



HOUSE RULES

The following House Rules have been developed to ensure harmonious living within Brookshire Condominiums. All present and future owners, tenants and occupants of any home within Brookshire are subject to these rules. Any person who purchases, leases, rents or occupies any unit thereby agrees to abide by the covenants, conditions and restrictions as set forth in the Declarations, Bylaws, and these House Rules. Many of these rules are a synopsis of restrictions taken from the Declaration. You may find them in **Article X, Restrictions on Use, Alienation and Occupancy**.

RESIDENCE AND USE RESTRICTIONS

All residences shall be used exclusively for single family residential purposes including, therein, home professional pursuits not requiring regular visits from the public or unreasonable levels of mail, shipping, trash, or storage. No sign indicating commercial or professional uses may be displayed outside a Unit.

A unit owner may lease their unit. All lease documents must be approved prior to execution by your Board of Directors. Leasing without approval may result in a fine. Lease arrangement must be in writing. A Unit may not be leased, rented, or occupied for a term of less than thirty (30) days, must comply with the terms of the Association governing documents, must not be for transient or hotel purposes, must provide that the failure to comply in all respects with the Association governing documents shall be a default under the terms of the lease. Sub-letting or assignment is considered a "new lease". It is the responsibility of the Unit owner to maintain a current lease on file with Brookshire's property management office. Units without a current lease on file may result in a fine.

The Association, as well as the homeowner of the unit, act as the tenant's landlord. Only the homeowner has the authority to evict. The Association has the authority to levy fines against a homeowner of a tenant in violation of the house rules, after the Unit owner has been given an opportunity to have the tenant correct the violation. The Association will request, through the homeowner, that a tenant be evicted for an act that places other property owners in danger and/or at risk of injury.

Garage Sales are permitted so long as any unsold items, all signage or any other outside displays are immediately removed and stored back out of site following the garage sale.

PARKING AND RECREATIONAL VEHICLES

All resident vehicles shall be kept, placed, stored, and maintained within the unit garage or driveway. There is absolutely no on-street parking – towing strictly enforced – unless there is active loading and unloading. Commercial vehicles with a company logo are allowed to park on the street during that company's service hour; and as long as active work is being rendered at the Unit.

Guest parking is to be utilized by guests only. Residents may not utilize guest parking – towing strictly enforced. No vehicle shall remain for more than 24 hours in a guest parking space. Guests of a resident shall not be permitted to park in guest parking for more than eight (8) days in a 30-consecutive day period. Non-residents that frequent a Unit beyond the initial eight (8) days in a 30-consecutive day period are no longer considered a guest and may not park in guest parking. Extensions or special consideration to park in guest parking is approved by the Board of Directors.

No trailers, mobile homes, truck campers, detached camper units, boats, snow machines, commercial vehicles shall be kept, placed, stored or maintained any where within the community except within a unit garage. Your Board of Directors will accept individual requests for permission to keep a recreational vehicle in a driveway. Permission will be granted on a case-by-case basis following certain guidelines: Must maintain in a neat and clean condition. Trailers must be leveled (cannot rest on tongue or tail), cannot encroach into the roadway or neighboring driveway, may not encroach off the asphalt driveway and can not put a unit in a position for a resident to have to utilize guest parking. If approval is granted, the Association reserves the right to revoke the approval at any time for failure to comply with these guidelines or for other issues that may arise. Recreational vehicles and Trailers parked at the Unit shall not be used for living space.

No wrecked, inoperative, vandalized, or otherwise derelict appearing automobiles shall be kept, placed, stored or maintained any where within the community except within a unit garage. Vehicles with expired tags or flat tires are considered inoperable. Vehicles parked in the driveway must maintain current registration and tags. Vehicles that are leaking oil or other fluids are not allowed in the driveway. Operable vehicles parked in the driveway, must not appear to be stored (e.g., cannot be covered in snow during the snow season).

There shall be no automotive repair conducted in the open anywhere on the property except for emergency repairs thereto, and then only to the extent necessary to enable movement thereof to a repair facility.

At no time will vehicles be parked on lawns, private or common areas. Residents and their visitors will take care when driving through the neighborhood to avoid cutting corners or backing into grass areas, and will follow the speed limit posted throughout the neighborhood.

NUISANCES

No noxious or offensive activities shall be carried on any where within the community, nor shall anything be done therein which might be, or may become, an annoyance or nuisance to the community.

The Association shall have the right to prohibit maintenance of any animal which constitutes, in the opinion of the Board of Directors, a nuisance to any other owner.

Motorcycles, loud vehicles, vehicle music should be maintained to a minimum while entering or exiting community.

Children at play: Children need to be aware that they may not run through and around other yards other than their own. Neighbors' yards are personal property and should not be used as other children's play areas. Children should not recklessly use the streets to play in and should respectfully move out of the way of vehicles. At no time shall children throw any type of object at other homes, or litter within any part of the community. If a child's address is reported, for disruptive behavior, a violation notice will be sent to the child's address. Should a second complaint be filed for the same address the fine policy will commence. If a parent disputes the fine, a hearing will be scheduled with at least one Board member present; and if necessary, the person who filed the complaint. If an address is one that is being rented, the Association may request that the homeowner have the tenant evicted from the property should they be a habitual violator. Trespassing charges may also apply.

Municipal quiet hours strictly enforced 10:00p.m. – 7:00 a.m.

PETS

No animals, livestock, or poultry of any kind shall be raised, bred, or kept in any unit, except domestic dogs, cats, or other normal household pets, provided that they are not kept, bred, or maintained for commercial purposes.

Dogs AND cats shall be restrained at all times to prevent them from becoming a nuisance. Restrained shall be defined as on a leash, held by a person capable of controlling the animal. At no time shall pets be allowed on or in common area unsupervised, unleashed, or tethered to buildings and/or landscaping. Pets may be free in a fenced backyard under responsible adult supervision. Pets may *not* be left unsupervised on balconies.

No more than four pets are permitted. The Executive Board may prohibit the maintenance of any animal that constitutes a nuisance to any other Unit Owner. All pets must be kept within the Unit except that they may be taken out of the Unit on a leash held by a person capable of controlling the animal. All animal waste is to be removed timely. Yards are owned individually. Within Brookshire, pets are **only allowed** to relieve itself in the back yard of your property. Do not allow your pet to relieve itself on the front lawn. Do not allow your pet to relieve itself on the property other than your own.

The Association will strictly enforce the Municipal "Leash Law" in regards to pet maintenance.

EXTERIOR

All exterior modifications, changes, additions, etc, require design review approval from the Board of Directors prior to any work beginning. Download your Brookshire Design review form www.pmsialaska.com/brookshire fill it out, and return the form to PMSI. The Board shall answer any written request for such approval, within thirty (30) days after the request thereof. Please plan accordingly. Homeowners will be responsible for all costs incurred to correct any unapproved modification, change, addition, etc.

No basketball standards or other athletic fixtures shall be attached to any residence. Portable basketball hoops are only permitted outside from May 1st to October 31st or the first snow fall, whichever comes first. They must be maintained and utilized in the driveway of the Unit. They must be stored out of site during the winter season.

There shall be no exterior storage of any items, including trashcans. Patio type furniture is acceptable but maintained in a neat and clean fashion.

Trash, garbage, refuse, or other waste shall be disposed of through a designated container. No owner shall permit or cause any trash, garbage, refuse, or other waste to be disposed of on any portion of the Property. Trash should be set out no sooner than the morning of pick-up day, and trash containers shall be put away (out of sight) no later than the evening of pick-up day.

No signs of any kind shall be displayed to the public except advertising the Unit For Sale and/or rent. Yard signs and/or banners are not permitted.

All holiday decorations shall be displayed no sooner than 30-days prior to any given holiday and removed promptly at holiday end or no longer than 14 days after a holiday (City of Lights participants shall remove all lights when the last musher crosses the Iditarod finish line – white/clear lights only).

Decks and porches shall be neat and uncluttered. No storage of any kind is allowed on decks or porches, especially trash. Patio furniture is permitted. BBQ grills may be stored on downstairs porches and/or up against side of house tastefully. Charcoal grills must be used a safe distance away from the Unit. Charcoal grills may NOT be stored on the upper deck. This is for fire prevention purposes, with the exception of Gas and electric grills are allowed on the upper deck. Planter boxes, flowers pots, and faux foliage are welcome in the summer but must be stored out of site during the winter season. USA flags are allowed year-round and seasonal/holiday decoration is allowed and removed no more than 14-days after the holiday.

Proper window coverings must be used (no blankets, film, tint, garments, sheets, flags, foil, or similar materials) on all windows facing the street. Approved window coverings are: mini blinds; shades; duettes; and sheers. Window covering shall be white, neutral or light in color when viewed from the street. Window coverings must be maintained in a damage free condition. Nothing shall be visible in the windows, except

a “For Lease/Rent or For Sale” with a maximum size of 24” x 30”, placed inside only one window of the Unit. No other items are allowed in the window.

Residents are responsible for the proper maintenance of their yards (mowing, fertilizing, watering, etc). Yard maintenance will be strictly monitored and enforced. Failure to comply with yard maintenance may result in the Association hiring a contractor to complete the work necessary and bill back the expense to the unit owner, including fines. Please review the Landscape Standards for further details.

At no time shall residents push snow from individual driveways onto the common access drive. Snow pushed onto the common access drive (street and into designated snow storage area), the Unit is subject to a fine. Snow from the driveways will be stored on the lawn. Homeowners are responsible for keeping their driveway shoveled during the winter.

Boarding of balconies must be prior approved and professionally constructed with the paint color to match the Unit.

LIFT STATION

The Lift Station is located at the corner of Duncanshire and Ptarmigan. It is equipped with a control panel, which is designed to control and monitor the lift station. The control panel has a red pump run light indicator. If at any time the red pump run light indicator is blinking – contact PMSI immediately.

The lift station is used to move and pump wastewater and sewage from Brookshire (point A) to a municipality-controlled elevation (point B) change. Wise use of the sewer system and twice a year maintenance will help safeguard the system. Most blockages are caused by improper discharge into the system. Discharge into the system is through the toilet. Toilets are not trashcans. Prohibited items to include, but is not limited to wipes of any kind; feminine products; diapers; condoms; clothing; bath/wash cloths; foreign objects.

Blockage caused by any prohibited items to include and not limited to; the HOA will special assess repair cost back to homeowners.

PREVENTATIVE & EMERGENCY

Any person authorized by the Board of Directors shall have the right of access to all portions of the Property for the purpose of correcting any condition threatening a unit or the common areas.
(Article VII, Section 7.2 of the Declaration)

In cases of emergencies, no request or notice is required for entry and such right of entry shall be immediate, whether or not the unit owner is present at the time.

VIOLATIONS

The Board of Directors reserves the power to establish, make and enforce compliance with such additional rules and regulations as may be necessary, with the right to amend the same from time to time, and to impose reasonable fines for infractions of all rules and regulations.

The Board of Directors adopted the following schedule of fines for violations: First violation \$50; second violation \$100; third violation \$200. **NOTE:** The aforementioned schedule of fines does not include fines assessed for leasing violations or for pushing snow into common access areas. If the violation continues, the Board of Directors may seek injunctive relief by legal action, the cost of which will be billed back to the unit owner involved or may decide on further consequences based on the infraction. Fines are enforceable liens against the property.

The application of terms in the above shall be interpreted by the Board of Directors as that which a reasonable person, under reasonable circumstances, would normally interpret the application of terms to be.

Adopted March 1, 2005

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