

NORTHLAKE PARKING DECAL PROCEDURES

1. All residents must complete the "Northlake Decal Application". Each resident must sign and date the statement pertaining to notifying the Northlake office and removing decal as well as abiding by the Rules and Regulations.
2. **Renters** must furnish Northlake with copy of the lease. Office manager will make a copy of resident's lease for Northlake file.
3. All residents must furnish Northlake with copy of a valid car registration for each vehicle registered. Each unit is allowed two (2) decals – NO EXCEPTIONS. One registration cannot cover two cars. Office manager will make copies of car registration for Northlake file. Decals should be placed in the lower left-hand side of windshield or displayed on the rear-view mirror if you have a hanging decal.
4. Office Manager will verify that the names on the decal application, the lease, and the car registrations are the same. Residents with only one decal or less must not get decals for residents who live in another condos. Frequently, the lease will only be in one name and roommates are not listed, so the office manager will have to verify who they are.
5. Residents will be given a copy of the Northlake Rules and Regulations.
6. **Renters** must pay a \$25 refundable deposit per decal. This is refunded at the time the renter leaves Northlake, provided that each decal is returned and any outstanding violation fees are paid. Any scrap pieces of the decal showing the decal number is acceptable as they are hard to get off. This same policy applies to new cars or trading cars. As long as Northlake is given an old decal, in whatever shape showing the number, the resident will be issued a new decal without additional deposit.
7. If resident has sold a car prior to removing decal and absolutely has no way to get it from his old car, the resident may be allowed to sign a statement to the agreeing that the old decal will not be back on Northlake property.

EXCEPTIONS: If resident is a homeowner, no copy of lease is required and no deposit is required. Office manager should be aware of unit sale through First Right of Refusal or an agent, etc.

NORTHLAKE HOMEOWNERS ASSOCIATION, INC.
100 NORTHLAKE DRIVE
ANDERSON, SC 29625
(864) 231-0607

The following is a list of what is covered by your Regime fees of \$160.00 (2bd.) and \$185.00 (3bd.) for the year of 2001.

- Water and sewage (approx. \$5,000 per month)
- Insurance for the buildings and common areas. (\$1875.25 per month)
- Pest Control (provided for inside of units annually and outside of units quarterly; termite protection is also provided (approx. \$8000.00 per year)
- Security services, guard on duty 10 hours per day, 7 days a week. (approx. \$3200.00 per month)
- Upkeep/maintenance of amenities, clubhouse, pool, tennis court, fitness room, etc... (approx. \$500.00 per month)
- Lawn Care (approx. \$1000.00 per month)
- Garbage removal, dumpsters provided and emptied 3 times per week (approx. \$860.00 per month)
- All other outdoor maintenance, landscaping, grounds care, cleaning of building entrance ways and stairwells, replacement of rotten boards, etc... (approx. \$1000.00 per month)
- Electricity for all outside lighting and elevators (approx. \$2000.00 per month)
- Long Term Contingency savings. \$2160.00 is transferred each month into a contingency account as a savings for emergency/large projects use.

**The above list shows the "benefits" that homeowners receive from their regime fees. However, there are other costs to manage the complex that cannot be listed as "benefits" such as employee salaries, office and maintenance supplies, telephone service for the office and security office, etc...

Northlake Homeowners Association Gate Rules

1. Resident is responsible for his/her guests and their adherence to the rules and regulations of Northlake Homeowners Association. The resident is liable for any of his/her guest violations. However, owner is ultimately liable for any violation of rules and payment of fines.
2. Each unit will be issued 2 overnight parking permits. It is the resident's responsibility to retain these permits for all future use. There is \$25 charge to replace a visitors parking permit.
3. Each unit will receive 1 transmitter per vehicle (limit 2) for a cost of \$25 per transmitter. A replacement transmitter will cost \$50. This fee is non-refundable.
4. Each leased/rental unit will receive 1 card per vehicle (limit 2) for a cost of \$15 per card. Replacement cards will cost \$25. This fee is non-refundable.
5. When an owner's unit is leased all parking rights are given up by the owner.
6. Non-residents must park in designated visitor's parking spaces.
7. Only vehicles with Northlake issued parking decals (green/blue) can park in front of building. Your guest must park in yellow stripped area. If there are no other spaces available your seconded vehicle should be parked in yellow stripped area.
8. You must not use your guest passes for 3rd vehicle. If guest passes are used by owner to park a 3rd vehicle on the property, the vehicle will be towed at owner's expense and there will be a \$100.00 fine.
9. Anyone allowing others to come in gate illegally will be in violation of "Rules & Regulations and fined \$100 Do not help people punching numbers by using your transmitter or card. You may give instructions.
10. There will be a fine of \$100.00 to anyone caught entering the property through the exit gate.
11. Random patrols will be made.

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Northlake Homeowners Association
100 Northlake Drive
Anderson, SC 29625
Phone: 864-231-0607 Fax: 864-224-5078
Email: nhomeowners@bellsouth.net

Rules and Regulations
For
Homeowners and Renters

General:

1. The Rules and Regulations for Homeowners/Renters/Leases apply respectively. However, the Homeowner whether living on the premises or not, carries the primary and ultimate responsibility for full conformity to all Rules & Regulations for the purposes of this document, "Resident" includes Homewoner, Renter, and/or lessee, whether living on the premises or not. (As per Master Deed Section 12.5)
2. Residents may not play any radio, TV stereo (home or car), organ, piano, and other musical instruments or make any noise at a level that may annoy/ disturb occupants of other units. Particular care must be exercised in this respect between 9:00 pm and 9:00am.
 - (A) Residents shall not make or permit any disturbing noises in the building or adjacent grounds by himself, his family, visitors or pets that may interfere with the rights, comforts, or convenience of other residents. Parents will be held responsible for the behavior and actions of their children.
 - (B) After two (2) noise violations, the resident offender will be assessed the current fine per incident.
3. Residents should not block entranceways and/or stairwells with personal items such as bicycles, toys, baby strollers, furniture, etc. After a warning, these items will be impounded and the current per item fine will be assessed for their return. Personal items left in entranceways and/or stairwells (grounds, parking lot, etc.) will also be impounded and the current fine will be assessed for their return
4. Aerial antennas and satellite dishes must be approved by the Board of Directors before installation. The installation must be coordinated through Northlake maintenance. (Please call the office to make arrangements with maintenance).

5. To prevent water damage to their own unit or to other units, residents should close all windows tightly before leaving the building. During the heating season, the thermostat should be placed at a minimum setting of 55 degrees to avoid freezing pipes resulting in damage. **ALL VACANT UNITS SHOULD BE CHECKED BY THE OWNER/RENTAL AGENT AT LEAST WEEKLY TO PREVENT SERIOUS DAMAGE.**
6. Residents shall not store anything in their units or storage room that may create a fire hazard.
7. Soliciting is not allowed. Report immediately to the office or to security any solicitors.
8. Pets must be on a leash and with the owner at all times when outside the unit. Resident homeowners must walk pets in the designated areas (wooded areas and highway side behind buildings 1-4). Owners are responsible for cleaning up their pet's "accidents" while in route to and from the designated areas. Pets found roaming free will be turned over to Animal Control. Pets are not allowed in the pool area. Residents who rent or lease may not have pets. Also see Section 3 regarding pets.
9. For sale/rent signs or any other advertising are not to be displayed in unit windows, on balcony railings, etc. per terms of the Master Deed, Article 5.1
10. Report any suspicious persons/activities to the Sheriff's Department first at 260-4400 or 911, then to Northlake Security Officer at 231-7707 or to the Northlake office at 231-0607.
11. Residents should use extreme caution when grilling, especially on decks. Any damages incurred due to grilling on decks or common area will be the financial responsibility of the resident. **ONLY GAS AND ELECTRIC GRILLS ARE TO BE USED ON NORTHLAKE DECKS AND WALKWAYS. THE USE OF CHARCOAL GRILLS IS ALLOWED IN THE RECREATION AREA IN FRONT OF THE CLUBHOUSE**
12. Northlake water is to be used only by Northlake residents on Northlake premises.
13. All units must be treated annually by exterminators. **NO EXCEPTIONS.** Access to all units must be available. If access to any unit is not available, the owner or resident will be responsible for having unit exterminated and must submit proof of such to the office.
14. Guest using Northlake facilities (pool, tennis court, clubhouse, weight room, boat dock, etc.) must be accompanied by the Northlake resident. **EXCEPTIONS** only with Board permission.
15. All outside lighting must have white bulbs.
16. All windows should be covered with curtains, drapes, or blinds. Items such as Blankets or sheets are not suitable. No warning notice.
17. The Boat Dock/Slip, the clubhouse, the Fitness Room, the Parking Areas, the Pool, The Recreation Area are all part of the Condominium's amenities. Residents, their Families and their guest, use these amenities at their own risk. The Homeowners Association does not accept any liability for damage, loss or injury.
18. All residents shall be subject to any additional rules that the Board of Directors **May determine in the best interest of the community/residents.** Notification of These, if any will be made at the earliest possible time.

Architectural Control

In order to preserve the original appearance of the Condominium units and provide uniformity in appearance, no exterior construction will be commenced or maintained upon any building, nor shall there be any change, modification or alteration of the design and appearance of any of the exterior surfaces, which includes the replacement of heat pumps. The Board of Directors must approve or disapprove such plans. Detailed architectural control information can be found in the Master Deed section V: 5.1

Decks/Front Porches:

1. Residents should not dust or shake items such as mops, rugs, brooms, vacuum cleaner bags, etc. from the decks, windows, halls, or stairwells.
2. Residents should not sweep or throw anything including, but not limited to dirt, dust, water, cigarettes, ashes, paper, etc. from the condominium unit or deck.
3. Residents should not hang clothes, towels, or any other items on balcony/porch railings. No clothesline, temporary or permanent, will be allowed on balconies/porches.
4. Decks and porches must not be used as storage rooms. Please remember that your decks and porches are visible to your neighbors should be maintained in an orderly and safe fashion.
5. Carpeting on the open decks is prohibited. Due to structural problems, carpeting once removed by Northlake may not be replaced.

Dumpsters:

1. Dumpsters are for household trash only. No furniture, large toys, appliances, etc. should be placed in Northlake dumpsters. It is the resident's responsibility to arrange for the disposal of these items.
2. All cardboard boxes should be crushed or cut into small pieces before being placed in dumpsters.
3. Garbage should be placed inside dumpster not on top or on the ground.
4. Garbage should not be left in entranceways or stairwells, even temporarily. This practice is not only an eyesore but can also create a pest control problem. The maintenance crew will pick up garbage left in entranceway or stairwell and the resident will be assessed current fine for EACH OCCURRENCE.
5. The dumpsters are for Northlake resident's use only. No resident or outsider will be allowed to dispose of garbage from outside the complex in the Northlake dumpsters. Please report any violations to the Northlake Management or Northlake Security.

Fitness Area:

1. All persons seventeen (17) and under using fitness room must be accompanied by someone over eighteen (18).
2. No food or drinks allowed in fitness area.
3. All guests using fitness area should be pre-registered with the office or security and should be accompanied by a Northlake resident.
4. Residents using fitness area are asked to help keep the area clean and safe. Also, please make sure all timer switches and lights are turned off before leaving
5. Northlake Homeowners Association will not be responsible for any accidents or injuries obtained while using this facility.

Maintenance Policy:

Northlake Homeowner's Association maintains common elements in accordance with the Master Deed. Interiors of units are maintained by the owner and at the owner's expense. The exception to this is when an interior receives damage caused by a common element; for example a leaking roof or falling object. The association is not responsible for a unit's leaking faucets, running toilet, nor is it responsible for interior damage caused by the owner or resident, visitor, or outside agency. Homeowners will be charge current rate per hour if Northlake Maintenance is called to correct the problem. Re-decoration, furniture rearrangement, repairs to the interior and cleaning are the province of the owner and/or resident.

Payments

1. Regime payments are the sole responsibility of the owner. Regime payments are due on the 1st day of each month. For payments received after the 10th day of each month, a \$30.00 late fee will be assessed. Any accounts not collected within a two (2) month will be turned over to the Association's attorney, at the discretion of the Board of Directors. The Homeowner will be held responsible for any legal fees associated with the collection proceedings.
2. A \$30.00 late fee will be added to the homeowner's account for returned regime checks and a \$30.00 service charge will be added for all other returned checks. After two (2) returned checks, the resident will not be allowed to make future payment by check.
3. Renters/leasers are to pay all fees directly to the homeowner or rental agent with the exception of fines assessed for rule violations. These fines should be paid at the Northlake office, which is located in the clubhouse.

4. The Northlake office will not accept cash. We except checks, money orders, or cashiers checks.

Renters/Leasers:

Residents that rent or lease must comply with their "Lease Agreement", the Northlake Rules and Regulations, and the following additional regulations.

1. Residents that rent or lease are not allowed to have pets. If a renter/lease has a pet there will be a current per week fine assessed until the pet is removed.
2. Residents that rent or lease are required to read and indicate compliance with the Northlake Rules and Regulations by signing the statement on the decal application, prior to being issued a Northlake parking decal. There is a deposit of \$25.00 for each parking decal. Deposit will be refunded when decal is turned in upon moving from Northlake.
3. The purchase of rental insurance is strongly recommended. Northlake Homeowner's Association is not responsible for resident's personal items.
4. Any homeowner who chooses to rent or lease their unit is required to notify the Northlake office with the renter's name and specific conditions of rental agreement within one (1) week of initiation/termination of the rental agreement.
5. Homeowners are ultimately responsible for the actions of tenants residing in their unit and will be held accountable for the same.

Tennis Courts:

1. Only tennis shoes will be allowed on tennis court. (No black soled shoes).
2. No skating, roller blading or skateboarding allowed on tennis court.
3. No bicycles, wagons or any other toys are allowed on tennis court.
4. All guests using tennis court should be pre-registered with the office or with the security guard and should be accompanied by a Northlake resident.
5. Residents using tennis court are asked to help keep their area clean and safe. Also, please be sure to turn off lights when using tennis court at night.
6. No food or glass containers allowed in the tennis court area.
7. No pets allowed in court area.
8. An adult must accompany any child under the age of thirteen (13).
9. Northlake Homeowners Association will not be responsible for any accidents or injuries obtained while using this facility.

Vehicles:

1. Speed limit is 5 mile per hour as posted & will be enforced
2. All STOP signs should be observed for safety of our residents.
3. Under the terms of the Master Deed, each unit is allowed (2)-parking spaces per condo.
 - A. All vehicles must be registered with the Northlake Office and the proper parking decal obtained. For residents, a window decal should be affixed to the front driver's side windshield. If extenuating circumstances preclude a permanent window decal being affixed to the windshield, a plastic hanging decal must be obtained and placed on the rear view mirror. Both of these decals are available only through the Northlake office at no expense for homeowners. However, renters must pay \$25.00 deposit per decal. This deposit is refundable upon moving from the complex, providing that the resident turns in the decal to the Northlake office. For guests or residents driving a borrowed/rented vehicle, a dated temporary parking pass can be obtained at the Northlake office or from the Northlake Security Officer. Any car parked on Northlake property without proper identification is subject to towing, at the owner's expense.
 - B. If, at any time, you exceed the allotted two (2) spaces due to guest, etc. park extra vehicles in designated visitors parking.
 - C. If, at any time, you are away for an extended period of time (vacation, etc.), please leave vehicle(s) parked in a less congested area instead of in front of the building.
 - D. It is the resident's responsibility to see that their guest park in the designated areas.
 - E. Park only one in front of building. Park your second vehicle in designated visitors parking.
 - F. As of this date (12/2003) there can be no shared parking spaces between condos. Those being shared now have been grandfathered.
 - G. You must not use your guest passes for 3rd vehicle. If guest passes are used by owner to park a 3rd vehicle on the property, the vehicle will be towed at the owner's expense and there will be a \$100.00 fine.
4. Residents should maintain proper license and registration as required by the state on all vehicles parked within the complex, and must be functional and operational. Any vehicle that does not have a proper license or registration will be considered dead storage and will be subject to being towed at the owner's expense.
5. Please drive and park in designated areas only. Vehicles should not block the street or other vehicles nor should vehicles take up more than one space. Vehicles should not be driven or parked on lawns. Violations of the above result in this vehicle being subject to towing without notice at the owner's expense.

6. No cars shall park in Boat/Trailer spaces. Violators will be towed without warning.
7. All car washing on Northlake property is prohibited and subject to fine.
8. No Tractor Trailers are allowed on Northlake Property without prior Board approval. All current fines will be accessed.
9. All moving vans/trucks must be off Northlake property by 9pm and must not enter before 9am.

Violations:

1. Each violation of the Northlake Rules and Regulations will be subject to a fine.
2. Violation fines (incurred by owner or renter) will be reflected on the Homeowner's regime account.
3. All vehicles in violation of Northlake Rules & Regulations will be towed at the owner's expense.

Pet Policy

No owner, tenant, or guest shall keep or permit to be kept upon the premises of Northlake Condominiums, any of the following dogs:

1. Pure bred dog or mixed breed including any of the following types:
 - A) American Staffordshire Terriers, American Pit Bull Terriers, or Staffordshire Bull Terriers, all commonly known as Pit Bulls;
 - B) Doberman Pinschers;
 - C) Rottwellers;
 - D) Chow; or
 - E) Presa Canarios
2. Wolf hybrids
3. Dogs that have been trained to attack persons or property or other animals; or dogs that have been trained to guard persons or property.
4. Any dog used in any manner, as a fighting dog or bred specifically for fighting.
5. Any dog with prior history of causing bodily injury established through insurance claim records of local public safety, law enforcement or other similar regulatory agency.

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