

RULES AND REGULATIONS
Metro West Professional Condominium Association
August 2007

Metro West Professional Association has established the following Rules and Regulations for all the owners and renters. These Rules and Regulations are established in accordance to the scripture of Covenants and Restrictions of our community. The main purpose for these Rules and Regulations is to protect the value of the properties, to promote security and welfare, and to assure a better understanding among all the owners.

Any complaints and suggestions should be presented in writing and be directed to our Association Manager, Karen M. Sfara at Community Management – 407-903-9969 ext 110 or e-mail karen@community-mgmt.com.

VEHICLES & PARKING

1. All vehicles of any owner/tenant must be parked in the parking lot, not in any designated “No Parking” area... Vehicles shall not be parked on any lawn or grassy area.
2. Parking of any commercial trailers; boats, trucks, RV’s, etc, are **not** permitted on any lot and common areas of the Property beyond a delivery to a unit owner.
3. NO inoperative cars, trucks, trailers or other types of vehicles shall be allowed to remain on the Property. There shall be no maintenance, repair, or restoration performed on any motor vehicle on or adjacent to any Lot in the Property. All vehicles shall have current license plates. Moreover, no stripped, unsightly, offensive, wrecked, junked, or dismantled vehicles or portions thereof, shall be parked, stored, or located upon any Lot at any time. They will be towed immediately. Vehicles leaking oil need removed from the Property immediately.
4. Parking of a vehicle with any type of sign e.g. “For Sale” is **not** permitted on any Lot, street, or Common Area of the Property.

ARCHITECTURAL CONTROL

1. The Association will establish an **Architectural Review Committee**. This Committee shall consist of three (3) owners.
2. The ARC shall have full authority to regulate the use and appearance of the Property and all improvements constructed thereon to assure harmony of external design and location in relation to surrounding improvements and topography and to protect and preserve the value and desirability of the Property.
3. NO building, fence, hedge, wall, walk, planting, sign, enclosure, or addition to any improvement located upon a Lot shall be constructed, erected, removed, planted or maintained nor shall any addition to, or any change or alteration thereof, be made.
4. The **ARC** pursuant to the provisions of this article shall give no approval, unless the **ARC** determines that such approval shall assure harmony of external design, shall protect the value, of the Property, and shall be in the best interests of the Association.
5. Any Units to be resold must have prior approval of the Board on the seller and the business that will be conducted from that Unit.

COMMON AREAS – GENERAL

1. **PROHIBITION OF DAMAGE & CERTAIN ACTIVITIES** – Nothing shall be done or kept in any Unit or in the Common Area or any part thereof to increase the rate of insurance on the Property or any part thereof, over that which the Association, but for such activity, would pay, without the prior consent of the Association. Nothing shall be done or kept in any Unit or in the Common Area, which would be in violation of any statute, rule, regulation, permit or other validly imposed requirement of any governmental body. Nothing shall be done or kept in any Unit or in the Common Area, which would be in violation of any statute, rule, regulation, permit or other validly imposed requirement of any governmental body.
2. **OFFICE DOORS:** The entrance door to each suite belongs to each unit owner and is their responsibility to keep clean and in good repair. All doors are to be uniform in height to all the existing taller doors with the darker wood stain. The wood stain is to be as consistent as possible. Any re-staining must be submitted to the Board for approval prior to beginning any work.
3. **NUISANCES** – NO noxious, destructive or offensive activity shall be permitted on any Unit or in the Common Area, nor shall anything be done therein which may be or may become an annoyance or nuisance to any other Owner or to any other person at any time lawfully residing on the Property. No flammable, combustible or explosive fluid or chemical substances shall be kept in or upon any Unit except such as required for normal use and the same shall be kept within the unit. All units are to be maintained in good repair and treated for pest control, nor shall any offensive odors emanate from a Unit.
4. **SIGNS PROHIBITED** – NO signs of any kind shall be displayed to the public view on any Unit or the Common Area except for an Alarm company sign discreetly displayed. No **"For Sale"** signs are permitted to be displayed from neither inside the windows nor outside the building.
5. **GARBAGE OR TRASH** – NO trash, garbage, or other waste material shall be kept or permitted upon any Unit or the Common Area except inside the improvements on each Unit or in sanitary containers concealed from view. Trash is not to be left outside of the dumpster unit nor are the public restrooms meant for you to leave the trash from your Unit.

Garbage pick-up: 3 days a week
6. **STORAGE** – NO structure is allowed of any temporary kind such as a shed, tent, etc are permitted on a lot. NO storage unit of any kind is allowed on the side of the dwelling. Temporary Storage Containers such as a POD or dumpster may be permitted for a maximum of 1 week after obtaining ARB approval. Anything beyond that time will be considered on a case-by-case situation.
7. **LAB LOCKERS:** No Lab lockers are permitted to be outside the front entrance doors. They must be kept within your units or hanging from your individual entrance doors.
8. **AIR CONDITIONERS** – NO window air-conditioner units are permitted. You are responsible for your own air conditioners on the roof. Please be sure you have a maintenance contract so the unit is cleaned on a regular basis. The lines also need cleared of the algae build up to prevent a build up of water.
9. **HURRICANE/SECURITY (STEEL) BARS** – NO bars on window and doorways shall be permitted. No tinting or mirrored treatments are permitted.
10. **ANTENNAS** – Must have ARC approval first before installing any antenna, satellite, etc. They can only be placed on the roof. They extra large satellite dishes are not permitted.
11. **BUILD OUTS:**

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The following Rules and Regulations shall remain in force and effect until Occupant is notified in writing, by Board, of any changes and amendments.

1. All loading and unloading of building materials, goods shall be done through the side entrances. The delivery or shipping of supplies and fixtures to and from the premises should be delivered through the side entrances to allow for the necessary safety of guest and patience or should be done after 5:30 pm when there is less traffic in and around the premises.
2. All garbage and refuse shall be kept in the trash container provided. Occupant shall pay the cost of (\$75.00, 1st offence, \$150.00, 2nd offence and \$500.00, 3rd offence and increments of an additional \$100.00 for each offence there- after) for the removal of any of occupant's refuse or rubbish. Trash must be placed in the receptacle only!
3. Any unit owner determined by the Association to be using a dumpster or other waste container, provided for the benefit of the unit owners, in excess (1/20 of dumpster space) of his proportionate share may at the discretion of the Board of the Association, be required to utilize his own dumpster or otherwise dispose of his trash.
4. No signs, structure or object shall be erected on, the hall walls, the roof or exterior walls of the PREMISES, or on the grounds, without, in each instance, the written consent of Board. All exterior or interior signage in the common areas of the building and property must be approved in writing by the board prior to work commencement. Any signs, structure or object so installed without such written consent shall be subject to removal without notice at any time.
5. Occupant shall not place or permit any contractors supplies, service workers supplies, junk/garbage, medical boxes, obstructions or merchandise in the building or outside areas immediately adjoining the premises. Occupant shall not otherwise use the common areas for storage or disposal purposes of any type of personal/business property.
6. The plumbing facilities shall not be used for any other purpose than that for which they are constructed, and no foreign substance of any kind shall be thrown therein or any violation of Rule, and the expense of any breakage, stoppage or damage resulting from a violation of this provision shall be borne by occupant, who shall, or whose employees, agents or invitees shall have caused it.
7. Occupant shall use, at occupant's cost, such pest extermination as Board may approve and at such times as is obviously necessary.
8. Occupant shall not burn any trash or garbage of any kind in or about the PREMISES.
9. Build-out/construction on premises- Board requires before construction can commence the follow must be completed. (a) \$1,000 refundable security deposit (b) Contractor Liability insurance of \$1,000,000 with Metro west Prof. Plaza as additional insured. (c) Letter describing the occupation of the tenant/owner.
10. Upon sale/transfer of ownership of any unit rule 10 (c) is required as necessary and rule 10 (a) and (b) are required only if construction will commence.
11. The use of common area electric, water and etc is strictly prohibited. Each unit is required to provided electric, water and etc to respected

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service provider. Any violation will result in a (\$200 each) fine payable to the association.

12. In the event the Board determines that security, extermination, maintenance, cleaning or other services should be contracted by association in the best interest of all occupants then all occupants shall share in said service.

13. Overnight parking is PROHIBITED.

14. The Board reserves the right to rescind, amend, alter, or waive any of the foregoing rules or regulations at any time when, in its judgment, it deems necessary, desirable or proper for its best interest and for the best interest of the occupants and no such recession, amendment, alteration, or waiver of any rule or regulation in favor of one owner/tenant shall operate as an alteration or waiver in favor of any other owner/tenant. Board shall not be responsible to any occupant for the non-observance or violation by any other occupant of any of these rules and regulations at any time.

To maintain the premises to preclude additional expense, higher insurance rates and loss to others, the following businesses are not permitted.

- Auto Body Repairing and Painting
- Auto Parts (Used)
- Auto Wrecking
- Bedding Manufacturers
- Bottled Gas Sales & Service
- Chemical Works
- Demolition Contractors
- Distillers
- Fiber Glass
- Gas-Liquefied Petroleum
- Junk: Dealers
- Lumber Dealers
- Night Clubs
- Oil & Gas Industry Operation
- Paint Manufacturers
- Paper-Box Manufacturers
- Any type of Paper Manufacturers
- Scrap Dealers
- Tire Recapping
- Toy Manufacturers
- Upholsterers
- Fish Dealers
- Animal Dealers
- Crematories

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