owner until the updated policy is provided. See by-laws Article IV, Item 4, and Page 15).

9. Parking: Each individual unit is assigned one numbered parking space for parking their primary vehicle. A second vehicle may be parked in an unassigned space. Any additional vehicles must be parked in the rear parking lot. Owners/tenants may NOT park in spots marked for visitors. Co-owners or tenants may NOT park in another unit's numbered spot without written permission of that owner. Violators are subject to a \$10.00 fine per occurrence. (See By-Laws Page 8.) No mechanical or repair work to any vehicle or equipment shall be performed on the property except temporary repairs necessary to facilitate removal of the vehicle from the property. All vehicles must be operable and currently licensed. Any vehicle not in compliance shall be towed from the premises to a storage area at the owner's expense.
10. Unit doors, storm doors, screens and windows must be kept clean and in good repair. Window coverings must be white or off-white color and properly aligned.
11. Laundry Room keys are provided to unit owners on request. Co-owners are charged a fee for replacement keys. Laundry room access is denied if monthly maintenance fees are in arrears.
12. Mailbox keys are the property of the unit owner(s) and should be passed to the new owner. In the event of lost keys it is responsibility of the unit owner to have the lock replaced.
13. Dumpsters are for the disposal of normal weekly household trash ONLY. Furniture, Mattresses, and other such large items are NOT to be placed in dumpsters. Items should never be left outside or around the dumpsters. Please keep dumpster doors closed.
14. No clothing, laundry rugs, wash or other items of personal property shall be hung from or spread upon or from any porch, window, or exterior portion of a Unit or in or upon any common elements.
15. Noise producing animals (household pets) are not permitted. (See Bylaws Article 5, 8.(d) 1-6 for requirements regarding residents in need of a service animal or emotional support animal. Cats must be indoor cats.
16. No items may be placed in the public hallways, walkways, parking lots or other common areas or common facilities other than a patio or balcony to which the resident has sole access.
17. All patios and balconies are to be kept neat and orderly in appearance.
18. All occupants and their guests shall obey the 10 MPH Speed Limit
19. Charcoal and propane grills or cookers, torches or any other such open flames are prohibited by order of the Frankfort City Fire Department.
- 20.-. Any co-owner that has a concern may contact any elected board member who will investigate and attempt to resolve the problem.
21. Cigarette butts may NOT be disposed of by putting them on the ground, in the mulch beds, roadway, or any place in the common or limited common areas of Crystalbrook property.