

Big Lake Condominium Association

Owners House Rules

Purpose

The Board of Directors of the Big Lake Condominium Association (BLCA) shares the desire of Big Lake Condominium Homeowners to maintain a high-quality living standard within our complex and to protect our property values. To meet these goals, we adopt the following Owners House Rules to provide a framework for the uniform application of standards.

General

Each owner and resident are responsible for being familiar with the BLCA Owners House Rules. The BLCA is not responsible for damages to personal effects located within the unit. Owners are encouraged to obtain personal contents insurance.

Each unit owner shall be liable to the BLCA for any damages to the common areas, (lawn, buildings, tennis court, walkways, etc.), or any equipment thereon which may be sustained by reason of negligence of said unit owner or of his/her guests, invitees or tenants.

Snow's Management, Inc. is the property manager for the Big Lake Condominium Association. Questions, requests for approval and concerns related to the Big Lake Condominium Association should be addressed to Snow's Management, Inc. for timely response. Their contact information is as follows:

Address: 200 W 34th Avenue, #966, Anchorage, AK 99503

Phone: 907.563.8333

Email: info@snowsmanagementak.com

Maintenance

A. Incidental touch-up painting by owners to the exterior of the units is encouraged to maintain the appearance of the buildings between painting cycles. Paint color codes can be obtained by contacting Snow's Management, Inc. or by visiting the website at www.snowsmanagementak.org/index.php/BigLakeCondo .

B. All owners shall keep their units and their decks, front walkways and docks maintained and in good condition.

C. Damage to the interior of a unit that was caused by a leaking roof is the responsibility of the owner.

D. Exterior building modifications must be approved by the Board of Directors. Exterior building modifications include doors, windows, screen/storm doors and sky lights. Colors of any modifications must match the existing color scheme. A request for approval must be submitted to

Snow's Management, Inc., for Board consideration and include enough detail as to scope of the modification.

E. Emergency Entrance - In the case of a bona fide emergency, the Board of Directors or Property Manager can authorize entry to a unit or any part of the BLCA that is threatened, regardless of whether the unit owner or occupant is present. Emergencies include, but are not limited to, broken pipes, fire, roof leaks, etc.

F. Remodel - Any exterior remodel of a unit must have the approval of the Board of Directors. If the remodel includes an expansion of the unit, the adjoining unit's owner must approve of the remodel as well. A request for approval must be submitted to Snow's Management, Inc. for Board consideration and include sufficient detail as to scope of the modification and schedule.

G. All units must be maintained in a "ready for occupancy" state unless the unit has an approved remodel plan.

H. Unit owners are responsible for any damages and liabilities caused to other units from their neglect or negligence. Unit owners must reimburse the BLCA for any expenditure incurred in the repair or replacement because of the fault or negligence of a unit owner.

I. Freeze Prevention - Unit owners will set their thermostats at no less than 55 degrees during prolonged absences to prevent freezing of pipes in the units. Unit owners will be responsible for any freeze up damages.

J. Damages caused by Motor Vehicles - Owners of vehicles leaking fluids that cause damage to asphalt or from driving on the grassy areas will be responsible for repair costs.

Miscellaneous

A. Awnings – Retractable awnings are authorized for installation on the lake side of the buildings. Awning color should be consistent with the color scheme of the paint on the building.

B. Boat Docks - Boat docks for units 2-15 are jointly owned by the homeowners in each adjoining unit per building, i.e., units 2/3; 4/5; 6/7; 8/9; 10/11; 12/13/ and 14/15.

Maintenance and replacement is the sole responsibility of the joint owners. Unit 1 is the owner of the dock at that unit and is solely responsible for maintenance and replacement of that dock. All docks are to be brown in color. A request for approval for dock replacement or modification must be submitted to Snow's Management, Inc. for Board consideration and include sufficient detail as to scope of the modification. The request must contain the proposed dimensions, material, and whether the dock is to be floating or pile.

C. Boat Launch - The boat launch is provided for the sole use of owners and guests of owners. Guests of owners can use the boat launch only on the days they are visiting owners. Each owner is provided a key or combination to the locked gate. The gate is to be locked by the

user after each use. During the winter months the gate can be unlocked by homeowners to provide egress to the frozen lake and should be locked again by the homeowner after use. Homeowners are encouraged to use common sense when unlocking/locking the gate to ensure unwarranted use by non-homeowners is prohibited.

D. Buoy - During the summer months, buoys are placed in the lake to delineate a “no-wake zone” to prevent damage to docked watercraft and to minimize lake bank erosion. Homeowners and their guests must reduce speed within the no-wake zone.

E. Business or Commercial Activity - Owners may not conduct or maintain a business or commercial activity from BLCA except that an owner may conduct a professional or administrative occupation within a unit.

F. Communication - All communication regarding BLCA should be directed to Snow’s Management, Inc. who will facilitate communication with the Board of Directors.

G. Contractor Communications - Owners may not interfere with contractors hired by the Association to make repairs and/or maintenance in the project.

H. Decks – Decks associated with each unit are owned by the homeowners. Maintenance and replacement are the sole responsibility of the owners. Decks will be clear of clutter and not be used as a storage area except for seasonal items. Decks are to be maintained for safety and aesthetic purposes. All requests for replacements or modifications to decks including unit decks, intermediate decks and lakeside decks, must be submitted to Snow’s Management, Inc. for Board consideration. Requests must contain the proposed material composition, size and color.

I. Dues are to be paid by the first day of the following month. Late dues payments are assessed a \$25 late fee per month. Legal fees resulting from any actions taken to obtain late dues payments will be the responsibility of the owner.

K. Fire Pits – Fire pits are not to be used during fire bans. Responsible use of the fire pits during other times is an expectation. Owners are responsible for picking up and maintaining the area around the fire pit located in the vicinity of their respective building. The fire pit located in the vicinity of the gazebo is a common use fire pit. Glass bottles are NOT to be disposed of within the fire pit.

L. Garbage Pick-up – The dumpster will be emptied each Friday from Memorial Day to Labor Day and bi-weekly at all other times. Owners/guests should ensure all garbage is placed inside the provided dumpster and that the lid is closed. Cardboard boxes should be broken down to maximize the space available within the dumpster.

M. Gated Storage Area - Homeowners are assigned one parking space within the gated storage area and shall ensure any equipment parked in their space does not block access to other spaces. Stored items are not to be leaned against the fence to prevent damage to the fence. The provided locks are to be locked immediately after use of the gated storage area. The combinations of the locks are not to be shared with non-owners.

N. Gutters and downspouts are the responsibility of the unit owners. Adjacent owners within a building are encouraged to collaborate on the best means to address snow and rain runoff to minimize the impact to the building foundation.

O. Hot Tubs – Hot tubs may be authorized for installation on decks by unit owners. A request for approval for a hot tub installation must be submitted in writing to Snow’s Management, Inc. for Board consideration. The request must contain the exterior dimensions and proposed color of the hot tub. Hot tubs must be maintained in an operational state.

P. Lawn Maintenance – The BLCA will contract with a landscaping firm to mow, fertilize and apply weed killer to the common grassy areas. Owners are encouraged to water the common areas adjacent to their units to maintain the appearance of BLCA during dry periods.

Q. Litter- The lawn maintenance contract does not include the picking up of incidental litter. Therefore, owners are asked to pick-up litter when encountered within the BLCA area and dispose of it.

R. Personal Watercraft Docks – Personal watercraft docks are to be maintained and in good condition. The introduction of personal watercraft docks into the lakefront area must be approved by the Board of Directors. A request for approval for a personal watercraft dock must be submitted in writing to Snow’s Management, Inc. for Board consideration. All walkways used in conjunction with the dock must be constructed of pressure treated wood or composite (Trex or equivalent) material.

S. Satellite Dishes - Satellite dishes are authorized for roof installation. Damages to the roof resulting from satellite dish installations are the responsibility of the unit owner.

T. Septic - Only septic friendly toilet paper is to be used. Homeowners are strongly encouraged to read about the proper care and maintenance of a septic system and associated leach field. No vehicles, trailers, or other heavy items are to be placed on the leach field, which is located beside the tennis court. Operating snow machines in the leach field area is prohibited. Cost for repair of damages resulting from any vehicle in the leach field will be the responsibility of the party causing the damages.

U. Sky Lights – Sky lights are the owner’s responsibility and are considered windows for purposes of assessing water damages.

V. Storage Shed - The storage shed is for storing BLCA common use items (garden hoses, sprinklers, sport nets, balls, utility wagon, wheelbarrow, miscellaneous tools, etc.). Items removed from the storage shed should be returned promptly after use. The storage shed is not to be used for storing privately owned items. The provided locks are to be locked immediately after use of the storage shed. The combinations to the lock are not to be shared with non-owners.

W. Sump Pumps – Sump pumps are to be installed such that all discharge pipes are routed directly outside the unit. Discharges into the septic lines are not allowed.

X. Toddler's Beach – Motorized watercraft are not to be beached or operated in the vicinity of the toddler's beach.

Y. Walkways/Entryways – Entry walkways are an owner's responsibility and are to be maintained for safety and aesthetic purposes. Requests for replacement of walkways must be submitted to Snow's Management, Inc. for Board consideration. The request must contain the proposed material composition, size and color.

Z. Window Coverings - Curtains, drapes, blinds or shades are the only allowable window coverings. All window coverings must be maintained in good condition. Foil or paper covered windows are not allowed.

Conduct

A. Parents shall be held responsible for the behavior of their children.

B. Homeowners shall ensure their family members and guests abide by all rules of the Association.

C. Pets –

1) Owners are responsible for any pets owned by their guests or tenants.

2) Boarding of animals is not allowed. Owners may not have more than two dogs, cats, or in total.

3) Animal's shots and licensing must be up to date.

4) If any pet, without provocation causes and/or creates a nuisance and/or causes unreasonable noise or disturbance, the pet owner will correct the problem immediately.

5) Dog owners may not allow their dogs to habitually bark, howl or cause excessive noise which disturbs neighbors.

6) Owners must always maintain eye contact with their pets when outdoors.

7) Guests' pets are always to be maintained on a leash when outdoors.

8) Dogs that exhibit aggression must be maintained on a leash.

9) Dogs that will not obey the obedience command of "come" must be maintained on a leash.

10) "Scoop the poop" from your pet IMMEDIATELY from the grass and landscaped areas. Dog droppings are not to be disposed of in the fire pits.

Use Restrictions

- A. No boat, trailer, camper or motorhome shall be parked on a driveway or parking area for more than 2 weeks.
- B. Interior wood burning stoves are prohibited.
- C. Driving or parking vehicles on grassy areas is not allowed. A request for approval for extended parking of a trailer on a designated grassy area must be submitted in writing to Snow's Management, Inc. for Board consideration.
- D. Rental of Units –
- 1) A unit owner who rents or leases his unit to another party shall notify Snow's Management, Inc. of the rental with the following information:
 - a) Name of renter
 - b) Number of persons allowed to occupy unit
 - c) Length of lease term
 - d) Mailing address
 - e) Home and work telephone numbers
 - f) Number of pets on premises, if applicable.
 - 2) Units may not be rented for any timeframe of less than 6 months.
 - 3) Tenants may NOT sublet the unit.
4. Owners must provide a copy of House Rules to renters/tenants and require renters/tenants to abide by the House Rules. However, ultimate responsibility for any violation remains with the unit owner.

Procedure for Violations

If a violation of any of the rules is observed, the following procedure will be enforced to correct the violation. The purpose of this procedure is to ensure that a violation is corrected in a timely manner in order to maintain the decorum of BLCA.

FIRST OFFENSE: A warning letter will be sent to the unit owner via US MAIL AND EMAIL.

SECOND OFFENSE: A reasonable fine will be levied at the discretion of the Board of Directors. The owner in violation will be notified of the fine in writing via US MAIL and email.

VIOLATION HEARING: The owner has a right to appeal the decision of the Board. Owner must submit a written appeal within 20 days of receiving the notice of violation. The appeal may be sent to Snow's Management via email or US MAIL. The request will state the reason for the appeal. The Board will deliberate and respond to the appeal of the homeowner within 30 days of receipt of appeal.

CONTINUED OFFENSES: If a violation is not corrected in the prescribed amount of time additional escalating fines will be levied and/or legal action may be taken against the owner in violation, up to and including foreclosure.

LEGAL ACTION: All legal fees incurred by the Association as a result of a unit owner's violations or other illegal behavior not listed in House Rules will be billed to the unit owner.