

Greentree Village II Condominium Association
House Rules
June 2005

The Greentree Village II Condominium Association has adopted the following rules to promote harmonious living and to preserve the property values. The cooperation of all the owners, residents and guest is required.

1. Noise

Sounds travel very well through the ceiling and floor of the upper and lower units. Please be considerate of your neighbor and refrain from excess noises, especially during night hours. Do not run laundry equipment or play stereo, T.V. etc., loudly after 10:00 p.m. or before 6:00 a.m. Owners are responsible for the acts of their guest, occupants, and invitees both inside and outside the buildings.

2. Trash

- a. Put all trash inside dumpsters. If dumpster is full, wait until it is emptied to deposit trash. Our garbage pick-up days are Monday and Friday.
- b. If an object is too large to fit in dumpster, call Anchorage Refuse Company and arrange for them to pick it up. The Association will charge you if we must arrange for item disposal.
- c. Hazardous wastes, such as oil, paint etc, should never be put in the dumpster but disposed of properly at the Anchorage Municipal Landfill.

3. Pets

- a. The area behind the garages is designated for dog walking. Clean up after your dog. Do not allow dogs to relieve themselves on the decks or on the lawns around the main two buildings. Dogs must be on leashes and cats are not allowed to run loose. Do not allow your animals to damage the lawns in any way. Excess animal noise will not be tolerated.
- b. Animal control will be strictly enforced. Condo owners may be fined or be requested to remove the pet permanently from the project for failure to observe the above animal control rules.

4. Motor Vehicles

The following, including those provisions set forth in the Declaration and Bylaws, shall apply to the use of Vehicles on the property:

- a. Inoperable and abandoned vehicles may not be parked or stored on the property and may be removed after a notice to remove the vehicle has been posted on the vehicle for over three days.
- b. Neither a unit owner nor occupant shall park, store, or permit the hauling or store of any heavy

Equipment or large commercial vehicles on the property, unless such equipment or vehicle is on the property temporarily for work on the property or to move a Unit Owner or Occupant and is removed within reasonable period of time.

c. Except as otherwise provided in the Declaration and Bylaws, no Unit Owner or Occupant shall park, store, or permit the hauling or storage of any recreational vehicles on any un-enclosed portion of the property even if such storage is meant to be temporary unless specifically authorized by the Board of Directors. A recreational vehicle shall include without limitation, trailers, snowmobiles, boats canoes, 4-wheelers, all terrain vehicles, campers and similar vehicles.

d. No vehicle shall be stored or parked without regular use on the common area parking spaces. The Board of Directors reserves the right to levy reasonable fines, seeks enforcement, or property seek damages to enforce this parking restriction.

e. Any vehicle which blocks the potential use of a fire lane, fire hydrant, entrance, parking space, dumpster, driveway, snow storage site, handicapped space or similar common area shall be subject to immediate towing. If a vehicle is towed, its owner may contact the Manager for the towing company's address. All costs of towing are at the vehicle owner's expense.

5. Common Areas

a. Entry decks, lawns and hallways are considered common areas. Unit owners are responsible for the cleanliness of these areas, which may not be obstructed or littered.

b. The use of the exterior unit decks (limited common area) is limited to those uses that are normal for residential decks; that is for flower planters or small amounts of firewood storage. They are not for general storage. Do not store items under the lower decks. All flower planters must be safely secured on upper deck railings.

c. **Barbecue grills may not be stored or used on decks.**

d. Freezers and/or refrigerators are not allowed on decks or in garages.

e. Storage in garages (limited common area) must allow for passage between items and/or vehicles and the large garage door and the man door. The garage heaters and thermostats must be accessible for service; no items should be stored within three feet of gas heaters. Freestanding (not attached to structure) storage units may be constructed. Please call Manager for information about allowable dimensions.

f. All owners shall keep their units and their limited common area (garage, deck and storage) maintained in good condition.

g. Each unit owner shall be liable to the Association for any damages to the common areas (lawn, building and garage exteriors, windows and doors etc.) Limited common areas (decks, garages) or any equipment there on which may be sustained by reason of the negligence of said unit owner or of his guests, invites, or tenants.

- h. Garage space shall not be converted to living space.
- i. Explosives or illegal products may not be kept on the premises. Extra propane canisters are prohibited by the fire Department from being stored in any condition. Small amounts of gasoline (1-5 gallon) may be stored in the garages temporarily for immediate use in metal Type1 Safety cans.
- j. Smoking is not permitted in the hallways. Do not litter the property with cigarette butts.
- k. Our Insurance Company have notified us of the following: Charcoal and gas grills are prohibited on balconies or porches to reduce the chance of fire or bodily injury. This includes charcoal briquettes, propane tanks, and lighter fluid also. The policy is strictly enforced. Barbecues cannot be operated on decks and must be used at least 10 feet away from the buildings per Municipal of Anchorage fire code 307.5. They may not be used inside garages.
- l. Vehicles may not be washed inside garages.

6. Window Coverings

- a. Windows shall be covered with appropriate shades, blinds, drapes or curtains. Foil, newspapers, blankets, plastics bags, etc., are not allowed.
- b. Window coverings of whatever nature shall present a white exterior toward the outside of the unit.

7. Structural Modifications, Outside Installations and Planting

- a. No additions, modification or decorations to the common area are permitted without written approval of the Board of Directors.
- b. Structural alterations and home-done wiring are not allowed. You are encouraged to use licensed bonded and insured contractors for repairs performed within your unit. If the work is not properly done and results in damage to another unit or to the common areas, you will have recourse against the contractor.
- c. No owner or occupant may erect, place or maintain any television or other antenna on any building or common area within the project. Personal satellite dishes may not be erect without written consent of the Board of the Directors.
- d. No wiring or installation of air conditioning units or other machines shall be installed on the exterior of the building or allowed to protrude through the walls or roof of the building, and no basketball backboards or fixed sports apparatus shall be allowed on the property without the prior written approval of the Board of Directors.
- e. No planting may be done in the common area lawns without prior written approval of the Board of Directors.

8. Usage

- a. Units are restricted to residential usage.
- b. No unlawful use shall be made of any part of the project.
- c. No noxious or offensive activities (including, but not limited to, the repair of automobiles) shall be carried on within the project.
- d. Except as provided herein, no business or commercial activity shall be maintained or conducted within any unit, except that professional and administrative occupations, in accordance with ordinances of the Municipality of Anchorage, may be carried on within the units so long as there exists no external evidence.
- e. No temporary structure, boat, truck, trailer, camper or recreation vehicle of any kind shall be used as a living area while located on the property.
- f. Garage sales may be permitted with prior written approval by Board of Directors.
- g. Unit owners may lease their unit to third parties for a period equal to or greater than one month. The lease agreements must be in writing and shall provide the at the failure to comply in all respects with the provisions of the Declaration, The Association Bylaws and the House Rules of the Association shall be a default under the terms of the lease. All unit owners are encouraged to notify the management agent of the name, address, and phone number of each tenant for emergencies.
- h. Garage spaces shall not be converted to living spaces.

9. Signs

- a. No signs, posters, etc., except for reasonably sized “for rent” or “for sale” signs shall be displayed by owners or their agents on the project without Board of Directors approval.
- c. The Association shall maintain address, identification signs and mailboxes.
- d. The Association may, at any time, place and maintain upon the Common Areas such as the Association may deem necessary for the identifications, regulations, or use of the Common Areas for the health, safety and general welfare of the unit owners. The Board of Directors may summarily cause all authorized signs to be removed and destroyed.

Other important information

1. Dues

Condo dues are due and payable on the first of each month. Late fees will be assessed if not received by the 15th of each month.

2. Entry to Units

The Board of Directors can authorize entry to a unit in emergencies where the unit or any part of the project is threatened whether or not the unit owner or occupant is present at the time.

3. Insurance

a. The Association provides a master condominium policy. The policy provides the coverage for the building itself but does not cover personal property loss due to fire, water, theft, etc. The Association does not provide coverage for rental property or earthquake insurance. The policy in effect should be carefully reviewed by all Unit Owners for a definitive statement of policy coverage, including any limited coverage, which may provide for personal liability. Please feel free to contact the present agent at State Farm to discuss this policy, including the scope of coverage under the policy.

b. Each unit owner should make their own arrangement for any desired additional personal property coverage through a qualified insurance agent, including coverage for personal liability, rental purposes and/or earthquake insurance.

4. Notice to the Association

a. A unit owner shall promptly notify the management agent or the Association of any sale, transfer, lease mortgage, or security agreement, in any way affecting the owner's unit. Unit owners are encouraged to provide a contact phone number in case of emergencies.

5. House Rules to Tenants

Each owner shall have his/her tenant or other persons in the unit read and agree to abide by the House Rules. Copies are available from the Managing Agent. All owners are financially responsible for the action of their tenants and guests. The Association will levy any fines or damage assessments against the owner and not against the tenant.

6. Fines

- a. For an infraction of each rule, notice of a \$25 charge to be assessed against the unit owner will be sent to the owner with the reason for the charge stated in the notice. The owner will have the right to appear at the next Board meeting so he/she can be heard on the issues of the charge. For a second or further infraction of the same rule within six months, a charge of \$50 per occurrence will be assessed with the same notice requirement to the unit owner and his/her right to be heard by the Board of Directors. All such rule violation charges will be subject to a late charge of 10 percent if not paid by the end of the month in which they are billed.
- b. The Board of Directors reserves the power to establish, make and end enforce compliance with such additional rules and regulations as may be necessary, with the right to amend the same from time to time, and impose reasonable administrative expenses and cost for infraction of all rules and regulations.

7. Board of Directors' Meetings

The Board of Directors' meetings are held on a regular basis and all owners or tenants are welcome to attend to voice concerns or to ask questions. The manager or representative will be present at all meetings.