

WOODLAKE CONDOMINIUM ASSOCIATION HOUSE RULES

Amended Effective Date: December 15, 2016; Updated July 31, 2017;
Amended December 21, 2017 and June 5, 2018

It is the responsibility of each unit owner, tenant (defined as anyone who has signed a lease or rental agreement) and occupant (defined as anyone living in the unit) to be familiar with the Declarations, Bylaws and House Rules (collectively the "governing documents") of the Woodlake Condominium Association (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. Unit owners are responsible for actions of their guests and occupants, and all leases or rental agreements must condition tenancy upon compliance with the governing documents.

Maintenance

1. All unit owners shall keep their units and limited common areas (e.g., appliances, plumbing fixtures, hot water heater, garages, balconies, chimneys, and storage units) clean, repaired, and maintained in good order and condition. All unit owners shall be responsible for any damage to other units, common or limited common areas resulting from issues associated with their unit (e.g., leak from hot water heater or broken water line in refrigerator).
2. No additions, modifications (including wiring modifications), or structural alterations shall be made to common or limited common areas, or exteriors of buildings (including doors and windows) without prior written approval of the Board of Directors or management company. Any approved modifications shall be made by contractors who are licensed, bonded, and insured for the work to be done.
3. Unit 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 common or limited common areas, the unit owner shall be responsible.

Use Restrictions

4. 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 and does not increase vehicular traffic and parking.
5. No commercial activity is allowed in common or limited common areas.
6. No unlawful use shall be made of any part of the project, which is defined to include all Association common areas and buildings.
7. No firearms shall be used within the project.
8. The exteriors of the units, building crawl spaces, and attics shall not be used for storage.

9. All vehicles, electric barbeques, electric smokers, and freezers shall be registered with the management company using the appropriate attached registration form. Any changes to information on the forms shall be provided to the management company within ten (10) days after the change occurs.
10. The use of exterior balconies is limited only to leisure purposes (e.g., reading, eating). With the exception of patio furniture, registered electric barbecues, decorative items, and plants, nothing else shall be placed within the balcony walls. To prevent injury to persons or objects outside the balcony, including during a severe wind storm, all items placed within or used on the balcony shall remain inside the balcony walls at all times. No items (including planters and flower pots) shall be placed on top of balcony railings or hung from balcony fascia. To prevent water damage, no indoor/outdoor carpeting shall be placed on balcony floors. To prevent fires, registered electric barbeques shall be plugged into a GFCI outdoor electrical outlet and no extension cords shall be used.
11. When in use, registered electric smokers shall be placed on a non-flammable surface outside and adjacent to the garage doors.
12. Barbecues, smokers, fire pits, and any other open flame (e.g., charcoal, wood, propane) cooking devices shall not be used or stored anywhere within the project.
13. In accordance with local fire codes, firewood and other combustibles shall not be stored on balconies or within ten (10) feet of combustible surfaces.
14. No explosives or illegal products shall be kept within the project.
15. No noxious or offensive activities, including, but not limited to, the repair of vehicles, shall be carried on within the project.
16. No unit owner or their tenants, occupants, or guests shall allow or cause anything to be done or kept within the project that will increase the rate of insurance of the Association or that obstructs or interferes with the rights of other unit owners; nor shall any unit owner or their tenants, occupants, or guests commit or allow any nuisance within the project or commit or cause any illegal act to be committed within the project.

Pets

17. No animals, livestock, or poultry shall be kept in any unit, except that domestic dogs, cats, and caged birds may be kept as household pets (limit of 2 each). Fish may also be kept. No animals which are raised or bred for commercial purposes shall be kept within the project.
18. Pets (i.e., dogs and cats) shall be registered, using the attached appropriate registration form, with the management company within ten (10) days of occupancy or signing of a lease or rental agreement, whichever is earlier, and within 10 days following any change to the information on the form.
19. Pets shall not cause a nuisance to others. Any pet outside of a unit shall be attended and restrained (i.e., on leash) at all times.
20. Pets shall only be allowed on project stairs, walkways, asphalt, and in the dog relief area (see attached map for relief area location). Pets shall not be allowed anywhere else on the project, including lawns and landscaped areas.

21. Pets shall not be left unattended anywhere outside a unit or on a unit balcony.
22. The Municipal Animal Control Regulations are in effect in the project and shall be strictly enforced.
23. All pet owners shall use "pooper scoopers" when allowing pets to "relieve" themselves in the pet relief area. Owners shall not under any circumstances, use any other project area (e.g., lawn, walkways, asphalt, trees) for relieving their pets. All pet feces in the pet relief area shall be immediately bagged and disposed in the unit's trash roll cart.
24. Occupants shall file a complaint immediately with the Municipality of Anchorage, Animal Control if there is any injury to a person or another animal within the project as a result of a domestic pet or any other animal. A copy of the complaint shall be provided to the management company within seventy-two (72 hours) of the incident.
25. Any cost resulting from damage or injury caused by a pet shall be assessed against the owner's unit.
26. Owners may be requested to remove their pet(s) for failure to observe the above pet rules.

Leasing or Renting Units

27. A unit owner who leases, rents, or otherwise permits another party to occupy their unit shall provide to the management company within ten (10) days of occupancy or signing of a lease or rental agreement, whichever is earlier, the following completed forms: (1) Tenant/Occupant Registration and (2) Tenant/Occupant Registrations: Pets, Electric Barbeques, Electric Smokers, and Freezers (copies attached). Each unit owner shall be responsible for the actions of their tenants/occupants and their guests. Unit owners shall be notified of violations and shall ensure compliance of tenants/occupants and their guests. Fines and/or legal action, if necessary, shall be levied/taken against the unit owner, rather than the tenant/occupants and/or their guests.

Vehicles and Parking

28. All occupant vehicles shall be registered with the management company using the appropriate attached registration form and within the time frame specific on the form. Any change to information on the form shall be provided to the management company within ten (10) days after the change occurs.
29. Each unit shall have only two vehicles parking within the project. Each unit is assigned two parking spaces as shown on the attached map. Each occupant shall park in their unit's assigned space. Parking elsewhere on the project is not allowed.
30. Unit owners shall be responsible to call for towing if an unauthorized vehicle is in the unit owner's assigned parking space.
31. Areas where vehicles park shall be kept clean at all times.
32. No storage shall be allowed in parking areas such that it restricts or prevents vehicle parking.

33. All vehicles parking outside shall be parked so the front of the vehicle (rather than the vehicle exhaust pipe) faces the building.
34. The remaining 11 parking spaces on the project are designated as guest parking (see attached map). Vehicles licensed to, or regularly used by, occupants may not be parked in guest spaces for any duration. Other vehicles may use guest parking for maximum 24 hour durations and with a maximum frequency of three days per calendar week (unless registered with, and approved by, the management company for extended stays). For enforcement purposes, a guest vehicle is considered in violation of the "frequency/duration" restrictions of this rule if such vehicle is parked anywhere within the project for any duration on four separate days within a calendar week--regardless of whether the vehicle is moved during this time; or if such vehicle is left in a guest parking space for more than 24 hours without moving.
35. There shall be no storage of any kind, including vehicles, in guest parking.
36. Parking within the project is restricted to residents and guests of the Association. All other vehicles will be towed at the owners expense.
37. During the winter, temporary "no parking" signs shall be placed in guest parking spaces between Buildings B and F to provide access for snow storage. Any vehicle parking in these areas during that time shall be immediately towed.
38. Inoperable or junk vehicles shall not be parked or left anywhere in the common area or driveways. Vehicles with expired tags, flat tires, broken glass, or missing parts are considered inoperable.
39. Vehicles shall not be repaired nor have fluids (including oil) changed in any location within the project.
40. Unit owners shall be responsible for immediate clean up all oil, grease, fuels, anti-freeze, or other liquids or solids that fall onto the concrete inside the garage or on any asphalt outside of the garage.
41. No trailers, snowmobiles, motor homes, campers, recreational and other large vehicles, licensed commercial vehicles, vehicles used for commercial purposes, or heavy equipment shall be parked anywhere on the project including in the garages.
42. Moving vans/vehicles may be parked in the project Monday through Friday from 9:00 a.m. to 4:00 p.m. only for the purposes of moving occupants and shall not block other occupants' access to their garages.
43. Vehicles parked inside the garage shall not infringe on other unit owner's assigned parking space, storage unit, or overhead/stairwell doors.
44. No items shall be placed or stored in another unit owner's assigned area in the garage.
45. Vehicles shall be moved to allow the Association's winter contractor to remove snow from outside parking areas.
46. Vehicle head bolt heaters shall be used only (1) when the outside temperature is 20 degrees Fahrenheit or less, (2) the head bolt heater is plugged into a timer for no more than two hours at a time, and (3) the vehicle owner is physically present in their unit. All battery chargers (including trickle chargers) shall be used only when the vehicle owner is physically present in their unit.
47. No vehicle interior heaters shall be plugged into any exterior or garage outlets.
48. Starting vehicles inside garages with automatic car starters is prohibited.

Lawns, Shrubberty, Stairwells, and Common and Limited Common Areas

49. Bicycles shall 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.
50. Littering (e.g., cigarette butts and potting soil/dirt) and/or obstructing the common areas are prohibited.
51. Unit owners, tenants, occupants, or guests shall not cut, trim, remove, or have cut, trimmed, or removed, any project vegetation or landscaping elements.
52. Skateboarding, rollerblading, roller skating, and using unlicensed motorized or non-motorized scooters are prohibited within the project.
53. Storage of any items (including, but not limited to, boots, shoes, garbage bags/cans, newspapers, toys, boxes, and bicycles) in common areas, including building entry areas or stairwells, is prohibited.
54. Due care shall be taken to keep the stairwells and entry areas clean.
55. No smoking is allowed within twenty (20) feet from the sides of all buildings; or in building stairwells, building entrances, or the Fitness Room; or in Limited Common Areas, e.g., balconies and garages. Smoking is allowed inside any unit only when there is no external odor detectable outside the unit in the building stairwells or inside other units.
56. All smoking materials shall be disposed of properly to prevent fires and litter. It is prohibited to throw smoking materials anywhere on the grounds.
57. Garage overhead and stairwell doors shall not be left open at any time. Any additional heating cost will be charged to the unit owner.
58. An annual garage sale shall be allowed if any unit owner makes a request to the management company. The Board of Directors shall subsequently determine the date with the management company notifying all owners of the opportunity to participate.
59. Each unit owner shall be liable to the Association for any damages to the common areas, including, but not limited to, outdoor lights/posts, vegetation, landscaping elements, garages, fences (both wire and wooden), picnic tables, and fence gate, by the unit owner or their tenants, occupants, or guests.

Noise/Nuisance

60. All occupants are entitled to peace and quiet within their units at all times. Radios, musical instruments, stereos, televisions, and similar entertainment devices shall be used in such a manner that their sound may not be heard in adjoining units.
61. Occupants shall not cause a nuisance to others. This includes, but is not limited to, noise and noise-producing activities.
62. Vehicles may not be revved in the parking lot and drivers shall use extreme care to minimize vehicle-related noise, including car alarms. Radios and other sound-producing electronics within vehicles shall be kept at a volume where the resulting sound cannot be heard outside of the vehicle while within the project.

63. Vacuum cleaners, washing machines, dishwashers, clothes dryers, and other noise-producing appliances shall not be operated between the hours of 10:00 p.m. and 7:00 a.m., nor shall any other activity be conducted during that time that results in sound extending to other units. This includes, but is not limited to, outdoor noise from parking lots, stairwells, and lawn/landscaped areas.
64. Operating appliances shall not be left unattended. This shall include, but is not limited to, washers, dryers, and dishwashers.
65. Each unit has one assigned 64-gallon roll cart for trash, which shall be stored in their respective assigned area in the garage. [A 32-gallon roll cart is available by calling Alaska Waste.] Trash shall be placed in closed plastic bags inside the roll cart. Each unit shall be responsible for ensuring their roll cart is placed outdoors on the assigned garbage pick-up day (or no earlier than the night before) and returned to the garage the same day the roll cart is emptied. Roll carts may not be stored outdoors for any reason.
66. Occupants may contract with Alaska Waste for a roll cart for recyclables. The roll cart shall be stored in their respective assigned area in the garage. Each occupant shall be responsible for ensuring their recycle roll cart is placed outdoors on the assigned recycle pick-up day (or no earlier than the night before) and returned to the garage the same day the roll cart is emptied. Roll carts for recyclables shall not be stored outdoors for any reason.

Fitness Room

67. Hours of use shall be between 7:00 a.m. and 10:00 p.m. only
68. No guests or pets shall be allowed in the Fitness Room.
69. The use of alcohol in the Fitness Room is prohibited.
70. All individuals using the sauna and/or equipment in the Fitness Room are encourage, prior to first beginning use and annually thereafter, to seek approval for such use from their physician. All users of the sauna and equipment in the Fitness Room assume all risk for that use.
71. Abuse or willful damage to the sauna or equipment in the Fitness Room shall result in use privileges being suspended and potential fines. Such action shall be at the discretion of the Board of Directors.

Miscellaneous

72. All owners shall provide the management company with emergency contact information using the appropriate attached registration form. Any changes to emergency contact information shall be provided to the management company within ten (10) days after the change occurs. Information shall be held in strict confidence, but is necessary in the event of an emergency involving their unit.
73. In the case of an emergency, the Board of Directors or management company shall 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, water leaks, and fire.

74. Every attempt shall be made to contact the unit owner/emergency contact before entry.
75. Advertisements, posters, or signs shall not be displayed in the project except for any single sign of a reasonable size which states the unit is for sale, lease, or rent and is displayed in the window of the unit.
76. Windows shall be kept tidy to ensure a uniform exterior appearance of all buildings. Aluminum foil or other unsightly window coverings visible from the exterior are prohibited. All window coverings shall have white or off-white backing.
77. Units owners whose assigned garage areas include garage heaters shall ensure that the heater is free from obstruction and is accessible at all times for inspection by the management company or any entity authorized by the management company. Any type of storage around the garage heater is prohibited.
78. Garage heater thermostats shall be kept year round at a maximum of 45 degrees Fahrenheit.

Fine Schedule/Procedure

The above rules, in addition to provisions of the Declaration and Bylaws, shall 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 shall result in progressively severe fines, which shall be levied at the discretion of the Board of Directors.

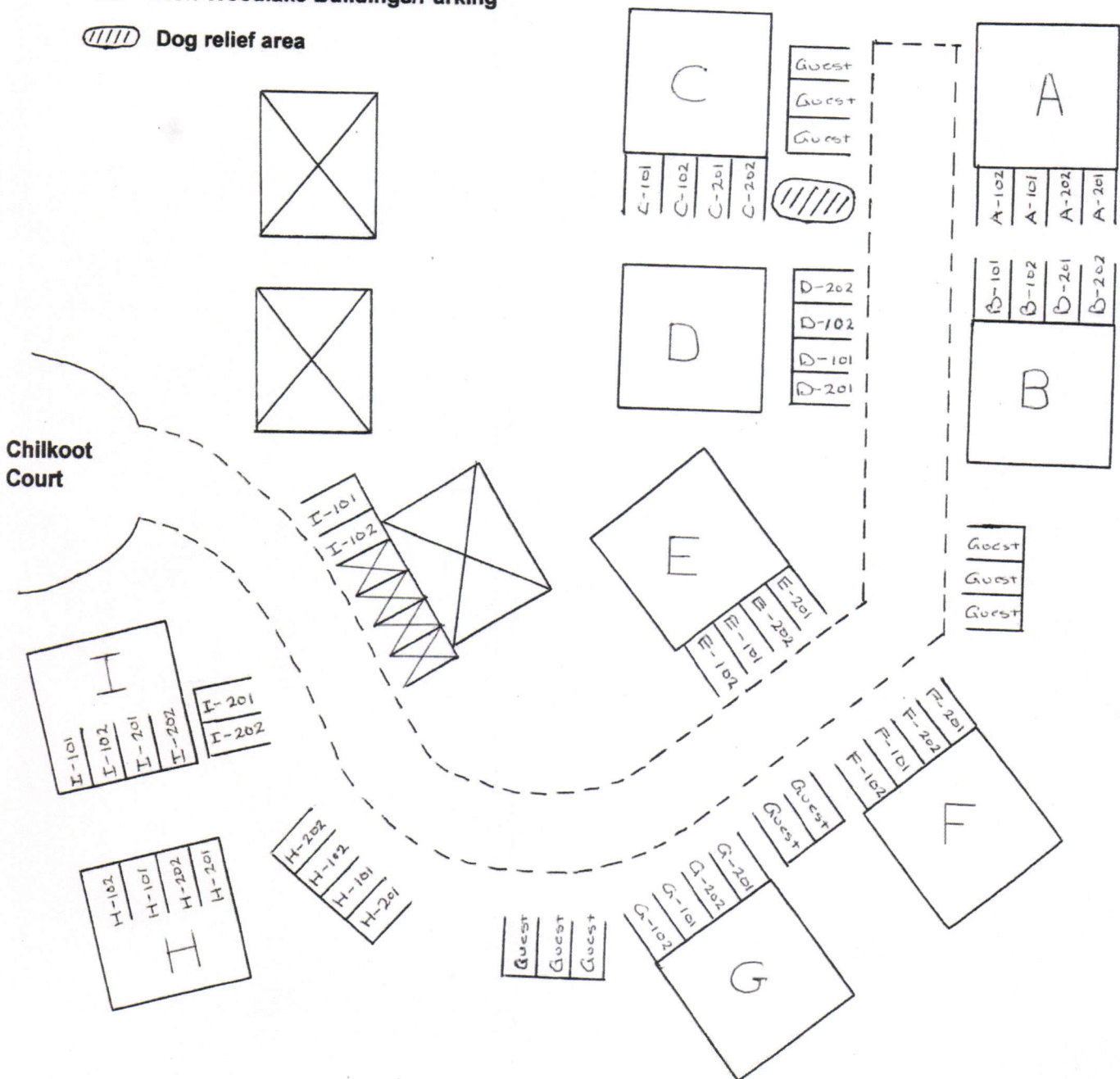
In addition to fines that may be levied, the Board of Directors may institute legal proceedings and/or may authorize violation corrections (e.g., making repairs, reseeding damaged grass, removing stains, towing vehicles, removing snow from outside parking areas, unplugging headbolt heaters, removing items from unauthorized areas, etc.) with all associated costs charged to the offending unit owner as an additional assessment(s). If the Association needs to retain legal counsel to enforce its House Rules and/or its Declaration or Bylaw provisions, legal costs may be assessed against the unit owner as additional fines.

Notice of fines shall be delivered to the unit owner by first class mail sent to the unit owner's address listed on the Owner Registration form. Hand delivery to the unit shall be an acceptable alternate form of notice. Fines shall be tentatively assessed as additional homeowner dues immediately following the infraction, and shall become final unless appealed to the Board of Directors within fourteen (14) days thereafter. Homeowners may address the Board of Directors at the next regularly scheduled meeting to appeal any fine, provided the homeowner files a written notice of appeal with the Association Manager within fourteen days (14) after the fine is levied. Fines shall be levied to ensure compliance with Association rules and regulations, rather than to raise revenue.

MAP

X Non-Woodlake Buildings/Parking

 Dog relief area



NOTE: Each unit owner has two assigned parking spaces; namely, one inside their building's garage and one outside their building. Garage parking spaces for Buildings A, B, C, D, E, F, and G are immediately inside the garage in front of the outside parking space shown above. Garage parking spaces for Buildings H and I are shown above on the map.

Tenant/Occupant Registration
WOODLAKE CONDOMINIUMS

Unit No. _____ Address _____

Tenant's/Occupant's Name _____

Home Phone _____ Work Phone _____ Cell Phone(s) _____

Email _____

Name(s) of every other person residing in Unit (include ages of minors):

Vehicles of all persons residing in Unit:

Make _____ Model _____ Year _____ License _____

Make _____ Model _____ Year _____ License _____

Make _____ Model _____ Year _____ License _____

Owner/Manager's Name _____ Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Emergency (24/7) Contact: _____

Home Phone _____ Work Phone _____ Cell Phone _____

By signing below, I hereby certify that (1) prior to signing the lease or rental agreement, the Tenant has been provided a copy of, and has read and understood the House Rules (dated December 15, 2016); (2) the lease or rental agreement is in compliance with the Declaration and Bylaws, and (3) the House Rules are incorporated into the lease or rental agreement. A copy of the following completed and signed documents are attached: (1) Tenant/Occupant Registration: Pets, Electric Barbeques, Electric Smokers, and Freezers, and (2) lease or rental agreement.

(Signature of Unit Owner)

(Date)

Please return within ten (10) days of occupancy or signing of a lease or rental agreement, whichever is earlier, and within ten (10) days of any subsequent change to: Property Management Services, Inc. (PMSI), PO Box 92130, Anchorage, AK 99509-2130, Fax: (907) 562-3550, or Email: pmsi@gci.net

(See Back for Tenant/Occupant Certification)

Tenant/Occupant Registration
WOODLAKE CONDOMINIUMS, CONT.

By signing below, I hereby certify that that prior to signing a lease or rental agreement for this unit, or otherwise agreeing to occupy the unit,

- (1) I have been provided a copy of the House Rules (dated December 2016);
- (2) I have read and understood the House Rules; and
- (3) all persons living in this unit, or visiting this unit and the surrounding Association property shall abide by the House Rules.

(Signature of Tenant/Occupant)

Date

Owner Registration
WOODLAKE CONDOMINIUMS

Unit No. _____ Address _____

Owner(s) Name(s) _____

Home Phone _____ Work Phone _____ Cell Phone(s) _____

Home Phone _____ Work Phone _____ Cell Phone(s) _____

Email(s) _____

Name(s) of every other person residing in Unit (include ages of minors):

Vehicles of all persons residing in unit:

Make _____ Model _____ Year _____ License _____

Make _____ Model _____ Year _____ License _____

Make _____ Model _____ Year _____ License _____

Emergency (24/7) Contact: _____

Home Phone _____ Work Phone _____ Cell Phone _____

By signing below, I hereby certify that: (1) I have been provided a copy of the House Rules (dated December 2016); (2) I have read and understood the House Rules; and (3) I shall ensure that all persons living in this unit, or visiting this unit and the surrounding Association property shall abide by the House Rules. A copy of a completed and signed Owner Registration: Pets, Electric Barbeques, Electric Smokers, and Freezers, is attached.

(Signature of Owner)

(Signature of Owner)

Date

Date

Please return within two (2) weeks after approval of amended House Rules or ten (10) days after purchase of unit and within 10 days after any subsequent changes occur to: Property Management Services, Inc. (PMSI), PO Box 92130, Anchorage, AK 99509-2130, Fax: (907) 562-3550, or Email: pmsi@gci.net

**Tenant/Occupant Registrations: Pets, Electric Barbeques,
Electric Smokers, and Freezers**
WOODLAKE CONDOMINIUMS

Unit No. _____ Address _____

Tenant's Name(s) _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____

Pet(s) -- List and describe any pets, including type, breed, name, color, and Municipality of Anchorage license (if none, write N/A):

Electric Barbeque -- List make, model, and color (if none, write N/A): _____

Electric Smoker -- List make, model, and color (if none, write N/A): _____

Freezer -- List make, model, and capacity in cubic feet (if none, write N/A): _____

NOTE: A fee of \$4.00 per month is assessed for freezers 9 cubic feet or smaller; a fee of \$10.00 per month is assessed for freezers larger than 9 cubic feet.

See House Rules for additional information for each of the above topics.

Tenant/Occupant Signature

Date

Please return to Unit Owner for their submittal to Property Management Services, Inc. within ten (10) days of occupancy or signing of a lease or rental agreement, whichever is earlier, and within ten (10) days of any subsequent change.

**Owner Registrations: Pets, Electric Barbeques,
Electric Smokers, and Freezers**
WOODLAKE CONDOMINIUMS

Unit No. _____ Address _____

Owner(s) Name(s) _____

Home Phone _____ Work Phone _____ Cell Phone _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____

Pet(s) -- List and describe any pets, including type, breed, name, color, and Municipality of Anchorage license (if none, write N/A): _____

Electric Barbeque -- List make, model, and color (if none, write N/A): _____

Electric Smoker -- List make, model, and color (if none, write N/A): _____

Freezer -- List make, model, and capacity in cubic feet (if none, write N/A): _____

NOTE: A fee of \$4.00 per month is assessed for freezers 9 cubic feet or smaller; a fee of \$10.00 per month is assessed for freezers larger than 9 cubic feet.

See House Rules for additional information for each of the above topics.

(Signature of Owner)

(Signature of Owner)

Date

Date

Please return within two (2) weeks after approval of amended House Rules or ten (10) days after purchase of unit and within ten (10) days after any subsequent changes occur to: Property Management Services, Inc. (PMSI), PO Box 92130, Anchorage, AK 99509-2130, Fax: (907) 562-3550, or Email: pmsi@gci.net

Notice of Tentative Fine
WOODLAKE CONDOMINIUMS

Unit No: _____

Owner's Name and Address of Record: _____

Description of Violation: _____

Provision of House Rules, Declaration, or Bylaws applicable to violation: _____

Nature of Corrective Action Required: _____

Date(s) of any prior warning(s): _____

Amount of Proposed Fine: \$_____ per _____

Please be advised that the Association intends to levy fines against you for the reported violation described above. Fines shall be tentatively assessed immediately as additional homeowner dues, and will become final fourteen (14) days after the date of this notice unless the unit owner earlier delivers a written request to the Association Manager for a hearing. If a hearing is requested, the unit owner may address the Board of Directors either in person or through a representative to present evidence concerning the alleged violation. The unit owner may also present written evidence in lieu of attending the hearing by delivery to the Association Manager at least 24 hours prior to the scheduled meeting.

Hearing requests or written evidence should be delivered to: Property Management Services, Inc., PO Box 92130, Anchorage, AK 99509-21304 or sent via facsimile to (907) 562-3550.

The undersigned hereby certifies that:

- ☐ A copy of this Notice was mailed by first class mail sent to the unit owner's address listed in Association records and reflected above on the date indicated below.
- ☐ A copy of this Notice was hand delivered to the unit on the date indicated below.

Signature of Association Manager

Date