

THE BARCLAY SQUARE CONDOMINIUM ASSOCIATION'S RULES AND REGULATIONS

REVISED EDITION August, 2021

TO ALL BARCLAY SQUARE RESIDENTS:

The primary function of Barclay Square Condominium Owners Association is to administer the condominium property subject to the provisions of the declaration, by laws, articles of incorporation, and rules and regulations ("Governing Documents") and to manage the common interest affairs of the association. The association also establishes standards for the use of the condominium property. Generally, the actions of a unit owner within the interior of his or her unit are not typically restricted by the association; however, there are certain restrictions that are placed upon an owner's right to use and occupy his or her unit, and there are circumstances in which the usual rights of a homeowner can negatively affect the community.

The association through its board has the right to make policies and formulate rules and regulations to govern the use and occupancy of the condominium property, pursuant to Article II, Section 11 of the bylaws pursuant to the First Amendment to the Declaration as to condominium property for Barclay Square Condominium (hereafter, "First Amendment"). In general, the association relies on each resident to act with good behavior and respect for the rights of others and in a manner that does not constitute a nuisance.

PARKING

- Vehicles must be registered with the management company to receive a parking pass. Parking passes must be visible on the vehicle at all times on the top left side of the windshield which is the driver's side.
- Parking or driving on the grass is not permitted at any time. Parking in front of the dumpsters, outside the lines of any marked parking space or any right of way is prohibited. This includes cars that are left standing. Cars parked in a right of way are subject to immediate towing and fines. It is never permitted to park or have a standing vehicle at the entrance from Lamme Rd.
- Washing of cars, trucks or any vehicle is prohibited.
- Boats, semi-trucks, trailers, commercial or oversized vehicles are not permitted to be parked on the grounds except for moving and deliveries.
- Non-operable vehicles or vehicles without current license tags must be removed from the community within 48 hours, or the vehicle will be towed at the owner's expense.
- Major automotive repairs are not permitted anywhere within in the community.
- Guests or residents not following parking guidelines will be towed at vehicle owner's expense.

PETS

- Dog and cats are the only animals allowed as pets.
- Domestic Cats must be kept indoors at all times.
- Dog walking is restricted to the outer perimeter of the community and prohibited from grassy areas around people's homes and where children play. Dog owners are required by Health Department regulations to clean up after their pet.
- Owners not picking up after their pet will be subject to an immediate fine.
- Dogs over 20 pounds at full growth are not allowed anywhere on the property at any time.
- Dogs must be on a leash at all times in any common area.
- Dogs are not permitted on any patio or balcony unattended for any period of time.
- Doghouses, cages, kennels, or litter boxes are not permitted on any patio or balcony.
- Pet owners will be responsible for any damages caused by their pet.
- Nuisance animals may be removed at any time with or without owner's permission.

Use of Common Facilities

- Owners and renters are responsible for their own actions and that of their guests and any damages that result.
- Unsupervised residents under 18 years of age must be indoors by 10:00 PM
- Personal belongings, bicycles or trash must never be left on the sidewalks or outside patio gates.
- Persons younger than age 7 must have adult or assigned guardian supervision when playing out of doors
 - All owners, renters and their guests are NEVER to play on the driving or parking areas of Crew Circle, on the right of way, between or around vehicles or in the grass areas between buildings, in the entranceway, on or under the stairs.
 - Playground equipment is designed for ages 3 to 15.
 - No person of any other age group is allowed to be on playground equipment.
 - No animals are allowed in the playground area.

CLUBHOUSE

- Owner occupied units are eligible to rent the clubhouse and or the pool. There is a \$75.00 deposit for the clubhouse and or pool rental. The deposit must be paid, and the clubhouse lease signed before the keys will be given out. The deposit will be refunded provided the terms of the lease have been fulfilled.
- Clubhouse reservations must be made through the property manager 72 hours in advance of the rental. Your key fob will be activated to allow you access to the clubhouse on the day it is reserved.

TRASH

- Trash pickup days are Monday, Wednesday, and Fridays.
- Place all trash **IN** the dumpsters, as the trash removal service will not take anything that is not **IN** the dumpster. Appliances, furniture and other bulky items may not be disposed of in the dumpsters. If someone is caught dumping these items they will be subject to a fine and will have to pay for the Bulk Dump Fee.
- Report the license number of any non-resident vehicles using our dumpsters or anyone dumping bulk waste to the property manager office.

AREA/PATIOS/BALCONIES

- The patios and balconies are a “limited commons” area and no alterations may be made without written approval from the Board members.
- They are for exclusive use of the owner/tenant and it is the responsibility of the owner/tenant to keep the patio, balcony and all areas inside the fence clean and orderly manner.
- Patios and balconies are not to be used for trash or bulk storage.
- Clothes, blankets, towels, and other non-decorative items may not be kept on any patio or balcony.

GUIDELINES FOR RESIDENTIAL LANDSCAPED AREAS

Designated flower beds must be no wider than 4 feet from the foundation, and 10 feet in length directly in front of your unit and must receive prior approval of the board before any work is done.

Second floor units may not landscape any area. This is for ground level units only.

All plantings, stone, rock or brick borders must be approved by the board prior to planting or installation. You must call the property Management Company to request an approval form, or submit an architectural improvement request online.

Owners/Residents are responsible for the maintenance of your individual flower beds. Keep in mind the policy for yard upkeep. If you desire to weed and clean your own flower beds; contact Herman Management to request an orange flag. Properties that don't have an orange flag will be cleaned and weeded by our landscaping company.

Any landscaping, lawn ornaments, stone borders or other objects in a common area are subject to immediate removal with or without notice at any time it is found to be: overgrown, unmaintained, offensive, or poses a safety risk.

SATELLITE DISH/CABLE INSTALLATION

- Owners wishing to install a satellite/cable on non-exclusive use common area must submit the request in writing, including a description describing where it will be installed before the installation is made. Installation may cause damage to the common structure including the balconies and patios.
- No satellite dish/cable may be installed on the roof, fence, on common front lawns, or any part of the building.
- If the dish/cable is installed in the common area without prior written approval you may be required to have it removed and the property restored to its original condition at the unit owners expense.

OWNER/RENTER RESPONSIBILITIES

- Interior of units including all appliances, storm doors, windows, screens and dead bolts mailbox locks and keys. This includes clogged pipes within your unit: i.e. Air conditioners, washer, and dishwasher.
- All damage originating in your unit will be your responsibility to include damage to hallway ceiling, walls, floors, and carpeting.
- Window air conditioners are not permitted.
- Acceptable window coverings are as follows: blinds and curtains. Unacceptable window coverings include and are not limited to: blankets, sheets, banners, flags, and newspapers.
- Dryer vents are recommended to be cleaned out once a year. It is the responsibility of the unit owner to have the dryer vents cleaned. Proof must be provided upon request of the Board or its agent.
- Exterior: the owner is responsible for the up keep of mailboxes and entrance doors. Also, remember if you decide to do your own planting you are responsible for the up keep and it must comply with community landscaping standards.
 - Owners are required to allow access to their unit(s) in the event of emergency or to facilitate repairs that are the responsibility of the Association. Emergencies would include fire, water leaks or any life- endangering event. If there is no key on file with the Management Company office, or no one is at home, the owner will be responsible for replacing locks or repairing any damage done to the door as a result of emergency forcible entry.
 - Recreational and/or Excessive water use is prohibited.
- If your neighbor(s) can hear your noise outside your home or vehicle, it is too loud, **TURN IT DOWN!**
- **All noise volume in the units and vehicles must be turned down after 10:00 p.m.**
- For rent or for sale signs may not be displayed in the windows of any units, or on the grounds. For sale signs are permitted only during open house hours: Sundays, 1:00 p.m. to 5:00 P.M. posting for sale or rent signs other than posted times, garage sales, yard sales, etc. requires prior board approval.

POOL RULES

Failure to follow these rules will result in the loss of pool privileges.

- Residents must have an active key fob and VALID ID with an address in Barclay Square to use any part of the pool area. NO EXCEPTIONS! Key Fobs may be obtained by contacting the management company.
- Key fobs must be shown upon request of any owner, board member or employee of Apple Property MGMT.
- The pool is for the use and enjoyment of residents only you must have your key fob with you at all times while using the pool.

If you do not have your key fob you may be asked to leave the pool area at any time by any other owner, board member or law enforcement.

It is never permitted or acceptable to open the gate and let someone into the pool that does not have a key Fob.

It is never permitted to allow another person into the pool that does not live in or a permitted guest of an owner at Barclay Square.

LETTING SOMEONE INTO THE POOL BY BUZZING THE GATE OPEN MAY RESULT IN AN IMMEDIATE FINE IN ADIITION TO THE LOSS OF POOL PRIVLIGES.

The temperature must be at least 70 degrees for the pool to open.

Adult supervision is required at all times for persons who cannot swim without assistance or are able to supervise themselves.

- Adult residents are permitted two (2) guests per household. Residents must accompany guests at all times with no exceptions.

Running, boisterous or rough play or excessive noise is forbidden in the pool area.

All persons using the pool are required to leave the pool area neat and clean. Please use trash containers provided.

- Smoking is not permitted in the pool area.
- Chairs and lounges are provided on a “first come, first served” basis. Chairs may not be saved for those who have left the pool area.
- Cut-off, jeans or shorts are not proper swimming attire, and are not permitted.
- Any Glass is not permitted in the pool area.
- **ALCOHOL IS NOT PERMITTED IN THE POOL AREA.**
- **NO DOG OR OTHER ANIMAL IS ALLOWED IN POOL AREA AT ANY TIME.**
- **You must be up to date on all association dues in order to use the pool.**
- **By entering the pool area you agree to accept and abide by all the Pool Rules and acknowledge that you are swimming at your own risk.**

GRILLING

The rules covering grilling follows Greater New York Mutual Insurance Company requirements. Effective Aug 1, 2021

1. No hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft (3 m) of any building.
2. No hibachi, grill, or other similar devices used for cooking shall be stored on a balcony.
3. Charcoal and wood burning grills or similar devices are only permitted when fixed in place and no less than 25 feet from any building.

This rule takes effect immediately because of the Greater New York Mutual Insurance requirements.

COST OF ENFORCEMENT

The board may impose an enforcement assessment for any unit owner who violates the above rules and regulations. The formalities found in section 21 of the first amendment in the bi-laws shall be followed regarding said enforcement assessment.

FAILURE TO ENFORCE: The failure of the association to enforce this policy will not be deemed a waiver of the right to do so.

PENALTIES

- Residents in violation of any of these rules and regulations will receive one courtesy warning.
- If the same violation is repeated or is not corrected in a timely manner, then the resident in violation will receive a first time fine of \$100.00, a second time fine of \$200.00, and a third time fine of \$300.00.
- If the fine is not paid in full within 15 days, a late fee will be levied monthly until the fine is paid in full. Legal action will be taken, if necessary, to collect the monies owed.
- Legal action may also be taken, if necessary, to correct a rule violation that is creating a situation that is deemed hazardous or unsafe to residents
- All Units that are behind on association fees, and or fines are not permitted to use common areas at Barclay Square including the pool, playground area and club house until fees/fines are current.

MONTHLY DUES AND COLLECTION PROCEDURES

- Assessments are due on the first (1st) day of the month and are considered delinquent if not received by the seventh (15th) of each month.
- An administrative late charge of \$15.00 per month shall be incurred for any delinquent payment and on any unpaid balance.
- Payments made by the Owner shall be applied in the following order:
 1. Administrative late charges owed to the Association;
 2. Collection cost, including attorney's fees incurred by the Association;
 3. Fine's for rule violations
 4. Principal amounts owed on the accounts.

**EQUAL HOUSING OPPORTUNITY. BARCLAY SQUARE
CONDOMINIUM OWNERS ASSOCIATION MAKES THIS HOUSING
AVAILABLE WITHOUT REGARD TO RACE, COLOR, RELIGION,
SEX, NATIONAL ORIGIN, FAMILIAL STATUS, DISABILITY
(HANDICAP), MILITARY STATUS, OR ANCESTRY.**