



WALKER SQUARE

RESIDENT GUIDE

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Introduction

Walker Square is a condominium community association comprised of 225 units in the heart of Charlottesville. The association is governed by a 5 person Board of Directors, elected annually by the unit owners. The Board meets quarterly alongside its professional managing agent, Real Property Inc., to review all matters that pertain to the community.

As a member of the association, you have exclusive right to you unit and a shared right to the common grounds (hallways, parking lot, clubhouse, etc.). These common grounds are shared equally among all owners and are governed by your Board.

We hope you find this guide a useful tool, whether you are just acclimating to the community or need a quick refresher on a specific topic.

Contact Information

Fire/Police/Rescue Squad	911
Real Property Inc. (Emergency Maintenance)	(434) 972-1092
Real Property Inc. (General Line)	(434) 971-1600
Vehicle Towing Company (Colliers Towing)	(434) 293-6433
Dominion Virginia Power	(866) 366-4357
Comcast Cable (Cable Provider)	(888) 266-2278
Reliance Utility Services (Water Billing)	(844) 560-7420
Ting (Internet Provider)	(855) 846-4389

Community Manager

The Walker Square Unit Owners Association is managed by Real Property Inc., or RPI. RPI is responsible for overseeing the day to day operations of the community, maintaining owner accounts, and assisting owners with questions or concerns pertaining to the condominium association. RPI works directly with the Board to oversee and facilitate their directives and acts as the liaison between Owners and the Board of Directors. For more information you may visit RPI's website at www.realpropertyinc.com. The landlord or managing agent is the primary point of contact for Residents leasing at Walker Square.

Payment of Assessments

Condominium assessment rates are set annually by the Board. Each December owners will receive a copy of the budget for the upcoming year, along with a letter that indicates the monthly assessment rate. Owners are responsible for ensuring their contact information is current with RPI.

Monthly payments are to be mailed to the associations banking institution, Alliance Bank;

Walker Square Condominiums
c/o Real Property Inc.
PO Box 97795
Las Vegas, NV 89193-7795

Make sure you include your association account number. This number will be listed on your statement or can be obtained by contacting RPI.

RPI maintains individual owner accounts and allows for the online payment of assessments. Owners should contact RPI for their login information. You can also access your account through their website www.realpropertyinc.com.

All assessments and charges imposed by the Association are due and payable on the first day of each month, unless otherwise specified in writing to the Unit Owner. Payments received after the 10th of the month are considered late and will be assessed a \$25 dollar late charge.

Setting up Utilities

Your monthly assessments cover cable, internet and trash removal. Owners are responsible for setting up accounts with Dominion Power and Reliance Utility Services. In addition, cable and internet need to be activated.

- Dominion Power (Electricity)

Each unit is separately metered for electricity. Owners are responsible for maintaining an active power account. Failure to do so may result in damage to your unit and surrounding units/common areas.

- Reliance Utility Services (Water/Sewer)

The association pays the City of Charlottesville for the community water and sewage usage. Each unit has a sub-meter which measures each unit's individual usage. This sub-meter is read and billed monthly by a third party, Reliance Utility Services. Unit owners are responsible for setting up their water account with Reliance Utility Services.

It is the responsibility of the Owner to maintain accurate billing contact information with Reliance. This is especially important for investor owners who choose to have their tenants receive and pay the water/sewer bills. **Owners** must update tenant information in advance of the change with the following information: current tenant move out date, current tenant forwarding address for final bill (or alternate name and address for final bill), new tenant name, new tenant move-in date, new tenant billing address (if different from service address), and, if the unit will be vacant between tenants, bill to name and address for that period. Please note, the owner's name remains on the account and the owner is ultimately responsible for paying the Reliance bill even if the owner chooses to have the bill sent to their tenant. All updates to Reliance can be provided to Reliance (support@relianceutility.com) or the Management Company (shelley@realpropertyinc.com).

- Comcast (Cable)

The association maintains a master cable account for all units. Owners will need to contact Comcast to activate their unit and receive a cable box. The Comcast bulk account phone number is 855-638-2855. The bulk account number is 8299 60 081 0484477. Owners who choose to expand their service will need to setup a separate account with Comcast, and will be billed outside of the association. Comcast technicians will sometimes come out to set up the boxes and will require access to the cable room (1st floor of each stairwell). This door is locked and requires 24 hours advanced notice to management to unlock. Please take this into consideration when scheduling an appointment.

- Ting (Internet)

The association maintains a master internet account for all units. One active port is provided in each unit and is typically located in the living room. Owners can plug directly into the internet wall port, without needing to setup service with the provider. Residents are responsible for providing their own wireless router.

Maintenance Responsibilities

The association maintains the exterior surfaces of the buildings, with the exception of unit doors and windows, exterior grounds, lighting, parking facilities, trash facilities, clubhouse, fitness center and pool area. Individual unit owners are responsible for everything inside their unit and all elements that just serve their unit. A quick tip to remember, if it only affects your unit, it is most likely your responsibility, if it affects multiple units it most likely is the responsibility of the association. Attached to this guide is the Maintenance Responsibility Chart, which outlines the specific responsibilities for both parties.

Parking

Walker Square's parking lot is private and for the exclusive use of its residents and guests. Parking permits are required for each vehicle parked in the community. The parking season runs August thru August, with passes available thru Management. Owners and residents are notified several weeks in advance of the upcoming parking season and given an updated parking agreement, which must be signed by both the owner and tenant(s) (where applicable) in order to obtain the coming years passes. Any owner or resident who requests parking permits for a unit whose water/sewer account or Association account has delinquent assessments in excess of thirty (30) days will be denied parking permits until the account has been paid in full. Attached to this guide is the most recent Parking Policy and Agreement for the community. Absentee owners can request a guest permit by filling out the attached Parking Agreement. Two (2) one hour guest parking spaces are located next to the clubhouse and do not require a parking permit during the posted times. Any vehicles without a valid parking permit will be subject to towing at the vehicle owner's expense.

Clubhouse/Fitness Center/Pool

The clubhouse facilities are available to all owners and their guests. Individuals under the age of 14 must be accompanied by an adult at all times. The code for access to the clubhouse is 1426. Attached to this guide are the Clubhouse Rules and Pool Rules.

The clubhouse can be reserved on a first come first serve basis. The pool and fitness center are not available for rental. Attached to this guide is the Clubhouse Reservation Form.

Mail

Each building has a cluster mailbox located on the ground floor. Each box should be labeled according to each unit. The association does not maintain these boxes, or keys for these boxes. We recommend keeping an extra mailbox key on hand at all times.

Storage

The association offers storage locker rentals on a first come first serve basis. These lockers are located under the 775 building. Attached to this guide is the Storage Locker Agreement. Please contact Management for additional information.

Trash

The community's trash compactor is located behind the 710 building. All residents are asked to carry their trash from their unit and place it inside the compactor. Do not store your trash outside of your unit, or leave it at the base of the compactor. The association has spent a significant amount of time and money policing improperly placed trash. In the event you find the compactor full or not responsive, please notify Management immediately.

General Considerations

The Board has adopted a separate set of rules and regulations to help keep Walker Square looking its best. Owners are highly encouraged to review this document. Investment owners must make sure their tenants are provided with a copy of these rules as part of their lease agreement. Owners shall be responsible for guests' and lessees' actions, conduct, and adherence to the Rules and Regulations. Attached to this guide are the Rules and Regulations for the community.

**EXHIBIT B: THE CONDOMINIUMS AT WALKER SQUARE MAINTENANCE,
REPAIR AND REPLACEMENT RESPONSIBILITY CHART**

Item	Association Maintains	Unit Owner Maintains
Interior floors, walls and ceilings (including paint, wallpaper, tile, linoleum, carpet, other flooring)	None	All located within a Unit
Plumbing (including pipes, fixtures and sprinklers)	Any sewing Common Elements (e.g., common stairwells, attics and crawl spaces), and any blockages caused by roots	All located within a Unit, including fixtures and appliances attached thereto (e.g., hot water heaters, faucets and drains)
Electrical systems (including lines, meters, fuse boxes and fixtures)	Any sewing Common Elements (e.g., common stairwells, attics and crawl spaces), and any exterior lines, poles and boxes not maintained by the power company	All wiring and fixtures located within a Unit and/or serving only that Unit (on the Unit side of the Unit's fuse box, including the fuse box itself), also including meter if Unit is separately-metered
Heating, ventilating and cooling systems (including furnaces, air conditioners, filters, ducts and thermostats)		All located within a Unit and/or serving only that Unit (e.g., the a/c compressor located outside the Unit and the vents located within the Unit)
Parking spaces	All	None
Storage areas	All, in all regards except routine cleaning	Routine cleaning of assigned storage areas, if any
Grounds, including all landscape, streets and sidewalks	All	None
Building structure and exterior, including roof, exterior walls, trim, gutters, downspouts, foundation, stairwells and exterior hallways	All	None
Doors and windows (exterior/interior finishes, frames, locks, screens and glass), including routine cleaning	Any replacement program or exterior finish maintenance the Board elects to conduct at its discretion	All located within a Unit (including both interior and exterior features). Materials and paint subject to the Association's prior approval.
Balconies, patios and railings	All structural repairs	Routine maintenance, painting and snow/ice removal. Materials and paint subject to the Association's prior approval.

NOTES:

1. This chart and accompanying notes are provided for the Unit Owners' convenience: the Declaration determines the ownership interests of each Unit Owner and the Association.

2. **In all cases, where maintenance, repair or replacement is necessitated by the negligent or wrongful act or omission of a Unit Owner (or the Unit Owner's household, tenants, employees, agents, visitors, guests or pets), the Association will perform the necessary maintenance and charge the costs to the responsible Unit Owner.**

Exhibit A

The Condominiums at Walker Square Parking Agreement 2017-2018

Please read the Walker Square parking policy, fill out, and return to receive parking permits. Permits will not be distributed if the parking policy is not filled out completely. A valid email address and proof of registration is required to obtain a resident permit. *Permits will expire August 31, 2018.

1. Parking is by permit ONLY. Permits and/or Guest Passes may not be transferred or sold.
2. Only Owners/Tenants of Walker Square are allowed to obtain a parking permit as issued by the Board of Directors, through the Real Property office at 1500 Amherst Street, Charlottesville, VA 22903. Unit Owners/Tenants must submit the parking agreement filled out in its entirety, including Owner and Tenant(s) contact information, as well as a copy of the vehicle's registration.
3. Vehicles must display a valid Walker Square parking permit on the bottom left (driver side) windshield of the vehicle; or a valid guest passes must hang from the rear-view mirror of the vehicle. Permits must be clearly visible and any expired permits must be removed.
4. Parking is on a first come-first serve basis and is not guaranteed. The Walker Square Unit Owner's Association is not responsible for loss or damage to any vehicle. Parking is at the vehicle owner's risk and expense.
5. Vehicles must park in clearly marked spaces. Parking in a fire, traffic lane, on lawns or sidewalks, or double parking is strictly prohibited and can result in towing. Parking in handicapped spaces requires a specific Department of Motor Vehicles issued handicapped permit as well as a valid Walker Square permit or "guest" pass. Vehicles parked in handicap spaces illegally are subject to tow, regardless of whether a parking permit is displayed on the vehicle.
6. One resident parking permit will be issued per bedroom, per unit, and only upon request. Owners who do not live at Walker Square may obtain a temporary parking permit by contacting Real Property, with 48 hours notice. Replacement permits will be provided free of charge if the original permit is returned. Lost permits are replaced for a fee of \$50.00 each (no refunds).
7. One numbered guest pass will be issued per unit. This pass can be transferred to guests of the property at the discretion of each unit Owner/Tenant. Guest passes are to be displayed prominently on the vehicle's rear-view mirror. It is the Owner/Tenant's responsibility to notify guests and visitors of the parking rules and regulations. Failure of guests to follow the *Parking Agreement* may result in their vehicle being towed from the property. Lost guest passes can be replaced for a fee of \$50.00 each (no refunds).
8. Any vehicle that is in an unsightly state of disrepair, including but not limited to flat tires, on jack supports, is inoperable, or displays an expired registration or inspection date may not remain on the property for more than 24 hours. Vehicles in disrepair are subject to towing, even with a valid parking permit.
9. Vehicles that are in violation of this *Parking Agreement* are subject to being towed without warning at the vehicle owner's expense. If towed, your vehicle may be recovered at Collier's Towing located at 202 5th Street SW, Charlottesville, VA 22903. Their phone number is 434-293-6433.
10. There are two (2) one hour parking spaces located next to the left of the entrance of the community next to the 801 building as indicated by two signs. A permit is not required during the posted times. Anyone violating the one hour limit will be subject to towing.
11. The Walker Square Unit Owners Association will not be responsible for reimbursing anyone for towing expenses regardless of the circumstances.
12. Residents and Owners will be denied parking privileges and unable to obtain parking permits if the unit owes delinquent assessments of 30 days or more, OR if they have a past due water bill.
13. The Association reserves the right to revoke any resident(s) parking privileges due to unpaid assessments.
14. All vehicles must be registered with the Association. If the Owner/Tenant transfers the parking permit to a new vehicle you are required to provide the community manager with your updated vehicle information

By signing this agreement, the Owner/Tenant agrees to (1) abide by the rules for parking at Walker Square as enumerated above, (2) provide a copy of these rules to all unit occupants and visitors, (3) pay all fees associated with enforcement of these rules to include towing charges, storage charges, and charges by the Association for involvement in tow events, and (4) hold harmless and indemnify the Association and agents of the Association for any and all corrective measures to enforce these rules.

Unit Address: _____

Resident Vehicle (1)

Vehicle Owner: _____ Vehicle Make: _____

Email Address: _____ Vehicle Model: _____

Phone Number: _____ License Plate #: _____

Resident Vehicle (2)

Vehicle Owner: _____ Vehicle Make: _____

Email Address: _____ Vehicle Model: _____

Phone Number: _____ License Plate #: _____

I have read the above document and agree to the rules and regulations set by the Walker Square Unit Owner's Association:

Owner Address (if different): _____

Owner Signature: _____ Date: _____

Owner Email Address: _____ Date: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

For Office Use Only

Parking permit(s) number: _____ Guest pass number: _____

Date permit(s) issued: _____

Issued by: _____

Walker Square Unit Owners Association

Clubhouse & Pool Rules

Clubhouse Rules

1. No alcohol
2. No smoking
3. No pets
4. Residents are responsible for the actions of their guests while on the premises.
5. Residents are required to clean up after themselves and remove all trash upon leaving.
6. Residents are required to use all equipment in a manor in which they were intended.
7. Please keep the television and stereo volume to reasonable level after 9pm.
8. Use of the facility is at your own risk.

Pool Rules

1. Pool hours are 7:30am – 11:00pm
2. Persons under the age of 14 must be accompanied by an adult.
3. Pool for residents and authorized guests only.
4. No glass in pool area.
5. No pets allowed in pool area.
6. No running or rough play in pool area.

*All Rules are subject to change.

WALKER SQUARE CLUBHOUSE CONTRACT FOR RESERVATION

Who is qualified to rent

- To rent the clubhouse, a contract for reservation must be signed by the unit owner/tenant responsible and a representative of the UOA. Unit owner/tenant must be in good standing with the UOA.
- The person renting must be at least 18 years of age, be in attendance at all times, and be responsible for the actions of his/her guests.
- Clubhouse reservation is subject to availability on a first come, first serve basis. Available times are 8 am to 11 pm.

Fee

- A \$250.00 refundable deposit is required. Make checks payable to Walker Square Condominiums.

Cleaning

- Clubhouse must be left in same condition as before the function began. An inspection will be performed by a representative of the UOA before and after function (within 24 hours). Excessive cleaning charges will be deducted from the refundable deposit.

General Rules

- Pool use and use of Pool area is **NOT** provided with clubhouse rental.
- Fitness center will remain open to residents during the event.
- No Smoking allowed inside the Clubhouse. Please use the patio and make sure to use an ashtray.
- No Animals Allowed with the exception of service animals.
- Members of the Board of Directors, as well as their representatives reserve the right to enter the clubhouse at any time in order to carry out their responsibilities.
- Must abide by all Federal, State, and City laws, as well as Condominium by-laws at all times.
- Alcohol is not allowed.

Closing

- Ensure all lights and TV's are turned off.
- Make sure you take all personal belongings with you, including any food items.

- Clubhouse must be cleaned thoroughly immediately following your function. If the clubhouse is not cleaned to the UOA's standards, cleaning charges may be deducted from the refundable deposit.

Phone Directory

Real Property, Inc.	(434) 971-1600	
Police Department:	(434) 977-9041	Non-Emergency
Fire Station:	911	
Police Emergency:	911	
University of VA Medical Center	(434) 924-2231	Emergency Department
	(434) 924-0211	General Information
Martha Jefferson Hospital	(434) 982-7150	
	(434) 982-7000	

Thank you for choosing to have your event with us.

I have read the rules and accept the conditions as written.

Client,	Signature	Date	Date of Function
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Client,	Printed Name
---------	--------------

Unit Address

Contact Information

Phone #

Email

WALKER SQUARE CLUBHOUSE
CONTRACT FOR RESERVATION RECEIPT

DATE OF FUNCTION: _____

\$250 SECURITY DEPOSIT (Refundable) – Date of Receipt: _____

ADDITIONAL CLEAN UP FEE: _____

TOTAL DUE HOA: _____

TOTAL OWED UNIT OWNER/TENANT: _____

HOA REPRESENTATIVE: _____

Signature

Walker Square Locker Rental Agreement

I, _____, unit owner of _____ enter into this lease and locker rental agreement with the understanding that all rental costs are to be paid to the association up front before I am allowed access to the unit(s). I also understand that I am required to provide my own lock for the unit(s) and that I am required to reasonably maintain the unit(s) while I am engaged in this agreement.

I understand that I am liable for any and all damage that comes to the unit that is a direct or indirect result of my intentional or negligent conduct with regard to the unit's use and maintenance or damage that is a result of natural causes or acts of God.

Furthermore, I waive any and all liability against the association for any damage to my person or property that is caused by my intentional or negligent conduct with regard to the unit's use and maintenance or damage that is a result of any natural causes or acts of God.

I also agree to obtain renter's insurance for any and all property I plan to store in the unit(s). I understand that if I fail to do so, the association will not be liable for any and all damage that may or could occur to my property.

I understand that there are no refunds for the use of the unit(s) after the lease has been signed. I also understand that I am not permitted, under any and all circumstances, to sublease the unit(s) to anyone for any reason throughout the duration of my lease.

Lessee agrees to pay a security deposit equal to \$50.00. The security deposit will be used to fund any maintenance or replacement costs beyond normal wear and tear. The security deposit is fully refundable if no damages are present at lease termination.

Locker Number: _____

Lease Term: _____

Lessee Signature

Phone Number

Email Address



WALKER SQUARE
CONDOMINIUM UNIT OWNERS'
ASSOCIATION INC.

RULES AND REGULATIONS

Adopted January 1st, 2017

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PERSONAL CONDUCT

The Walker Square Condominium Unit Owners' Association, Inc., ("the Association") is professionally managed by Real Property Inc., ("Management"). We encourage you to contact Management if you have any questions about the policies described in this document.

I. INTRODUCTION

The success of a condominium community depends, in large part, on the guidelines that govern how members are expected to conduct themselves. These guidelines are typically outlined in the community's governing documents; The Articles of Incorporation, the Declaration, and Bylaws. In an effort to expand on those guidelines and with a goal of fostering a safe and enjoyable environment for all residents of Walker Square, the Board of Directors ("Board") has adopted additional Rules and Regulations ("Rules"). These Rules supplement the restrictions contained in the governing documents and shall govern the conduct of the members with regard to the Common Elements of the Association and Units. Please understand that any violation of the Rule causes increased operating expenses, including, but not limited to, clean-up cost, increased management and labor cost, and increased utility cost. You will be charged for violation of these Rules in order to offset those increased costs. Such charges are due and payable at the same time as the succeeding month's HOA dues.

II. DEFINITIONS

Capitalized terms shall have the same meanings set forth in the Declaration and Bylaws of the Association. For the purposes of these Rules, the term "Unit Owner" shall also include tenants of a Unit whether or not in residence, and the Unit Owner's and tenant's household, employees, agents, visitors, contractors, guests, invitees and licensees. For the purposes of these Rules, the term "Residents" shall mean the owner(s) of a unit and their tenant(s). For the purposes of these Regulations, the term "Association" shall also include the Managing Agent when the Managing Agent is acting on behalf of the Association. The term "Good Standing" shall mean that the Unit Owner does not owe any money to the Association for things such as assessments, fees, late charges, or fines.

III. GOVERNANCE

The Rules outlined in this document are enforced by Management and the Board of Directors. All Unit Owners of the community are responsible for adhering to these Rules, as outlined below. As permitted in the Bylaws, the Association is authorized to fine Unit Owners for violations of the Rules and Regulations. Some specific fines are contained in the Rules herein. Failure to adhere to the Rules will result in notification of the alleged violation. The Unit Owner may be subject to fines ranging from \$35 for improper disposal of trash, to monetary charges up to \$900. Repeated offenses will result in a Board Hearing, where the alleged violation will be reviewed by all parties involved. Other penalties include, the suspension of use of common amenities and services (pool, fitness center, parking rights). The Board may also seek injunctive relief in an effort to correct an outstanding violation.

IV. RULES AND REGULATIONS

COMMON ELEMENTS

Unit Owners using any of the common facilities do so at their own risk and sole responsibility. The Association does not assume responsibility for any occurrence, accident or injury in connection with such use. No Unit Owner shall make any claim against the Association, agents, contractors, or employees, for or on account of any loss or damage to life, limb or property sustained as a result of or in connection with any such use of any of the recreational or common facilities. Each Unit Owner shall hold the Association harmless from any and all liabilities and any action of whatsoever nature by any tenants, guests, invitees, contractors, or licensees of such Unit Owner growing out of the use of the common facilities, except where such loss, injury or damage can be clearly proved to have resulted from and been proximately caused by the direct negligence of the Association or its agents, or employees in the operation, care or maintenance of such facilities.

Barbeques

No barbeque, grill or other similar cooking device, regardless of the type of fuel, may be used within the individual Unit boundaries or common areas (e.g. in parking lots, recreation areas, corridors); provided, however, that electric grills may be used only on unit patios. The Association has the right to remove and dispose of all illegal grills without notice. The Association provides a charcoal grill in the center courtyard on a first come first serve basis. Residents are responsible for cleanup after each use.

Bicycles

Bicycles must be stored within the confines of the common area bicycle racks. Additionally, bicycles may be stored underneath the stairwells, only on the ground floor and within the confines of the metal railing. Any bicycles improperly stored will be subject to the removal and disposal at the bicycle owner's expense.

Clubhouse/Fitness Center/Pool

Only Residents and their guests may use the clubhouse/fitness center/pool. No guests shall be permitted at the clubhouse/fitness center/pool unless accompanied by a Resident. Residents under the age of 14 may not use the clubhouse/fitness center/pool unless accompanied by an adult. No animals shall be permitted in the clubhouse/fitness center/pool with the exception of service animals. Users shall clean up after themselves and conduct themselves with due consideration of other users. The Board reserves the right to post additional on-site rules regarding the hours of operation and use of the clubhouse/fitness center/pool. Reservations of the clubhouse are permitted pending availability and Unit Owners' Good Standing. The pool area and fitness center are not available for reservation. Please contact Management for details regarding reservations. Unit Owners in Good Standing may obtain access code(s) to the clubhouse/fitness center/pool from Management. No glass is permitted in the pool area.

Landscaping

Exterior landscaping shall be maintained exclusively only by the Association.

The planting or harvesting of plants, flowers, trees, shrubbery, gardens and crops of any type by Unit Owners is prohibited anywhere on the Common Elements without the prior written consent of the Board. Nothing may be erected around or on the Common Elements of the community except by the Association. This includes, but is not limited to, fences, signs, lawn ornaments, banners, etc.

Mailboxes

Owners are responsible for maintaining their individual mailbox, mailbox lock and mailbox key. The Association does not maintain mailboxes or maintain mailbox key copies.

Parking

Walker Square is a private parking lot and requires the use of a valid parking permit. The Association annually adopts a separate set of rules pertaining to parking on the property. Please contact Management for a copy of the most current parking rules and regulations. Unit Owners not in Good standing will be unable to obtain valid parking permits until all accounts are current. Any vehicles without a valid parking permit will be subject to towing without warning at the vehicle owner's expense.

Railroad Tracks

It shall be a violation of these Regulations for any Unit Owner to trespass on the railroad tracks that abut the Association. The railroad tracks are in frequent use, so trespassing on the tracks is extremely dangerous and could result in death. Unit Owners are further advised that going upon the railroad tracks is a violation of state criminal law.

Satellite Dishes

Satellite dishes are permitted pending approval by the Board. The Unit Owner must provide detailed information on the location of the dish, method of installation, and plans for screening. The Unit Owner must submit this information to Management for Board approval prior to the installation of the dish. No satellite dish may be attached to any portion of the Common Elements.

Storage Rentals

The Association offers Unit Owners additional storage bins for rent on a first come first serve basis. Please contact Management for information regarding storage bin rentals.

Storage

No Unit Owner shall obstruct any of the Common Elements. Nor shall any Unit Owner place, or cause or permit anything to be placed on or in any of the Common Elements (except those areas designated for such storage by the Condominium Instruments) or constructed in or removed from the Common Elements except with the prior written consent of the Board. No gasoline, propane, or any flammable material may be stored in a Unit or in any of the Common Elements.

Trash Disposal

All trash must be taken directly to the trash compactor for disposal. Trash is not to be left outside of your unit, nor shall it be placed outside of the compactor. The compactor area is monitored by video surveillance to help with enforcement of this provision. The Association reserves the right to impose reasonable fines for the violation of this provision as well as for littering by Unit Owners (including, but limited to, cigarette butts, beverage bottles/cans in common areas). The minimum fine for violation of this provision is \$35 per occurrence plus the cost of any removal and disposal labor. In addition, the Association has the right to pursue any of the Associations other remedies hereunder or by law to enforce this provision.

Large items (furniture, boxes, moving debris, etc.) are not to be placed in the compactor area. You may contact Management for information to arrange for pick-up of large items for disposal. The cost for disposal is an Owner's responsibility. In the event the compactor is full or malfunctioned, please contract Management immediately.

MANAGEMENT

Access

Each Unit Owner is responsible for providing Management with a working key copy for their front door lock. These key(s) are emergency key(s) and shall be securely stored and coded in such a way as to prevent identification by unauthorized persons. They will be used only if entry to such unit is necessitated by the fact or threat of fire, flood, or any other condition that may adversely affect the common elements or other units, or in coordination with the Unit Owner for the purposes of maintenance or repair to common/limited common elements (inspection of sprinkler heads, cleaning of dryer vents, water meter maintenance, internet system maintenance, etc.).

Maintenance and replacement of the hardware on the door servicing the individual Unit is the responsibility of the Unit Owner. Damages caused in an emergency requiring forced entry into a Unit, which results from the Unit Owner's or resident's failure to comply with these measures, will be the responsibility of the Unit Owner. No Unit Owner shall alter any lock or install additional locks, knockers, bells or other fixtures on any doors of a unit without the prior written consent of the Board.

Contact Information

Each Unit Owner must provide Management with their contact information, including; phone, email and mailing address. This information is to be updated by the Unit Owner as soon as it changes.

Deliveries

Employees and agents of the Association, including Management, are not authorized to accept packages, or articles of any description from or for the benefit of a Unit Owner.

Favors

No Unit Owner shall direct, supervise or in any manner attempt to assert control over or request favors of any employee of the Managing Agent or the Association.

No employees of Management shall perform any personal services while on duty for any individual Unit Owner, guest, employee, agent or lessee, except such services as are approved by the Association.

UNIT

Appliances

Appliances provided with a Unit may be replaced with models of equal or better quality. In order to avoid undue drain on the Condominium's utilities, no additional major appliance shall be installed without the prior written approval of the Board. "Major appliances" include, but are not limited to, window air conditioning units, washers, dryers, refrigerators, freezers and dishwashers.

Balconies/Patios

The Unit Owner of any Unit to which a balcony or patio is appurtenant is a Limited Common Element which the Unit Owner is required to maintain, including keeping it in a clean and sanitary condition, free and clear of snow, ice and any accumulation of water and shall also make all repairs thereto caused or permitted by such Unit Owner's negligence, misuse or neglect.

Balconies and patios shall not be used for storage of automobile tires, unsightly or heavy items, garbage or refuse, or flammable liquids such as gasoline, propane, etc. Only outdoor furniture and related patio items may be placed outside. No balcony or patio shall be enclosed or covered by a Unit Owner without the prior written consent of the Board.

Doors/Windows

Unit doors opening into stairwells or hallways shall be kept closed and secured at all times except when in use. Windows and patio or balcony doors should be kept closed during air conditioning season while the air conditioning system is in use in order to prevent condensation from forming in the Unit's cooling mechanism and causing damage to carpets and floors. Damage to property, including, but not limited to paint, plaster, cabinets, carpets, floors or damage to any part of the premises caused by leaving windows and/or doors open during inclement weather will be the responsibility of the Unit Owner.

Doors and windows shall not be obstructed. Doors and windows are not to be altered in any manner without the permission of the Board.

Electrical Equipment

No electrical equipment, other than normal business equipment such as copy machines, computers or word processing equipment, may be installed in any Unit without the prior written consent of the Board of Directors. No electrical equipment shall be installed in a Unit which causes interference with the normal operation of electrical equipment in the Common Elements or other Units. All electrical equipment of any kind or nature installed or used in each Unit shall fully comply with all rules, regulations, requirements or recommendation of the Board of Fire Underwriters and the public authorities having jurisdiction, and the Unit Owner alone shall be liable for any damage or injury caused by any electrical equipment in such Unit Owner's Unit. No facilities or equipment of any nature shall be installed that would necessitate changes, replacements or additions to the Common Elements, or otherwise unreasonably burden the provision of water, electricity, heat or air conditioning to the Condominium.

Floor Covering

Sufficient carpeting or rugs shall be maintained on a minimum of eighty percent (80%) of the floor surfaces (except foyers, kitchens, closets and bathrooms) in a Unit located over any other Unit(s) to adequately reduce transmission of sound between Units.

Leasing

No Unit shall be subjected to or used for any timesharing, cooperative, licensing or other arrangement that would entail weekly, monthly or any other type of revolving or periodic occupancy by multiple Unit Owners, cooperators, licensees or timesharing participants.

A copy of all current leases and contact information must be provided to Management.

Sale of Unit

In the event that a Unit is being sold the Unit Owner must notify Management of the pending sale and make sure all assessments and utility bills are current. Any Unit Owner with an outstanding balance will be considered in non-compliance.

Maintenance

Each Unit Owner shall keep the Unit and its equipment, appliances, and appurtenance (including, but not limited to, interior plumbing fixtures, electrical outlets, cabinetry, carpeting, flooring, draperies and paint) in good order, condition and repair in a clean and sanitary condition. Each Unit Owner shall perform this responsibility in such manner as to not unreasonably disturb or interfere with the other Unit Owners.

Nothing shall be done in any Unit or on the common elements that may impair the structural integrity of the building or that may structurally change the building, nor shall anything be altered or constructed on or removed from the common elements, except upon the prior written consent of the Board.

Each Unit Owner shall maintain his Unit in a sanitary condition, to the degree necessary to prevent any potential health hazard, unpleasant odors, accumulation of trash, or pest infestation.

Noise

The volume of noise within the Units shall be maintained at a level that will not unreasonably interfere with the comfort of other Unit Owners. Notwithstanding the foregoing: between the hours of 10:00p.m. - 8:00a.m., noise within the Units shall be maintained at a volume that will not be heard from any other Unit or the Common Elements. Unit Owners who feel unreasonable noise levels are attained by any Unit, at any time, are encouraged to contact the police department.

Signage

Except for such signs as may be posted by the Association, no signs of any character shall be erected, posted or displayed upon, in, from or about any Unit or Common Element without the prior written approval of the Board, included "For Rent," "For Sale" and "For Lease" signs and other window displays or advertising. Signage shall include, but not be limited to, signs, flags, banners, posters, lights, etc.

Unit Exterior

No Unit Owner shall cause or permit anything to be hung, displayed or exposed on the exterior of a Unit or Common Elements appurtenant thereto, whether through or upon the windows, doors, masonry, patio or balcony of such Unit. Under no circumstances shall a Unit Owner install any exhaust fan, air conditioning apparatus or other items that extend beyond the boundaries of the Unit or the patio or balcony without the prior written consent of the Board of Directors. A Unit Owner may however, install a satellite television receiver or other similar television or radio receiver upon prior written approval of the Board of Directors.

Pets

The maintenance, keeping, boarding, or raising of animals, livestock, poultry or reptiles of any kind, regardless of number, is prohibited within any Unit or upon the Common Elements. The keeping of ordinary domestic pets (e.g. dogs, cats or caged birds) weighing up to 100lbs. is permitted. Keeping more than one domestic pet per Unit is prohibited without the approval of the Board. Guide/Service animals and aquarium fish (and other limited species of animals which do not normally leave the Unit and which do not make noise) are permitted. Pets must not reasonably disturb or create a nuisance while in the Unit or on Common Elements. Pets must be under the control of their owner and be registered with Walker Square Management.

When outside their units, all dogs must be on a leash, and the Unit Owner shall comply with all local ordinances (e.g. leash laws) as if the common areas are public areas. Dogs and cats are not to roam the property freely, and, when outside, they must be under the immediate control, attendance and surveillance of a person responsible for them.

Unit Owners of pets must promptly clean up after their pet. Violation of this policy poses a health hazard and is gravely discourteous to residents in the community. Use of pet waste bags is required and bags should be properly discarded in trash containers.

Pets may be allowed in a unit so long as they are not a nuisance. Actions that constitute a nuisance include, but are not limited to, excessive or intolerable crying, barking, scratching, or repeated hygienic offensiveness.

Plumbing

Toilets, sinks, showers, baths and drains shall be used only for the purposes for which designed. Toilets and drains shall be maintained clear of obstructions by the Unit Owner. The cost of repairing damage caused by overflowing toilets, stopped-up drains, hot water heater drains, washing machine drains (including damage to the Common Elements and other Units) shall be borne by the Unit Owner of the unit containing the source of the damage.

Regular maintenance and repair of the water heater is the responsibility of the unit Owner. Any damages resulting from the negligence by the Owner or any tenants, guests, invitees, or licensees shall be the responsibility of the Unit Owner.

Water/Sewer

Water usage is master metered and paid by Walker Square. Unit Owners are billed for their personal usage by way of an individual water meter located on top of their water heater. Unit Owners will receive a bill for water consumption services, measured by this meter, by a third party contractor employed by the Association. Tampering with or damaging the water meter is strictly prohibited.

Window Coverings

All interior window coverings (draperies, blinds, curtains, etc.) of the unit must be installed and maintained by each Unit Owner on all windows of the unit so that the exterior color will appear white, off white or beige.

PERSONAL CONDUCT

No improper, offensive or unlawful behavior shall be made while on Association property or any part thereof, and all valid laws, zoning, ordinances and regulations of all governmental agencies having jurisdiction thereof shall be observed. The Association, the Board, and Management have no liability to any person for any violation of such laws by others.

The Board reserves the right to alter, amend, modify, repeal or revoke these Rules by way of a Resolution and with proper notice to the Unit Owners.

Last Revised October 2016