



**Sterling Square Condominium Owners Association
Community Handbook
Including
Rules & Regulations**

July 2016

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Sterling Square Condominium Owners Association Community Handbook

1. INTRODUCTION

The purpose of the Sterling Square Condominium Owners Association, according to the governing documents, is to protect, enhance and maintain the value of the properties. The governing documents of the Association include the following:

The Condominium Declaration is recorded with King County and spells out exactly how the Association, which is made up of all the homeowners, must conduct itself. The Declaration for Sterling Square is legally empowered by the **Washington Condominium Act** (RCW 64.34). By accepting a deed for the Unit, each owner agrees to be legally bound by the provisions of the Declaration.

The Bylaws of the Association provide the internal operating procedures for meetings of the members of the Association and the Board. The Declaration takes precedence over the Bylaws. The **Articles of Incorporation** filed with the Secretary of State create the Association as a nonprofit corporation under the laws of the State of Washington.

The Declaration and Articles can be changed only by a vote of the owners. The Bylaws can be changed by the Board of Directors. The above documents, along with the **Survey Map and Plans** and these **Rules and Regulations**, are collectively known as the Governing Documents. Together they spell out the manner in which homeowners, residents, and those who represent them, or act on their behalf, have agreed to act.

Homeowner Meetings

Your Homeowner Association Board of Directors plans homeowner meetings on a quarterly basis. Meeting dates and times can be found in the Annual Events Calendar that is mailed to homeowners at the beginning of each year or on the Association website at www.sterlingsquare.org. Your attendance at these meetings is encouraged so that you can learn how your Association operates, meet your neighbors, and raise any questions you may have. By attending you will be preparing yourself to participate and to vote on Association matters in an informed manner.

Owners Association Board of Directors

In keeping with the provisions of the Declaration and the Condominium Act, the Owner Association Board of Directors is operated by 5 board members elected by homeowners. Board members are elected to 3 year terms and the terms are staggered as required by the Bylaws of the Sterling Square Owners Association. The Board of Directors is responsible for the administration of the affairs of the Association as required by the Condominium Act, the Declaration, and the Bylaws of the Sterling Square Owners Association.

2016 Board of Directors

Position 1:	Gail Webb	Term Expires March 31, 2018
Position 2:	Nicole Switzer	Term Expires March 31, 2018
Position 3:	Brian Marty	Term Expires March 31, 2019
Position 4:	Jim Tisdale	Term Expires March 31, 2019
Position 5:	Chris Masek	Term Expires March 31, 2017

Board of Director Meetings

The Owner's Association Board of Directors typically meets on the 3rd Thursday of the months of January, February, April, May, July, August, October, and November at 7 pm. The Annual

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Event's Calendar contain the exact meeting dates and times. All homeowners are encouraged to attend Board of Directors meetings. At the beginning of every Board meeting, there is time set aside for homeowner communications to the Board.

If you wish to address the Board of Directors, each homeowner is limited to 5 minutes and one topic per meeting. If more time is required to discuss a matter, please communicate with the board via e-mail or written communications.

Association Communications

The primary source of communication is the Sterling Square website. Homeowners are encouraged to visit the Association's website (www.sterlingsquare.org) often for updates on community events, maintenance projects, to review meeting minutes and other community documents. Important information about maintenance projects will be communicated via mail or will be posted on the Mailboxes. Homeowners are required to review these communications and cooperate with Association contractors in order to complete maintenance projects.

Association Manager

Yates, Wood and MacDonald Inc. have been hired by Board of Directors to be the Association Manager. The responsibilities of the Association Manager include, but are not limited to, assisting in the day-to-day affairs of the Association, being the first contact for most Association issues, assisting the Board in the enforcement of Community Rules and Regulations, and keeping the Association's books and records.

The condition, operation, repair, and maintenance of common property, any observation of issues causing concern should be directed to either the Association Manager or the Board of Directors. The Board of Directors and the Association Manager work together as a team to ensure the smooth operation of the community.

Monthly Assessments

Monthly Assessments are due on the 1st day of the month, and are delinquent if not received by the 10th day of the month. Accounts not paid in full by the 10th will be assessed per the Due Process and Fine Policy. The Declaration and Fine Policy specifies how the Board handles delinquencies.

Monthly Assessment amounts are based on a budget adopted by the Board. Future budgets will be subject to ratification at the Annual Budget Meeting held each December.

Association Contact Information

Sterling Square Owners Association
c/o Yates, Wood and MacDonald
425 Pontius Ave N. Suite 203
Seattle, WA 98109
Association Manager: Kathleen Chafin
Phone: 206-268-3300

2. DUE PROCESS AND ENFORCEMENT PROCEDURES

These Rules & Regulations are clarifications of the individual covenants within the Declaration.

The purpose of this policy to provide clarity to homeowners on the enforcement of community rules outlined in the Rules and Regulations, Bylaws, and Declaration. Failure comply with the rules will result in the penalties stated in this policy. Fines are considered to be an assessment as stated in the Revised Code of Washington (RCW 64.34.020(3)).

This policy applies to guests of homeowners. Homeowners are also responsible for the actions of their tenants. If the owner or the tenant can not or will not remedy the situation then the owner must initiate proper eviction proceedings. If the owner fails to remove the tenant in a timely manner, the board may then cause the tenants to be evicted at the expense of the owner.

The Board will enforce the following fine schedule for violations of the Association's Governing Documents, including, but not limited to, the Declaration, Bylaws, Rules & Regulations, and any decision of the Board:

Category 1 Violation: Failure to pay homeowner Assessments and Fines

Homeowner monthly assessments and any other assessments or fines are due on the 1st of each month and are considered delinquent if not paid by the 10th of the month. Failure to pay homeowner dues and assessments is considered to be a serious violation. The Board of Directors will direct the Association Property Manager to take the following steps until compliance is reached and the account is paid in full:

- 1) 30 Days Overdue: Warning Letter. \$50 Fine
- 2) 60 Days Overdue: Demand Letter, Recreation Center/Pool Privileges Revoked until account is paid in full and Additional \$50 fine for every month late thereafter.
- 3) 90 Days Overdue: Account goes to an attorney for collections and a lien is placed on the homeowners unit.
- 4) Beyond 180 Days: Foreclosure of unit by Board of Directors if homeowner is non-responsive

Category 2 Violation: Damage or unauthorized modification to Common Elements

Violations included under category 2 include, but are not limited to the following items: damage to parking lots, damage or unauthorized modifications to buildings, damage or unauthorized modifications to landscaping, damage or vandalism to the Recreation Center, pool area or any common area element. The following steps will be taken to ensure the interests of the Community are protected:

- 1) In the case of an unauthorized modification, the Board shall direct the Property Manager to send a letter to the offender asking for the removal and restoration the unauthorized modification. The homeowner has 7 day to comply with the letter or they request an appeal in writing. If the homeowner does not comply and no appeal is received, step 2 will be taken.
- 2) Board will direct the property manager to send contractor out repair damage and repair/remove unauthorized modifications and offender will be billed for repair.
- 3) The board may impose additional penalties or fines at is discretion for repeat offenders.

Category 3 Violation: Violation of community rules and policies

Violations included under category 3 include, but are not limited to the following items: a violation of the board approved policy, posted rules, a violation of a rule contained in the Declaration, Bylaws, and the Rules and Regulations that is not covered under Category 1 and 2 violations above. The following steps will be taken to ensure the interests of the Community are protected:

- 1) First Violation: A courtesy warning Letter will be sent to the offending owner within 5 days of the offense unless otherwise provided in specific rule or policy.

- 2) Second Violation of the Same Rule: Second Letter will be sent the offending owner within 5 days of the offense and \$50 fine will be imposed unless otherwise provided in specific rule or policy. The owner may appeal the fine in writing (see appeals process below)
- 3) Third Violation of the Same Rule: Additional \$100 fine will be imposed and Recreation Center/Pool Privileges will be revoked unless otherwise provided in specific rule or policy.
- 4) Continuous Violations of the Same Rule: Each and every day a violation continues shall be considered as a separate offense and will be subject to an additional fine of \$100 per occurrence per day, beginning seven (7) days after the owner is notified of the fine until the violation is corrected.

The board may consider further penalties and fines as needed if the process above does not resolve the issue. Some policies have specific violation and fine schedules. The Towing/Parking Policy and Car Washing Policies have penalties that supersede the process above. See specific policies and rules for more information.

Any event where an action threatens life safety that could result in significant or catastrophic loss, trespassing, or breaks a federal, state, or local law, will be handled in a swift manner that may deviate from the process mentioned above at the discretion of the Board of Directors.

Reporting Violations

All reports of violations MUST be in writing to the community association manager or the board of directors. All reports of violations must be signed by the complainant. Anonymous or oral complaints will not be considered. All reports also must include the following:

- 1) Rule Violated
- 2) Date and Time of Violation
- 3) Unit number of the violator

Any report that does not contain the required information above will NOT be processed or handled. The Board or Directors reserves the right to reject petty or insignificant complaints at its discretion. Homeowners are encouraged to communicate with their neighbors and work out issues whenever possible. Filing a complaint should be last resort.

Appeals Process

As a homeowner, you have a right to appeal warning letters and fines. In order to appeal a fine or warning letter, you must request an appeal hearing in writing no more than 7 days after receiving the second violation letter. Once your appeal has been received, you will be required to appear before the board of directors at the next board meeting to present your case. If you fail to appear for the hearing, the appeal will be forfeited and the fine will be posted to the owners account. If you fail to appear, you will not be permitted to appeal that violation. If the homeowner chooses not to appeal the fine, the fine will be posted to the homeowner's account and future opportunities to appeal violations of that rule will be waived as a result.

There is no appeals process for failing to pay homeowner dues and assessments unless there is an accounting error. Keep in mind that the board will weigh all evidence and testimony at an appeals hearing. Based on the evidence provided, the board will make a decision following the hearing and inform the homeowner in writing the outcome of the hearing. Once the decision is made, the decision is final and may not be appealed.

3. SALE AND RENTAL OF UNITS

3.1. MARKETING GUIDELINES

The Board is aware that marketing of property requires ease of access and cooperation of seller, real estate agent, and the Association Property Manager. With that in mind, the Board has established the following guidelines:

For Seller Responsibilities, see Section 9.13 of the Declaration. The responsibilities of the Agent are as follows:

- A licensed agent must escort individuals attending an open house.
- No more than two signs may be displayed without consent from the Board of Directors. One sign shall not to exceed three square feet, indicating a unit is for sale or for lease, may be displayed in a Unit's window. A second sign may be attached to the unit's garage door if desired.
- One sandwich board type sign at the entrance and directional signs as needed may be in place during an agent's open house. All such signs must be removed from the property each evening.

3.2. SIGNS

The only signs that may be displayed in unit windows are unit for sale or unit for lease signs. One sign indicating a unit is for sale or for lease may be displayed in the window of the Unit as long as the sign does not exceed 3ft by 3ft in size and a smaller sign may be attached to the garage door. No signs shall be attached to the building siding or wood surfaces. Post mounted for sale signs or signs placed in landscaped areas are prohibited. Any sign that does not conform or is improperly installed may be removed and disposed by the Association without warning.

3.3. LEASING

If a Unit is leased by the Owner to a second party, the owner shall file a copy of the lease with the Association Manager in accordance with Section 9.2 of the Declaration.

The Owners Association has a cap on the number of units that can be leased at any given time. See Declaration Amendment 13 for more information on the conditions for leasing a unit.

3.4. MOVING

Owners must notify the Association Property Manager when they or their residents are moving into or out of the community.

No Owners, nor their agents, tenants, family members, guests, shall cause damage to Common Elements during moving activities.

Portable Storage units may NOT be stored in visitor, reserved or short term parking stalls for any reason and must be stored only within the Homeowner's Driveway. Portable Storage Units shall not be on site for more than 3 days. Exceptions may be made by the Board of Directions on a case by case basis at least 5 business days PRIOR to the delivery of the Portable Storage Unit.

4. BUILDING SAFETY & SECURITY

At all times a current list of each person in residence should be on file with the Association Manager. Changes in residency must be reported immediately to Association Property Manager.

4.1. SECURITY – BURGLAR ALARMS AND DOOR LOCKS

Homeowners may install burglar alarms. Burglar Alarm sirens are considered to be a nuisance and will be treated as a violation of the Section 9.11 of the Declaration. Homeowners may not display the burglar alarm protection signs at the entry of their units.

The maintenance of door lock hardware on the Unit entrance door, deck door and assigned mailbox are the responsibility of the owner. If the lock malfunctions or requires replacement, all expenses for this activity are borne by the owner. The Association is not responsible for replacing lost keys. If the doorknob must be replaced, it should be replaced with a similar Unit as the other entrance doors.

4.2. FIRE ALARMS WITHIN THE BUILDINGS

One or more commercially powered smoke detectors are located in each Unit. Smoke activates these detectors, and a loud bell will ring. Upon hearing the ring a resident should, if possible, determine the cause and take appropriate action. If the cause cannot be determined and smoke is evident, a call to 911 should be placed immediately. Contractors will confidence-test the smoke detector system annually. The contractor at the Association's expense will replace malfunctioning detectors when they are found to be defective. Other than scheduled alarm testing, residents should evacuate the building when the central alarm rings.

5. MAINTENANCE OF COMMON ELEMENTS

5.1. LANDSCAPING OF COMMON ELEMENTS

The landscaping of the Common Elements is handled by a commercial landscaping service, contracted by the Board of Directors. Their duties include maintenance of the automatic sprinkler system, landscaping, lawns and general cleanup of the property.

Homeowners are asked to direct comments, questions, requests and critiques involving the landscaping service crew to Association Property Manager or a member of the Board. Interrupting the landscaping crew curtails the amount of time that can be devoted to landscape care being performed according to contract specifications.

Homeowners are not allowed to plant in Common Element beds or landscaped areas. Plants, pots, planters or other items found in these areas will be removed and disposed of by the Owner Association's landscaping service crew without notice or warning and will be subject to fines according to the Due Process and Fine Policy

5.2. UNSIGHTLY CONDITIONS

No unsightly condition is permitted in public or owner view from any common area, any building, or its limited common area. Unsightly conditions include, but are not limited to, the following:

- Clothing hanging outside for drying
- Litter, trash, junk, discarded debris

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- Broken or damaged furniture, plants, equipment, trucks, autos, or other such items not specifically authorized by the Board.
- Radio and TV antennas
- Window dressing and covering visible from the exterior, including draperies, under-draperies, blinds, shades, etc. that are not in compliance with the Declaration or the Rules and Regulations.

5.3. MODIFICATIONS OR ADDITIONS TO BUILDING EXTERIORS AND COMMON ELEMENTS

No alteration may be made to the exterior appearance of the Unit without prior written authorization from the Board of Directors. Homeowners are prohibited from storing items or making modifications to roof attics unless otherwise approved by the Board of Directors.

All window coverings shall be white, off-white or earth tone in color; and shall match the character and look of the community. The tinting of window glass and installation clear window films is prohibited.

Nothing may be affixed to the exterior surface of a building. Homeowners are not allowed to install anything on the exterior of a building or common element that protrudes through the exterior walls or the roof of the building. No items may be attached to building siding, deck railings, or roofs.

6. USE OF COMMON ELEMENTS

6.1. COMMON ELEMENTS GENERAL RULES

Children under the age of 12 using common or limited Common Elements must be supervised at all times.

The speed limit within the community is **FIFTEEN (15)** miles per hour.

Skateboarding is prohibited within Sterling Square and anywhere on Sterling Square property. Violators will be subject to fines per the Association Rules and Regulations.

Bicycles and scooters shall not be used on lawns or in landscaped areas.

Basketball hoops may be used within the driveway of the homeowner's unit only. No basketball hoops may be placed in the street at any time. Basketball hoops must be stored in the homeowners unit or garage when not in use.

6.2. PARKING RULES AND ENFORCEMENT

Designated Parking for Homeowners

Homeowners have 2 designated parking areas within their own garage and the driveway in front of the garage. The vehicles parked in the driveway must be operable, non-commercial, passenger vehicles or motorcycles only. Commercial vehicles with signage or work related equipment attached must be parked out of sight. Motorcycles may not be parked on sidewalks or block egress routes to units.

Recreation Vehicles

Recreational vehicle storage is not permitted in Sterling Square. Recreational vehicles may be temporarily parked in a Unit's driveway for the purpose of loading and unloading, not to

exceed 48 hours per occasion. Recreational vehicles may not be parked in visitor parking stalls. Recreational vehicles may be parked in Short Term Parking Stalls according to the rules below. The term "Recreational" Vehicle includes boats, campers, trailers, off-road vehicles and the like.

Fire Lanes, Blocking streets or Driveways

Parking on the street or in designated fire lanes is prohibited. A fire lane is designated by any curb that is painted red or is marked "Fire Lane". Any vehicle found parking in a fire lane or blocking the street may be towed without warning at the owner's expense.

Visitor Parking

Stalls marked "Visitor" are limited to vehicles needing temporary or short term parking for guests only. Any vehicle parked in visitor parking areas more than two (2) times per week or more than seven (7) times in a one month period are not considered 'Visitors' or "Guests" and cannot park in any stall marked "visitor". These limits are established for enforcement purposes. If you plan to have guests that may exceed these durations, please contact the Board of Directors via e-mail immediately and request an exception.

5 Minute Parking

Stalls marked "5 Min. Parking" are designated for use by anyone picking up their mail or loading/unloading items at the Recreation Center. These stalls are not to be used for long term parking, for visitors or for homeowners while using the Recreation Center or Pool.

Short Term Parking

Stalls marked "Short Term" have been designated for use on a short-term basis by all homeowners who have a valid temporary permit. A temporary permit must be obtained from the Sterling Square website (www.sterlingsquare.org) prior to using the "Short Term" stalls. The maximum amount of time allowed per temporary permit will be 48 hours.

Vehicles that do not have a valid and clearly displayed Temporary Sterling Square issued ID will be ticketed. No exceptions will be made.

An Temporary ID tag is considered valid only if: 1) It is issued by Sterling Square with a valid date and license plate information on the permit 2) The ID tag is displayed in a place visible to parking enforcement personnel.

Reserved (Rental) Parking

Stalls marked "Reserved" have been designated for rental by homeowners who are in good standing with the Association. The cost to rent an parking stall is \$100/month and are available to homeowners on a first come first serve basis. Any vehicle with a valid, displayed Sterling Square issued ID tag may park in any stall marked "Reserved" stall. Vehicles that do not have a valid and clearly displayed Sterling Square issued ID will be ticketed and/or towed. No exceptions will be made.

A ID tag is considered valid only if: 1) It is issued by Sterling Square 2) The monthly rent for the parking stall has been paid 3) The ID tag is displayed in a place visible to parking enforcement personnel. The Board of Directions does not guarantee a rental parking spot near your unit. The availability of the use of "Reserved" stalls is first come, first serve.

Parking Enforcement

Diamond Parking Services has the authority to fine and authorize the removal by towing from Sterling Square property of any motor vehicle:

1. Parking in an stall designed for the Disabled or Handicapped without a valid permit or as a homeowner;
2. Belonging to a homeowner or resident and parked in an area designated "Visitor" parking;
3. Parking "Visitor" Parking more than three (2) times a week and more than twelve (7) times in a one month period;
4. Parking in "Reserved" parking without displaying a valid Sterling Square issued ID tag;
5. Parking in "Short Term" parking without displaying a valid Temporary Sterling Square issued ID tag;
6. Blocking driveways, right of ways, or other vehicles;
7. Parked in fire zones including in front of any curb painted red;
8. Abandoned for three or more days;
9. Without valid registration plates.

The owner/operator of the vehicle will be held liable for the cost of fines, and costs involved in the removal and storage, except when legally parked vehicles are removed during an emergency. In such a case, the removal will be at no expense to the owner unless the vehicle is blocking a fire lane.

Diamond Parking Services will notify vehicle owners by placing notification on the vehicle. The first infraction will result in a \$30 fine. Subsequent infractions will result in additional fines of \$30 per infraction. Upon the fifth infraction or failure to pay past fines, the vehicle will be towed and impounded at the owner's expense. Parking fines not paid within 15 days will have a late charge of \$30 added. Diamond Parking Services reserves the right to refer unpaid accounts to collection. The enforcement of parking and collection of fines is a function of Diamond Parking Services, not the Sterling Square Board of Directors or its managing agent.

6.3. CAR WASHING

Car washing is prohibited at Sterling Square. If an owner wishes to wash a car, it must be done offsite or at a local car wash.

6.4. STORAGE AREAS

DO NOT STORE flammable liquids, odoriferous items, or perishable food in the storage lockers. Residents shall not store any flammable or other hazardous materials in the Common Elements, limited Common Elements (including parking space or storage lockers) or Unit. "Hazardous Materials" includes Storage Areas, but is not limited to liquids (gasoline, kerosene, oil, etc. in excess of one US gallon), gases (propane, acetylene, etc. in excess of 5 lbs.), solid (charcoal in excess of 10 lbs., ammunition in excess of fifty (50) rounds, firewood in excess of one (1) 3'x3'x3' rick, etc.), or materials designated as a "Hazardous Substance" under Section 101 of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 as now or hereafter amended, 42 USC 9601, et. Seq., or as a Hazardous Substance, Hazardous Household Substance, Moderate Risk Waste or Hazardous Waste under RCW 70.105.010, or which are regulated by any federal, state, or local law, statute, ordinance, or regulation pertaining to health, industrial hygiene, or the environment, or which may be from time to time reasonably determined by the Board of Directors to be hazardous to the welfare of the Association. "Hazardous Materials" shall not include ordinary household cleaning and

maintenance products which are used with due care and in accordance with the instructions of the manufacturer.

Utility closets within buildings are not for homeowner use. Any items found stored in a Utility closet will be removed and disposed of at the cost of the homeowner.

Recreational equipment such as basketball hoops, strollers, bicycles and the like must be stored inside a unit or garage when not in use.

6.5. TRASH

Each Owner shall be responsible for removing all trash or garbage from their unit as required in Section 9.10 of the Declaration. Trash and garbage shall be stored within the Unit or the garage of the Unit and set out for collection only on trash collection day and removed from view that same evening.

Recreation Center Trash cans and Recycle bins are NOT for individual homeowner use. Homeowner's caught using the Rec. Center Trash cans or Recycle Bins to dispose of personal or household waste will be fined according to the Due Process and Fine Policy.

6.6. SOLICIATION

No Soliciting is allowed at Sterling Square. Residents are encouraged to remind non-complying individuals of this rule and ask them to leave the property.

6.7. DOG STATIONS

Two dog stations are provided for the convenience of dog owners. The dog stations are located at the north end of the property near building 25 and at the south end of the property near building 5. No garbage, cat litter or any other debris other than dog waste shall be disposed of in the dog station waste cans.

7. ARCHITECHTURAL RULES

7.1. GENERAL

The Association recognizes that some owners chose to enhance the general aesthetics, character and environment of the community with decorations and plants. The decoration of the exterior of buildings is a privilege granted to owners by the Association. Decorations must adhere to the sections below and must appear in the character of the general aesthetics and quality of the community. The following general restrictions shall apply:

- Nothing shall block access to fire safety or utility closets. Access must be maintained at all times.
- No pots, planters, decorations or signs will be allowed in any Association Common Area landscaping or rock beds.
- Homeowners may not plant in any Association Common Area bed.
- No plants, vines, trellis, or decorations of any kind shall touch the building or be fixed to the building. The building siding/envelope shall not be penetrated. Failure to comply will result in such decorations, plantings, etc being removed at the resident's expense as well as the cost to repair any related building damage.
- No pots, planters, etc are allowed to be placed on or attached to wood or metal deck railings.
- All birdfeeders are prohibited except for Hummingbird Feeders.

- When maintenance or cleaning work is scheduled, residents shall remove all exterior decorations, pots, planters and furniture when requested by the Association

7.2. ENTRY DECORATION POLICY

Homeowners may choose to decorate their own deck/patio, entryway and garage entrance. Garage entrance decorations shall be limited to the concrete area in front of the garage only. Nothing shall be placed on the asphalt. Entryway decorations shall be limited to boundary 10 ft from a unit's front door. Decorations beyond this boundary are not allowed. The following restrictions and standards apply to the decoration of entryways and garage entrances in addition to restrictions in Section 7.1:

- Nothing shall impede or obstruct sidewalks, garage entrances or emergency egress to or from units.
- Nothing shall not block or inhibit the ability to maintain light fixtures or fire alarms on the building.
- Each pot or planter shall not exceed 24 inches in diameter or diagonal dimension
- All pots and planters must be maintained by the homeowner and shall not contain dead plant material.
- Entry door decorations are limited to seasonal wreaths and sprays. Signage is prohibited.
- Statues or other decorative accents shall not exceed 3 ft tall and 1 ft in diameter. Any such items are to be placed within 10 ft entryway boundary only.
- Tables, chairs, or benches may be placed at a unit's entryway only as long as it is within the 10 ft entryway boundary and does not obstruct walkways. These items may not be placed in front of a garage entrances.
- Fountains or BBQ's shall not be placed in the entryway or garage entrance area. Such items may only be stored on a homeowners deck/patio.

7.3. HOLIDAY DECORATION POLICY

- Displays and/or decorations may not be set up earlier than 6 weeks prior to a pertinent holiday. Holiday displays and decorations are to be removed within 14 days following the pertinent holiday.
- Owners will be notified should any such decorations, displays or adornments that appear out of character with the pertinent holiday are to be removed.
- Any exterior decorative lighting must be rated for out-of-doors. All fire codes MUST be followed. Outdoor paper lanterns and candles are prohibited.
- Decorative lights used outdoors shall not exceed 1.5" in diameter.
- Decoration/displays and lights shall not obstruct other units nor may they chime, sing or create other noise that may be disturbing.
- Mountings for all lights and decorations/adornments shall not penetrate or damage the exterior of the building(s), decks, or doors. Nothing may be placed on or adhered to the eaves or roofs of any building.
- Decorations/displays and lights are limited to your own deck/patio, front door, garage door and entryway.
- Permanent common area landscape trees and shrubs may not be decorated.

8. RECREATION CENTER, EXERCISE ROOM, AND POOL RULES

The Rec. Center rooms, furnishings, equipment, & pool are available to all residents in good standing.

Each unit will be issued one Key Fob which will provide homeowners/residents access to both the pool area and the Recreation Center. The Key Fob system will allow the Board to track the

date, time, and unit number of homeowners/residents using the Recreation Center and Pool area. Homeowner/Residents caught breaking the posted Recreation Center and Pool rules or damaging the facilities may have their Key Fob disabled. Failure to pay homeowner assessments and dues will result in the disabling of that owner's Key Fob.

Lost Key Fobs may be replaced for a fee of \$50. The lost Key Fob will be disabled at the time the new Key Fob is issued for security reasons.

Do not let any person not known to you into the Recreation Center Building or Pool Area. Do not leave any outside access, gate or door propped open and unattended. Be sure any outside access door or gate closes securely after you have passed through it. The Recreation Center and Pool areas are continuously monitored by CCTV. Owners or tenants should question suspicious persons or activities. Their presence must be brought to the attention of either a Board member, the Association Manager, or, if necessary to the Police.

8.1. RECREATION CENTER GENERAL RULES

- Anyone using the Rec. Center must to comply with these rules, regulations, and all posted rules. The Board reserves the right to restrict use and fine those that do not comply.
- Homeowners and tenants are responsible for guests and are required to inform them of rules and policies related to the use of the Rec. Center.
- Guests must be accompanied by residents at all times.
- The host unit assumes all liability for personal injury and will defend and hold harmless the Association from all claims.
- Sterling Square Owners Association is not responsible for loss or damage to personal property.
- Any damage done to any part of the Rec. Center or exercise room facilities will be charged to the responsible party.
- No one under the age of 16 allowed without adult (age 18+) supervision.
- Homeowners and Tenants are responsible for following laws controlling alcohol consumption.
- No pets are allowed in the Rec. Center.
- No smoking is allowed.
- No inappropriate behavior/activities will be tolerated.
- Residents may post small advertisements on the bulletin board located in the in front of the Exercise Room. All other postings are prohibited unless approved by the Board.
- Items belonging to the Rec. Center shall not be removed from the Rec. Center.
- Rec. Center building occupancy may not exceed the maximum of 89 people.
- The Rec. Center Building is Available for use 24 hours a day (except for the pool). Quiet hours are 11pm-7am. If you wish to use the Rec. Center during quiet hours, please keep all windows and doors closed.
- Keep area clean and clean-up after use (leave it clean for your neighbors).
- The Association will not be responsible for any accidents or injuries.
- Report issues with the Rec. Center to the Property Manager immediately.
- No sleeping is allowed in the Rec. Center (no "sleep-overs").
- Close all exterior doors, windows when finished.
- Turn off all lights when finished. The main hallway lights are controlled by a motion sensor and will turn off automatically.

8.2. GREAT ROOM, MEETING ROOM AND EVENT ROOM SPECIFIC RULES

- Rooms can be reserved in advance using the Facility Scheduling Feature on the www.sterlingsquare.org website.
- Residents may reserve Recreation Center rooms up to 6 months in advance, or residents may use a room immediately on a first come, first serve basis if a room is not reserved.
- Please limit weekend reservations in consideration of all 174 Sterling Square units.
- The host unit is responsible for completing the Sterling Square Recreation Center Cleaning Checklist posted in each room within the timeframe they are signed-in to use the room (allocate about 30 minutes of cleaning time). If not properly cleaned a cleaning fee may be charged to the host unit at \$30/hour (\$30 minimum).
- Do not move furniture or other items between rooms (except for folding tables and chairs) and return all items to their proper location when finished.

8.3. FITNESS CENTER SPECIFIC RULES

- **All those using the exercise room do so at their own risk. Sterling Square Owners Association is not responsible for injuries or accidents.**
- This exercise room is for Sterling Square residents only.
- Children under 16 years of age must be accompanied by an adult, age 18 years or older at all times.
- Exercise equipment **MUST** be wiped down after use.
- No food or drinks are allowed, with the exception of bottled water.
- No glass permitted in this area.
- Report damaged equipment to the Property Manager.
- Use exercise equipment at your own risk. Failure to do so can result in serious injury. The Association is not responsible for injury due to improper use of exercise equipment.

8.4. POOL AREA SPECIFIC RULES

- **NO LIFEGUARD IS ON DUTY – SWIM AT YOUR OWN RISK!**
- Children under the age of 17 **MUST** be accompanied by an adult (age 18 or older) at **ALL TIMES**.
- This facility is only to be used by Sterling Square Residents and their guests. **NO TRESSPASSING**
- No reservations can be made for the pool or pool furnishings
- Guests are limited to 4 per unit.
- No running, horseplay, screaming, obnoxious or unsafe behavior in the pool.
- No glass is allowed in the pool area.
- No pets of ANY kind are allowed in the pool area.
- No food or drinks are allowed in the pool area with the exception of bottled water.
- No items damaging to the pool may enter it (furniture, scuba tanks, trash cans or other hard objects).
- No large inner tubes, air mattresses, or other equipment are allowed in the pool.
- Pool furniture must be used properly and remain in pool area.
- Bathers must take a cleansing shower before using the pool.
- Bathers wearing diapers shall use tight fitting protective coverings before entering the pool. Diapers must be changed in the restrooms.
- All pool attire must be colorfast, designed for swimming, and publicly appropriate.
- Suntan and other lotions must be removed before entering pool.
- Chairs or lounges must be fully covered with towels (or other cover) when used by swimmers or sunbathers.
- Use of the pool by persons under the influence of alcohol or other drugs is prohibited.

Sterling Square Rules and Regulations

- Pollution of the pool of any kind is prohibited (urinating, expectorating, blowing the nose, or depositing any matter harmful to health).
- Bathers with communicable diseases that can be transmitted by water or have been ill with diarrhea or vomiting within two weeks shall not use the pool.
- Bathers with seizure, heart or circulatory problems should swim with a buddy.
- Violators of any of these rules will be asked to leave the pool area immediately and may permanently lose pool access privileges.

In the event of an EMERGENCY call 911.

EMERGENCY PHONE is located on the wall of the Recreation Center near the door.

FIRST AID KIT is located outside on a column located near the Recreation Center door.

Pool Hours and Operations:

- Pool is open Memorial Day weekend to September 30.
- Pool hours are 8am-10pm, the pool is designated for lap swim only 8-9am & 9-10pm

9. HOMEOWNER RESPONSIBILITIES AND USES

9.1. DISTURBANCES

No owner, tenant, or occupant will make or permit any disturbing or unreasonable noise nor permit anything to be done that will interfere with the rights, comforts and quiet enjoyment of the other unit owners or occupants within normal sensitivity. Between the hours of 11 pm and 7 am, the volume of stereos, radios, televisions, musical instruments, appliances, and the like shall be kept at a reasonable level.

Any construction work causing noise, such as but not limited to pounding, sawing, or drilling, must be performed between 8:00 a.m. and 5:00 p.m.

Smoke is considered to be a nuisance which is a violation of Declaration Section 9.11. Please keep this in mind when using BBQ's or smoking on your deck/patio.

Fire pits are prohibited.

See Section 9.9 & 9.11 of the Declaration for additional information.

9.2. PETS

Domestic household pets, such as dogs, cats, and birds, are permitted. No commercial activity in buying, selling, breeding, or boarding any species is allowed. Dogs shall be on a leash and in the supervision of the owner at all times in a common area or limited common area.

Dogs are not permitted on lawns at any time or for any reason. Common Elements and lawns are not for exercising animals. Activity of animals inside or outside the Unit shall not disturb residents of other Units. Any complaint of such a disturbance may require the Board to ask for prompt removal of the animal(s).

The behavior of any one specific animal may be cause for removal, even though other animals are permitted to remain. Damage to common elements caused by pets will be repaired or replaced by the Association at the expense of the homeowner.

Homeowners are prohibited from owning a Pit Bull breed Dog at Sterling Square. The Board of Directors reserves the right to have dogs of this breed removed for any reason.

Dog waste must be immediately scooped up to prevent unsightliness or create hazardous conditions on the sidewalks and streets. No enclosures or fences may be installed without the written permission of the Board.

9.3. RESIDENTIAL USE

The Units shall be used for single-family residential purposes only as required in Section 9.1 of the Declaration.

10. MAINTENANCE AND MODIFICATIONS TO HOMEOWNER UNITS

The information in this section is provided as a general summary only. In the case of conflicts, maintenance responsibilities are set forth by the Declaration and applicable state law.

Owners will repair damage due to freezing pipes, or defective water heaters.

The cost of clearing a sewer line from a Unit to the common sewer main drain is the owner's responsibility and expense, except those stoppages or breaks caused by activity in the common area, such as construction work or tree root growth, which are the responsibility of the Association.

Owners have the right and duty to repair and maintain their Units and the adjacent limited Common Elements (decks and/or patios), to ensure appealing appearance and good working order – without imposing a financial burden on the Association for repairs caused by negligence and inattentiveness.

The Board retains architectural control and regulates actions affecting the appearance of any repairs and maintenance. Changes to the limited Common Elements as a result of repair and maintenance activity must be submitted to the Board for prior approval.

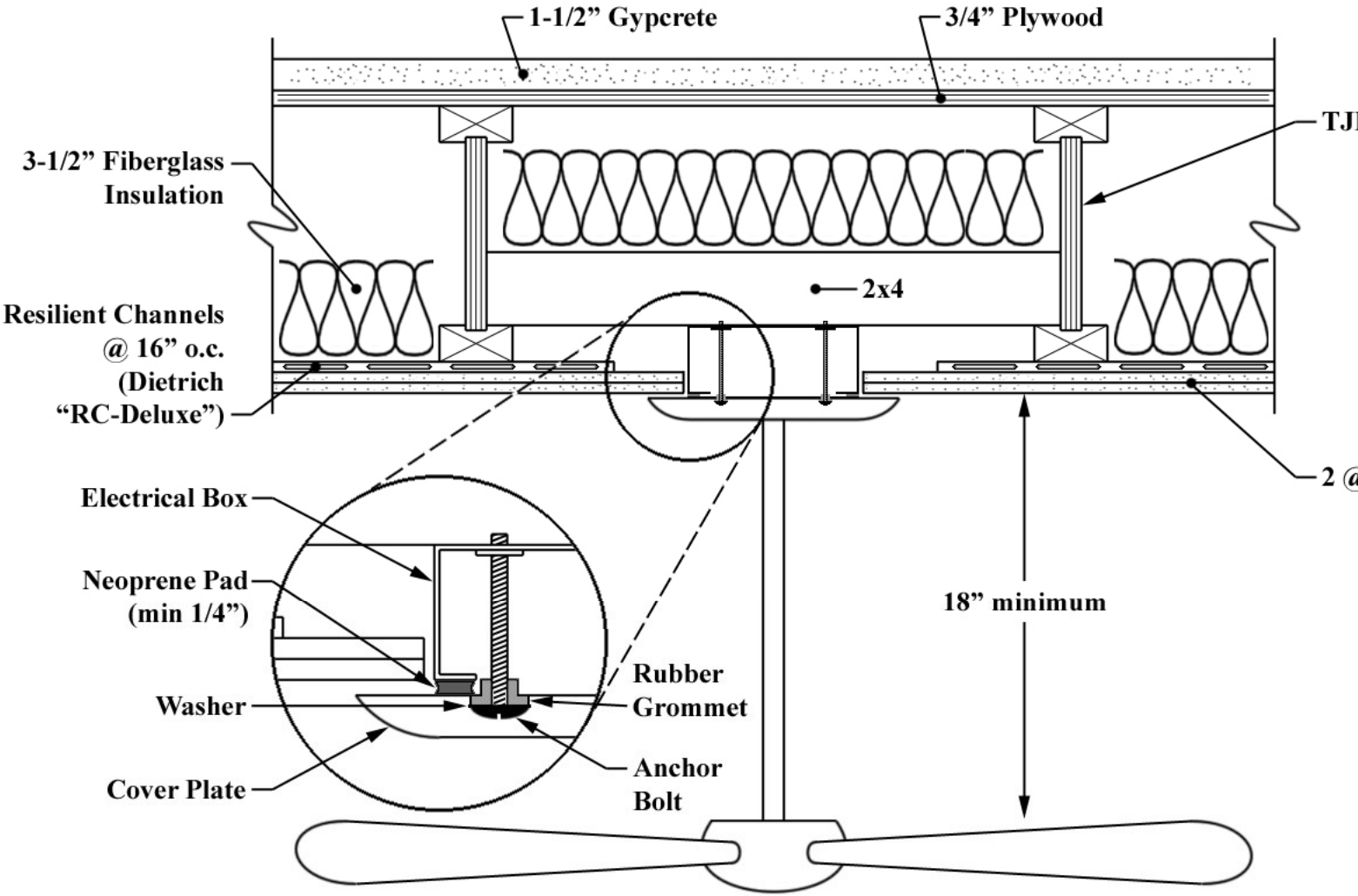
Summary of maintenance responsibilities

Item	Unit Owner	Association
Owner's Appliances & Equipment (water heater, heating/cooling equip, etc.)	X	
Washing Machine Hoses	X	
Garage Door Openers	X	
Interior Unit Construction	X	
Tub, Shower, Sink & Toilet caulk and seals	X	
To the extent the following serve only one Unit (whether or not located within the Unit):		
Fireplace flue		X
Plumbing	X	
Wiring	X	
Dryer vent	clean as needed beyond 1/ 2 yrs	clean 1/ 2 yrs
Sewer line	X	
Exterior Door painting, repair & replacement		X
Window Cleaning, exterior		X
Window Cleaning, interior	X	
Window Glass replacement	X	
Exterior Light Bulbs	on/off switch in unit	other fixtures
Mail Box Lock & Key	X	
Interior Alterations to Unit	X	
Exterior Alterations to Unit -- approval		X
Unit's Driveway	keep clean & tidy	major maint.
Unit's Deck or Patio	keep clean & tidy	major maint.
Interior Pest Control	X	
Exterior Pest Control		X
Building Exteriors including Roofs		X
Common Area Landscape Issues		X
Recreation Building & Pool		X
Insurance -- personal contents	X	
Insurance -- fire or damage to structure		X

10.1. CEILING FAN INSTALLATION

Ceiling fans may cause noise to be transferred through the floor joists and sub-flooring materials and resonate into second floor units if not properly installed. The following steps must be followed when installing a ceiling fan:

- Since noise produced by the motor directly relates to the quality of the unit being installed, purchase the best quality fan you can afford. It is recommended that the fan quality be above contractor grade.
- Weight ratings for the junction boxed installed in the units is thirty-five (35) pounds. Units weighing more than thirty-five pounds will unduly stress the junction box and eventually cause problems.
- Verify before buying a fan that there are rubber feet that isolate the motor from the mounting plate.
- Purchase separately rubber grommets to place over the mounting screws. These grommets must be mounted between the mounting screw and the mounting plate to prevent sound transfer. These grommets are available from electrical supply and hardware stores and are intended for protecting wires passing through holes in metal housings.
- New ceiling fans shall be installed according to current fire codes related to the offset distances between sprinklers and the fan/fan blade.



Ceiling Fan Installation Detail

10.2. SATELITE DISH POLICY

The Association does not restrict the use of Satellite Dishes; however there are limitations on the methods of installation and placement of these devices. Dishes may not be permanently affixed to the any part of the building or deck railings. Flat cables shall only be used and they shall enter the unit through either a window or slider. No building penetrations are allowed and no cables are allowed to be installed in roof attics.

Ground Floor Units: Dishes will be mounted to a treated 4x4 post or steel pipe set in concrete and positioned as close to the ground as possible in the landscaped planting beds immediately adjacent to the unit's limited common element. Should there not be a position adjacent to the limited common element that will allow for adequate signal reception, the dish may be relocated within the planting bed with Board approval. Care must be taken to avoid damage to the irrigation system and any damage to the system will be repaired at the owner's expense. Any wires that will pass through the landscaped area will be buried six (6) inches deep so they will not interfere with normal weeding and leaf raking operations.

Second Floor Units: Dishes will be mounted to a treated 4x4 post or steel pipe set in concrete that has been poured into a five (5) gallon plastic bucket of a non-obtrusive color. This assembly will be placed upon the limited common area for the unit. Should there not be a position on the limited common area that will allow receipt of a satellite signal; the dish may be positioned, with Board approval, in the common area landscape. The owner and neighbor adjacent to the proposed landscaped area must agree upon a mutually acceptable location for the dish. Wire runs must be handled as described above.

If your Satellite Dish installation does not conform to these requirements or an approved equal, the homeowner will be responsible for retrofitting the installation until it complies. Failure to comply will result in penalties stated in the Due Process and Fine Policy.

10.3. FLOORING UPGRADE STANDARDS POLICY

The following flooring standards are required for all owners who wish to upgrade or replace their flooring materials. These standards also apply to all flooring installed prior to the implementation of this policy except for flooring systems installed by Centex Homes.

Any flooring replacement, including carpet, engineered wood, tile, vinyl, nail-down wood, finished concrete and the like shall be installed with an acoustical underlayment and must demonstrate compliance with an Field Impact Insulation Class (FIIC) rating of 55 and Field Sound Transmission Class (FSTC) rating of 55.

Prior to replacement or installation of flooring, the owner shall verify that the flooring materials and installation are compliant with the FIIC and FSTC ratings. The owner is responsible for proper installation of the flooring, performance of the flooring after it is installed and is required retain documented proof that the materials installed meet the FIIC and FSTC ratings.

If an adjacent owner complains of noise from any floor (newly installed or not), and neighbors cannot work out a solution, the Association will step in to resolve the dispute. The Association will ask the owner with the problem flooring to provide proof that the flooring system meets the FIIC and FSTC ratings and that the floor system was properly installed by a qualified flooring contractor. If the owner with the problem flooring cannot provide evidence the flooring meets their standards or was properly installed, the Association will require an acoustic field test conducted by a firm of the Association's choice. If the floor meets the required standard, the accusing owner will be billed for the field test. If the floor fails to meet the required standards,

the owner with the problem flooring will be billed for the field test and will be required correct the floor or otherwise satisfy the complaining neighbor.

10.4. APPROVED STORM DOORS

The Board of Directors has approved the following storm doors models for use:

Anderson HD 3000 TruEase Door (SKU#21279)

Andersen HD 2500 Self Storing with SlideAway Screen (SKU#21628)

Vendors: Home Depot, Lowes

Parameters and Specifications:

The following parameters and specifications must be followed when purchasing and installing a storm door:

- All doors shall be a white color finish to match existing trims
- All hardware shall be brushed nickel finish to match existing hardware.
- All doors should be installed by a professional, licensed, bonded and insured contractor.

Storm Doors other than the ones listed above must be approved by the Board of Directors on a case by case basis. Approved equals shall be similar in design, appearance, and color to the doors listed above.

10.5. APPROVED AIR CONDITIONING UNITS

The Board of Directors has approved the following Specifications for portable Air Conditioning Units:

- NO window mounted Air Conditioning Units
- Air Conditioning Condensation shall be NO drip design
- Window Exhaust vent design is okay

Window mounted air conditioning units are prohibited.