

THE BRITTANY NORMANDY CORPORATION
HOUSE RULES
(Revised March 9, 2011)

The Board of Directors of Brittany-Normandy Corporation (the "Corporation") has adopted the following House Rules in accordance with Article 14 of the Occupancy Agreement between the Corporation and the Member:

1. Radio and TV Antenna – No outside television or radio antenna may be installed.
2. Ingress and Egress – The roads, drives, driveways, parking areas, sidewalks, entries, courts, corridors, vestibules, passages, elevators, stairways and fire towers may not be obstructed or littered. Nor may they be used as play or recreation areas for children or adults, or for any purpose other than ingress and egress, except for areas specifically designated as recreation areas by the Corporation. Lawn areas shall not be crossed for the purpose of ingress or egress to the buildings or for access to any individual unit except in an emergency. **Violation will cause the owner of the unit to be subject to a fine determined by the Board of Directors.**
3. Common Areas of the Property – The Member may not shake or drop any carpet, rug or other article from a window, door or balcony. The Member may not sweep or throw any dirt or other substance into or on any of the corridors, halls, elevators, stairways or other common areas of the Property.
4. Name Placement – The Member may not exhibit his or her name anywhere except in the place provided for that purpose by the Corporation.
5. No Advertising – The Member may not place any sign or advertising notice on any door, window or other part of the property.
6. Light Fixtures and Exterior Openings – The windows, glass doors and any lights that reflect or admit light into halls or other common areas of the Property may not be covered or obstructed (except for the use of normal window shades and curtains provided by the Corporation).
7. Tenants Courtesy – The Member may not make or permit any disturbing noises, any objectionable odors, or any other disturbances of any kind or at any time which might unduly interfere with the rights, comfort or convenience of other Members. No construction or repair work or other installation involving noise shall be conducted in any Unit except between the hours of 8:30 AM and 5:00 PM. (Please see attached Brittany-Normandy Contractor Rules).

8. Residential Purposes – The Unit shall be used only for residential purposes. The Member may not commit any act which conflicts with any applicable law, regulation or ordinance of any governmental body or agency, either in or about the Property. The Member may not use the Unit for any disorderly, unlawful and/or immoral purpose.
9. Storage Contents – The Member may not bring into or keep any gasoline, paint, chemicals or other explosive, flammable or obnoxious substances (other than normal household items in appropriate and safe containers) in the Unit or in any storage space in the Property.
10. Disposing of Garbage – The Member will dispose of garbage and other refuse and/or waste matter in such place(s) and in such manner as the Corporation may direct.
11. Musical Instruments and Equipment – No radio, television, stereo and/or musical instruments will be played in such a manner or at such times as might unreasonably disturb other Members. The Member may not conduct any vocal or instrumental instruction in the Property without the prior written consent of the Corporation.
12. Deliveries and Moves – The Member will advise vendors and carriers to deliver major items (such as furniture and large cartons) to rear entrances or as otherwise directed by the Corporation or its Managing Agent. All moves into or out of the Property and delivery or removal of large items must be coordinated in advance with the Corporation or its Managing Agent. All moving into or moving out of the building must be between the hours of 8:00 AM and 5:00 PM. No moving into or moving out of the building is permitted on Sunday or Holidays. The cost of repairing any damage to the Property caused by the moving and carrying of articles on behalf of the Member will be paid by the Member.
13. Roof– No person may go upon the roof of the Property without prior written consent of the Corporation, except in cases of emergency.
14. Observance of Fire Laws – The Member will not do anything in or about the Property which would tend to increase the risk of fire or rate of fire insurance, or which would conflict with the laws and regulations of the local fire department or with any insurance policy relating to the Property, or which would in any way conflict with any law, ordinance, rule or regulation affecting the occupancy and use of the Property which has been or may hereafter be adopted by any public authority or by the Board of Fire Underwriters.

15. Heating and Air Conditioning – The Member may not use any method of heating, air conditioning or ventilating the Property, other than those supplied by the Corporation without the prior written consent of Corporation or its Managing Agent. If you have a humidifier in your apartment, the Member is responsible for its maintenance. If damage occurs to the Member’s apartment or another apartment, the Member is responsible for the repairs. The Corporation is responsible for proper functioning of the air conditioner and heating systems only.
16. Repairs – Only the Corporation’s workmen will be permitted to make any repairs or alterations in the common areas of the Property. The Member will not cause any unnecessary labor or expense for the Corporation or any other Member by reason of carelessness and indifference to the preservation of safety, good order and cleanliness, in or about the Property.
17. Plumbing Fixtures – The Member may not use the plumbing fixtures for any purpose other than those for which they were designed, nor may any sweeping, rubbish, rags or other improper articles be thrown into any plumbing fixtures. Any damage resulting from misuse of such facilities will be paid by the Member by whom, or in whose Unit that damage is caused.
18. Laundry and Storage Facilities – All laundry and storage facilities must be kept clean and orderly at all times. The laundry and drying apparatus will be used in such a manner and at such times as the Corporation or its Managing Agent may direct. No washing or drying machines may be used within the individual units or elsewhere in the Property, except for the facilities and locations furnished by the Corporation.
19. Heating and Electrical Equipment – Any heating apparatus and electrical equipment or fixtures in halls and stairways, and the regulation of them, will be under the exclusive control of the Corporation at all times and may not be tampered with by the Member.
20. Vehicle Parking
 - a. The Member may not park any automobile or other vehicle in any place prohibited by law, where a “No Parking” sign is displayed, or which is leased to another Member without that Member’s written permission. The Member may not park any automobile or other vehicle in any area or space except those specifically designated for that purpose by the Corporation.
 - b. Garage or Parking Areas are for vehicle storage only. No automobile repair department will be maintained.

- c. The Corporation will not be responsible for loss or damage to vehicles or their contents from any cause whatsoever.
 - d. In cases where a specific parking stall is assigned, the Member will park only in the assigned stall. The Member will park his or her vehicle in such a manner that it does not interfere with or block an adjoining stall or any aisle.
 - e. All owners are required to use their remote garage opener or key when entering or exiting the garage. Never depend on an open door for ingress/egress.
 - f. All vehicles parked on the property must be properly licensed and inspected in accordance with state and local laws. Any vehicle violating this rule will be towed at the owner's expense and risk.
 - g. All vehicles must be in good operating condition.
21. Pets – No pets or other animals (except guide dogs for the blind or other service animals as recommended by a physician) will be permitted in or about the property. Individuals found to be in violation of this policy will be notified in writing to remove the pet from the premises **immediately**. Violations of this rule will be dealt with as follows:
- (a) Failure to remove pet by the date of the notice will result in a \$100.00 per day fine from the date of the first written notice.
 - (b) Failure to remove pet within 30 days of the date of the written notice will result in appropriate legal action which could include eviction for violation of House Rules pursuant to the Occupancy Agreement.
 - (c) Any resident found in violation of this rule will also pay such costs for repairs or cleaning as are occasioned by the maintenance of the animal on the premises.
 - (d) Fines imposed shall be treated and collectible as an additional cooperative fee. The provisions of the Occupancy Agreement pertaining to the remedies available to the corporation for a Member's failure to pay monthly cooperative fees are incorporated herein.
22. Damaging or Defacing Property – The Member will be fully responsible for the cost of repairs and/or replacement if the Member in any way damages or defaces any part of the Property.
23. No Solicitation – Solicitation on the Property by any person is prohibited.

24. Open House – The Member may not conduct an “open house” to sell the Unit or to sell household goods or other personal property.
25. Carpeting – The Member must keep carpeting or rugs or equally effective noise-reducing material on the floors of the Unit in all rooms except the kitchen and bath. The floor covering must have padding underneath and must reach to within six inches of the walls.
26. Observance of Rules – The Member will be responsible for requiring all of the members of his or her family and all of their help, agents and guests to comply fully with these House Rules. The Member will not permit any such person to violate any one or more of these House Rules at any time. Neither the Member nor the Corporation will be responsible for any non-observance of House Rules on the part of other Members. These House Rules shall apply equally to tenants under any Member(s) and for such purpose shall be construed as if the tenant were a Member. **The Board of Directors has the authority to charge a fine, not to exceed, \$100 per day to any owner in violation of the corporation’s governing documents, including these House Rules.**
27. Amendments and Additions – The Corporation reserves the right to rescind, add to or otherwise change any one or more of the foregoing House Rules at any time and from time to time as the Corporation may deem necessary or appropriate to promote the safety, care and/or cleanliness of the Property, or to secure or increase the comfort and convenience of all of the Members, and/or to provide for the proper management of the property. The Member further agrees to accept every recession, addition or change within the scope of the preceding sentence as binding upon him or her and his or her family, guest and invitees.
28. Balcony – Awnings must be of dark brown canvas material with a white rim. Written approval must be secured from the Board of Directors prior to installation. The storage of porch furniture is permitted on the balconies. However, the balconies are not to be used to store other items and it is definitely not permitted to hang clothing, towels, etc., on the balconies.
29. Washing of Vehicles – Washing of Owners or Guest vehicles is prohibited in the Brittany or Normandy garages.
30. Window Coverings – No blind, shade or drape shall be attached to or hung in or used in connection with any window or door of a Unit unless the exterior color is white.
31. Common Area Keys – Upon sale of the Unit, the Seller shall (at no cost to Buyer) provide all common area keys in possession to the Buyer. The Brittany-Normandy Corporation will not refund any money paid (by Seller) for additional common area keys that were purchased. In addition, Seller will be required to pay