

**ASPEN HEIGHTS CONDOMINIUM OWNERS ASSOCIATION, INC.
HOUSE RULES**

Effective Date: June 1, 2007

It is the responsibility of each owner and resident to be familiar with the Declarations, Bylaws and House Rules (collectively the “governing documents”) of the Aspen Heights Condominium Association. The Board of Directors has the authority to adopt and enforce such additional rules as it may deem necessary or advisable; to amend same and to impose reasonable fines, penalties or legal action upon owners for violations. **Owners are responsible for actions of their guests and occupants**, and all leases must condition tenancy upon compliance with the governing documents.

Maintenance

1. All owners shall keep their units and garage doors (excluding periodic scheduled painting/staining of garage doors) clean, repaired and maintained in good order and condition.
2. The Association shall maintain Limited Common Elements, assessing the costs against the Unit(s) to which the Limited Common Element(s) are assigned.
3. No additions or modifications to the common area or exterior of buildings (including all doors) are permitted without written approval of the Board of Directors.
4. Structural alterations and wiring modifications by unlicensed individuals are not permitted. Owners are encouraged to use licensed, bonded and insured contractors for repairs performed within their units. If improper work results in damage to another unit or to the common areas, owners will then have recourse against the contractor.

Use Restrictions

5. Units are restricted to single family residential usage. Professional and administrative occupations may only be carried on within units as long as the activity is not externally evident.
6. No unlawful use or use which increases the Association’s rate of insurance shall be made of any part of the project. No firearms may be used on the property.
7. The exteriors of the Units are not to be used for storage except as expressly permitted by these rules. Food storage is unsafe and absolutely prohibited.
8. The use of exterior decks is limited only to normal recreational uses. Bikes may be neatly stored on—but not hung from any portion of—the decks (during summer months only). With the exception of patio furniture and decorative plants (both during summer months only), nothing else shall be placed on or hung from the decks which are visible from streets, common elements, or other units.
9. In accordance with local fire code, propane, firewood and other combustibles cannot be stored on decks or within 10’ of combustible building surfaces. Gas or propane storage in garages is also prohibited.
10. Barbecues and open flame cooking devices shall not be used on the decks or within 10’ of combustible building surfaces.
11. Explosives or illegal products may not be kept on the premises.

12. No noxious or offensive activities (including, but not limited to, the repair of automobiles) shall be carried on within the project.

Pets

13. With the exception of fish, a maximum of two (2) domestic pets (birds, cats and dogs) per unit are permitted at Aspen Heights. (This rule imposes an aggregate limit of two domestic pets and not two pets in each category).
14. Pets may not be raised or bred for commercial purposes.
15. Pets may not cause a nuisance to others. Any pet outside of a unit, garage or deck must be attended and restrained at all times (Animals may not be tied out on common elements or left on limited common element decks—front or rear—under any circumstances). The Municipal Animal Control Regulations are in effect in the project and will be strictly enforced.
16. **Pets must be taken OFF the common elements to “relieve” themselves**, as urination causes acid burns in the lawn and/or unsightly snow discoloration. Feces shall be immediately picked up and disposed of in a sanitary fashion, to avoid creating health hazards. The only exception to this rule is that cats and small dogs may be litter box or “potty paper” trained within the garage area, if the area is absolutely maintained in a clean and odor-free manner. Under no circumstances shall pets be permitted to relieve themselves on the decks.
17. Residents shall file a complaint with the Municipality and forward a copy to the Association if there is any injury to a person as a result of a domestic pet or other animal.
18. Any cost resulting from damage or injury caused by a pet may be assessed against the owner’s unit.
19. Owners may be fined or be requested to remove their pets for failure to observe the above animal control rules.

Leasing of Units

20. A unit owner who rents, leases or otherwise permits another party to occupy his unit shall provide the new occupant’s name, mailing address, and home and work telephone number. **Copies of the House Rules must be provided to all renters/occupants--this is the responsibility of the unit owner.** Leases must require compliance with the Declaration, Bylaws and House Rules as a condition of occupancy. The **attached Tenant Registration and Lease Addendum forms must be signed and sent to the management company within ten (10) days of rental occupancy or signing of a rental agreement,** whichever is earlier.
21. Each unit owner should be aware that they are responsible for the actions of their renters/occupants. Unit owners will be notified of violations and will be expected to ensure compliance of occupants and guests. Fines, if necessary, will be levied against the unit owner, rather than the tenant.
22. Each unit owner must have a current confidential "means of contact" form on file with the management company. Information is held in strict confidence, but is necessary in the event of an emergency involving your unit. Information must be updated each year at the time of the Annual Meeting.

Vehicles and Parking

23. Each unit has four assigned parking spaces—two inside the garage and two just outside the garage. Each resident shall park only in their assigned spaces (and vehicles may not be parked anywhere else, including common elements, grass areas, or adjacent street/thoroughfare) and each individual resident is responsible to call for towing if an unauthorized vehicle is in your space. Towing will be at unit owners' expense.
24. Guest parking areas are unassigned for use by visitors only (guests who sporadically utilize the parking for short periods of time). Residents may use the nearby public street for "overflow" parking but may not park vehicles in the visitor parking spaces at any time. Any vehicle regularly driven by a tenant, cohabitant or other occupant or which is parked for more than 48 hours during any seven day period is considered a "resident vehicle" for purposes of this rule. No resident or guest parking from October 1 through April 30 of each year—guests must use the owner's assigned driveway or the nearby public street (not the association's thoroughfare). All towing shall be at vehicle owner's expense.
25. Inoperable or junk vehicles shall not be parked or left anywhere in the common area, driveways, or assigned parking spaces. Vehicles with expired tags, flat tires, broken glass, or missing parts are considered inoperable.
26. Vehicles shall not be repaired or have oil changed while on the project, regardless of location. Any oil leaks shall be promptly corrected, and the owner may be charged any cleaning cost associated with removing oil stains from the parking areas.
27. Trailers, snowmobiles, motor homes, campers, and other large vehicles, commercial vehicles or heavy equipment may not be parked anywhere on association property.
28. Each unit owner shall be liable to the Association for any damages to the common elements, including lawns and trees, or any equipment thereon which may be sustained by reason of the negligence of said unit owner or of their guests, invitee or tenants.

Lawns, Hallways and Common Elements

29. Bikes are not to be ridden on the lawns, nor shall any toys or items be left on the lawn areas except when in actual use under proper supervision.
30. Littering or obstructing of the common elements is strictly prohibited, including **Cigarette Butts**.
31. Foot traffic shall be confined to the sidewalks wherever possible to prevent wear patterns in the lawn. Under no circumstances shall foot traffic be permitted on the sloped lawn areas, which are especially susceptible to erosion and damage.
32. Skateboarding, rollerblading, scooters, and roller-skating are prohibited.
33. Storage anywhere on the common elements is strictly prohibited.

Noise/Nuisance

34. All residents are entitled to peace and quiet within their homes at all times. Radios, musical instruments, stereos, televisions, and similar entertainment

- devices shall be used in a reasonable manner with volume such that the noise may not be heard in adjoining units.
35. Residents may not cause a nuisance to others. This includes, but is not limited to, noise and noise-producing activities (i.e. wind chimes).
 36. Vehicles may not be revved in the parking lot, and drivers shall use extreme care to minimize noise. Radios within vehicles shall be kept at a volume where sound cannot be heard outside of the vehicle while within the Aspen Heights project.
 37. Vacuum cleaners, washing machines, clothes dryers and appliances, as well as outdoor noise from parking lots, doorsteps, and the lawn, making similar levels of noise shall not be used between the hours of 10:00 p.m. and 6:00 a.m. as the noise levels extend to other units.
 38. Trash shall be placed in secured garbage cans and kept within the garages until the night before garbage pickup. The cans must be returned to the garage by the evening of garbage pickup day.

Miscellaneous

39. In the case of a bona fide emergency, the Board of Directors or association manager can authorize entry to a unit when the unit or any part of the project 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.
40. Advertisements, posters or signs/flyers may not be displayed except with written approval of the Board of Directors of the Association, provided, however that the restriction shall not apply to any single sign of a reasonable size placed in the window (not fastened to the building exterior) which states the unit is for sale or rent.
41. Windows shall be kept tidy to ensure a uniform exterior appearance of the building. Aluminum foil or other unsightly window coverings visible from the exterior are prohibited. All window coverings must have a white or off white backing.
42. Owners must timely provide telephone numbers, e-mail addresses, and emergency contact information to the association, updating same within ten days of any change.

Fine Schedule/Procedure

The above rules, in addition to provisions of the declaration and bylaws, will be enforced with minimum fines of \$25.00 per violation. At the discretion of the association manager or board of directors, minor "first offenses" may result in a warning before imposition of fines. Violations which are deemed to be "serious" may warrant larger fines, up to any amount deemed "reasonable" for purposes of Alaska Statute 34.08.320(a)(11). Ongoing, recurring or intentional violations will result in progressively severe fines which will be levied at the discretion of the board.

In addition to fines which may be levied, the board may institute legal proceedings or correct violations (i.e. repairs, restoration, vehicle towing, etc.), charging all associated costs back to the offending owner as additional assessments. If the

association must retain legal counsel to enforce House Rules, Declaration or Bylaw provisions, legal costs may be assessed against the owner as additional fines.

Notice of Hearing shall be provided in accordance with Article XXIII, Section 2 of the declaration prior to fines being levied, and no fine shall become final until the hearing occurs and Notice of Decision is provided in the same manner as Notice of Hearing. Fines will be levied to ensure compliance with association rules and regulations, rather than to raise revenue.