

CYPRESS GROVE PROPERTY OWNERS' ASSOCIATION, INC. RULES AND REGULATIONS

This set of Rules and Regulations has been adopted as a guideline to enhance the enjoyment of the condominium way of life for Unit Owners, occupants, their families, guests and invitees.

These Rules and Regulations are applicable, as appropriate, to all Unit Owners, occupants, their families, guests and invitees of Cypress Grove.

Rules and Regulations will be reviewed as required by the Board of Directors, and from time to time appropriate revisions will be made. The Managing Agent is directed by the Board of Directors to enforce all Rules and Regulations.

DISTURBING NOISES AND NUISANCES

No occupant, family member, guest or invitee shall make or permit any disturbing noises in the building nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of another resident.

No obnoxious, offensive or illegal activities shall be carried on in Common Areas, parking areas or within any Unit nor shall anything be done thereon which may be an annoyance or nuisance to other residents of Cypress Grove.

No signs, ads or solicitations are permitted in or about the Condominium Property, including in windows, on porches or patios of the individual buildings or Units or in Common Areas.

The discharge of fireworks and/or any noise-making or explosive device is expressly prohibited at all times. The discharge of firearms, including BB guns and air rifles, is forbidden on the property at all times.

Please be aware of volume levels for televisions, radios, etc. You should be particularly conscious of noise levels between the hours of 10:00 p.m. and 8:00 a.m.

WORKMAN'S POLICY

The Board of Directors, or its designated agent, shall retain 2-pass keys to each unit. One key for pest control, the other key for management to use in emergency situations only. Should a Unit Owner alter or install a new lock, the Unit Owner shall immediately provide the Board of Directors, or its agents, with additional keys to provide access to the unit. Failure to provide keys will subject Unit Owners to the provisions concerning fines.

Interior and exterior work/repairs on units and grounds will be performed only during normal workdays, Monday through Friday, from 8:00 a.m. until 6:00 p.m. Work/repairs on Saturdays and national holidays may be approved upon application in writing to management, outlining circumstances requiring work on these days. If approved, Saturday and national holiday work hours will be limited to 9:00 a.m. through 5:00 p.m. The only exceptions will be repairs of a clear emergency nature, e.g. HVAC repairs, water damage, power outage, clogged drains, etc.

COMMON AREAS

Items such as towels, laundry, clothing or linens shall not be hung on porches, patios or balconies so as to be visible from the outside of the units.

Sidewalks, entrances, passages, and stairways shall not be obstructed by occupants or used by them for any purpose other than for entering and exiting. Sidewalks, entrances, front porch floors, and front lawns shall be kept free from rubbish and personal property. Bicycles, lawn chairs and other similar articles shall not be permitted to remain on the Common Area except when in use.

Shrubby or trees shall not be moved, removed, sold, given away or destroyed. No extra planting or gardening by residents in the Common Area is permitted.

The only flags permitted in the community is one (1) American flag per building in a location approved by the Board of Directors. All other flags are prohibited, including garden flags.

No Unit Owner, their employees, agents, tenants or guests shall mark, paint, drill or in any way deface any exterior walls, shrubby or grounds.

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No exterior alterations are allowed, without written permission from the Board of Directors. No attachments, awnings or enclosures of any type are allowed without written permission from the Board. Any unapproved alterations will be removed at the Unit Owner's expense.

Television antennas or satellite dishes shall not be attached to any portion of the building nor placed in Common Area.

Fences, enclosures, personal play equipment, or structures of any kind shall not be erected or placed upon the grounds by occupants.

INTERIOR MAINTENANCE

All window coverings shall be of appropriate material and style (drapes, curtains, shades, etc.) and shall be white only, on the side seen from the outside so as to give a uniform appearance. Nothing shall project from any window. White Blinds that are capable of being rolled up and down are permitted on the screen porch.

Each Occupant shall keep the unit and porch area in clean and orderly condition. Occupants shall not sweep or throw any dirt or other substance from the doors or windows of any Unit.

The Unit Owner shall be responsible for and shall pay for any damage or waste resulting from stoppage in the plumbing pipes as a result of misuse or neglect. Unit Owner will reimburse the Association on demand for the expenses incurred.

FIRE PREVENTION SAFETY

Occupants are responsible for seeing that nothing is in place in the Units or storage areas that would be a fire hazard. In addition, no one shall use or permit to be brought into any Unit or stored on any porch, patio or balcony flammable oils or fluids such as gasoline, kerosene, other explosives or articles hazardous to life, limb or property.

The use of grills is prohibited unless provided by the Association in a designated area or as allowed on concrete patio, as per the Master Deed.

GARBAGE

No garbage or trash shall be deposited at any place on the premises other than the trash containers provided by the Association.

No articles larger than household garbage are to be placed in these dumpsters and furniture, mattresses, building materials, etc. are not to be left outside or placed inside dumpsters.

Anyone depositing anything other than household garbage in the dumpster will be charged for removal of these articles from the property.

No garbage can, or garbage bags are allowed outside any unit.

Littering and or throwing trash from any building is prohibited.

PARKING AND AUTOMOBILE REGULATIONS

Parking spaces in front of buildings are primarily for the use of the residents of those buildings.

No automobile shall be parked at any place on Condominium property except in the spaces provided. No vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance or exit from any building. Do not park in fire lanes, "No Parking" areas, on the grass, in front of dumpsters or on the curbs.

No vehicle of any type shall be parked, driven across or driven onto the lawn or walkways. Any damage resulting from violation of this regulation shall be charged to the Unit Owner.

All vehicles must be properly licensed and operable.

All tires on any vehicle, including motorcycles, must be inflated at all times.

Repairs, except for minor emergencies such as changing a tire or jump starting a battery, are not allowed in the parking lot. No repairs can be made by driving a vehicle upon the sidewalk or lawn area. No oil changes will be performed on the premises.

No vehicle may be parked so that it blocks other occupants' cars. No double or triple parking is allowed.

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The maximum speed limit within the parking areas and interior streets is 15 miles per hour.

Golf carts are not allowed.

Washing of vehicles is not allowed.

Recreational vehicles inclusive of motor homes, boats, trailers, etc. are prohibited.

Vehicles on the premises must be in working condition and legal to operate on public streets, bearing current license tags as applicable.

PETS

All animals must be kept on a leash and accompanied by occupant when outside of Units. Animals are NOT allowed to run free.

There will be no more than two (2) pets per unit.

Do not tie animals outside the Unit or to patio fences. Pets should not be left unattended for extended periods of time.

Owners are required to clean up after pets.

Any damage to property or injury to anyone by an animal kept or brought to the premises will be the direct burden of the Unit Owner and each Owner hereby indemnifies and agrees to defend the Association for any damages or injuries so caused.

No animals, livestock or poultry of any kind shall be raised, bred, or kept on any part of the Property except that dogs, cats, or other household pets may be kept by occupants in their respective units provided that they are not kept, bred or maintained for any commercial purposes. Authorized pets must be controlled so as not to disturb other residents or create a nuisance.

No food or water is to be left for pets outside the Unit or in any Common Area or Limited Common Area. Any such containers will be removed and discarded.

SWIMMING POOL

The swimming pool will open in April or May, weather permitting, and remain open until the weather turns inclement. The pool will be open from 10:00 a.m. to 10:00 p.m.

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Occupants are cautioned that there is NO attendant at the pool. All persons using the pool or pool areas do so at their own risk. Hours of operation are subject to change, depending upon the condition of the pool. In such cases, times of operation will be posted at the pool.

Inexperienced swimmers must be accompanied by a competent swimmer while using the pool facilities. Pool regulations are posted in the pool area. Please observe.

No person shall disturb another occupant's or guest's peaceful enjoyment of the pool area.

An occupant must be present with any guest. A maximum of two (2) guests per unit are allowed to use the pool. Owners are responsible for the actions of their guests.

General Rules:

- No glass containers of any kind are allowed in the pool area.
- No diving is permitted.
- No pets allowed in pool area.
- No alcoholic beverages permitted poolside.
- No bicycles, skateboards or roller skates are allowed in the pool area.
- Anyone found throwing items in the pool will lose pool privileges.
- No one may tamper with skimmers or other pool equipment.
- No abusive language or conduct will be tolerated.
- No running, pushing, wrestling, dunking, diving or other horseplay is allowed.
- No floats, frisbees or ball playing is allowed.
- No one will be allowed in pools with open sores or wounds of any kind.
- Proper bathing attire is required.
- Smokers are to use ashtrays/ash receptacles.
- Pool may be closed at any time for maintenance, bad weather, or other operational problems.
- Do not litter. Trashcans are provided for your use.
- Music volume is to be kept low so as not to disturb anyone. No loud music will be allowed.

TENANTS

Unit Owners are responsible for any damage caused by their tenants.

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CHANGES IN RULES AND REGULATIONS

The Association may in accordance with the By-Laws, alter, amend, revoke or add to these Rules and Regulations for the preservation of safety and order in the Condominium, for its care and cleanliness, or for protection of the reputation thereof. When notice of any alteration, amendment, revocation or addition is given to any resident, it shall have the same force and effect as if originally made a part of these Rules and Regulations.

The Board of Directors retains full authority to enforcement these Rules and Regulations. These Rules and Regulations shall remain in full force and effect until amended or revoked by the Board of Directors.

FINE SCHEDULE

Previous to any warning letters, a warning notice may be given to an occupant who is not in compliance with the rules and regulations. Warning notices are courtesy reminders given at the discretion of the Board of Directors.

Step 1: Warning letter to the Unit Owner stating:

- (i) The nature of the alleged violation,
- (ii) The proposed sanction to be imposed,
- (iii) A period of ten (10) days within which the alleged violator may present a written request to the Board of Directors for a hearing; and
- (iv) A statement that the proposed sanction shall be imposed as contained in the notice unless a challenge is begun within ten (10) days of the notice.

If a timely challenge is not made, the sanction stated in the notice shall be imposed.

If a hearing is requested in a timely manner, the hearing will be scheduled in compliance with the By-Laws of the Association.

Step 2: \$75 fine and second warning letter advising that a fine of \$150 will be assessed if the violation is not corrected in another ten (10) days.

Step 3: \$150 fine and third warning letter advising that a fine of \$150 per day will be assessed if the violation is not corrected in another ten (10) days.

Step 4: Letter advising that a fine of \$150 per day will continue until the violation is corrected.

Fines will be collectible in the same manner as any other assessment for common expenses and shall constitute a lien on the property of the violating Owner. Fines will be a personal obligation of the Unit Owner. In addition to any fine or unpaid assessment, the Association shall be entitled to recover all costs of collection, including reasonable attorneys' fees and court costs.