



RULES AND REGULATIONS

MISSION STATEMENT

The Woodlands is an active, Adult (55 years or older) Community, that was created to provide a safe and mutually supportive residential environment for its residents.

The following rules and regulations have been established by the Woodlands Condominium Owners' Association ("Association") to support our mission statement in accordance with the Association's authority under the Second Amended and Restated Declaration for the Woodlands Condominium dated July 5, 2022, including all amendments ("Declaration"). Capitalized terms not defined herein shall have the meaning given in the Declaration.

RENTAL OF RESIDENTIAL UNITS BY OWNERS

Rental of condominium units by Unit Owners (who do not reside in their units) is permitted, however, the following guidelines must be fully met:

1. Prospective Tenants must meet with the Manager to evaluate the suitability of the prospective Tenant, review the Proposed Lease, and review Woodland's Rules & Regulations. Approval by the Manager of the prospective renter and the Proposed Lease is required before the prospective renter's move-in and before the Unit Owner and Tenant sign a Lease.
2. Rentals must be for a period of at least six months, or longer.
3. The principal renter (the person whose name appears on the Lease) must be 55 years or older.
4. Keys and garage cards for rented units are to be issued only by the Manager. That is, the Unit Owner of the rental unit must turn over keys and garage cards to be issued to the Tenants.
5. No "For Lease" or "For Rent" signs are permitted on the Property.

The Unit Owner is responsible for the behavior of the Tenants. Should the Tenants not comply with the Rules and Regulations of The Woodlands, a warning will be issued in writing to the Tenants and the Unit Owner. If the noncompliance continues a fine up to \$1,000 will be issued to the Unit Owner.

IN-HOME BUSINESSES

In-home businesses are permitted but must be approved by the Manager and comply with the Declaration and local zoning rules and regulations. The business must not be open to the public; generate customer traffic or disturb the neighboring Unit Owners. A quarterly report will be prepared by the Manager on businesses that have been approved and such reports shall be submitted to the Association Board of Directors on a timely basis. Common areas, including the Commons and outside grounds or parking lot, may not be used for In-Home Businesses.

SMOKE-FREE CAMPUS

No smoking or vaping will be allowed in the condominium units, on the decks, in the commons building, in the hallways, in the garage, or on the grounds. A \$1,000 fine will be issued for non-compliance.

RESALE OF UNITS

Woodlands is a condominium community with 144 residential Units. The well-being of the Unit Owners must be considered when selling a Unit. The principal reason is security. For this reason, the sale of a Unit can not be treated as a single-family home and is subject to the following rules:

Agents

Unit Owners may sell their Units at any time. Unit Owners may use the services of a licensed real estate agent or broker (“Agent”). **It is the responsibility of the Unit Owner to inform their Agent of these policies and procedures.**

Keys

One key can be given to the agent, and this must be documented by The Woodlands Manager. No Lockboxes are allowed.

Showings to potential buyers

The showings shall be by appointment only with the acting Agent. The acting Agent is responsible for all access regarding showings and must always be present. An acting Agent must always obtain the condo key. This key cannot be passed to other Agents. No open house events may be scheduled for showing the Unit.

Control of keys and garage cards and move-in dates and times.

Once the sale has been completed, the selling Unit Owner must turn in their keys and garage card to the Manager when they move out. The new Unit Owners will then be given keys and a garage card by the Manager with the necessary instructions. **There will be a \$500 fine for lost keys or a garage card.**

New Unit Owners of the resold unit must obtain a move-in date and time from the Manager. This step will be controlled by not issuing keys and garage cards until new Unit Owners meet with the Manager. “For Sale” signs are not permitted on the Property.

The Association will collect a \$300 charge at closing for the transfer of ownership from the buyer.

A \$1,000 fine will be charged for non-compliance with these rules for resale of units which will be collected from the selling Unit Owner at closing.

DAMAGES TO BUILDING AT MOVE IN OR MOVE OUT

At minimum a \$100 fine will be collected from owner for dings or damages to walls, doors, elevator etc. Fines will be assessed at the time of inspection of damages.

PETS

Unit Owners may have up to two pets. Pets are defined as dogs, cats, and domesticated birds. Dogs must be under 70 pounds and cannot be over two feet tall when standing on all four legs. Dogs cannot be a threat to any resident or guest of The Woodlands.

The size and breed of the dogs must be approved by the Manager. Not receiving prior approval for pets from the Manager will be a basis for not allowing such pets.

For first-time buyers of a Unit at the Woodlands, certain exceptions may be made for Unit Owners' pets at the time of purchase. This will be at the discretion of the Association.

Attached is "Dog Rules, Fees, and Fines. Guests must be informed of these rules and dogs of guests are the responsibility of the Unit Owner.

INDOOR PARKING

Each Unit Owner's Parking Garage Space is defined and limited to 12 inches inside the divider lines on the sides and where the lines end in the front and back.

Only automobiles, pickup trucks, and motorcycles will be permitted to park in the garage. No other items (such as a boat) will be allowed to be stored in Parking Garage Space. Vehicles must not be leaking oil or other fluids.

Unit Owners who are gone for over one month shall inform the Manager regarding the plans to be away so cars can be left unattended in the Unit Owner's Parking Garage Space.

OUTDOOR PARKING

Vehicles must be operational, maintained cleanly, and not left unused for more than one month. The Manager must approve exceptions.

RV's, camping trailers, campers, boats, or non-motorized vehicles are permitted in the external parking lot with a maximum time of 24 hours. The Manager must be notified concerning the parking of these types of vehicles. These vehicles cannot be occupied while parked in the outdoor parking lot.

DECKS

Decks are a Limited Common Element associated with each Unit. The Unit Owner may have appropriate furniture for their use of the decks. However, the decks are not a place for storage of sports equipment or other non-deck items. No hot tubs or gas fire pits are allowed on the decks.

Holiday decorations on decks and hallways must be removed 30 days after the holiday and are not to be put up more than 30 days before the holiday.

No political indications on ads or flags on decks or outside of doors to hallways, nor in the windows facing out for the community to see.

BBQ grills must use either propane or electricity. Charcoal, wood or lighter fluid may not be used. No smoker grills like Traeger or other brands.

Outdoor plants must be in containers with drip pans so water will not drip on the deck below. Birdseed feeders are not allowed on the decks. Hummingbird feeders are allowed. Sunshades can be installed but must be approved by the Manager for color.

No rugs, blankets, towels, clothes, etc. allowed to hang or dry on balcony rails. Flags may be attached to the wood post on the deck but cannot be hung from the railing.

Wind chimes are allowed on decks, however, the wind chime needs to be such as not to disturb the adjacent neighbors. Wind chimes shall be the smaller variety. Wind chimes should be hung near the wall of the deck to keep away from strong winds. Wind chimes must be taken down while the Unit Owner is out of town. Should a complaint be made by a neighbor, the architectural committee shall meet with the owner to resolve the complaint. If agreement is not reached, the complaint will be brought before the Association Board of Directors.

Decks are a part of the architectural design of the Woodlands. It is the responsibility of owners to maintain architectural excellence by following the rules relating to their deck.

GARAGE AND STORAGE ROOMS

Nothing can be stored outside of storage rooms. Nothing can be hung from the ceiling or walls of the garage. No hazardous materials can be stored in a storage room. Bike racks are available for bicycles.

No auto repairs of any kind may be performed in the garages or parking areas. Minor repairs such as windshield or tires are acceptable.

HEATING AND COOLING UNITS

It has been concluded that the heating and cooling units are owned by the individual Unit Owners, and it is their responsibility for upkeep and maintenance of these units.

The service company maintains fly-wheel parts and six complete heating and cooling units. These parts are kept at Comfort Systems USA. The purpose of these parts and complete units is to make these parts and complete units available immediately to the Unit Owners rather than waiting for such to be ordered by the supplier (Comfort Systems USA.)

The upkeep required by the Unit Owner is to keep the heating and cooling units clean. The filters must be kept clean at all times. Periodically Association will cover the costs of inspection of the heating and cooling units from the outside and will be cleaned from the outside if necessary.

Procedures for repair:

- Comfort Systems USA will inspect the heating and cooling units to determine the issue and recommend the repair necessary.
- If repair is needed, parts from the Association inventory of parts shall be used if possible.

- If parts are used, the condominium Unit Owner will reimburse the association for the cost of the parts.
- If a complete heating and cooling unit is replaced, the Unit Owner will reimburse the Association the cost of refurbishing the heating and cooling unit.

It is the responsibility of the Unit Owners to pay for all repairs – both parts and labor. Comfort Systems USA must be used for all repairs as they are certified for servicing the heating and cooling units. The Woodlands Manager will coordinate the work of Comfort Systems USA.

CHANGES WITHIN INTERIOR UNITS

The Manager must approve all changes or remodeling. This guideline is to maintain the soundproofing systems' integrity and avoid damage to load-bearing walls.

PICTURE HANGING AND ADDITIONAL CABINETS

The common walls of the Units are specially built to reduce the transfer of sound between units. Therefore, when hanging heavy pictures, cabinets, or TVs on common walls, the Unit Owners must consult with the Manager and use authorized personnel to assist.

ACCESS TO UNITS

The Manager shall have access to all units. This is for the protection of the Unit Owners and their neighbors. The Manager will provide notice before entering. If the Unit Owner is not home when the Manager is required to enter, the Manager will immediately inform the Unit Owner that entry was made.

The Manager is to be informed when Unit Owners plan to be gone for more than one month. No person can stay in the Unit unless the Unit Owner is present in the Unit.

INSURANCE

The homeowners' insurance policy obtained by the Association will cover all structural features of the Buildings. The Association recommends that the Unit Owners obtain additional policies for liability and personal property coverage within their Unit.

ARCHITECTURAL COMMITTEE

This committee's purpose is to inspect the decks, hallways, and garages of the Woodlands to keep the Unit Owners in compliance with the Rules and Regulations. Violations will be initially discussed with the non-compliant Unit Owner. If the Unit Owner disagrees with the Architectural Committee, the matter shall be brought before the Association Board of Directors. The Association's Board of Directors will then determine the steps to be followed to bring the matter into compliance.

INAPPROPRIATE BEHAVIOR BY AN OWNER

The Woodlands is a community of condominium owners. A Unit Owner's ownership consists of their Unit and the associated deck, Parking Garage Space, and Storage Room as limited common elements. Presently all General Common Area is owned by Lund Development LLC. Eventually, the General Common Area will be owned by the Association. The Unit Owners are automatically members of WCOA.

As members of the Association, Unit Owners have the responsibility to contribute to the well-being of other members of the Association. In other words, following the Golden Rule: Do unto others as you would have them do to you. It is socially acceptable to be respectable.

Inappropriate behavior is prohibited and will result in the assessment of fines determined by the severity of the offense.

Here are examples of inappropriate behavior:

1. Indecent exposure of your body in front of fellow Unit Owners, including behavior that is offensive to a reasonable Unit Owner.
2. Loud noises coming from your Unit such as repetitive yelling, slamming of doors, loud music, and loud sounds from a TV, radio, or recording device.
3. Threatening a fellow Unit Owner with bodily harm.
4. Verbal, written or electronic harassment
5. Hitting, pushing, or shoving a Unit Owner, Woodland's employee, or any guests.
6. Drinking or abuse of drugs resulting in behavior that is described in 1 through 5 above.
7. Failure to respond to communications from Woodland's management regarding violations of rules and regulations established by Association.

ENFORCEMENT OF RULES AND REGULATIONS AND RELATED FINES

The Board of Directors, Woodlands Council Members, Association President, and Treasurer are responsible for enforcement of the rules and regulations of the Association. The following order of events shall be followed when rules and regulations are not followed:

1. When a rule or regulation is not being followed, notice will be given verbally or in writing to the Unit Owner not following the rule or regulation. This first notice will be a warning. The Manager will keep a file of such notices.
2. If the Unit Owner persists in not following the rule or regulation, the Association Board of Directors will meet to determine the fine amount, and the fine will be issued to the Unit Owner, payable immediately.
3. If the violation continues after the fine is issued, additional fines will be added by the Board.
4. If the fine is not paid in 30 days, late fees of 10% will be added to the fine.
5. If the fine is not paid in 60 days, the President of the Association may take the offender to court to collect the fine plus late fees, court costs, and attorney fees. Rather than take the offender to court, the Association may file a lien on the offending Owner's Unit. The Association Board of Directors will determine the best way to collect the fine consistent with the Declaration and these Rules and Regulations.

As set out in these Rules and Regulations, fines are set for certain offenses. The Board of Directors has the flexibility of imposing fines of different amounts depending on the violation and may issue a fine for the first offense if it is determined appropriate.

A Unit Owner not following a rule or regulation may meet with the Board of Directors of the Association to discuss the matter but must pay the fine before meeting with the Board of Directors.

If a fellow Unit Owner is concerned with another Unit Owner regarding their noncompliance with the Association rules and regulations, the first step is to discuss their concern with the Unit Owner. Gossiping about others is not an acceptable practice regarding the actions of others. If a fellow Unit Owner continues

to be non-compliant, the concerned Unit Owner should contact those mentioned above concerning their concerns.