

CITY COMMONS at SOUTHEND COMMUNITY ASSOCIATION POLICIES AND GUIDELINES

These guidelines have been set forth to expand upon and detail the information found in the Condominium Master Deed and Bylaws under which City Common Condominium Association is governed. All Unit Owners and residents by deed, and or rental lease, agreed to comply with these Guidelines, which are essential for maintaining the appeal of the community. Any Unit Owner may find an electronic version of the complete Bylaws and MASTER DEED on the City Commons website: citycommonssouthend.com. The contact information of the current manager of CITY COMMONS ASSOCIATION management company KEITH COLLINS COMPANY and Board members may be found on:

citycommonssouthend.com

1. PERSONAL ITEMS and COMMON AREAS

The placement or storage of any personal property within any portion of the common areas is not permitted. Any use of common areas will be made by written request to the CITY COMMONS OWNERS ASSOCIATION manager with KEITH COLLINS COMPANY.

2. EXTERIOR DECORATIONS

No portion of the exterior of the building shall be altered, painted, decorated or modified in any way, nor shall there be any banners, signs, canopies, or awnings placed or affixed to an exterior wall, balcony or deck, or projected from an exterior window without the expressed written consent of the Board of Directors.

Charcoal and Gas Grills on Balconies and Decks

Per Memphis City Fire Codes, open flame (all grills) cooking is not permitted in a mid to high-rise condo. All open grill cooking must be done on the single floor area outside of the condo. Cooking in garages not allowed.

Hot Tubs on Decks

Absolutely no hot tubs are allowed on the decks due to liability and potential water damage.

Storm Doors

The Board of Directors has approved an official storm door for use by owners. Maclin Security Doors is the exclusive provider of these doors; they can be reached at 377-2456. All expenses of the door and installment of the door will be the responsibility of each tenant who decides the door is necessary. The official door may be viewed on our website: citycommonssouthend.com. A request form for a storm door may be found on the site.

3. DECK CARE

As limited common elements, maintenance and repair of all decks is the responsibility of the Condominium Owners Association. No owner shall remove, alter, or penetrate the wood or metal decking or the EPDM rubber membrane beneath the decking for any reason. Any issue arising related to the care or maintenance of any deck should first be directed to the CITY COMMONS ASSOCIATION Manager or to the Board of Directors.

Each unit owner shall keep the deck or balcony in a clean and orderly condition, and shall not sweep or throw any dirt or other material or whatever kind or nature, from any door, window or balcony.

4. WINDOWS AND WINDOW COVERINGS

Window shades, venetian blinds, drapes and any other window treatments visible from the exterior of a unit must be of a design and color that is consistent with the design of the building. The Board of Directors shall have the right to require all non-conforming window treatment to be replaced or removed. The Board of Directors shall be the sole arbiter as to whether window treatment is in compliance with this rule.

5. SIGNS

No sign, notice, advertisement or illumination shall be inscribed or exposed on any portion of the building except as approved in writing by the Board of Directors.

6. ANIMALS

No dogs, cats, or other animals shall be allowed in the units or in any portion of the building except pursuant to the pet registration policy approved by the Board of Directors. A pet registration form must be completed and returned to the CITY COMMONS ASSOCIATION manager within ten (10) days after move-in. No more than two household pets, not bred or maintained for commercial purposes, may be kept in any one unit. Pets shall be limited to birds, dogs, or cats. The Unit Owner is responsible for maintaining control of pets at all times, complying with all applicable leash laws while on or around outside the buildings and in the common areas. Pet owners must pick up pet refuse in all common areas. Should you need a pet registration form(s) they can be found on the website citycommonssouthend.com

7. VEHICLES AND PARKING

All actual living tenants of City Commons must register their vehicle online at citycommonssouthend.com for an official City Commons Parking decal. Once registered, the decal will be mailed to vehicle owner. All vehicles must be registered. Parking is available in designated parking spaces only. No parking is allowed in the FIRE LANE between building A and B. This is by city ordinance to allow for emergency vehicle use. No Parking is allowed on the East side of Denmark except in lined parking spaces. This is to allow for emergency vehicle use. Unauthorized parking subjects the vehicle to towing.

As of 2015, four parking spaces are numbered and owned by the tenants that have purchased these parking spaces on the West side of Denmark. All other surface parking on the West side of the building is on a first-come, first-served basis for use by owners, residents, and their guests and is to be in lined parking spaces only. (The Board is presently considering a rental procedure for parking spaces to build more parking spaces to accommodate visitors and additional tenants.)

It is strictly prohibited to store or park a motor home, house trailer, camper pleasure, or fishing boat and/or trailer, junk or operable/ inoperable motor vehicles on or about the Condominium Project. The City Commons Condominium Owners Association reserves the right, at the vehicle owner's sole expense, to tow any vehicle that is inoperable, illegally parked, or is otherwise

parked in such a way as to impair or impede access to the building.

Note: All vehicle repair work or cleaning of vehicles in the common areas or garage should be for emergency or short term (same day) maintenance purposes only.

8. USE OF COMMON COOKING AND GRASSY AREAS

The use of the common cooking and grassy areas are subject to rules and regulations that may, from time to time, be altered by the Board of Directors. As areas that are designated for use by all residents and their guests, it is expected that appropriate standards for personal conduct will always be observed in the common cooking and grassy areas, and that any debris, trash and or all animal refuse will be properly disposed of when leaving these areas.

The use of any rooftop deck requires that no person ever leave the area of the wood decking or walk upon other areas of the rooftop, as this may cause damage to the roof membrane. Nothing is to be thrown or dropped from the rooftop, onto the roof itself or off the rooftop, and smoking on the rooftop is strongly discouraged because of potential damage to the wooden deck and rubber roof membrane. Please keep in mind that the rooftop deck is not soundproof and that its use implies a responsibility to other residents of the building to limit loud music or partying so as not to disturb neighbors.

Anyone choosing to host any event or party of eight people or more will be required to notify City Commons Condominium Association Representative by email to present association manager. The host will be responsible for maintaining proper order and adherence to all rules and regulations pertaining to the buildings and the use of common areas and for being mindful of the sensitivities of other residents. The host is also responsible for the conduct of all guests and will be responsible for the cleanup of any areas used during such a gathering by no later than noon of the day next following the event.

9. SOLICITATION

Solicitation by commercial enterprises is not authorized within City Commons Southend Condominiums.

10. NUISANCE

Unit owners shall not cause or permit any unusual or objectionable noise or odors to be produced inside or to emanate from their units. All radios, televisions, CD Players or other electronic equipment used for entertainment, shall be turned down to a level of sound that does not unreasonably interfere with other unit owners. A general noise curfew shall be enforced after 10:00PM, which includes decks, garages, open doors, and common areas. No musical instruments shall be played on the condominium property at any time and no music lessons, whether vocal or instrumental, shall be permitted without the prior written approval of the Board of Directors. A general sound curfew of all activities shall be enforced after 10:00PM. All tenants that have any complaints for curfews shall make a formal complaint in writing to current manager of City Commons Association at Keith Collins Management Company.

11. GARDENING

No Unit Owner shall engage in any planting or gardening anywhere within the Condominium Project except that each Unit Owner shall have the right to engage in planting or gardening

within the Limited Common Elements consisting of the balconies, patios or stoops, the use of which is restricted to and reserved for that Owner.

12. UNIT RENTALS

Leasing of units is governed by the terms of the Master Deed and requires that at least seven (7) days prior to entering into a lease the unit owner provide the Board with a copy of the proposed lease agreement and any information about the proposed tenant reasonably requested by the Board. All rentals will be subject to the following minimum criteria:

- Applicant must have a good credit history
- Applicant must have verifiable employment and residential history. Applicant must agree to provide same info for all tenants at the address. All tenants are subject to same rules and regulations of City Commons Association and complete all necessary registration forms.

Within ten (10) days of the date the lease is executed, the unit owner shall provide a copy of the executed lease agreement to the Association Manager. All renters and roommates must also provide their name, email address, home, work and mobile phone numbers and vehicle(s) must be registered if applicable. Renter contact form may be found on citycommonssouthend.com.

Units may be leased only in their entirety, with no fractional area or room leased without Board approval. All leases shall be in writing and in a form approved by the Board

ABOLUTELY NO subleasing is permitted without prior Board approval.

All renters are subject to the terms and conditions and all provisions of the Master Deed, Bylaws and Rules and Regulations in effect at the time of lease execution. All owners are subject to warnings and fines of regulations by their rental tenants.

13. HVAC SYSTEMS

All heating and air-conditioning repairs are the responsibility of the Unit Owner. The Board of Directors has chosen an official HVAC vendor. The HVAC vendor is Ever road Mechanical Services, LLC they can be contacted at 901-483-2553 or johnnie.everroad@yahoo.com. Note, all interior and exterior filters are also the responsibility of the Unit Owner.

14.LAWN CARE

Lawns and ground care of City Commons Condominiums are the sole responsibility of City Commons Condominium Association. We have an official lawn care company, Naturally Green.

15. SMOKING

ABSOLUTELY NO cigarette butts or trash are to be discarded anywhere on the common grounds. As of 3/1/15 the Board of Directors has enacted to make City Commons a smoke free environment. Smoking of any kind is not allowed in the common areas of the COMMON ELEMENTS. Smoking is allowed in the units and balconies. Infractions will result in warnings and fines.

16.TRASH

Trash collection regulations require that trash containers not be set out prior to 5:00PM the day preceding collection and the containers must be picked up and put away by 9:00PM the day of collection. Only trash containers with lids or security tied plastic bags are permitted for trash disposal.

All trash containers must be set out on the alley behind the garages. Trash containers, when not set out for collection, must be kept inside the garage or out of sight for units without garages. Trash is not allowed to be dropped from decks, doors, or windows. Residents will be responsible for cleanup of trash spillage from the containers.

17. TELEVISION

City Commons Condominium Association has an exclusive contract with Comcast Cablevision. Basic television services are included in the monthly dues. All other services are to be requested and paid by each Unit Owner under a personal account. The City Commons account number is PROPRIETARY but needed to alter service. Please contact CITY COMMONS ASSOCIATION Manager by email for this account number. Absolutely no outside radio, internet, or digital dishes are allowed in City Commons.

18. GENERAL REPAIR AND MAINTENANCE OF UNIT

The City Commons Condominium Association Board of Directors know, from time to time, the Unit Owner may have general repair needs on the inside of their units. These repairs are the sole fiscal responsibility of each Unit Owner. General leaks, painting, wall and trim repair may be needed. The BOD has secured the service of CONSTRUCTION SERVICES UNLIMITED; Dan: 240-7216, John: 569-9675. They both can be reached by text. They have been servicing the needs of City Commons since 2009. DAN MARTIN CONSTRUCTION is currently under contract to the City Commons Association for ongoing restoration of the Common Elements and the outside of all units. Painting, caulking, some window and door repair, if needed, are to be completed by 2016. This is an ongoing process as are the needs for all inhabitable buildings.

19. UNIT OWNER HOA DUES AND ASSESSMENT PAYMENTS

All unit owners are required monthly dues in accordance with the Bylaws of the Master Deed. Also, from time to time, The City Condominium Owners Association has the need to assess for general repair of the common elements. These are all approved by majority vote at a general meeting of the owners association. Once an assessment has been approved, a second lien in accordance with Master Deed is placed on each unit until time of complete payment of assessment. Timely and complete payment of assessment by each Unit Owner is absolutely mandatory in accordance with the Master Deed. Any late payments will be assessed late fees until they are paid and will be found on HOA monthly invoice. All assessments are due within 30 (thirty) days of date assessed. Any and all Unit Owners in default for any reason must contact the **CITY COMMONS ASSOCIATION MANAGER**. All non-payments are remanded for collection to the City Commons Association ATTORNEY OF RECORD.

DINKELSPIEL, RASMUSSEN, and MINK Attorneys. 754-7770, 1669 Kirby Parkway Suite 106, Memphis, TN. 38120.

All non-payments of assessments may cause additional proceedings of foreclosure to begin no later than 45 days after non-payment of assessments. Any and all possible payment plan options must be requested in writing to **CITY COMMONS ASSOCIATION MANAGER**. The City Commons

Condominium Board of Directors will consider each request on an individual basis. Late fees will remain intact during this process of discovery and settlement of said plan if approved.

20. SECURITY AND SAFETY

The security and safety of all City Common Unit Owners and inhabitants is the highest priority of the City Commons Association Board of Directors. We must all be caretakers of our neighbors and neighborhood. The Board of Directors contact info may be found on the citycommonssouthend.com. The BOD has contracted with Clarion Security to conduct hourly drive through of the units each Friday and Saturday from 8:00PM to 6:00AM each week. If a need arises and budget allows we may increase these patrols. Please contact Clarion owner Kim Heathcott at 292-2112 for security during the weekend if needed. Please email CITY COMMONS ASSOCIATION MANAGER with ANY AND ALL continuing security issues.

21. CITY COMMONS CONDOMINIUM VIOLATION OF RULES ENFORCEMENT POLICY:

Establishment of Violation:

1. Bylaws grant the Board of Directors with the power to conduct association business and to protect community harmony by providing guidelines and a procedure for addressing conditions that disrupt that harmony. 2. Any activity or condition continuing on the property that is in direct opposition to the governing documents, which is not expressly authorized by the board, is deemed a violation.

Fine Structure:

- First Offense: Written notification of the offense, and a seven (7) day period in which to correct the problem.
- Second Offense: Written notification that a fifty-dollar (\$50.00) fine has been assessed and will be added to the next months Association Fee. Late payment fees on HOA assessments will apply.
- Third Offense: Written notification that a one hundred dollar (\$100.00) fine has been assessed and will be added to the next months Association fees. Late payment fees on HOA assessments will apply.
- Future Offense: Recurring offenses, not remedied within a 30-day period from the date of notice of the offense, will be considered a third offense, for purposes of this provision, and fined accordingly. Future offenses will be fined at two hundred dollar (\$200.00) per 7-day period. The Board of Directors may begin eviction proceedings as allowed by Bylaws in Master Deed if violations and all fines are not paid within 30 days of notice.



City Commons South-End Renter and Roommate Contact Information Condominium Unit Number: _____ Primary Renter's Information:

Name: _____ Home: _____ Work: _____ Cell: _____
Email: _____

Vehicle Information: Year: _____ Make: _____ Model: _____
License Plate: _____ Color: _____

1. Roommate's Information: Name: _____

Home: _____ Work: _____ Cell: _____

Email: _____ Emergency Contact Information:

Name: _____ Relationship: _____ Home: _____
Work: _____ Cell: _____ Email: _____

Vehicle Information: Year: _____ Make: _____ Model: _____
License Plate: _____ Color: _____

2. Roommate's Information: Name: _____

Home: _____ Work: _____ Cell: _____

Email: _____ Emergency Contact Information:

Name: _____ Relationship: _____ Home: _____
Work: _____ Cell: _____ Email: _____

Vehicle Information: Year: _____ Make: _____ Model: _____
License Plate: _____ Color: _____

3. Roommate's Information: Name: _____

Home: _____ Work: _____ Cell: _____

Email: _____ Emergency Contact Information:

Name: _____ Relationship: _____ Home: _____
Work: _____ Cell: _____ Email: _____

Vehicle Information: Year: _____ Make: _____ Model: _____
License Plate: _____ Color: _____

I acknowledge that I have read the CITY COMMONS at SOUTHEND COMMUNITY ASSOCIATION POLICIES AND GUIDELINES regarding roommates and understand that any infraction of the roommate rules will result in an immediate fine. I accept responsibility for notifying all members of my family, guests, and friends of CITY COMMONS at SOUTHEND COMMUNITY ASSOCIATION POLICIES AND GUIDELINES and ensuring their compliance.

Signature: _____ Date: _____ Signature: _____
Date: _____

9

Signature: _____ Date: _____ Signature:
_____ Date: _____

10

11



City Commons South-End Vehicle Registration Form

Condominium Unit Number: _____ Owner's Information:

Name: _____ Home: _____ Work: _____ Cell:
_____ Email: _____

Vehicle Information: Year: _____ Make: _____ Model: _____
License Plate: _____ Color: _____

I acknowledge that I have read the CITY COMMONS at SOUTHEND COMMUNITY ASSOCIATION POLICIES AND GUIDELINES regarding vehicles and understand that any infraction of the vehicle rules will result in an immediate fine. I accept responsibility for notifying all members of my family, guests, and friends of CITY COMMONS at SOUTHEND COMMUNITY ASSOCIATION POLICIES AND GUIDELINES and ensuring their compliance.

Signature: _____ Date: _____

12



City Commons South-End Pet Registration Form

Condominium Unit Number: _____ Owner's Information:

Name: _____ Home: _____ Work: _____ Cell:
_____ Email: _____

Pet's Information: Name: _____

Breed: _____ Age: _____ Weight: _____ Veterinarian:
_____ Address: _____ Phone:

Pet's Emergency Caretaker: Name: _____

Home: _____ Work: _____ Cell: _____

Email: _____

Please attach copy of immunization records and a current photo of the pet.

I acknowledge that I have read the CITY COMMONS at SOUTHEND COMMUNITY ASSOCIATION POLICIES AND GUIDELINES regarding pets and understand that any infraction of the pet rules will result in an immediate fine. I accept responsibility for notifying all members of my family, guests, friends, and pet caretakers of CITY COMMONS at SOUTHEND COMMUNITY ASSOCIATION POLICIES AND GUIDELINES and ensuring their compliance.

Signature: _____ Date: _____