

## ADMINISTRATIVE RULES AND REGULATIONS

EFFECTIVE JANUARY 11, 2010

### **1. Changes to Common Elements & Limited Common Elements.**

Changes made to common elements and limited common elements, are **not** permitted without prior, written approval from the Association Board. Changes made without prior, written approval could result in the Unit Owner having to remediate such unapproved changes to an approved state, solely at the Unit Owner's cost. The Association Board approval or disapproval of such changes to the Common Elements or Limited Common Elements by a Unit Owner shall be within its sound, equitable discretion, and such decision(s) shall be considered final. By way of example, and not by way of limitation, exterior windows are considered a Common Element under the Declaration. Unit Owners, who unilaterally apply "tinting" materials in any form to any exterior windows, eliminate their ability to seek repair or replacement of those affected windows from the Association as a Common Element, should they ever need to be replaced.

**2. Refuse Collection.** All garbage and other refuse shall be sealed in plastic trash bags and properly disposed of by depositing in trash bin containers. Trash bin gates will be kept closed at all times. No trash shall be left at any other location outside the Unit.

**3. Litter.** No rugs shall be beaten on the porches or patios. No dust, rubbish or litter shall be swept from any Unit into an open area, nor thrown or emptied from any of the windows, porches or patios, nor shall anything be hung from the outside of the windows, porches, or patio fences.

**4. Laundry or Other Items.** No laundry, wash, clothing, rugs, carpets or other articles may be placed on window sills, or hung in or from windows, porches, patio fences or be aired or dried anywhere other than inside the Units.

**5. Sidewalks, Driveways and Entries.** The sidewalks, driveways and entries shall not be obstructed or used for any purpose other than ingress to and egress from the Units. The owners will keep the sidewalks, driveways, entries and exterior areas free and clear of unsightly objects, including, but not limited to, cars, bicycles, tricycles, toys, mops, brooms, paper and litter.

**6. Windows, Doors.** Storm doors shall not be removed except for repairing and move-ins and must be replaced immediately. No objectionable or unsightly objects including foil are permitted to be displayed or placed in windows. Colored drapes must be lined with a neutral or white background.

**7. Water Usage.** The water closets, stools, and other water apparatus shall not be used for any purpose other than that for which they were constructed and no sweepings, rubbish, papers, ashes, or other substances shall be thrown therein. Water shall not be left running for any unreasonable or unnecessary length of time. **Washing of automobiles or other vehicles is strictly prohibited on the premises.** Conservation of water is the responsibility of each Owner.

**8. Electrical and Gas Apparatus.** No Owner shall interfere in any manner with any heating or electrical apparatus in or about any building on the premises, except such apparatus as serves his Unit.

**9. Building Damage.** All damage to buildings, sidewalks, garages, or lawns shall be paid for by the Owner who caused the damage.

**10. Outside Wiring Antennas.** No outside antennas, wiring, etc. for radios, television, CB. Satellite dishes or short-wave radio equipment shall be permitted, except those systems authorized by the Association.

**11. Noise, Disturbances.** No Owner shall make or permit any disturbing noises in his Unit by himself, his family, servants, employees or visitors, nor do or permit anything that will interfere with the rights, comfort, or convenience of other Owners. No Owner shall play or permit to be played any musical instrument or operate or permit to be operated any phonograph, radio, or television set in his Unit if the same shall disturb or annoy other occupants of the building or neighborhood.

**12. Grounds, Plantings.** No Owner shall cut or permit his family, servants, employees or visitors to cut flowers or shrubs or pick or cut branches from trees on the Common Elements of the premises. Gardening in closed patios is permitted. It is the responsibility of the individual Owner to keep his private patio area from becoming overgrown or unsightly.

**13. Grounds, Activities.** Outside activities shall be permitted in such areas as may be designated by the Association. The riding of motorbikes or motorcycles is prohibited on the grounds, walks and lawns adjacent to the buildings.

**14. Cooking.** Preparation, cooking and serving of food shall be permitted only inside a Unit or in the patio area corresponding with such Unit, or in such outside Common Elements, if any, as the Association may from time to time designate for such purposes. Cooking shall not disturb any neighboring resident.

**15. Attention and Repair of Buildings.** No work of any kind is to be done upon the exterior building walls or landscape enclosures or upon interior supporting walls without first obtaining the approval required by the Declaration and the By-Laws.

**16. Gratuities.** The management, personnel, and staff are adequately compensated and no gratuities are to be given them - this is not to preclude appropriate remembrances at Christmas or other occasions.

**17. Pets.** Pets shall not be permitted in the Common Elements unless accompanied and controlled under leash by the Owner or his agent. No animals, other than **one house pet**, shall be maintained in any Unit, and then, only if kept solely as a household pet and not kept, bred, or raised for commercial purposes. No pets larger than **25 pounds** are allowed.

**18. Swimming Pool.** The swimming pool and cabana are for the use of all homeowners, residents and their guests. All children under thirteen (13) years of age shall be accompanied by an adult Owner or his adult agent. Pool rules will be adopted by the Board and posted at the pool.

**19. Signs.** No "for sale" or "for lease" signs shall be posted within the gates of the premises. Homes may be listed and advertised for sale or lease with realtors or by owner.

**20. Doors, Gates.** All doors and gates providing entry to a private courtyard or garage shall be closed at all times when not in use.

**21. Cars.** Unit owners shall keep no more than two (2) cars per unit, each of which shall be parked inside garages, except for short-term parking. If a third vehicle is owned, it must be kept outside the front gate. Guest parking **may not** be used for extra vehicles.

**22. Guest Parking.** Guest parking areas are marked and are for **GUESTS ONLY**. New owners, while unpacking, are allowed to use guest parking for 30 days only. Please let the property manager know which vehicle(s) are parked in guest parking. Any resident's vehicle left in guest parking other than above will be towed at owner's expense.

**23. South Gate.** The south gate on May Avenue shall be exit only.

**24. Enforcement.** If, in the sole discretion of the Association Board, a Unit Owner remains in non-compliance with the Declarations, Bylaws, First Record, these Rules and Regulations, or the Division of Responsibilities for Unit Owners and the Association, after first being given written notice to cure, then in addition to the rights and remedies already available to it, the Association Board may direct its Property Manager to publish to the offending Unit Owner a "Notice of Non-Compliance" and file of record same against the Unit in the County Clerk's Office of Oklahoma County, Oklahoma, and same shall not be released until and unless the offending Unit Owner has cured its non-compliance, and paid costs relating to such filings.

**25. Hot Tubs and Pools.** See Management Company for Rules.