

Rules and Regulations for Park Place Condominium



Park Place Owners Association

Rules and Regulations

Park Place Condominium Rules and Regulations

Dwyer Property Management

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Resident=Owner or Tenant

These rules and regulations will assure everyone's enjoyment of Park Place. Violations of these rules and regulations will be governed by the bylaws Article VII – RESTRICTION, ENTRY AND RULES AND REGULATIONS – Section 3. The fines list of these violations are on page 16 of 16.

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1. General Rules:

A. All units shall be occupied as a single family residence only and for no other purpose. This applies to all present and future owners and tenants. **No units may be rented if purchased after October 2005!** Fines and foreclosure processes will be pursued for those in violation of this bylaw.

B. All residents and or owners must provide the Property Management in writing with their contact phone number and a back up contact person's phone number and also advise the Property Management as to who has access to his or her unit in the event of an emergency. **Each unit owner and or tenant must obtain appropriate insurance coverage on their condominium unit and contents. The owner must have a Homeowners Insurance Policy and it is required to be on file with the Property Management Company.**

C. The owners of any unit that is owned or **being rented prior to October 2005**, must provide to the Property Management a questionnaire inclusive of:

1. Names and addresses of Owner and Tenants(s) with a copy of the lease/contract in place.
2. Any **legal renter** must be prescreened by the Property Management along with a background check---NO home detention and/or NO house arrest allowed.
3. The number of persons occupying the unit under the terms of the lease.
4. Picture Identification for all adult occupants in the unit. Such items shall be provided to the Board or Property Management within fifteen (15) days of the effective date of the lease. In addition, the owners must provide the tenant a copy of the Rules and Regulations, which can be obtained at Park Place office or at **parkplacefw.com**.
5. All owners are responsible for their renters/tenants/visitors and will be held responsible if any of the Rules and Regulations are violated.

D. No unit may be sublet by a tenant.

E. No nuisances or annoyances are permitted, no immoral, offensive or unlawful use shall be made of any Unit, Common Property, of Limited Property.

THE BOARD/PROPERTY MANAGEMENT COMPANY HAS THE RIGHT TO REMOVE THE RENTER/TENANT BY EVICTION IN THE EVENT THE RULES AND REGULATIONS ARE CONTINUOUSLY VIOLATED OR THE PROPERTY OR OWNERS ARE IN DANGER.

F. No "FOR RENT" or "FOR SALE" or any other signs are to be displayed on any unit or Common Property except the bulletin boards of Buildings A & B with the Board/Property Management approval. The Board has the right to remove any non-approved signs.

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G. Any Condominium Owner of Park Place who has not paid their Park Place Association Dues on the date due will be charged a late fee and then an amount per day of outstanding dues for each day past due. Penalty starting on the fifth (5) calendar day after the due date. After fifteen (15) calendar days privileges of Park Place will be revoked. Those privileges are the amenities of Park Place and voting privileges as a Condominium Owner.

H. No outside soliciting shall be permitted at Park Place.

I. Resident's furniture or decorations will NOT be allowed on Common Property except with the Board's approval and will become the property of Park Place Owners Association and may not be removed. Please contact the Property Management to obtain a release of liability form for any plantings or activities approved on the property.

J. Only Park Place related materials should be put on the bulletin boards. Any Park Place related notices must be Board/Property Management approval. Once approved the notice will be placed on a 3x5 card and placed on the bulletin board in buildings A and/or B for a period of 30 days. After 30 days the notice will be removed. Any notice request to be renewed will be at the discretion of the Property Management.

K. Use of utilities from common areas for individual unit utility supplementation is not allowed. This is a fraudulent activity and theft of common resources.

L. All condominium units are subject to physical inspection performed by the Property Management per article V, Sections 2 of the Bylaws Right of Entry. The Board, Property Management or any other person authorized by the Board or Property Management shall have the right at reasonable times upon reasonable prior notice (except in cases of emergency in which no notice shall be required) to enter into each condominium unit for the purposes of inspection, replacement, repair and maintenance of the common areas and appurtenant limited areas. Balconies will be inspected as well.

2. Pets:

A. Animals **MUST** be licensed under City, County and State Law as applicable. Each resident shall provide proof of current required inoculations and registration annually to the Property Management.

1. All owners must register their pets with the Property Management within five (5) days of the signing of the rental agreement prior to 2005 or sales closing or obtaining a new pet.

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2. A form for the above purpose shall be provided by the Property Management.
3. **Only one (1) pet will be allowed.** Any additional pets currently (as of January 2013) owned by residents will be grandfathered in but may **NOT** be replaced.
4. **NO AGGRESSIVE OR VICIOUS PETS WILL BE PERMITTED** = Aggressive or vicious pets must be muzzled at all times in the common areas or common property of Park Place.
5. **Any owner that has a pet in their rental unit prior to 2005, will be assessed a nonrefundable pet deposit of \$200.00 as well as a \$30.00 monthly pet fee payable to Park Place.**
6. A \$50.00 a month fee will be assessed to the unit for as long as that unit is not in compliance.
7. Any unit with a fish tank over 10 gallons will be assessed a \$30.00 monthly fee per tank payable to Park Place.

B. All pets are to be effectively restrained and under the control of a responsible individual while in the common areas of the buildings and common property. Pets are to be kept on a leash at all times. If any resident feels threatened by another resident's pet they should call Animal Control at 260-427-1244 immediately.

C. Pet messes in common property are to be removed and disposed of immediately in a sanitary manner. Pet messes in the elevators, stairways, hallways, or any of the common areas of the buildings are the responsibility of the pet's owner and should be picked up and placed in a trash receptacle and the area should be cleaned thoroughly.

D. Owners or tenants of noisy pets who bark excessively will be subject to fines under Article 7, Section 3 of the Bylaws.

E. No pets are permitted on the common property surrounding the pool or tennis areas. Per state law.

F. Pets are permitted in the lobbies of Building A and B to exit or enter the building **ONLY. No loitering allowed.**

G. All pet owners are responsible for any damage to the common property or injury caused by their pets.

H. Pets are NOT allowed to be fed, watered or to relieve themselves on balconies.

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I. Pets must be walked and relieved in designated areas outside of Building A on the west or south outer perimeters and outside of Building B on the northeast, east or south outer perimeters. At no time shall a pet be permitted to relieve themselves on the grounds adjacent to Buildings A or B.

J. No feeding any animals, which includes but not limited to, squirrels, birds, rabbits, raccoons, coyotes, cats, or dogs that are not your pets.

3. Building Requirements:

A. Noise: Barking dogs, yelling and fighting that disturbs or annoys other residents is prohibited. Radios, stereos, televisions, and or musical instruments shall be played at a reasonable volume so as not to annoy other residents at any time. Per city ordinance.

B. Smoking: No smoking in the halls, foyers, elevators, stairwells or storage rooms. **No individual is to smoke within twenty (20) feet of a building entrance or within ten (10) feet of the awnings.** This is due to city ordinance No G-14-07. Any questions should be directed to the Property Management as they have copies of the Fort Wayne City Code on file.

C. Recreational Activities in Common Areas: No running, horseplay, roughhousing, skateboards, roller-blades, bicycles, or radio controlled devices in the halls, foyers, elevators, stairwells, parking lots or common areas.

D. Bicycles: No riding bicycles in the halls, foyers, elevators, stairwells, parking lots or common areas. Owners or tenants' bicycles should not be brought into the buildings main (east) entrances. All bicycles should enter and exit the west side of the entrances of each building A and building B. A maximum of two (2) bicycles are allowed to be stored on balconies and they should not be stored over the balcony railings.

E. Smoke Detector: Each owner is responsible for working smoke detectors in their unit. This is the Fort Wayne City Ordinance.

F. Decorations: Common property is not to be decorated in any manner with the exceptions of the individual owners door decorations and the clubhouse decorations for holidays with the Board of Directors approval. No pictures/decorations are to be hung in the common area hallways.

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G. Doors: The outside of individual unit doors shall be painted a neutral color, doors/paint must be in good shape. The board reserves the right to preapproved paint color prior to owner painting their door. No welcome mats are allowed in the common area/hallways, all mats must be inside owners condo.

H. Owner/Tenant Insurance: Each unit owner and or tenant must obtain appropriate insurance coverage on the condominium unit contents. The owner must also have homeowners insurance and a current copy on file with the Property Management.

I. Garbage/Trash: Each owner or tenant is responsible for disposal of their garbage and trash in the dumpsters located on the premises of Park Place. All trash MUST be placed in a properly secured trash bag. All dumpsters lids are to be closed at all times. **No furniture, televisions, appliances, bathtubs or mattresses are to be placed in or around the dumpsters.** The owner/tenant must arrange for pick up from another entity who will properly dispose of it for you. **No garbage, trash, or litter of any kind is to be stored on balconies or in the storage rooms.** No one is permitted to remove any items from the dumpsters at any time. Anyone caught violating these rules will be fined.

J. Garbage Disposal and Drains: When using your garbage disposal, you must run sufficient water to clear the drains so as to prevent backups in the condominium units on the lower floors. **Tampons, sanitary napkins, grease, kitty litter, fish tank waste, rice, pasta, potatoes, coffee grounds, or any other objects detrimental to the plumbing system shall not be flushed down the drains, toilets or dumped down any drains.**

K. Snow Removal from Balconies: Each owner or tenant is responsible for snow removal from their balconies. If an owner or tenant fails to remove snow from a balcony, and the Board or Property Management determines that the accumulation of snow presents a hazard to the property, the Board may authorize removal of the snow and arrange to have it removed from the balcony. If such action must be taken, the owner of the unit shall be charged a fee of not less than seventy-five (75.00) to cover the cost of the service.

L. Alcoholic Beverages: No alcoholic beverages are permitted on the common areas at any time, this includes the clubhouse, the pool area, tennis courts, weight room or parking lots.

M. Outside Grills: **NO electric grills, NO charcoal grills, NO deep fryers, NO wood pellets, NO wood smokers, NO fire pits are not allowed at any time on balconies or on location at Park Place Property. GRILLS ARE NO LONGER ALLOWED ON BALCONIES OR WITHIN 10 FEET OF PARK PLACE BUILDINGS PER FORT WAYNE FIRE MARSHALL. Indiana Code 307.5**

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N. Lights in Public Areas: Please turn off all lights in the laundry, storage, weight room and clubhouse rooms when not in use.

O. Storage Lockers: Each condominium unit is allowed one numbered storage locker (this is an amenity). Each resident is responsible for securing their storage locker with a padlock. **Articles left outside of the lockers will be removed to the dumpster.**

P. Messes/damages: Any mess or damage to the common area or limited property of the buildings caused by condominium unit owners or their tenants/guests shall be corrected by them or an assessment fee to cover the cost of these corrections shall be assessed against the responsible condominium unit owner.

Q. Washers/Dryers: Washers and or dyers are not permitted in individual condominium units. Units will be fined and plumbing will need to be repaired by a licensed plumber and proof of repairs supplied to the Property Management. Fines will be assessed by the Property Management Company.

R. Window Coverings: All units must be equipped with blinds and or curtains. Blankets, sheets, towels, broken blinds, ripped curtains or newspapers are not acceptable.

S. Exterior Walls: No attachments to the common or limited common exterior walls of the buildings.

T. Keys: Additional building and pool keys may be obtained from the Property Management at the cost of fifty (\$50.00) each if current with assessment fees.

U. Replacement Windows/Doors: The board reserves the right to pre-approve windows, patio doors and or hallway doors, the providers and styles. All windows and outside sliding patio doors, per the bylaws state; all windows and doors must be brown on the outside when updated or replaced.

Architectural (ARCH) request forms MUST be submitted for any changes inside or outside each condominium unit, including door painting, changing of windows, patio doors, etc.

V. Laundry Rooms: Laundry room hours are 7 am to 10 pm. Laundry must be washed, dried and removed in the laundry facilities. Please set a timer/alarm to ensure timely removal. Each resident is responsible for leaving the laundry room clean and in good order. Please remove lint from the dryers. Laundry equipment, including clothes racks are not to be removed. Please turn off the lights when you leave the laundry room (laundry facilities are an amenity).

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W. Pest Extermination: The board has an agreement with a local extermination company to make routine inspections and treatments of the both buildings, common areas and all units in an effort to control pests. You are notified when your unit will be inspected and therefore owners **MUST** make arrangements to either be home or allow the inspector into your unit along with the Property Management. If the inspector is unable to inspect your unit, you will receive a fine and must make arrangements for the inspection to take place within fifteen (15) days after your inspection date was scheduled. The owner is responsible for any additional fees associated with the missed inspection and is responsible for letting the Property Management know your arrangements. If extermination is necessary inside your unit due to the occasional invader, fleas, bedbugs, etc. the owner is responsible for payment. If extermination is necessary inside your unit due to a more severe infestation, the owner will be responsible for payment. Any owner who has an identified infestation is required to use a licensed exterminator and begin the process within five (5) days after the infestation is identified. The association pays for the routine scheduled inspections, the association does **NOT** pay for missed inspections or additional services.

X. Balcony:

1. **Nothing shall be permanently attached, hung or placed on balcony railings.** No clothing, flags, towels, rugs, bird feeders, clotheslines, drying racks, flower boxes, bikes or miscellaneous articles of any kind are to be hung on the balcony railings. Balconies may have holiday decorations in season.
2. No penetrating the concrete floors, walls or ceilings. Nothing is to be hung or attached to the concrete brick exterior wall. **NO** solar panels and or **NO** Mini-Split units on balconies!
3. Nothing is to be stored on balconies except outdoor furniture, **No** grills, two 10” or two 16 “ potted plant containers, and a maximum of two bicycles. **No** storage containers, totes, shelving, garbage bags, trash or any other items are not allowed on the balcony. **Balconies should have limited weight on them and also be clutter free, tidy and visual appealing to Park Place Community.**
4. Awnings must conform to Park Place standards. Board approval is needed to install an awning or any additional type of curtain or divider. Fourth floor balconies must have either an Park Place approved brown awning or the awning railing must be removed.

4. Parking Lot:

A. Automobiles: Each condominium unit is permitted to park **no more than two (2) automobiles** on the Park Place Common Property parking area. **IF THE AUTOMOBILE IS TITLED IN YOUR NAME, IT WILL BE ATTACHED TO YOUR CONDO UNIT!** Permits are available for additional parking through the Property Management Company at an additional fee per automobile.

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B. Owner/Guest:

1. Each condominium unit **may have one reserved numbered space**, this is an amenity.
2. Parking spaces marked with a “V” are visitor parking spaces or may be used for residents **second** automobiles only.
3. Residents shall inform their guests and service providers to respect reserved numbered parking spaces. Residents must inform their guests to park in spaces marked with a “V”.

C. Clubhouse Parking: Clubhouse parking is for clubhouse rental, vendors, visitors overflow parking, Property Management, or those conducting association related business.

D. Car Care: Washing, oil changing and repairing of motor vehicles on Park Place Common Property is prohibited. Owners will be assessed fines.

E. Parking Courtesy: Park within the yellow lines of parking spaces. No parking on Park Place Common Property at anytime. No parking over the curbs (This will allow the lawn care providers to do their job).

F. Improperly Licensed Vehicles: No unlicensed or improperly licensed vehicles are allowed to be parked on Park Place property. Violators will be towed at the owner's expense.

G. Towing: Notwithstanding the provisions in Article VI, Section 7 of the bylaws. The Board of Directors and or Property Management shall have the discretion and power to have a vehicle towed without notice to and at the cost of, the owner or operator of the vehicle in violation, and without first notifying Law Enforcement or the owner.

1. Guidelines for Illegally Parked Car Towing: If you require assistance in having a car towed, please call a towing service of your choice. You will need to meet the towing person who responds to the call and sign the necessary paperwork authorizing the tow. The owner/resident/tenant who called to arrange the tow is responsible for fees. All vehicles must be operable. Disabled vehicles will be tagged and towed after 48 hours, regardless of circumstance.

H. Motorcycles: All motorcycles and motorbikes must have something to rest on so they do not damage the parking lot. Motorcycles are permitted in the parking lot areas only. Motorcycles or motorbikes are not to be brought into the buildings under any circumstance; this is a violation of the Fire Code.

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5. Clubhouse:

A. A clubhouse reservation form must be completed, signed and returned to the Property Management before keys will be issued. A cleaning/sterilization fee will be charged, this will be charged when the keys are picked up at the Property Management office. Following the clubhouse event, the keys may be dropped off at the Property Management Office or in the office door mail slot at Park Place. The clubhouse will be inspected the following business day by the Property Management. Only owners/residents of Park Place may make reservations for the party room in the clubhouse. This will be on a first come, first basis. Reservations will be accepted not more than two (2) months in advance of the event. Reservations for the clubhouse are to be made through the Property Management.

OWNERS WITH ANY DELINQUENT FEES WILL BE DENIED THE USE OF THE CLUBHOUSE.

B. Clubhouse party room hours are 8:00 am to 12:00 am.

C. The owner/resident of the unit that has made the reservation for the use of the clubhouse must be in attendance at all times during functions held at the clubhouse.

D. The clubhouse is not to be used for any type of soliciting, fundraising, political or business meetings.

E. **No alcoholic beverages are allowed in the clubhouse, pool area or tennis courts.**

F. No pets shall be permitted in the clubhouse, pool area or tennis courts. Per Health Department.

G. The cleaning of all facilities must be done at the time the function ends. The lobby, party room and bathrooms must be returned to the condition in which they were found. All folding tables and chairs are to be placed back into the closet and **LOCKED**. The owner/resident must check the premises before leaving to make sure all lights are turned off and all windows and doors are locked, including the hallway closet door.

H. Keep all windows and doors in the clubhouse closed when either the heat or air conditioning is turned on.

I. All guests for the clubhouse should use the reserved clubhouse parking lot. Property Management is responsible for placing a sign to let residents know that there is a scheduled event and no parking.

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J. The owner/resident is responsible for inspecting the premises. If any damages have occurred, they should report it to the Property Management. The owner/resident who makes the reservation for the clubhouse party room will be responsible for the expenses of repairing all damages. If not paid, it will be added to the owner's next monthly association dues.

K. No swimming attire will be allowed in the clubhouse party room at any time. The door from the clubhouse party room and the pool area is to be used only in case of emergency.

L. Guests at all functions of the Park Place clubhouse and facilities in the pool area or tennis courts are expected to comply with the same rules as the residents.

M. The volume of all radios, audio equipment, phones, and or television sets must be kept at a reasonable level at all times.

N. The fireplace is not operable and users of the clubhouse should not attempt to use it for any purpose.

O. No decorations are allowed that would damage the building or its contents in any manner.

P. No furniture shall be moved outside the clubhouse at any time.

Q. All trash must be put into the dumpster before leaving the premises, please remove all tape.

R. NO SMOKING is allowed in the clubhouse, pool area or tennis courts.

S. Access to the clubhouse party room DOES NOT provide the residents and their guests with access to the use of the swimming pool, tennis courts or other facilities.

6. Tennis Courts & Pickleball:

A. Guests and children under the age of eighteen (18) must be accompanied by an adult resident. You must be eighteen (18) or older.

B. Tension on the net posts must not be increased. Center straps or net are three feet regulated by International Tennis Rules.

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- C. If players are waiting for either tennis court, play must be limited to one (1) hour.
- D. Only regulation tennis or gym shoes are permitted on the tennis courts.
- E. No bicycles, skateboards, roller-blades, roller skates, or radio controlled devices are allowed on the tennis courts.
- F. Gates to the tennis courts are to be closed at all times.
- G. Guest must be accompanied by a resident at all times when on the tennis courts, and must comply with the same rules as residents of Park Place Condominiums. Guests may park in the clubhouse parking lot.
- H. Owners who are delinquent in their association fees will be denied the use of the tennis courts. (This is an amenity).

7. Weight Room:

- A. Resident must request key for weight room from the Property Management for a fee of seventy-five (75.00) dollars per year.
- B. Weight room hours are from 8 am to 8 pm.
- C. Resident must be over eighteen (18) years of age to use the weight room.
- D. Resident must wear regulation tennis or gym shoes.
- E. Resident must sign a liability release form, see Property Management for this form.
- F. Resident must sanitize the weight room before leaving.
- G. Resident must adhere to the rules posted in the weight room.
- H. Resident who are delinquent in their association fees will be denied the use of the weight room. (This is an amenity).

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8. Swimming Pool:

- A. Swimming pool hours are posted and hours may vary.
- B. Resident(s) who are delinquent in their association fees will be denied the use of the swimming pool. (This is an amenity).
- C. Children and guests must be accompanied by an adult (18 years or older) who is a resident.
- D. THERE IS NO SWIMMING ALONE, THIS IS STATE LAW. There is no lifeguard on duty at any time. Please read and follow all rules and regulations posted in the pool area.
- E. Disorderly conduct in the pool will not be tolerated. Running around the pool on the cement area, throwing water out of the pool onto others, the use of squirt guns, skateboards, roller-blades, roller skates, horseplay or foul language are not permitted.
- F. No food, no drinks, or no smoking is permitted in the pool area with the exception of water in a non-glass bottle. **NO GLASS CONTAINERS.**
- G. Pets shall not be permitted near or in the pool area or tennis courts, this is state law.
- H. Swimmers shall have proper swimming suits on at all times when in the pool. **Absolutely NO DIAPERS** of any kind are allowed in the pool. This includes “Lil Swimmers or Swimmies”.
- I. Taking chairs or tables out of the fenced in pool area is not permitted. Pool equipment must be left alone. If a problem arises with the pool or its equipment, please inform the Property Management.
- J. Radios, phones and other audio equipment brought to the pool must be portable and kept at a low volume at all times so as to not disturb the other residents using the clubhouse, tennis court area, or residents of nearby buildings.
- K. Persons with rashes or skin abrasions evident on their body shall not be permitted to use the pool facilities. This is State Law.
- L. No climbing on the fence around the pool, or tennis court area.

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M. Smoking is prohibited (**no smoking**) within the fenced area surrounding the pool and tennis court area.

N. Violations of these rules will result in a fine per resident as well as the resident(s) and or their guests being asked to leave the pool area immediately.

9. PROCEDURES FOR CONCERNS, VIOLATIONS, MAINTENANCE AND EMERGENCIES:

A. Owners' concerns or Owners Violations: Please call Property Management as soon as possible at [260-750-1445](tel:260-750-1445) or send an email to Dwyer Property Management with any concerns or violations or maintenance at: dwyerpropertymanagement.com

Please call 911 with any and all medical or criminal emergencies or safety concerns.

B. For Owner Violations the following must occur: The violation must be observed. According to Article VII, Section 3.1 on page 23 of the bylaws: A violation will need to be reported to the Property Management via email or phone call. The violation must include the time of the violation so we can reference cameras to obtain proof, the violation should be observed by two (2) residents and documented. However, you may discuss concerns with the Property Management either by phone or email. You may turn in photos as well. In the event you suspect illegal activity, please **dial 911** and report it or report it to the **Drug Task Force at the Drug Tip Hot Line at 260-427-1262** or you may file a report online and remain confidential.

C. Maintenance: Residents must call in any maintenance requests to the Property Management at 260-750-1445 as soon as possible so it can be recorded and corrected.

D. Park Place Building Emergencies: Should you have an emergency building issue, please call 260-750-1445. Please be sure to let the call service know what the emergency is and give your name, unit number, building A or B and your call back number. **Locking yourself out of your unit is NOT considered an emergency, it is your responsibility to contact a locksmith.**

All rules and regulations and the bylaws are on the parkplacefw.com website.

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ANY VIOLATION TO THE RULES AND REGULATIONS OR THE BYLAWS ARE SUBJECT TO A FINE/ASSESSMENT FEE AND WILL BE BILLED TO THE HOMEOWNER. If the violation is not fixed within the allotted time there will be an additional weekly fine/assessment fee until the violation is fixed. Each additional occurrence, the fine/assessment fee will increase by seventy five dollars (\$75.00).

The fine/assessment fee is managed by Dwyer Property Management.

Fines/assessment fees for owners related to the following:

- *Illegal Renting/Renters violations - \$750.00 (Seven Hundred Fifty Dollars)
- *Pet violations - \$75.00
- *Building violations - \$75.00
- *Storage lockers/unit violations - \$75.00
- *Laundry room violations - \$75.00
- *Noise violations - \$75.00
- *Nuisance violations - \$75.00
- *White outside window violations - \$75.00
- *Window coverings violations - \$75.00
- *Balconies/awnings - \$75.00
- *Parking lot violations - \$75.00
- *Clubhouse violations - \$75.00
- *Pool/tennis court/pickleball/weight room violations - \$75.00
- *Common area violations - \$75.00
- *Other violations per the Rules and Regulations/bylaws - \$75.00

Please refer to violations of the Bylaws and Rules & Regulations on page 23, section 3, 3.1 thru 3.4 of the bylaws.

Thank you for your cooperation.

Board of Directors
Park Place at Centlivre

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