

RULES AND REGULATIONS
OF THE CRAWFORD CONDOMINIUMS

415 Stanton Avenue
Ames, IA 50010

Capitalized terms not defined herein shall have the meaning given to said terms in the Declaration of Submission of Property to Horizontal Property Regime for The Crawford Condominiums (the "Declaration").

SECTION I
RESIDENTIAL AND GARAGE UNIT REGULATIONS

- 1.1 No Unit, or portion thereof, may be rented, and no transient tenants may be accommodated, without the prior written consent of the Board. See Rental Units Approval Process.
- 1.2 Rental leases for all Units must be supplied to the Board for review and approval prior to execution.
- 1.3 No business activity, sale or profession of any kind, commercial, religious, educational or otherwise, designed for profit or otherwise, shall be permitted in the Units, except with respect to the provision of lessons and other training related to musical instruments.
- 1.4 Each Unit Owner or Occupant shall comply with all applicable laws, ordinances, and regulations and shall save the Association and other Unit Owners and Occupants harmless from all fines, penalties, costs and prosecutions for any violation thereof.
- 1.5 No garbage cans, trash barrels or other obstructing personal property shall be placed in the common areas, nor shall anything be hung or shaken from the windows. No clothes, sheets, blankets, laundry or any other kind of articles shall be hung out of an apartment or exposed to the Common Areas or to the street adjoining the Property. No accumulation of rubbish, debris or unsanitary material shall be permitted in the Common Areas except in the designated trash storage areas. No vehicles, toys or other personal property shall be stored in the Common Areas, except in the garage storage areas.
- 1.6 Grills are permitted and must be covered to prevent flying ash or coals. No storage of dangerous items including charcoal lighter fluid is permitted in the garage or storage lockers (see garage and storage locker license agreement).
- 1.7 All drapes, drapery lining, or other window treatment visible to the exterior of the Building shall be of a neutral color.
- 1.8 All refuse shall be placed in properly tied plastic garbage bags, not exceeding twenty-five (25) pounds per bag in weight, and disposed in the dumpster. All loose papers and boxes shall be crushed into tight bundles. If the rubbish consists of packing cartons or crates, the Unit Owner shall arrange to have such packing cartons or crates picked up.
- 1.9 No Unit Owner shall send any employee of the Association on any private business of the Unit Owner.
- 1.10 All damage to the Property caused by the moving and/or carrying of articles therein shall be paid by the Unit Owner.
- 1.11 Hallways, sidewalks, stairways, and other portions of the Common Areas shall not be obstructed or used for any other purposes than for ingress to and egress from the Unit.
- 1.12 No noxious or offensive activity shall be carried on in any Unit or in the Common Areas. No Owner or Occupant shall smoke any substance within any Unit; however, smoking is permitted outside of any Building as long as it is done far enough away from the Building so as not to interfere with the comforts

or convenience of the other Owners or Occupants. No Owner or Occupant shall make or permit any disturbing noises to be made on the Property, including those related to Owner-contracted construction in or improvements to Units (except during weekdays from 8:00 AM to 6:00 PM and weekends from 9:00 AM to 5:00 PM) by family, friends, tenants, service people, or other invitees. Nor shall Owners or Occupants do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of the other Owners or Occupants. No Owner or Occupant shall play or allow to be played any musical instrument, radio, television, phonograph, tape recorder or the like between the hours of 10:00 PM and the following 7:30 AM if the same may be heard outside of the Unit where such item is being played.

- 1.13 Each Owner shall keep his Unit in a good state of cleanliness. No refuse or private property shall be placed by the Owner, Occupant, or his tenant or service people in the Common Areas except as shall be approved by the Association. Resident's that would like to donate an item to the Association need to complete the donation form and give it to the Indoor or Outdoor committee chair, as appropriate, for consideration.
- 1.14 The water closets (i.e., flush toilets) and other water apparatus shall not be used for any purpose other than for which they were constructed, and no sweepings, rubbish, rags, paper, ashes or other substances shall be thrown therein. Any damage to the property of others, including the Common Areas, resulting from misuse of such facilities, of any nature or character whatever, shall be paid by the applicable Unit Owner.
- 1.15 Water shall not be left running any unnecessary length of time in any Unit or in the Common Areas.
- 1.16 No Owner or Occupant shall interfere in any manner with any portion of the heating or lighting apparatus in or about the Property.
- 1.17 No radio, television or any type of antennae or dish of any kind or size shall be installed without written approval of the Board.
- 1.18 Owners and Occupants shall not place identification or other signs in any place in the Building, except as shall be approved by the Board. Requests for posting signs are to be sent to the Indoor Committee chair.
- 1.19 All radio, television or other electrical equipment of any kind or nature installed or used in any Unit shall fully comply with all rules, regulations, requirements or recommendations of the Board and other public authorities having jurisdiction. Each Owner shall be liable for any damage or injury caused by any radio, television or other electrical equipment in such Owner's Unit.
- 1.20 Owners shall close all windows when necessary to avoid possible damage from weather conditions.
- 1.21 Owners, Occupants, or their employees or guests shall not at any time enter upon the roof of the Building.
- 1.22 Nothing shall be done or kept anywhere on the Property which will increase the rate of insurance for the Property or contents thereof. No Owner shall permit anything to do done or kept in his Unit or in the Common Areas which will result in a cancellation or increase in the cost of insurance on the Property or contents thereof, or which would be in violation of any law.
- 1.23 No "For Sale," "For Rent," or "For Lease" signs or other window display or advertising shall be placed on any part of the Property except with the written consent of the Association.
- 1.24 No Owner shall alter, impair or remove any item from the Common Areas without prior written consent of the Association. No Owner shall paint, stain, or otherwise change the color of any exterior portion of the Building.

- 1.25 No additional building, tent or structure of any kind shall be placed, erected, kept or maintained on the Property.
- 1.26 Unless the Association gives advance written consent in each instance, Owners and Occupants shall not install or operate in a Unit any machinery, refrigerating or heating device or air conditioning apparatus, except for common household appliances, or use or permit to be brought into the Property any gasoline or other explosives or inherently dangerous articles.
- 1.27 The Association shall retain a key for your Unit. It will be used only for emergency entry or, when advance notice has been provided, for legitimate Association purposes, such as for routine building inspections.
- 1.28 The Association and any contractor or workman authorized by the Association or its agent, bearing proper identification, may enter any Unit at any reasonable hour of the day, after notification to the Owner or Occupant (except in case of emergency), for the purpose of correcting any condition which presents a danger of loss or damage to the Property or injury or death to any person.
- 1.29 At all meetings of the Board, Owners may, by written notice, place matters on the agenda for consideration by the Board. Any such written notice, in order to be effective, must be delivered to the President or Secretary of the Association at least two (2) business days prior to the date of the meeting of the Board and must be signed by Owners who own at least thirty-four percent (34%) of the undivided interests in the Common Areas, as defined in the Declaration.
- 1.30 The time needed for each move-in and move-out of the Building must be reserved with the Association. Please email thecrawfordames@gmail.com in advance of your move-in or move-out date.
- 1.31 Exit doors may never be propped open or used for any purpose except to exit from the Building in case of an emergency. Fire doors and smoke barrier doors shall not be blocked or obstructed, or otherwise made inoperable.
- 1.32 Inappropriate games or activities such as roller-skating, skateboarding, bicycle riding, etc., will not be allowed on the Property.
- 1.33 Pets shall be permitted only upon the prior written approval by the Board with respect to each Unit and each pet, and then only upon such conditions the Board may establish in each instance and from time to time. In no event shall any pet exceed one hundred (100) pounds and no Unit may contain more than two (2) pets. A written pet owner policy may be obtained from the Association.
- 1.34 Insurance for the interior of each Unit and the personal property of the Owner shall be maintained. Owners must provide proof of insurance to the Association.
- 1.35 Regular quarterly assessments for each Unit are due to the Association on the first (1st) day of each quarter and are overdue when not received by the fifth (5th) day. Owners shall reimburse the Association for reasonable costs incurred in the collection of any delinquent assessments (whether regular, personal, or special), including attorneys' fees, court costs and interest on all sums due.

SECTION II

GARAGE AND PARKING AREA REGULATIONS

- 2.1 No more than one (1) vehicle may be parked on the Property for more than a twenty-four (24) hour period for each Unit in addition to assigned garage parking. Notice of visitors remaining on the Property for more than twenty-four (24) hours shall be given to a member of the Association. Vehicles remaining

on the property in excess of forty-eight (48) hours without notice to the Association may be towed and the cost of the towing shall be assessed against the Unit.

- 2.2 No vehicle belonging to an Owner or member of his/her family or guest, tenant or employee of Owner shall park in such a manner to impede or prevent ready access to any garage unit or other parking spaces. Each Owner, his employees, servants, agents, visitors, licensees and family shall obey all parking regulations posted by the Association in the garage areas and any other traffic regulations promulgated by the Association in the future for the safety, comfort and convenience of the Owners and others using the Property.
- 2.3 No Owner shall cause or permit the blowing of any horn from any vehicle in which he, his guests, family, tenants, invitees or employees are Occupants, anywhere on the Property except as may be necessary for safe operation thereof.
- 2.4 No vehicle in a non-operative condition shall be left standing anywhere on the Property except in Owner or Occupant's garage unit(s). No repair work or vehicle washing shall take place on any part of the Property without permission of the Association.
- 2.5 No Owner shall use, nor shall he permit his family, guests, tenants, or invitees to use garage units/stalls of other Owners without the permission of that Owner.
- 2.6 No commercial trucks, buses or vans may park in the entrance area without written permission of the Association.
- 2.7 No person shall be allowed to roller-skate, skateboard, etc., on the Property.
- 2.8 The Association reserves the right to remove any vehicles parked in an unauthorized place or manner at the expense of the respective Owners thereof.

SECTION III

MISCELLANEOUS AND GENERAL

- 3.1 Complaints regarding services provided by the Association or the operation of the Property shall be made in writing to the Association.
- 3.2 The Association reserves the right to charge a Unit Owner a rule violation fee of one hundred dollars (\$100.00) for any rule violated by the Unit Owner, Occupant, or guest thereof.
- 3.3 An Owner or Occupant may apply to the Association for temporary waiver of one or more of the foregoing Rules and Regulations. Such temporary waiver may be granted by the Board for good cause shown, if, in the Board's judgment, such temporary waiver will not interfere with the rights of other Owners.
- 3.4 The Association shall make such other Rules and Regulations from time to time as may be deemed necessary for the safety, care and cleanliness of the Property and for securing the comfort and convenience of all of the Owners and Occupants.
- 3.5 The transfer fee, charged by the managing or financial agent for the additional administration to support the sale of the unit charged at the closing of the sale of any condo unit, will be paid by the unit seller at the time of closing.

SECTION IV
BICYCLES

- 4.1 Bicycles may be stored only in front of an Owner's or Occupant's parking stall or in a bike rack in another location pre-approved by the Board. They may not be stored on balconies or patios.
- 4.2 Bicycles shall be locked and secured at all times when not in use, and shall not be left in the front vestibule, lobby, or other Common Areas.
- 4.3 Bikes can be stored inside Units, but any clean-up required in Common Areas as a result is the responsibility of the Owner and may subject to violations and fines.

SECTION V
SECURITY DOOR KEYS

- 5.1 Periodically the security keys and garage door transmitter codes will be changed as a security measure.
- 5.2 Only an Owner may request an additional security door key or replacement for a lost or broken key by contacting the Board.
- 5.3 The Board and/or management reserves the right to refuse issuance of additional or replacement keys if it deems that any particular request is not justifiable. Such a refusal may be appealed to the Board.
- 5.4 Broken keys will be replaced upon surrender of at least the upper portion of the broken key.
- 5.5 Each Owner is responsible for the delivery of key(s) to new purchasers in the event of a sale.

SECTION VI
GENERAL SECURITY PRECAUTIONS

- 6.1 Report any suspicious activity or strangers loitering in or near the Property directly to the police by calling 911 first and management and/or the Board second.
- 6.2 Door-to-door solicitors or salespeople are not allowed in the Building under any circumstances.
- 6.3 It is recommended that all dwelling doors, balcony doors, external doors, parked automobiles, storage lockers, and bicycles be locked at all times.

SECTION VII
ENTRY OF DWELLING UNITS FOR RESALE

- 7.1 Owners who have their Units listed for sale may have their realtor attach an identifiable realtor lock box near the main entrance. All Owners shall advise their realtors of the importance of making sure that Common Area and Unit keys are securely returned to their appropriate lock box before leaving the Building for the safety of all residents.

SECTION VIII

COMMUNITY (CLUB) ROOM AND FITNESS ROOM

- 8.1 The community room can be reserved Monday through Sunday. The Crawford resident reserving the room needs to be in attendance at the event.
- 8.2 Community room parties allow music at a reasonable level until 12 A.M. The Board does not support loud or unruly gatherings in the community room that are disruptive to other residents. Owners and/or Occupants are responsible for managing the noise level of the gatherings they are hosting.
- 8.3 Community room doors must be closed throughout the duration of the party. Food preparation is allowed in the community room. However, users must clean up and restore the room to its original condition immediately following use or risk a fine.
- 8.4 The maximum capacity of the community room is thirty (30) people.
- 8.5 The fitness room can be used twenty-four (24) hours a day. Shirts must be worn at all times. Be mindful of maintaining a high standard of hygiene.