

Stanford Court Condominium House Rules

APRIL 2018

A. UNITS

1. Residential Use. See the Declaration for Stanford Court Condominium, Section VII: Use Restrictions, Section I: Residential Purposes.
2. Selling of Units. See the Declaration for Stanford Court Condominium, Section VIII: General Provisions, Section I0: Sale of Units.
3. Leasing of Units. See the Declaration for Stanford Court Condominium, Section VII: Use Restrictions, Section 17: Leasing of Units.

An owner must occupy their unit for at least the first twelve (12) months of ownership before they can request permission from the Board of Directors to lease the unit, except in the case of an undue hardship. The term “owner” means an individual/individuals who (or the trustee of a trust that) is/are the record title holder.

Only four units may be leased to insure compliance with Federal Housing Administration mortgage guidelines, unless an undue hardship is granted and creates more than four leased units. No unit owner may lease their unit without first contacting the Board of Directors or Management to determine if there is a leasing slot open. If the leasing limit has been reached, the owner may place their name on a waiting list to be considered when a space opens.

However, if an owner experiences an undue hardship when all four lease slots are already taken, the Board of Directors may review their circumstances to determine if an undue hardship waiver is warranted to allow for a one-year lease. An example of a hardship is an unexpected, temporary out-of-town job assignment when the owner intends to return to the unit or a job transfer when the owner can't sell the unit at market value after having it on the market for 90 days. The Board has sole discretion over evaluating need. If a one-year lease is allowed and the owner wants to continue to lease their unit for subsequent year(s), an undue hardship waiver must be applied for at the end of each lease period.

If the request for an undue hardship waiver is based on an owner's claim that they cannot sell their unit at a fair price, the owner must have the unit's value appraised by a licensed appraiser. The listing price must be at or below the appraised value and must be approved by the Board of Directors. The unit must be for sale for at least 90 days before the

owner can apply for a waiver. If an initial waiver is granted based on the inability to sell, the nine-month listing period applies to each subsequent request for a waiver.

No unit can be leased for less than one (1) year. No owner can participate in a short-term leasing business (such as Air BnB) nor in a house-swapping arrangement.

Owners must also submit the residents' names, phone numbers and email addresses to Management. Upon move-in, the owner will give residents a full copy of the Declarations and By-Laws and the House Rules for the Association.

Entire units cannot be subleased.

4. Affidavit. The Board reserves the right to require an affidavit from an owner regarding the status of the residents in his or her unit.

5. Exterior Uniformity of Units. Each owner must maintain their door, doorknob, doorknob plate, kick plate, door knocker, storm door, windows, etc., in good condition and in compliance with the specifications required by the Board. After notification from Management, the owner has 30 days to comply. If compliance is not achieved, the owner will incur a daily fine. Any variation in these exterior items must be discussed with and approved by the Board prior to making any changes.

6. Window Treatments. See the Declaration for Stanford Court Condominium, Article VII: Use Restrictions, Section I4: Window Treatments.

7. Maintenance of Plumbing, Electrical, and Heating, Ventilating and Air Conditioning (HVAC) Systems. See the Declaration for Stanford Court Condominium, Article VII: Use Restrictions, Section II: Heating of Units in Colder Months.

8. Animals and Pets. See the Declaration for Stanford Court Condominium, Article VII: Use Restrictions, Section 3: Pets. In addition, owners must: (1) keep pets out of flower beds and bushes, (2) prevent pets from urinating and defecating on flower beds and bushes, and (3) immediately pick up and properly dispose of pet droppings. No pet waste bags may be placed in the common areas. Any problem must be resolved within seven (7) days of the Board's notification of the pet owner.

9. Abandoned property. See the Declaration for Stanford Court Condominium, Article VIII: General Provisions, Section 13: Abandoned Personal Property.

B. COMMON AREAS

1. Use of Common Areas. All residents and their guests shall have a non-exclusive right to use the common areas for the purposes for which they are intended. This is subject to the following provisions: (a) no such use shall enter into or encroach upon the lawful rights of other persons; (b) all City of Atlanta, Fulton County and Georgia ordinances and laws are adhered to, including the city's noise ordinance; and (c) grilling is not allowed in a common area other than the Association's designated grilling area. An owner wishing to use a common area for an event (e.g., a party or yard sale) must provide the specific location, date, and starting and ending times (and, for a party, the approximate number of guests) to the Board of Directors for consideration of approval.

2. Plants. The Association will provide planters in which either homeowners or the association can grow ornamental plants. Any other pots or planters must be approved by the Board.

Fruit- and vegetable-bearing plants may be grown only in a designated community garden.

An owner who wants to place a plant in the ground must first obtain approval from the Board of Directors.

Any plant that has died or is otherwise unsightly must be removed immediately.

3. Items other than plants in common areas. Owners and residents may not place any furniture (e.g., tables, chairs, benches) or any other item in the common area, except for limited common areas (see Declaration, Article II: The Condominium, Section 6: Description of Limited Common Elements). The Association will provide all furniture and other items in the common area.

No owner or resident shall place a clothesline, wind chime or garbage can in the common area.

4. Trash, cigarette debris and pet waste. All trash, cigarette debris and pet waste shall be placed in a trash bag that is tied shut and placed in the Dumpster. No owner or resident shall leave trash; cigarette wrappers, ashes or butts; pet waste or trash bags in the common area.

If a large item is discarded in the common area, including next to the Dumpster, the Management will arrange to have it removed at the owner's expense.

5. Antennas. No exterior antennas or other communication devices (for example, satellite dishes) may be placed on the buildings or in the common areas of the Association. Antennas cannot be affixed to the inside or outside of windows. If the Association needs a central

communication device, the Board of Directors will take the matter under advisement for the benefit of all the homeowners.

6. Permanent Alterations and Installations. No owner or renter may alter the exterior of the buildings, for example, by installing conduit or wiring. The owner is responsible for ensuring that contractors and other third parties correctly install conduits and wiring to their unit. Upon notification, the owner has 30 days to eliminate the violation. If compliance is not achieved, a fine will be levied against the owner. The Association reserves the right to remove any unapproved alterations and installations at the owner's expense.

7. Holiday decorations. Holiday decorations can be placed on only doors and windows. Decorations must be removed within seven (7) days following the actual day of the holiday. Upon notification, the owner has three (3) days to comply before a daily fine is levied.

8. Grilling. The Association's grill must be used with utmost safety. Someone must be present at all times while the grill is in use. The grill and the area around the grill must be properly cleaned and any food scraps and trash disposed of after use. The grill must be properly turned off and the gas line to the grill must be cut off using the valve in the laundry room.

The Association grill is the only grill allowed on the property.

9. Vehicles, Motorcycles, Scooters, Mopeds and Bicycles. Each unit has one (1) assigned parking space. Each owner or resident can use only their designated parking space. Unassigned parking spaces are available to owners, residents and visitors on a first come-first served basis. One (1) open space is designated at the bottom of the back stairs for loading and unloading.

An owner or resident who owns a motorcycle must park it in their designated space.

An owner or resident who owns a scooter or moped must park it in the area designated by the Association.

An owner or resident who owns a bicycle must use a bicycle storage rack designated by the Association or keep their bicycle inside their unit.

Neither the Board nor Management is responsible for the theft of, loss of or damage to vehicles, motorcycles, scooters, mopeds or bicycles. They are parked at the owners' risk.

No mechanical work can be conducted onsite on vehicles or motorcycles, except for emergency measures such as a flat tire change or a battery jump in order to remove the vehicle from the property for proper maintenance offsite.

Vehicles cannot be stored on the property. Any vehicle that has not been moved in two (2) weeks is considered stored. An owner or resident who will be away for more than two (2)

weeks and will leave their vehicle in their parking space should notify the Board of Directors before leaving.

A vehicle in violation of any of these rules is subject to being towed. Tow costs are the responsibility of the vehicle owner.

An owner cannot excessively wash their vehicle onsite. The Board of Directors will determine what constitutes excessive washing on a case-by-case basis.

No motor homes, campers, boats or other recreational vehicles are allowed onsite.

10. Temporary Storage Units. Temporary storage units can be kept short-term in an assigned parking space. Prior approval must be obtained from the Board and the request must specify how long the unit will be onsite. Neither the Board nor Management is responsible for the theft of, loss of or damage to storage units in the parking lot.

C. OTHER

1. Noise. Loud noise, shouting or loud music in the common area or in a unit is not allowed at any time. All owners, residents and workmen must comply with the City of Atlanta noise ordinance, unless the Board of Directors has approved an exception. If any noise is so excessive as to provoke complaints, the Board of Directors will notify the offender and impose a fine per incident.

Owners, residents and their workmen cannot use power tools, vacuum cleaners or other loud equipment in their unit between the hours of 9 p.m. and 7 a.m.

2. Signs. No signs can be placed on the property in any area, except one (1) "For Sale" sign that can be placed in a window of a unit. Also, an owner who is selling their unit can place one (1) "Open House" yard sign on the property for two (2) days prior to and on the day of the open house. The sign must be removed the evening of the open house. Persons in violation of this rule shall be levied a fine and made to cease and desist within seven (7) days.

3. Fireworks. No fireworks may be discharged on the property of the Association.

4. Firearms. No firearms may be discharged on the property of the Association, unless in self-defense.

5. Association Fees and Fines. Association fees are due on the 1st day of each month and are late after the 10th day of the month. A late fine equaling 10% of the monthly fee will be levied for receipt of association fees after the 10th. The late fine is levied per the Association's Declarations and Rules and Regulations and is due immediately.

All other fines are due within 30 days of the date it is imposed. Any fees and fines that are not paid on time are subject to legal debt collection, at which point additional legal collection costs become a part of the owner's outstanding balance.

Note: The Stanford Court Homeowners Association Board of Directors reserves the right to alter these rules at any time.