

**LEXINGTON TOWN HOUSES COOPERATIVE
RULES AND REGULATIONS
REVISED AS OF JANUARY 1, 2006**

AIR CONDITIONERS

1. All air conditioners must have written approval of the Board of Directors prior to installation.
2. An air conditioner may NOT be installed in any second floor window that is directly or partially over any door.
3. You must install clear Plexiglass only in the window area above the unit
4. Attachments or holes of any type cannot be made to the exterior of the building.
5. The air conditioning unit must be installed so that the condensation will drain to the exterior of the building.
6. Air conditioners cannot be installed prior to May 15th and must be removed no later than October 15th.
7. No through-wall installations are permitted. No lines can extend through basement windows.
8. Central air conditioners must be installed by a licensed and insured heating and cooling contractor.
9. Condensers must be a minimum of two feet from the back of any unit.

ALTERATIONS TO UNITS

1. An alteration form from Lexington Townhouses is necessary for all home improvements.
2. Receipt of the signed alteration form by Management and / or Board of Directors gives the applicant the opportunity to start the construction.
3. All electrical / plumbing / heating and cooling work must pass City inspection. A copy of the inspection report must be submitted to the Management Office.
4. The following alterations are allowed but not limited to:
 - A. Basement ceiling tile and light fixtures
 - B. Basement floor tiles
 - C. Backyard decks and patios – “Patios”
 - D. Brick pavers – patio are only
 - E. Kitchen pantry cabinet
 - F. Kitchen flooring – linoleum or ceramic tile
 - G. Bathroom flooring – linoleum or ceramic tile
 - H. Paneling / drywall – basement only
 - I. Fences – see “Fences”
 - J. Tub enclosure (shower doors) and ceramic tile
 - K. Bathroom vanity
 - L. Upgraded kitchen and bathroom faucets
 - M. Upgraded sinks for the bathrooms and kitchen
 - N. Central air conditioning and / or new compressor

- O. Air cleaner on the furnace
- P. Humidifier on the furnace
- Q. Exhaust fan in the bathroom
- R. Bedroom ceiling fans or additional lighting
- S. Retractable awnings
- T. Interior light fixtures
- U. Manufactured mirror doors
- V. Upgraded medicine cabinets
- W. Thermopain window atrium – REAR only
- X. Upgraded 3” base and case molding
- Y. Six panel interior doors
- Z. Front storm doors, two styles are permitted. Specifications can be obtained from the office.

AWNINGS

Permission for the installation of an exterior awning will only be granted with prior approval from the board. Guidelines are available at the office.

BALL PLAYING

1. Plastic bats, balls, Nerf and waffle balls **ONLY** will be allowed within the confines of Lexington Townhouses.
2. NO softball, hard ball or tennis balls are allowed. Soccer or football in Nerf form only, is allowed.
3. Balls are NOT to be bounced off of buildings.
4. No organized sport playing is allowed, including street hockey, baseball, football, and basketball. No nets or ramps are to be setup in the streets or parking areas.

CABINETS

1. The members are strictly prohibited from painting the wooden kitchen cabinets in the unit. If, at the time of your move-out, an inspection shows that you have painted your cabinets, you will be held responsible for charges incurred for reconditioning or replacement.

CARRYING CHARGES

Carrying charges are due on the first (1st) of each month and are late after the tenth (10th) at which time a \$50.00 charge will be assessed. This late charge is to be paid with the next month's carrying charge or the carrying charge will not be accepted.

1. First time delinquencies will be assessed a \$50.00 late charge.
2. Second delinquency will receive a \$75.00 late charge and a warning letter.
3. Anyone delinquent a third time will be assessed a \$100.00 charge. The late charge will continue to increase at \$25.00 increments (up to \$150.00) per occasion.

4. NSF and / or stop payment checks will be assessed a \$35.00 fee.

These policies will run concurrent with the fiscal year, which is from January 1, through December 31.

ENVELOPES

Pre-addressed envelopes will be provided for mailing carrying charges. It is advisable to put check or money order in an envelope even when had carrying the payment to the office.

EXTERIOR MAINTENCANCE

The Cooperative is responsible for the exterior maintenance of the unit. Members will be responsible for any damage to the exterior of the unit should any item be attached to the outside of the building.

Members are NOT permitted to paint their front doors any other color than white. Shutters, mailboxes, and porch lights must not be altered in any form.

FENCES

If the proposed fence conforms to all of the following regulations, the member will be granted an authorization permit.

1. Construction must be Shadow Box design only. (Drawing is included in the handbook)
2. Dimensions: The top of the fence must not exceed five (5) feet, six (6) inches from the ground at any location. The length of the fence must be sixteen (16) feet from the rear of the dwelling, and cannot exceed this length.
3. Fence material must be cedar or wolmanized lumber. Fence posts must be 4 x 4 wood posts or galvanized steel with cedar or wolmanized lumber. The fences must be stained, not painted. The members are responsible for staining their own fences and may be directed to do so by the Property Manager or Board of Directors. Members must contact the office to obtain the approved color of stain. The stain can be purchased from the maintenance department.
4. Fences must not be attached to dwelling, but must be immediately adjacent to the building.
5. The proper maintenance of enclosure areas including lawn care, flower beds, etc., and the fence in its entirety will be the responsibility of the unit member.
6. If necessitated by unkept lawn or shabby appearance, the Property Manager / Board of Directors can direct the maintenance department to take necessary measures to correct this problem. Should corrective measures be necessary, this defaulted member will be notified in writing as to the nature of the repairs ten (10) days prior to the maintenance department making the repairs and if the member does not correct the stated defect, he / she will be charged for material and labor and be billed on his / her next month's carrying charges.

7. The first member to erect a fence approaches neighbors on both sides and asks whether or not they would like to share the cost of the fence. It is understood that either neighbor can at anytime share the common fence between the yards with obligation to pay, if they enclose any additional part of their yard.

FINES

Fines will be assessed but **NOT** limited to the following items:

1. Abandoned vehicles (must not be on the property for more than 24 hours)
2. Ball playing / Basketball playing / Football playing
3. Rollerblading / Skateboarding
4. Bumper hitching
5. Continued disturbances (loud noise, unruly child (ren), barking dogs, etc.)
6. Destruction of Townhouse property
7. Improper disposal of garbage
8. Pet violations
9. Snowball throwing
10. Removal or destruction of landscaping
11. Failure to remove holiday decorations by January 31st of each year
12. Violating swimming pool rules
13. Improper parking
14. Speeding

A written notice will be issued and the member is asked to comply. Failure to comply will result in a second violation notice with a \$50.00 fine. If a third violation notice is necessary a \$100.00 fine will be assessed. The fourth written warning will include a \$150.00 fine and subsequent eviction proceedings.

FLAMMABLE ARTICLES

It is dangerous and illegal to store any type of flammable substance in your townhouse. Gasoline, paint thinner, chemical cleaners, or any other substance of this nature could cause a fire if stored or used in your townhouse. Remember that your furnace and water heater both have open flames and the fumes from flammable substances can be ignited by the pilot lights.

Storing of motorcycles or any other gasoline engine in your townhouse is forbidden by law.

HAND RAILS

Members will be allowed to install front porch black wrought iron rails as long as a signed Authorization Permit is received and the rails are installed no less than 36 inches apart at the base and no less than 36 inches at the top of the steps. The Maintenance Department will inspect the installation prior to final approval of the modification.

INSURANCE

All members must provide proof of insurance at the time of initial occupancy and verify at the time of renewal. The required amount for personal liability must be at a minimum of \$200,000.00 and personal contents coverage at a reasonable rate.

LANDSCAPING

Any member found destroying or damaging any landscaping will be fined as well as be made to pay for any replacement that should be needed. We ask all members to help keep the grounds attractive by watering the area around their unit. Permits are required for the planting of additional trees and evergreens. Residents may only plant in the area in front of their unit. Plantings must not exceed the distance of the front porch. Members who plant their own flowers must keep their flowerbeds in a weed free condition. Should a member wish to have a shrub removed or replaced, they must obtain permission from the Board of Directors. At no time should a member's landscaping encroach into the common grounds. Members are not allowed to store items on the common grounds. No lawn ornaments are allowed without Board of Director approval.

LOCK OUT CHARGES

There will be no charge for lockouts with the following exceptions:

1. During normal working hours – the maintenance staff will perform this service charge free of charge unless it becomes a frequent occurrence.
2. After office hours – there will be a service charge of \$50.00 after 5:00 p.m. on weekdays, weekends, and holidays.

This fee must be included with the next month's carrying charges.

MEMBER COMPLAINTS

Members wishing to make a complaint against another member for a Rules and Regulations violation are required to **submit a written complaint to the Board of Directors**. We ask that each member approach the other member on all problems before coming to the Board with the problem. The Board will then look into each complaint, only if it is in writing, and take the appropriate action.

MOTORIZED BIKES

1. All forms of motorcycles are to be parked on paved streets, NOT on lawns or sidewalks. Members are to park their bike crossways of the parking space in front of their car. Members are NOT to allow motor bikes to occupy a visitors spot or their parking spot by itself.
2. All motorized bikes (e.g., motorcycles, mopeds, etc.) may also be parked in rear fenced in areas, provided that they are not to be started or operated on other than city streets.
3. Motorcycles may not be washed on grassy areas.

NOISE ABATEMENT

No work or excessive noise will be tolerated before 8:00 a.m. or after 10:00 p.m. Monday through Sunday. This includes excessive noise from car stereos.

OCCUPANCY

Your unit at Lexington Townhouses must be your primary residence. If you are considering having a relative or friend stay in your unit, please keep the following in mind:

1. A visitor is considered a person who stays for no more than 24 hours
2. If you wish to have anyone stay with you for more than 7 days, you must have written permission from the Board of Directors.

OUTDOOR FURNITURE AND SWIMMING POOLS

1. Each evening, lawn furniture, hoses, bikes, toys, barbecue grills, and all other outdoor equipment must be stored in the rear of the selling unit.
2. Water in all swimming and wading pools must be emptied daily and pool stored in the rear of the dwelling unit and must be stored inside the unit after October 31. Kiddie pools must not be larger than 3 foot in height and 6 foot in diameter.
3. Excessive water use can be charged to unit.
4. Hot tubs are not allowed at Lexington Townhouses.

OUTDOOR ANTENNA / SATELLITE DISHES

1. There shall not be any outside antennas of any type affixed to any unit without prior approval of the Board of Directors. Member must obtain satellite rules and regulations from the office.
2. Satellite dishes are only permitted in Limited Common Areas as defined in the by-laws. Dishes must not exceed 39.37 inches in diameter with a mast not exceeding 5 foot and must be camouflaged with Board of Director approved greenery.
3. Specific rules and regulations can be obtained at the management office.

Cable television is available from Comcast Cablevision.

PARKING

1. All parking on the Cooperative's property is to be done within the painted lines where provided. There shall be only one "Reserved" parking space per unit which is marked with your address. Due to the limited amount of parking space available, there are enough spaces for only one vehicle per unit.
2. Members who own two (2) vehicles are permitted to use a visitors spot for one of these vehicles on a first-come, first-serve basis for not more than **24 hours**.
3. Parking is available on the following municipal streets: Busko, Evelyn, Farnum, and Marcia.

4. No inoperable vehicles of any type may be brought or stored upon the Cooperative premises either temporarily or permanently. **Commercial vehicles and recreational** vehicles may be parked **NO MORE THAN 24 HOURS for loading and unloading.** Use of motorized vehicles anywhere on the Cooperative premises, other than passenger cars, authorized maintenance vehicles and commercial vehicles as provided in this section is absolutely prohibited.
5. Any vehicles not displaying a current license plate / or abandoned will be ticketed and / or removed from the Cooperative at the owner's expense.
6. Motor vehicles are not to be washed on sidewalks or lawns. Cars may be washed in your respective parking lot or in the streets only.
7. There will be no oil changes, grease jobs or other major motor or body repairs to vehicles within the confines of Lexington Townhouses.
8. Parking or driving on sidewalks or grassy areas is strictly prohibited and will result in an assessment of \$100.00, plus damages. This includes vehicles used for move-in-and move-out.
9. Anyone parked illegally in front of a garbage bin on pick-up day, thus requiring a special pick-up for which the Cooperative is charged, will be charged for this special pick-up on their next month's carrying charges. **Members are responsible for their visitors vehicles at all times.**
10. It is illegal to park cars in entrances or to double park. If you or your visitors are using someone else's parking space, the car can be ticketed by the Warren Police Department.

PATIOS AND DECKS

1. All patios and decks must be individually approved by the Property Manager / Board of Directors and must comply with the city regulations and codes.
2. Patios and poured concrete must be thirty (30) inches from the building to allow work to be conducted if necessary.
3. Patios and decks are considered structural changes; and therefore, an installation alteration form must be secured.
4. In the event your backyard and / or building needs work, please be advised that your deck, patio, and / or paver / patio blocks may need to be removed at your expense.
5. Patio blocks are allowed.
6. A copy of the wood deck specifications must be obtained from the office prior to its installation.
7. No patio can extend beyond the 16x20 perimeter of the backyard.

PETS

All members of the Cooperative, being residents of the City of Warren, will obey the ordinances of the city which pertain to the ownership of pets. These ordinances will also be superseded by additional townhouse rules and regulations. The complete regulations are as follows:

1. **Only one (1) cat or dog per housing unit will be ALLOWED.**
2. No attack dogs or other animals considered dangerous. At no time will any animal be trained to attack people.

3. Approval from the Lexington Townhouses Cooperative Board of Directors must be obtained prior to acquiring a pet. At that time, the type or breed of the animal will be stated and permission to have the animal in the Townhouses may be given. This permit to acquire an animal will be valid for 90 days and must be followed up with proper registration as stipulated by the City of Warren and Lexington Townhouses.
4. All appropriate pets must be licensed with proper vaccinations and registered with the City of Warren. This proof must be submitted on an annual basis. (Animals not required to be licensed will still have to be registered with the Cooperative.) Members already owning pets with city licenses must register those pets with the Lexington Townhouses Cooperative. Members owning pets that are not licensed must license the pet and register it. The Cooperative registration is \$50.00.
5. All animals must be on a leash and remain in the control of the responsible member or a responsible person so designated by the member. At no time will any animal be allowed to run loose.
6. Animals causing annoyances or disturbances to members by frequently and habitually barking, howling, yelping, or making other loud noises will not be tolerated
7. All animals must be indoor pets. Doghouses or other outside living quarters for animals are not allowed.
8. Members owning pets will make themselves familiar with city ordinances governing the animals biting or otherwise injuring citizens and fully comply with these ordinances. A copy of the ordinances may be obtained from Warren City Hall.
9. Members will be required to see that animal waste at no time creates health problems or nuisance to other members. Wastes deposited on Cooperative property must be disposed of by the owner of the pet immediately.
10. Pets must be maintained in a fenced in backyard only. **If the pet is not in the rear of the unit, it must be kept on a leash and accompanied by a responsible member.**

Having a pet is a privilege in this type of housing. The rules set forth in these pet regulations are to protect both the pet owners and their neighbors. Compliance is mandatory. The Board of Directors reserves the right to order removal any animal due to any of the pet violations.

PLAY AREAS

1. Playgrounds are open for summer months from 9:00 a.m. until 9:00 p. m. and during winter months from 9:00 a.m. until 5:00 p. m.
2. Should a member or a member's family or **guests** damage any cooperative property; the member will assume the cost of the necessary repair including labor.
3. All playground areas will be limited to children under the age of twelve. There is to be NO gathering of groups.
4. No permanent play structures will be allowed without approval from the Board.

REFUSE COLLECTION

1. All rubbish must be placed in garbage bin areas in plastic bags that are securely tied.
2. Items too large for plastic bags must be placed in the dumpsters by the maintenance building.

3. Discarded furniture and appliances should be placed to the side of the dumpster in front of the maintenance building. The maintenance department should be notified of such items. Elderly or disabled members may contact the maintenance department for assistance.
4. NO trash is to be left in bags outside of the unit.
5. All residents are assigned a recycling bin from the City of warren. Recyclable items must be placed in the proper container and proper location adjacent to the dumpster bin located in your court area. After pick up the recyclable bin must be removed by dusk on the evening of pick up day.

SEWER PROBLEMS

Do NOT throw items such as napkins, disposable diapers, cigarette butts, feminine products, etc. into the sewer system. These items do not break down in the sanitary lines. If a sewer back up is caused by improper use and can be attributed to a specific member, that member will be held financially responsible for all damages and plumbing repairs.

SHEDS

1. Approved permits are required for all sheds **PRIOR** to their installation.
2. NO combustibles are to be stored in your basements. They are to be in sheds only.
3. Sheds must be on a cement slab at least four (4) inches in thickness with a 24" ratwall, and 30 inches from the building.
4. Maximum height must not exceed 6 feet from the ground level.
5. All sheds must be constructed of wood or a suitable plastic.
6. Wood sheds must be stained in the approved fence color to keep within the aesthetics of Lexington Townhouses Cooperative.
7. All sheds must be properly maintained.
8. The Board of Directors reserves the right to order removal of sheds if stipulations are not followed.

SIGNS

Political signs can be displayed 30 days prior to election and must be removed the day after the election. Political signs are not to be placed on the common grounds. For sale signs are not allowed. Signs for an open house will be permitted with Board of Director approval. The sign will be allowed from Friday 5:00 p.m. until close of business on Sunday.

SNOW REMOVAL

All residents will be responsible for the removal of snow and ice from their front porch, steps and the walkway leading to the sidewalk. All vehicles must be moved from the parking lot areas in case of a snow accumulation of 2" or more so that the Maintenance staff can plow the snow from the parking area. **All vehicles not moved will be subject to a fine.**

SUBLEASING

NO subleasing will be allowed.

VACATING UNITS

1. Members are asked to give a written minimum thirty (30) day “Notice to Vacate” advising the cooperative of their intention to move. There must be a non-binding preliminary inspection which will give you guidelines to bring the unit to cooperative standards for resale.
2. Members are responsible for any recondition expenses at a first-come, first-serve basis. Members are responsible for the monthly carrying charges and utilities until the new member takes possession of the unit.
3. Members are charged a resale fee in the amount of \$250.00 for processing all paperwork connected with their move-out.
4. Members must obtain a copy of the rules and regulations from the sales offices regarding moving.
5. It is not the responsibility of the cooperative to sell your membership.

TELEPHONE NUMBERS

Lexington Townhouses Office	(586) 754-2240
Lexington Townhouses Fax Line	(586) 754-9844
Lexington Townhouses Maintenance	(586) 755-7420