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INTRODUCTION

7KLV 0DQXDO LV LQWHQGHG WR DVLVLRQWW& RWZRZ QI
DQG DELGH E\ WKH UXOHV RI \$OH[DQG WUDLQH
FRPPRQ REMHFWLYHV RI

D PDLQWDLQLQJ DQGRISPHSJWRY LSQWH RXU VSQJWDVQ G
YDOXH DQG

E VXVWDLQLQJ DQGQ BQKD QRLXQJH \$OHHVQDGIHHQ WV T

%\ WKH YHU\ DFW RI RXU EHFRPLQJ QRRZ 2ZQHUV
UXOHV WKDW JRYHUQ RXU LQWHUHRVW HLOQ 7 KDLQ/G
HQWDLOV IRU HSDFQKV RE LQMLWW KHLROHGV GH E\ WKH

(YHU\ & R 2~~RESPONSIBLE~~ IRU WKH FRQGXFW RI DOOP
KRXVHKROG DQG RI DQ\ RQH HOVH ZKIR PRWKHUKH
LQWURGXFH WR \$OH[DQGULD +RXVH IRQ RRQH
SURSHUW\ +H 6~~INABLE~~ LIORQ EWKH KHFORG/WV RI DQ\ GDPD
PD\ GR WR WKH & RPWRQRWOKHPUH & RV VZRLQHUV SURSH
& R 2ZQHUV ZKR KDYH RXW OMUDIV HHQ WKKUHL UV KSDV
7HQDQWV DUH DZDUWHWRRI DQG UFROQSVL WVKHD & HRQVQF
GHDO ZLWK GHOLQTXHQW 7HQDQWV HMIRH&WJKLQW
HPHUJHQFL NOT WKHDOZGODQHFWO\ ZLWK D GHOLQTX
7KH 0DQXDO LV LQ WZR 3DUWV

Part One FRQWDLQ~~s~~ Summaries of rules that bear directly upon individual
Co-Owners, the Council, and its Board of Directors and Officers ± UXOHV
WKDW IRU WKH PRVW SDUW O\H TEKHURQG RRXXWF B
8VDJH & RQYHQWL Part One of the Core Documents DQG
IRU SXUSRVHV RI WFOHDPUDW\ FBRWHGRRNUH DVWDQF
VLPLODU UXOHV GHDO LQJ ZLWK XQXFHWDOH HJYH
FDWDVWURSKLF GQBVJHRWRFRORW XEUXHGQDV \$SDXUWL
WKH & RXQFLO EXW WKH\ DUH QRW WUHDWHG KH

7KH UXOHV WKDW DUH VXPPDUL]H & Q G QL WDUUWW H2QH SURYLGH IRU KDUPRQ\ ZLWKLQ RXE LWWLVJ \$V D \ DMQGL +RXVH WKH\ HVWUD RQJLQ L\ IDQJH VR X R FHRFPW IXQHLQ\ WHQGLQJ LWV DIHDK RZ RWKHHS USRUHWWWD WEHG D QDQG LPSURYHG KRQOLQ EHH ESRHUQQH VGRIZQ L WWWKUDHOGC KRZ WKRVH ZKR GR KQHMH EURKOSHVA VKGWQOWE H VDQFV

3DUW 2QH LV LQWHQGHG WR FRQYH\ MRKUH HV \$OH[DQGULD +RXVH & R 2ZQHUV DQGHSHVLUXOHHQW VWR VSHFLILF LVVXHV \RX VKRXOGWDKHZB UVL JLHQD RIILFLDO VRXUFH

Part Two FRQWDRQH Rules and Regulations / IRU \$OH[DQGULD +RXVH Policies / IURP ZKLFK WKH\ GHULYH ± FRP\$&H0QHQDQG RQ WKH UXOHV VHW Policies, Rules, and Regulations HD SWKOH 3 WR VSHFLILF DVSHFWV RI RXU H[LWKHQ EDHU HD WUUSHOE\ WKH &RXQFLO DQG LWV %RDUGHRHPLSURHZFHWRHGV DPHQG DQG UHVFLQQ WKH POLDPQ\ WZR MWK B GUR SDWKRWKHU 3ROLFLHVD VSKRQIV DDQRGD5 HEDHSQHIRSUVLDWH D :H KDYH PDQ\ UXOIQFH ERXIWD WSKOH BIVDQH[WV WWWLQRFXHE\ \$OH[DQGULD +RXVHPH VP EQHRUW KWDUEGR MWKV VGRIZQ VLPS

%H FRQVLGHUDWH RI \RXU QHLJKERW KDDAQ GRWUHZRXOG KDYH WKHP WUHDW \RX)RU WKH EHQHILWUDHQ BIS\$ROH\WQGHU USWDW REXW\ S C ELOOV SURPSWO\

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PART ONE

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STATUTES AND CONDOMINIUM INSTRUMENTS

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CO-OWNERS AND RESIDENTS

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	<i>0 ((7 , 1 * 6 2) 7 + (% 2 \$ 5 '</i>	
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I. SOURCES AND USAGE CONVENTIONS

Sources RI PDWHULDO VXPPDULQJ ~~Handla House DeleWend~~ QH RI WKLV
Manual LQFOXGH

9LUJLQLD 6WDWXWHV

&RQGRPLQLXP \$FW

1RQVWRFN &RUSRUDWLRQ \$FW

3URSHUW\ 2ZQHUV \$VVRFLDWLRQ \$FW

9LUJLQLD \$GPLQLVWUDWLYH &RGH

&KDSWHU 5XOHV IRU (OHFWULFIDW\GDIORGI 1DWX
 (QHUJ\ \$OORFDWLRQ (TXLSPHQW -XQH

6SHFLDO 8VH 3HUPLW \$XJXVW

5HSUHVHQWDWLRQV 0DGH E\ 0DGLVRQ \$VVRFLDW

&RQGLWLRQV ,PSRVHG E\ &LW\ &RXQFLO

7KMaster Deed IRU \$OH[DQGULD +RXVH 7KH 'HFODUDWLRQ

([KLELW \$ 'HVFULSWLRQ RI /DQG

([KLELW % &RQWUDFW EHWWZHQQ 0\$GHVDRQG\$JLVDRF
 \$XJXVW

([KLELW & 7KH 3ODQV

([KLELW ' \$UHD DQG 'HVFULSWLRQ RI \$SDUWPHQW

([KLELW (3HUFHQWDJH RI 8QGLYLGRC (QWKUHVW
 \$SDUWPHQW 7\SH

([KLELW) \$PHQGHG DQG 5HVWDWHG QHUV/DZV RI W
 \$OH[DQGULD +RXVH

([KLELW * 3URSHUW\ 0DLQWHQDQFH \$JUHHPHQW

Usage Conventions WKURXJK**ReRanW ManKaL V**

³&RPPHUFLDO \$SDUWPHQW~~+\$~~ ``³&Q B P³HWSKDHU&RPPHQHUV FLD
 DUH V\QRQ\PRXV WBULPQ/GWKRDUW PDLLQHQDQWVQJ\ 'RQ XWPKHQ WR/YWW
 GHVFULEH WKH SURSHUW\ ZKLFK PLPQH WFKLUDVO 0\$SDQXUDVOP HZQH

³&R 2ZQHU RI &RPPHUFLDO \$SDUWPHQW~~+\$~~ RQW³ W B Q G RWK
 LPPHGLDWHO\ DERYH LV D WHUN**Paster Deed** DQ SWHIDHU%DV VL
 /DZV LW LV SOXUDO ,Q WKLV 0DQXDO ZH HPSOR\ WKH

³*RYHUQLQJ 'RFXPH**Master Deed** Q B Q & GLHW W KHH KLELWV L H
 /DZV DQG WKH 3ROLFLHV 5XOHVUVQZCR5HJXODWLRQV

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3\$57 21(

/DQG LV D WKUHH GLPHQVLRQDO KRQFH SDWQ QRQJ LOQRZ
ERXQGDULHV SDUFHOV ~~Condominium Act 55-79.41~~ VWLWXWH ODC

³/LPLWHG &RPPRQ (OHPHQWV' DUH &RIPPLORHQG (DMPEHLQVW
WKDW DUH UHVHUYHH &VRURWKQ HHRMWRQ HD OEX WR IOWKH \$
[Condominium Act 55-79.41] DQG OLH RXWVLGH WKRVH \$SDUWPHQW
[Condominium Act 55-79.50.(c)] , Q RXU ~~Master Deed~~ &HRYLGHV IRU OHVV
\$FW DOORZV ~~Condominium Act 55-79.50.(e)(6)~~ HQDEOHV XV WR LQ
WKH SUHVHQWO\ GHVLJQDWHG /LPLWHHUG E&HRFRPRHQ QIWIUHD

³0RUWJDJHH' LV WKH KROGHU RI ~~PRWWWWJDJHH~~ KARKOHG W
KROGHUV RI ILUVW WUXVW VHFFXVWLWDQQWDIOHWLWPLODQUG
&R 2ZQHU ZKR KDV PRUWJDJHG KL V KVHKLV\$SDHLOWDWHLQVW
EH H[SUHVVHG DW~~RDJUDJHH~~ QGRHU %RUURZHU

³7KH \$FW' LV WKH 9LUJLQLD &RQGRPLQLXP \$FW

³7KH %RDUG' LV WKH &RXQFLOV %RDUG RI 'LUHFWRU

³7KH %\ /DZV' DUH WKH \$PHQGHG DQG ~~SHRMWDRWHG~~ %\
2ZQHUV RI \$OH [Master Deed Exhibit F] H

³7KH &RXQFLO' LV RWXHQ &RXQFIL \$ORHI[&QGULD +RXVH

³7KH 3URSHUW\ ODLQW ~~Master Deed~~ \$[JKUHEH FWHQW' LV

\$'237(' %< 7+(%2\$5' 129(0%(5

II. THE GOVERNING DOCUMENTS

.H\ 3RLQWV IRU &R 2ZQHUV

<RX UHF *Reference Manual* XQGHU ZKLFK \$OH[DQGULD +RXVH R
 ZKHQ \RX SXUFKDVG \RXU \$SDUWPHQW
 <RX DUH SUHVXPHG WR NQRZ ZKDW WKRVH UXOHV UHTX
 <RX PXVW DELGH ~~EHQWKHU~~ H5 XQKHDW ~~DRQGUJXDHPLW~~ V PHPEHU
 HPSOR\HHV DQG 7HQDQWV DOVR FRPSO\ ZLWK WKHP

Compliance. (YHU\ &R 2ZQHUV 7HQSDFQWWRQ QZQKRR ~~WVK~~ SHQDQLWOH
 \$SDUWPHQWRPSO\ ZLWK DQVLDSSBQVFRDEWHHS &QRQG B WVKHQJLX
 SHUWLQHQW VWDWXWHV DQG RUGLQ *Condominium Act* DQG WKH *RY
 79.53.A; *By-Laws I.3]*

3URYLVLRQV RI WKH ~~MAINTENANCE~~ RPLQDUXIPH\$F DQG ULJKWV JU
 \$FMAYNOT EH ZD/C *Condominium Act 55-79.41:1]*

7KH *RYHUQLQ ~~MAINTENANCE~~ PSHQWVLELW RU OLPLW WKH ODZIX
 &RPPHUFLDO \$~~MAINTENANCE~~ HQW±\$

Dissemination. (YHU\ &R 2ZQHUV DW WKH WLPH KH VKH SXUF
 MUST UHFHLYH IURP ~~WKFH~~ UWWQ DLFIDVWHUFSDFKILVQFHIO \$OHQGDH
 5HVWDWHG %\ /DZV RI WKH &RXQFLOVRI DQG 2ZQFHQWVHQW
 W *Reference Manual* FRQWDLQLQJ WKH &RXQFLOV 3ROLFLHV 5XO
[Condominium Act 5579.97.C.10]

Assumed Acceptance. 7KH DFTXLVLWLRQ UHQWDO RU RFFXS DQ
 SHUVRQ RU HQWLW\ VLJQLILHV WKDW WHQHVVKHQDFFRQSMUW
 KH ~~MUST~~ FRPSO\ ZLWKLW K3H P

Sanctions for Non-Compliance. 7KH &RXQFLO LV (032:(5(' WR LPSRV
 XSRQ &R 2ZQHUV DQG WKRVH IRU ZKDRPHWSKUHR YDWHU RQHW \$IR
 *RYHUQLQJ 'RFXPHQWV 1RWKH 6HIFWORQV 9 DRQGD&VLRQSO/D
 3DJH *[Condominium Act 55-79.80:2.A]*

Amendment. 7KH &~~MAINTENANCE~~ QJH WKH R RXPHQWQJXQGHU WKH
 IROORZLQJ FRQGLWLRQV

7R FKDQJH DQ\ ~~Master Deed~~ REQ RI WKH

\$OO &R ~~MASTER DEED~~ S SURYH WKHM\$P HDQG RPHQW

(YHU\ PRUWJDJHH RI DQ\ \$SDUWPHQW HRPUHQW VWSRU

MUST DSSURYH WKHM\$P HDQG RPHQW

7R FKDQJH DQ\ SURYLVLRQ RI WKH %\ /DZV ±

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3\$57 21(

7KH & R~~AXQF~~ LFOR QYHQH D 6SHFLDO 0HHWLQJ IRU WK
DOVR 36SHFLDO 0HH~~BY-LQJXV~~ DW 3DJH

& KDVH 0DQKDWWWDQX%~~DIQR~~ O G\$% D Q S +~~DV%~~ H DFLK V R
D PRUWJDJHH RI~~MUST~~ \$SSUWPHQWK~~HBy\$IRH~~ Q/G P H Q W

& R 2ZQHUV KROGLQJ DW~~MOST~~ DD/SNS U R YRH WKH \$IRHMQHG
[By-Laws X]

7KH \$PHQ~~MUST~~ QW UHFRUGHQ PURQJR WKH RIDWKH &
\$OH [D~~OBG-UHDX~~]

7R FKDQJH DQ\ SURYLVLRQ RI WKH BRIDM RHWLW5 XQH HWK
& RXQFLO R~~MUST~~ S% R B V B WKHM\$P HDQ~~GIR~~; BQLW_s IV.2]

7KH 3U~~MAL~~ S~~UQ~~ D U H D Q G H[HFXW~~Master~~ QdedP HQGP HQ W W
UHDVVLJQLQJ DO\ URLQJW VZV WDKQ G~~HDQ~~ J~~W~~ PWRV BGS & R PWRFQ
(OHP~~HQ~~ _{Aluminium Act 55-79.57.B})

7KLV SURFHVV LW ID\$ SUHLDHG/ WURQXLWQW QSRDU RNQ Q J&RS D F
2ZQHU WR DQRWKH_U, 0, 17R W&2 062 11 D COM R 7 6 D JDHW

8SRQ WKH DIILUP DWKLYH GYR RM HWRKIHWH~~W~~ M~~W~~ QRMU V WKH 3
XQLODWHUDOOR\ V~~N~~ S~~W~~OPHLPVHQDW HDQVCH~~Q~~ R R~~W~~ D Q S R Q P V E LVJ X
WKH * RYHUQLQ~~Condenser~~ H~~Q~~ _{55-79.71.F}

6XFK VXSSOPHQWMAYDNQIG PFDRWUWUWIFDWQCRQVH GXFH ZKDW
RI WKH & R 2ZQHUV ZRXOG KDYH EWMQHQF WKRW PDLPEW~~W~~ D~~XULM~~
QRW RF~~[Exhibit 116]~~ _{Act 55-79.71.F}

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III. THE PROPERTY

Alexandria House LV UHDO SURSHUW\ LW FRQVLVWV RI
3DUFHO , ± WKH ODQG LQ WKH EORF\NW\ERXQQBG1RUWD
5R\DO 6[Master Bell Exhibit B; Special Use Permit]

2 Q 3 D U F H O , ± \$ E D V H P H Q W D Q G V X E Y E H D V S I D B U Q M Q J F P
J D U D J H D ± V W R U D B R Q G Q R M L Q K X P Q L S Q U H V R Q H Q D W Q D Q
\$ S D U W P H Q W V D Q H G G D U W W B L V O R I U L C H I L Q H V W R D P X P H D L Q F V L D
\$ S D U W P H Q W ~~D~~ *as per Dated Exhibit B ; Special Use Permit*

3DUFHO , , ± WKH ODQG LQ WKH QERUDWLRQ WKDQ D1ORIURM KW
5R\DO : \WKH DQG 1R ~~UMLKer Daddulhild [B;GS] with HeWe mit~~

2 Q 3 D U F H O , , ± R S H Q V S D F H G H G I E F O D H W W Q W R H X V H
J H Q H U D C O S X E O I F o r m u l a s b y C i t y C o u n c i l 5]

7 K H O D Q G L V G H V F U L E H G M a s t e r (P r e d E M a n D & D o c u G % W R W
B; Special Use Permit]

3 O D Q V I R U W K H E X L O G L Q J V D Q G M ~~Master Deed Holder~~ D U H D W
Deed Exhibit C]

The Apartments.

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\$ OH [DQGULD + RXVH FRQVLVWV RI W\ SUHVW LDCHQW QRQHO \$
 & RPPHUFLDO [Master Deed Exhibit C; Master Deed Exhibit D; Master Deed Exhibit E]

7\SHV RI \$ SDUWPHQWV 7KH VHYHUIDWOKWWKHHVQRXIP\$SHDUU
 EH GURRPV VTXDUHYLBRVQ DLQHW BQIGV(XQHGRH QWHA & ROPRREO W
 HDFK RI WKH \$ SDUWPHQWV DUH GLVSSC\$5H G (LQ67\$%/(
 [Master Deed Exhibit C; Master Deed Exhibit D; Master Deed Exhibit E]

6HSDUDWL RQ)RU SXUSRVHV RI MDFMO\$SDUDWPHQWV
 FRQVWLWXWHV D VHS D [Master Deed Exhibit C; Master Deed Exhibit D; Master Deed Exhibit E] RI UHD O HVWDWH

2ZQHUVKLS (DFK \$ SDUWPHQWV [Master Deed Exhibit C; Master Deed Exhibit D; Master Deed Exhibit E] & R 2ZQHUVKLS

+ H 6KAH ± VHOO OH DVH RU HQF [Master Deed Exhibit C; Master Deed Exhibit D; Master Deed Exhibit E] LV KHU \$ S

+ H 6KH KROGV DQ XQGLYLGHG LQW [Master Deed Exhibit C; Master Deed Exhibit D; Master Deed Exhibit E] LQ WKH

EH DOWHUG RU VHS DUDWPHQWV [Master Deed Exhibit C; Master Deed Exhibit D; Master Deed Exhibit E]; \$ SDUWPHQWV
 Master Deed VII.D] 7KD W LQWHUHVW LV GHHPHG WR EH FRQ
 WKH \$ SDUWPHQWV [Master Deed Exhibit C; Master Deed Exhibit D; Master Deed Exhibit E]

/LHQV \$ VVHVVPHQWV LPSRVHG E\ WQKHD & QIXQJF WCK IHR U
 & RPPRQ (OHPHQWV DQG RU SD\ LQJ FRXW RQD LQOLVHQU DXSRQ
 HDFK RI WKH \$ SDUWPHQWV WKDWOLNQW SRHUVWUDQW RI VDQ
 DQG ILUVW [Master Deed Exhibit C; Master Deed Exhibit D; Master Deed Exhibit E]

TABLE 1 – THE APARTMENTS

	7 < 3 (64) 7	\$ 3 \$ 570 (1 7 6 2) \$ 376	, 17 (5 (6 7
,	2QH % HGURRP	7\SH 2QH	7LHU)OR RUV
,,	2QH % HGURRP	7\SH 7ZR	7LHU)OR RUV
,,, \$	2QH % HGURRP	7\SH 7KUHH		
,,, %	2QH % HGURRP	7\SH 7KUHH		
,9	2QH % HGURRP	7\SH)RXU		
9	2QH % HGURRP	7\SH)LYH	7LHU)OR RUV
9 ,	7ZR % HGURRP	7\SH 2QH	7LHU)OR RUV
		7LHU)OR RUV	
		7LHU)OR RUV	
9 , ,	7ZR % HGURRP	7\SH 7ZR	7LHU)OR RUV

9,,,	7ZR %HGURRP	7\SH	7KUHH		
,;	7ZR %HGURRP	7\SH)RXU			
;;	7ZR %HGURRP	7\SH)LYH	7LHU)ORRUV	
;;,	7KUHH %HGURRP	7\SH 2QH	7LHU)ORRUV	
;,,	7KUHH %HGURRP	7\SH 7ZR			
;,,,	7KUHH %HGURRP	7\SH 7KUHH	7LHU)ORRUV	
;,,9	&RPPHUFLDO \$				

127(6

, QIRUPDWLRQ LV EDVHG RMaster Deed LWV % DQG '

6TXDUH)RRWDJH 64)7 LQFOXGHVVWKH EDOF
64)7 GXH WR VWUXFWXUDO RU PHFKDQLFDO YDUL7KH ³, 17(5(67' FROXPQ SURYLGHV WKH 3HUFH
, QWHUHVW LQ &RPPRQ (OHPHQWV IRU HDFK \$SDU5(6,'(17,\$/ \$3\$570(176

3ODQV IRU WKH UHVLGHQWLDO Master Deed/House Deed Exhibit C]

% RXQGDULHV (\$SUUWHPLQW QWEBOQGDULHV DUH

9HUWLFDÖ ± WKH LQWHULRU VXURDFHFWRHGLWR WK
RXWHU HGJH RMaster Deed HDAO; FM&Q Deed Exhibit C]+RUL]RQWDO ± WKH LQWHULRU VXURDFHFWRHGLWR WK
ORZHU VXUIDQH RODNEK IH PPHHQW DMDAIDQHII.D.E/R YH

\$ 5HVLGHQWLDO \$SDUWPHQW , 1&/8'(6 ±

DOO VSDFH ZLWKL Condominium Act 55-79.50.(d); Master Deed III.A.1]

ZDOOV DQG LQWLHWKIRQI ISDVUVERW RQDOURDQ EVHKDQWLQJ
[Condominium Act 55-79.50.(d); Master Deed III.A.1]PDWHULDÖV FRQVWLWXWLQJ DQ\QSHDUWV RI DMRK M RU
ZDOOV IORRUV DQG FHLOLQJV LSCFDQWGHQJ GEUX ZDQ
ZDOOERDUG SOQWDEQWUD SLOMSEHSGH UO RARLUQHQVJ IDQ
RWKHU PDWHULDÖV FRQVWLWXW M Condominium Act 55-79.50.(b); Master Deed III.A.1]

L Q V W D O O H G I L [W X G W H L V H U W J V W Z R D Y D K H X Q D L U E V D J H G L V
U H I U L J H U D W R U V [M a s t e r D e e d I I I . A . 1] D V K H U V

G R R U V H [F O X G L I Q Q J L W I K H H G H V W H I U D L F R H U R R Q W G R R R U V R S H C
F R U U L G R U V Z L Q G R Z V D Q G J O / D i s t r i c t o f C o u n t y D Q G W K H

L W V D W W D F M a s t e r D e e d I I I . A . 2 Q \

\$ 5 H V L G H Q W L D O \$ S D U W P H Q W ' 2 (6 1 2 7 , 1 & / 8 ' (

S H U L P H W H U Z D O O V I O R R U D Q G F Z H D L O O Q V J D V Q Q D E V
F R O X / M a s t e r D e e d I I I . A . 1]

H [W H U L R U I L Q L V G R H R G U V X R U S I D Q H Q J P R o w e r d F R U U L G R U
I I I . A . 1]

S U H F D V W Z D O O V U D Q G L P Q H J W D S D U W P H Q W V R Q X P Q Q G R Q
E D O F R / M a s t e r D e e d I I I . A . 2]

D Q \ S R U W L R Q V R I W K H & R P P R Q (O H P Z H L Q W K V Q V H W V L
E R X Q G / M a s t e r D e e d I I I . A . 1]

(D V H P H Q W V (D V H P H Q W V D U H U H V H V Y D H Q G W K K U H R X H Q H H U D
D Q G / L P L W H G & R P P R Q (O H P H Q W V I R U D W K I P D E H E Q H H W L H T X R L I U
I R U L Q V W D O O L Q J D Q G P D L Q W D L R Q R Q U Q X J W D Q Q I G W Y H Q V Q H Q D D
D Q G R U O L Q H V L Q J M K H K I O R E Z B W H L R R Q W V M Q D D Q Q I X V R Q V W U

\$ Q \$ S D U W P H Q W E H E X U G H Q H G E \ D G G L W L R Q D O R U
E H \ R Q G W K R V H U H V H U Y H G W K U R X J K G H D P K W S G U W P H C
& R P P R Q (O H P H Q W V I R U W K H E H Q H I L M D R H R M Q X W U L \$ S D
D S S U R Y H G L Q Z U L W L Q J E \ L W V & R Q Z Q M U P R W R W J H D W K H V
D Q / M a s t e r D e e d X V]

5 L J K W R I (Q W U \

3 H U V R Q V D X W K R U L J H G E \ M A Y H H Q W B I U G D Q R U S S D K U D W W P S
Z L W K R U Z L W K R Q W F D S V H L R R U Q Q W H P H Q J H Q Q F \ R R U W J K L U Q H D D W
W K H \$ S D U W P H Q W R U D & R P P R Q (O H I R Q Q W D W Z K H K W K W U P
Q R M y - L a w s VII . 6 . (a) . (1)]

3 H U V R Q V D X W K R U L J H G E \ M A Y H H Q W B I U G D Q R U S S D K U D W W P S
D F F R P S O L V K V F K H G X O H G L Q V S H F W L , R A Q / D U Q H G / L V G R H Q / W S D
M U S T E H J L Y H Q D P L Q L P X P R I K R D y U d t Q R W L F H R I V X
VII . 6 . (a) . (2)]

: K H Q V R U H T X H V V M U S T \$ H & R I 2 V Q S H H V V R Q V D X W K R U L
% R D U G W R H Q W H U K L V K H U \$ S D U W P H Q Q D M R I U R Q X U S R V
D O W H U D W L R Q V R U U H S D L U V W B U P H Q K H F Q V F D D Q V R W R X E
L Q K L V K H U / S S D V W W . P . (b) Q W

- 5 H T X H V V W M U S T U E H Q P D U G H L Q B y - D a g s Y D . Q F H

- (Q W **MUST** VE H P D G H D W W L P H V F R Q / **Y** H Q W I R U W K
VII.6.(b)]

5 L J K W W R / H D V H U & X E M H F Q / V W R R W K P H H S R V V H U Q L & Q R J 2 & Q X U
M A Y O H D V H K L V K H M d s t e s S D D u x w . P / H Q W

+ H 6 ~~MAH NOT~~ U H Q W L W R X W W R U W \$ J H D Q L V R G I Q V R V O I H V V
G D X *Master Deed XVI.A/*

8VH RI 5HV LGHQWLDO \$SDUWPHQWV R8WKQU DV KUDHQ LGH
UHV LGHQWLDO SXUSRVHV DQG EKSVLHQMFVUL EDHFQV IEY LWKLHH VI
GRFXPHQWV LV /^{B52ms. v.1.37d/}

\$ V D Q H[F H S W L R Q W R W M A Y X R / U H K R V Q K J H U D \$ 5 S H D V U L G P H E
S U R I H V V L R Q D O R U F R P P H U F L D O S R Q S Q V H R V U G V L K Q D M Q D H
W K H & L W \ R I S O H f D Q G U L D

.HHSLQJ EUHHGLQJ RU PDLQWDLQLQQDQSHWV IRU
\$SDUWPHQW LV *[Signature]*

& R 2ZQHUV 'XWLHV (YHU) & R 2ZQWEST +DW KLV KHU RZ

SHUIRUP PDLQWHQDQFH DQG UHS\$QHMDQGLWLKD LI
+RXVH DV D ZKROH RU LQ SDUWV BHQHRSQJLQJ WR RW
VII.2.(a)]

NHHS KLV KHU \$SDUWPHQW LQ D ~~FEO-HuDsQ~~ VDQLWD
VII.2.(c)]

& R 2ZQHUV 5HVSRQVLELQLWLHV (YHH\ & R 2ZQHU LV

G D P D J H V D Q G O L D E R Θ L K A L V H K H U H N D P C O M M H Q H V W R D S H U I
P D L Q W H Q D Q F H B v D Q G V U 2 H S / D L U V

DOO FR V W V R I W H & D U V D Q G L V Q H U W Q D E J K H Q W L H Q J Z Z D Q G R
G R R U V D L U F R Q G L W L R Q H U V D Q G Q W W H D Q Q S K E R H Q O R V Q J Z L Q
W K D W \$ S B U W P H Q W

W K H F R V W V R I U H S D L U L Q J U H Q W Y D D O V O D Q W L R U Q H V D Q C
V H U Y L F H V Z L W K L Q K L V K H U \$ S D U W D P B I Q Q W L Q P D G Q R Q H F H
W K U R X J K W K H & R P P R Q (O H P H ~~Q~~ W E D H U E R F U R Q P H P E Q W R M W
& R X Q ~~Q~~ *Master Deed XIV. A : Condominium Act 55-79.79.A.(ii)]*

UHSSDLULQJ DQG UHSODFLQJ DV QEBM VZDLW KIDOO
KLV KHU \$SDUWPHQWFOHQGDJOHQ VORURURDREH VLRQIL GRIRHG W
RSHQLQJ RQWR FRUULGRUV ZLQGRERVX QDGQDGU UBTDV DQ
[Master Deed XIV.A]

R E W D L Q L Q J D W I K V K K H U R Z Q S H Q W X H U H Q V A N R Q K V L K H K
\$ S D U W P H Q W D Q G Q M G K S I H I U X V R Q Q D Q L S Q U R D S D H Q M W \ D V Q K G D K A L V V K
S H U V R Q D O S U R S H U W \ V W R U H G B R Q w \$ V Q H I D Q G U I D + R X V

, PSUR YH PHQWV D Q G \$ O MAHURDDWWLHR Q R S U R & RH P Z Q W V R U D
Z LWKLQ KLV KHU \$ SHDUDWOPVHQ W, P S1URRMMH D M Q W Q VD QDGW \$ 3DW H
[Condominium Act 55-79.68. (a)]

& 200(5&,\$/ \$3\$570(17±\$

& RPSRVLWL RQ & RPPHUF LDO \$ SDUWRPUHQEW±\$ GR Q V LRQW
3DU [Master Deed III.B]

, W LQFOXGHV WKH HLJKW OR DUGF E G B UWLQDWFROX
VXSSRUW WKH EXLQJ [Master Deed III.B] F R Q G IORRU

3ODQV IRU & RPPHUF LDO \$ SDUWPHQW±\$ GD UH DW ([Master Deed III.B; Master Deed Exhibit C]

%RXQGDULHV & RPPHUF LDO \$ SDUWPHQW±\$ V ERXQGD
9HUWLFD O

-)LUVW IORRU ± WKH RXWHU VXUIDFRQURI DQG ORD
FRQFUHWH ZDOOV D Q G DOXPLQXP DQGDJWDQRRZD O O
[Master Deed III.B.3.(a)]

- 6HFRQG IORRU ± WKH RXWHU VXUPDARQURI DQG O
FRQFUHWH ZDOOV D Q G DOXPLQXP DQW RJHDW/KHZDZD
HYHU\WKLQJ DWWDFKHG WKHU [Master Deed III.B.3.(b)] D Q DW XUDO

+ RUL] R Q W D O

- /RZHU ERXQGDU\ ± WKH XSSHU V XUWDIRH RU WKH I
[Master Deed III.B.1]

- 8SSHU ERXQGDU\ ± DWHK HR IH\WKLHU\ WR BHMFRQG U IDQRJ W K
D Q G DOO PHFKDQLFDO HTXLSPHQW DLQ XRMWKH U Q V V
H[W HQVLRQV DWWDFKHG. WKHUH WR

(DVPHQW \$ QRQ H[FOXVLYH HDVHPXQWFLH DUQH HUYH
GULYHZD\ WR D G\HVW\Q QH RIHGRW\WPRR\ XQKHD H\WOLQH V R
& RPPHUF LDO \$ SDUWPHQW±\$ IRU LWV [Master Deed XIV] VLQHV
XV]

5HVSQRQVLELOLWLHV RI & RPPHUF LDO \$ QBUWRH QW±\$ V
& RPPHUF LDO \$ SDUWPHQW±\$ ULVDQGDQFHDQZKIPW KQW
RSHUDWLRQDO RU VWUXF [Master Deed XIV] B/W KHL QMUS V ERXQGD
XV]

2SHUDWH D Q G PDLQWDLQ WKH ILU \$ SD D QG HQMF R Q
D Q G LWV URRI DQG [Master Deed XIV] G IL[WXUHV

SD\ IRU DOO RI & RPPHUF LDO \$ SDUWPHQW±\$ V XW
XIV.B]

NHHS WKHLU XWLOLWLHV VHSDUDWRH WKH HJWHVUIGGI
\$SDUW [Master Deed XIV.B]

SD\ &RPPHUFLDO \$SDUWPHQW±\$ V SD\ WUQJDVKD
CUHSDLULQJ DQG PDLQWD [Master Deed XIV.B]& RPPRQ (OHPH

SD\ DVVHVVPHQWV OHYLHG IRU WKH DFVRLWQHGR / L
WR &RPPHUFLDO \$SDUWPHQW±\$ DQG

PDLQWDLQ UHSDQHFQGDWH SORFPIQWDFD \$ \$SDUW
HOHYDWRU [Master Deed XV.H]

Common Elements. 7KH &RPPRQ (OHPHQWV FRQVLVW RI DOO S
RWKHU WKD [Master Deed IV.P] HVQKHM , 1&/8'(±

WKH [Master Deed V.A]

WKH EDVPHQW DQG VXE EDVPHQFH DDUQLQJD EROKIPWK
FRQFUHWH VODEVQ GUIRRQF UPHDWHR QHQG ORWV KHWUDV WZDXFWDXU
HOHPHQWV RI WKH [Master Deed V.B] OHYHOV

WKH IRXQGDWLRRQVX POQRVDGF REQRDWHVWV RVWDIE DQ G RFRRIQF UPH
ZDOOV WUDVK URRPV DQG FKXWQHVV DWRDULWZDMMW VO RHEDEH
HQWUDQFHV H[LWV DQG RWKHU EROP\$SKQULWBPWQRVQEZXLOV/
[Master Deed V.C]

DOO FRPSDUWPHQWV RU LQVWD \$IDWYLLFRHQV VRHIUFH QW UR
PRUH \$SDUWPHQWV LQFOXGLQJ EHW CQLRQH VO LPHWVHLDWHR
HOHFWULFLW\ WQODHSWKRQGDW HKAHDWVQV DDQGG FFRRRQGLQLV
YHQWLQD [Master Deed V.D] V

DOO SUHFDVW DQG LPQHW DQG EDDQG QVADQDSRSQHS B D VVWFLR
[Master Deed V.E]

WKH VZLPPPLQJ SRRO DQG GHFN PHQQVVGUHWWV LQJUUR
DQG VDXQD SDUW\ URRP DQG NLWFLKRN [Master Deed V.Z] LPPPLQJ
V.F]

WKH RXWGRRU SOD]D IDFLQJ WKH+ RLXUHW DQGRDIOHQIWW
FRPSRQHQWV H J WKH GULYHZD\ FDFQRSISHV S QHQWV
VLGHZDONV DQG GHFNV DERYH JURGXQIGQ HDVQ GW KDDOMO WHQEY
&RPPRQ (OHPHQWV R [Master Deed V.D] QWV DQG

DOO RWKHU SDUW\ VVRLVW K HRSU [Master Deed V.D] RQ\XWR RWKH
H[LVWHQFH PDLQWHQDQF [Master Deed V.D] HW\ RI WKH EXLOG

7KH &RPPRQ (OHPHQWV '2 127 , 1&/8'(±

DQ\ XWLOLWLHV RU VHUYLFHV ZLWSKDQWDQH \$SDUW

[Master Deed V.D]

& R P P H U F L D O \$ S D U W P H Q W ± \$ V X W F I R O P L S V R I Q H H Q W D F L O
[Master Deed V.C]

& R 2 Z Q H U V , Q W H U H V W L Q W K H & R P P R D Q Q (O Q C H Q L W G H G (I
 L Q W H U H V W L Q W K H & R P P R Q (O H P H Q W V M a s t e r D e e d V I I A) R Z Q L Q 7

+ H 6 M U S T V K D U H L Q W K H H [S H Q V H R I R S H U D W L Q J D
 & R P P R Q (O M a s t e r D e e d V I I A) D Q G L Q V X M a s t e r D e e d V I I A
 D F F R U G L Q J W R W K H S H U F H Q W D J H P R I K L V K H U X Q G L Y

6 X E G L Y L G L Q J

7 K H & R P P R Q M O S T P U H H Q P W D L Q X Q G L Y L M a s t e r D e e d V I I C J R U G L Y L G L Q
 E U L Q J D Q \ D F W L R Q I R U S D M a s t e r D e e d V I I C J R U G L Y L G L Q

7 K H & R M a s t e r D e e d V I I C U H D S S R U W L R Q W K H & R 2 Z Q H U V L Q V
 (O H P H Q W V Z L W K R X W R E W D L Q L Q J J W K H H R Z I U D Q W R H I Q W F R H
 \$ S D U W M a s t e r D e e d V I I . B)

7 K H & R 2 Z Q H U R I & R P P H M a s t e r D e e d V I I C S D U W Q W P H Q W ± \$
 D W D Q \ W L P H E \ D P H Q W R W B H M G K B I P O H D Q M G A Z H U L W H W H H Q Z R Q K
 R I H Y H U \ P R U W J D J H H R I L Q W H U H Y M a s t e r D e e d V I I C & R P P H U F L D C

- 7 K D W M a s t e r D e e d V I I . B O X G H & R P P H U F L D O \$ S D U W P H Q W ± \$
[Master Deed VII.B]

- 7 K H W R W D O R I W K H U H M a s t e r D e e d V I I . B X D Q Q Q W K Y H L Q W R G V D Q W R
 R U L J L Q D O X Q G M a s t e r D e e d V I I . B W H U H V W V

8 V H R I W K H & R P P R Q (O H P H Q W V 8 V H R (I W W R H & R P P R Q
 2 Z Q H U V D Q G W K H L U 7 H Q D Q W V D Q G W R S & R V H Q M H U D / Q G Q
 E X V L Q H V V M a s t e r D e e d V I I . B V

7 K H F R U U L G R U V V L G H Z D O N V Q W K Y H L V X W H Q D G V
 I R U D Q \ R W K H U S D O S W V B Q W K L D Q W K R U R X J K W K H P

- 3 O D F L Q J R E M H F W V & R I P D Q Q N D Q C H Q W W K I B - 3 5 2 + , % , 7
Laws VII.5]

- \$ V D Q H [F H S W L R Q W R W K H I R U M a s t e r D e e d V I I . B J X Q Q J G R Q L G X
 F R U U L G R U Z D O O V L I Q R & R 2 Z Q H U R R I E D M a s t e r D e e d V I I . B S V D U W P H Q
Laws VII.5]

6 W R U D J H 6 S D F M a s t e r D e e d V I I . B Q W R X Q R F L Q R 2 Z Q H U V W K H H [F O X V
 V H F X U H W K H V W R U D J H V S D M a s t e r D e e d V I I . B Q L D V Q I I (I : K L E L W & W R
Master Deed Exhibit C]

7 K H & R M a s t e r D e e d V I I . B Q L D V L J Q D W O H D V W R Q H V X F K V W R U D J I
[By-Laws III.1]

8VHU)HHV 7R WKH H[WHQW WKH *RUMQDQQR VRFXPHQ
UHDVRQDEOH XVHU IHHV ZKHUHYHURWKKH&RPRQRQ WORIP
WKDQ DOO W[KChandsonduXVBP57Q.W]

/,0,7(' &20021 (/0(176

&RPSRVLWLRQ 7KH /LPLWHG &RPPRQ (OHPHQWV FRQV
WKH SDUNLQJ VSDFHV QXPEHUHG MasterDeed XJK L
WKH H[FOXVLYH XVH ULJKWV RI ZKLOFIRUE\$SDRUQJ PMRQ V
WR WKH &RUMQDQQR VIADQG

WKH HOHYDW RU VKDIW HOHYDW RHUORQE\ DQG H
&RPPHULDO \$SDRUQDQW ± \$

\$VVLJQPHQW /LPLWHG &RPPRQ (OHPHQWV MasterDeed DUQ DVVLJ
WKH FDVH RI &RPPMUFV DQHSDUWRUWODDFQV LWRL HDVS IRQY\$X
W Master Deed LQ WKH FDVH RI WKH QXPEHUHG ESHDUNLQJ VS
UHDVVVLJQHG H[FHSW E\ DQHOLQJ AWW5-R95TA/G RFXPHQWV

\$ /LPLWHG &RPPMUFV HUPHDQWLJQHG XSRQ ZULWWH
WKH 3UHVLGHQW RU VXFK RWKHU [Childbirth Act DV WKH
55-79.57.B]

\$ &RPPRQ (OHPHQW QRW SUHYLRXVO\HDVHQLWQHG
MAY NOT EH VR DVVLJ Master Deed OIHW DPHQHG HG E\ D GHFOD
VWDWLQJ ±

- WKDW WKH &RPPRQ (OHPHQW PD\ EH VR DVVLJQH
- RQFH DVVLJQHG WKH FRQGLWLRQ DQG GRQ YZHULWK
WR &RPPRQ [Childbirth Act 55-79.54.(a),(6), 55-79.57.C]

'XW\ RI WKH &R 2ZQHU (DFK &R 2ZQHU RROUGLQJLM[HG
&RPPRQ (OHPHQWV KLV KHU SUR UDWD VKDUH RI WKH W
&RXQFLQH VWDDEOLWKKH&SDHQDXDLORQ IDPQHP DLLQLWHHG&RPPRQ
(OHPHQWV Master Deed VI.A)

3DUNLQJ 6SDFHV 7KH SDUNLQJ VSHFRH&RIPQRQK HOJDPUD
RZQHG LQ IHH VLPSOH E\ DOO &R 2ZQHLQW BFRWGVZR
7DEOH D[Master Deed VI.A]

3DUNLQJ VSDFHV \$5(DVVLJQHG WRH [FOOGILLYGX DO
XV[Master Deed VI.A]

([FOXVLYH XVH RI WKH SDUNLQJ VSDFFHURUDVQDF
\$SDUWVHQM VROG RU WUDQVIHUUHG DPRQJ WKH &R
VHS DUDWHO\ IURP WKHLU \$SDUWVH QPVRV WZUDWKHVRI
DIIHFWHG \$SDUWPHQW Master Deed VI.A N LQJ VSDFHV

\$ & R 2 ZKHQ W H Q W R X W W K H H [F O X V L Y H X V H U L J K W
 WR K L V K H U \$ S D U W P H Q W L Q G H S H Q G W Q W Q W D Q C H / W S
 L Q F R P H Z L O O E H [M R s t e K D e d K H J U E H Q H I L W

7 K H & R X Q F L O K R O G V H [F O X V L Y H K D W U L J K W V I R U
 X Q D V V L J Q H G Z K H Q W K H & R X Q F L O [M R s t e K D e d R Q W U R O R I
 VI.A]

- 7 K H & R X Q F L O H Q W R X W W K H H [F O X V L Y H U L J K W V W R
 S U R [M a s t e r D e e d VI.A]
- 7 K H & R X Q F L E O H D U W K H F R V W G V P R D I L Q S / H D W Q Q J W D Q V H
 V S D F H V R Q W K H V D P H E D V L V D V J V H \$ E Q X F U Y L E H Q G H P
 U L J K W V W R / L P L W H G M & R P D e e d Q A (O H P H Q W V

7 K H I H H D V V H V V P H Q W R I W K H J D U D [M a s t e r D U N L Q J V S
Deed VI]

- 7 K H R S H U D W L R Q D Q V C H P D S L D Q M M H Q D Q D Q Q Q R J D H J U V H G H I W
 D V R I W K H F R P P R Q [M R Z V R W I V O R R U K V E V R L L O N G K L H Q J I O R R U

- 7 K H S U R U D W D V K H D U H R I R K H & R & R X Q F L O H K R Q G L Q J
 U L J K W V I R U [M a s t e r D e e d] Q I S W H U V P L Q H G E \ G L Y L G L Q J W K H
 J D U D J H V S D F H V E \ D Q G P X O W E I S O \ R Q \$ D M K H L Q X F
 V S D F H V U H V H U Y H G I R U W K H H [F O X Q R X Y Q H F L X O / H , R Q I W K D
 D S S O \ L Q J W K L V I R U P X O D S D U N L Q J H V . S L D Y F H Q V D Q X P D H K U
 R I D Q G W D Q G H P S D U N L Q J V S D F H W H Q Q P D E M D Q G H R I
[Master Deed VI.A]

- R I W K H & R P P R Q (O H F H W F U R L Q F D O G F R V W G V D K V W D U D J H
 D P R X Q W L V S U R U D W H G E D V H G X S R Q X Q I Z Q J H U V K L S W
 & R P P H U F L D O \$ S D U W P H Q W ± \$

-) L Q D O O R Q W K O \ R) H & D Q D X Q S D W L R Q O H W K R G R O R J \

7 K H \ G L Y L G H G W K H 727\$ / * \$ 5 \$ * (& 267 E \ W K H W R W
 V W L S X O D [M a s t e r D e e d] Q W K H 1 R W W K H D F W X D O Q X P E H U
 D Y D L O D E O H I R U X V H W R G H U L Y I R H D F R R V Q W K D H H S D

7 K H \$ + 7 U H D V X U H U P D L Q W D L Q V D * \$ 5 \$ * (7 (0 3 / \$ 7 (F D O F X O D W H W K H H J D U D H H [M R K Q H W K O W H D S R Z P H W K R G R O

- 7 D N H W K H F R V W W Z L * W Q R M W O H O H G W H U L F F L R G H
 P X O W L S O H E \

- ' L Y L G H E \

- O X O W L S O \ U H V X O W R I E \ Q X P E H U R I V L Q J O H
 W L P H V W D Q G H P V S D F H V 7 K H V X P R D W W K H K M H W Z R
 S D U N L Q J I H H V V K R X O G U H F R Y H U

7 + (\$ / (; \$ 1 ' 5 , \$ + 2 8 6 (5 () (5 (1 & (0 \$ 1 8 \$ /

3 \$ 57 21 (

o & D O F X O D W H S D R J N H Q J W I K H D W D M R R Q X Q M P I H H S L Q J
DW W L P H V W K H V L Q J O H V S D F H I H H
+ R Z P D Q \ S D U N L Q J V S D F H V D U H W K H U H "

TABLE 2 – ALEXANDRIA HOUSE PARKING SPACES

\$ + 3DUNLQJ 6SDFH	%UHDNGRZQ		
5HVVLGHQW VLQJOH	VSDFHV		
5HVVLGHQW 7DQGHP	VSDFHV		
6XE 7RWDO UHVVLGHQW V\$DFHV	PXVW PDWFK 0DQDJH PHQW PRQWKO\ ELOOLQJ		
&RXQFLO VLQJOH VSDFHV			
2ULJLQDO VSDFHV	QRZ XQXVDEOH		LV K
6XE WRWDO QRW ELOODEOH	V\$DFHV		
&RPPHUFLDO QXPEHUG	VSDFHV		
&RPPHUFLDO QRW QXPEHUG			
6XE 7RWDO &RPPHUFLDO ELOO	PXVW PDWFK 0DQDJH PHQW DFOH PRQWKO\ ELOOLQJ		
7RWDO DOO VSDFHV			

Obligations of the Council.

7 K H F R Q W U D F W E I \$ W B H D H Q Q G W K B I & Q V E K W R R T H D X W K Q R I S J H U G
\$ O H [D Q G U L D + R X V I H U W B I T Q L D U F M G L W R Q D H Y H F O A R D S N H H U Q D E Q G W E K I H W
2 Z Q H U V D Q G & R X Q F L I O U X I S R V S N V L Q R V P B K H O R R P H Y R I G W K R V H
U H T X L U H P H Q W V Z R H Q M H W R I X V V W G X R I Q L Q U F V K H D U Q / G E I R Q W I R Q X / H H
G D \ D Q G D U H E L Q G L Q J X S R Q W K S T & R X Q F L O 7 K X V W K H

PDLQWDLQ D SDUN RQ 3DUFHO
E\ WKH JHQFH on SIXEOLlbFCity Council 51

N H H S W K H S O D] D R S H Q C M A R i o n s V i t r o l e s I m p o s e d b y S a i G H V W U L D Q V
Council 11

P D L Q W D L Q O X V K O D Q G V F / *Representation Made by* D W X U H V K
Madison Associates 2.c]

7 + (\$ / (; \$ 1 ' 5 , \$ + 286 (5 (1 & (0 \$ 18 \$ /

3 \$ 57 21 (

S U R Y L G H O D Q G V F D S L Q J R Q W K H S Y U H R S K H W \ D O R Q
S R W H Q W L D O O \ R S V K U H H S D U V H L Q J I J H D P U M D H Z H H D D I O Q R P Z M K H
V L G H [Conditions Imposed by City Council 2]

X V H H O H F W U L F L W \ I R U K H D W L Q J D Q G D L U F R Q G L V
[Representations Made by Madison Associates 2.e]

L Q V W D O O X Q X G W H L L Q J L U M R X Q G Q D H O V O R Q H / R o u l d i n g M D F H Q W W
Imposed by City Council 3]

L Q V W D O O W K H U P R D Q / R e p r e s e n t a t i o n s M a d i s o n A s s o c i a t e s H G J O D V
Associates 2.d]

D S S O \ D E U R Q] H I W Q L O K Q W R B Q G F R G Q G R Z I U D P H V
[Representations Made by Madison Associates 2.b]

R E W D L Q W K H & L W \ O D Q D J H U V D S W U R Q D R Q B D O / K H L
[Conditions Imposed by City Council 7]

\$ ' 2 3 7 (' % < 7 + (% 2 - \$ 51 8 \$ 5 <

IV. THE COMMUNITY

.H\ 3RLQWV IRU &R 2ZQHUV DQG 7HQDQWV
+HUH DUH WKH UHFRQH\ VDKIDHM\ WP RWKHQ\ QDQK DOMLYRLLQ JR IL Q Y
\$OH[DQGULD +RXVH
,I \RX DUH D 5HVL\GRHQPRW &W ZHQ\HJURH W K D \WL\RX D Q G \ NQRZ ZKLFK \$FWV DUH UHTXLUGH DQG ZKLFK DUH SURK ,I \RX KDYH RXW OPHDQMM G\RRXX\UX\$/SDUH\Q\N\Q D Q W K D W \RX NQRZV WKH VH UXOHV IRU \RX ZL\Q KEDHY KRIQ G QU H V S R Q V \$OH[DQGULD +RXVH

Composition Mandate. \$OO SUHVHQW RU IXWXUH &R 2ZQHUV 7H EXVLQHVV LQYLWHHV RU JXHVW WHRS\O B\QD QRGW\KHDU+ B\QUMRLO PDQ\QHST DELGH E\ WKH UHHTQ\ LXSHRFQH Q\W M PL\E SLR\NS B Q\LF\IE OH WKH *RYHUQLQJ^{By-LRME X3P} HQWV

\$OH[DQGULD +RXVH &RPPXQLW\ 7KH R\XW\Q\O\H\ZKR LQ GHVFULEHG YDULRXVO\ LQ WKH *RYHUQLQJ 'RFXPHQWV

&R 2ZQHUV 7ZR 7\SHV 5HVLGHQW DQG 1RQ 5HVL
5HVLGHQWV

7HQDQWV

2FFXSDQWV

0HPEHUV RI +RXVHKROGV

*XHVWV

9LVLWRUV

,QYLWHHV

%XVLQHVV ,QYLWHHV

(PSOR\HHV

6WDII

\$JHQWV

³7RJHWKHU ZLWK WKHLU DXWKRULVH\QV &H\W\O H\W\KQ\Q\UPLI[- &RPPXQLW\ '

8OWLPDW^H 6RXUFH RI 5LJKWV DQ GL QX \$VQIH\ND Q\$GOU^L DJ L+JRK
 DUH YHVWHG LQ WKH & R 2ZQHUV H7K IS HU1LJGHQWV\Y QHGQ \$VURL
 WKHP IURP & R 2ZQHUV N E QW WIK H1LDUPV\LEW O H W LDHQG DWH5/H\$ VR
 GHYROYH XOWLPDW^H & R QXSHRTQX & R V2 O QIHD Q H\$ & R U2VZQHHQWR ±
 KH VKH \$EVHQW RW 85/H YD\$GH OSW 32E 61,D/J, K, M <DIRWUVWR I
 HYHU\RQH WKDW WHKHL QKMR L\$OOWH\YDQGQULD + RXVH

*HQHUDO , QWHQW 7KH UHTXLUHPHQW VS HHRSKOPHH WD FMRHQ
 \$OWKRXJK LQ VRPH VLWXDWLRQRU\WBRHQ DJ WWRUQH±LW KQH.
 LQWHQGHG RYHU\WQDHS XURSRM Q GL KLSYRLNGUXRDJHQ H Q W\R IDQISR
 FRPPXQLW\ WR LQGXFH \$OH[DQGUWDR+RXV\W R 5H WL DQIR
 WRJHWKHU ZLWKRRQYH QPSIQLQJ RQF\QQR\LQJ RQH DQR

Rules for a Friendly Social Atmosphere.

& RPPXQLFDWLRQ %HWZHHQ & R 2ZQHUV

\$SSOLFDEOH /\$: 7KH & RQGRPLQLXP \$UFW W R
 3HVWDEOLVK D UHDVRQDEOH HIIH FWRL YHK HD QIG] HIUDHQG
 QDWXUH RI WKH FRQGRPLQLXP IRU XNQKLHP VRHZQYHUVW
 ZLWK WKH H[HFXWQY HD Q\UBDQ W H U D E U G Q R F Z H Q J Q L V Q J W K H
 DVVRFLDWLRQ ' , Q QD E V G K L D M Q R Q R W \S W H R E Y D O U R I S W K R U D
 GLVVHPLQDWLRQ RW KFHR QW W Q W L R I O D W Q M J R D W G R Q F H D L Q Q L P
 XQLW RZQHUTV DVVRFLDWLRQ '

,PSOHPHQWLQJ ,QVWUXFWLRQV & R PPEXQLYFLDWLRQ
 %XLOGLQJ/LQN 7KH GHVLJQDW^H G H U H D% X D O W K H M Q Q R
 7RSLFV 2ZQHUTV & RUQHU

L & R 2ZQHUV DUH SHUPLWWHG WR XVH WKH VH

LL \$OO RZQHU VXEPLWWHG FRPPHQW VWRKUH LQIRU
 \$OH[DQGULD + RXVH FRQGRPLQLXP RDWWRKQV&B\QFL
 QRW DOORZH^G

LLL 7KH %RDUG WKURXJK D %RDUG RU PDIQDJH PH
 UHVHUYHV WKH URJKAQ WLRY HUHRPUR R 18 KHDQWILHV R ULQDSS
 XQDXWKRULJHG SRVWLQJV

LY 1HLWKHU WKH %RDUG QRU PDQDJH PHUQW DFW
 ZKDW LV SRVWHG RQ WKH VHUYL\RHU ZDQGWFDQQRW
 RZQHUV SRVW

Y & RQWHQW SRVWHG RQ WKH VHUYL\QHW FDQQRW
 IRXO ODQJXDJH BDO DDOORVIOHQWAL YDQG RIVQWRI QWWS RQW
 RIIHQVLYH LQDSSURSULDWH FRQWHQW LQ ZULWLQ

0DQGDWRU\ 0HDVXUHV IRU & R 2ZQHUV (MRHU\ & R 2ZQH
 GDPDJHV DQG OLDELOLWLHV WKDSW BDRUUPHQ\N\THMV MDRUP K
 PDLQWHQDQF By-DasGvU.H\$ DHLJU MUST ±

SHUIRUP SURPSWCH[SDHQ VHL VDIOHOU PRBZQ WUH CZBQ NH D
ZLWKLQ KLV KHU \$SDUWPHQW ZKL FGULIDI RRPX WHWHG L
HQWLUHW\ RU LQ D SDUW E/BYCLM QWILQaj] WR RWKHU & R

REWDLQ FRPSUHKHQVLYH OLDELOKHWU\ QFDXXUDHGFI
DQ\ IDLOXUH RI WKH & R 2ZQHU RU DDQW RRWKJXUH SWULQ
KLV KHU \$SDUWPHQW RU DQ\ SHWL DQLW\ KW\\$SDUWPHQW
PD\ IURP WLPH WR /By-LR\HVXWSH/F LI\ DQG

LQGHPQLI\ DQG KROG WKH & RXQFLODDJQG QDVMO DRQNG
IURP DQ\ ORVV FODLP RU OLD EW\ OPLDW\ DRUIL\ Q\ RNKLQ CR
KLV KHU NHHSLOQ\ JDLQ\ DQ\ LRPID\ Q\ RQ\ Q\ S\ UDWL
+RXVH RU SHUPLWWLQJ DQ/By-ZH\QV\QW RU YLVLWRU W
0DQGDWRU\ OHDVXUHV IRU ~~Master Deed XVI.C~~ HQWV (YHU\ 5HVLGH

PDLQWDLQ KLV KHU \$SDUWPHQW UQHDIEQIP DQG
DFFXPXODWLRQ RI IODPPDEOH OLT XW\KDW SFDRSCHMUWL WUX
ILUH K/By\Deed GII.2.(c)]

H[HUFLVH VSHFLDO FDUH LQ KLV K\B\ D\WHWRRI D\RK
GLVWXUELQJ RW [Master Deed XVI.G] HQWV DQG

GHSRVLW DOO JDUEDJH WUDVK HD\QKGX\WWKHU GLV
UHFHSWDFOHV RU GHVLJQDWHG /Q\RFIDW\XRIQ\ SURYL
3URKLELWHG \$FWLYLWLHV 7KH IROORZLQJ DFWV DUH

QR[LRXV DQG RIIHQVLYH DFWLYLW\QHFW\ WW\RDW FUH
5HVLG [Master Deed XVI.C]

PDNLQJ DOWHUDWLRQV RI LQWHU\LR\XZDGO\RU\UV\XW\HED
VXSSU [Master Deed XVI.C]

OHDVLQJ DQ \$SDUWPHQW [Master Deed XVI.D] V LHQW SXUSR

NHHSLOQJ RU PDLQWDLQLQJ DQLPDOV RQ\DIQW WKD
\$SDUW [Master Deed XVI.F]

EUHHGLQJ RU PDLQWDLQLQJ FRPPRQ\SRXH\KROG
[Master Deed XVI.F]

XVLQJ FRUULGRUV VLGHZDONV GURLW\KHD\WKBQ U
QRUPDO WUDQV [By Law\KU\JRXJK WKHP

SODFLQJ RU FDXVLQJ WR EH SODFHRC DQ\WNLQ\&R P
KRZHYHU LI QR & R 2ZQHU RQ WKHL\BPM RO RDRUWRZEMU
PD\ EH KXQJ RQ [By Law\KU\JRXJK WKHP ZDOOV

SRVWLQJ DGYHUWLVPHQWV SR\SWH\Q\&FHV\Q\ D
WHPSRUDU\ VLJQV DQG SHUPDQHQW\&R\XQ\&L\DX\W\Q\RGUL
[Master Deed XVI.B]

7+(\$/(; \$1'5,\$ +286(5()(5(1&(0\$18\$/

3\$57 21(

KDQJLQJ RU VSUHDGLQJ FORWKLQLOODXQXFUK\ UX
PDWHULD OV XSRQ HDUQ H EVDIOUFIRRU B BURMQRNQ RRU D QR\$S D
SDUW RI WKH & R~~PRsR/Qekd~~OMIDH Q WV

5HPHGLDO 3RZHUV RI WKH & RXQFLO ±

7KH & R~~MAX~~YFLQWHU DQ \$SDUWPHQW WR DEDWH DQG
2ZQHU V H[SHQVH FRQGLW~~IBRQws IX3K(D.W]~~ FDGXVH D YLR

7KH & R~~MAX~~YFLVH VHOI KHOS H J WRZLQJ D YHKLF C
YLR O~~BWL~~Rs X.3. (b). (ii)]

, I D 7HQDQW RI DLQV&WR2ZCRISOD ZRWKIDWKHR I WKH
*RYHUQLQJ 'RFXP~~HAW~~VD IWKHU %GRDIUORWL FH DQG SURI
WKH 7HQDQW EH HHY DROWIRG± 39 R2W\$7 , 216 ' , 6387(6
6\$1&7 , 216 \$1' & 203/\$, 176' ~~DBWL~~3~~DBWL~~. (c)]

\$'237(' %< 7+(%2\$5' 129(0%(5

V. ORGANIZATION AND GOVERNANCE

.H\ 3RLQWV IRU &R 2ZQHUV

7KLV 6HFWLRQ GHDIORUZDVKJRKZWRDODRMWDKLHQ &DRQG HQK
2ZQHUV SURSHUW\ YDOXHV DQG WKH 5HVLGHQWV\ TXDC
\$OO RI WKH SHRS\ HWDKR\ VS HIIQI XRPUPXW\ WHG K\WUW KOHUH YRC
JLYH IUHHO\ RI WWDKOHLQWWL\ WR DQXGI\ K\WU\ R XD QKD W LI \R
LQGLYLGXDO KRPHRZQHU \RX ZRXOG KDYH WR GR IRU \R
7KH &RXQFLO GHSHQGV XSRQ LQGLYLG\ D O Q&R 2ZQHUV \R
VXSSRUWLQJ WKLV FRPPRQ HIIRU\ WR R\RLXWDWUHH MQFRXUD
DQG WR DWWHQG DQG SDUWLFLSDW\ H LRQH B\O\Q Q\J RDUG &
\$V DQ DEVROXWH PLQLPXP ZKHQ WR\ L\\$Q\Q\X\HGO EXW QRW
0HHWLQJ \RX DUH HQFRXUDJHG W\BURRRP\\$OUHPW H DQG VH

The Council.

5 H V S R Q V L E L O L W L H V D Q G 3 R Z H U V \$ // 5 (Q F 2 0 1 X G % Q J 7 , (6
I L Q D Q F L D O U H V S L R Q Q V Q L E W Q R L P W D I H Q W H S Q R D Y A D M L R Q H S D H V W R U D
U H S O D F H P H Q W R I W W K M B B A P Y R H Q V W C H G P H Q i n W K A t s S R X Q F L O
79.79.A.(i)]

L W K L Q W K H E U B B G H N U F V R S W M K R H I & R V X D Q F (L O C 2 L V 5 V S W R L + L F D C

HPSOR\ GLVPLVV DQG UHSODFH DJJ BQW V DQG H P
GLVFKDUJLQJ W KHW & RDQGF U@ W S B Q Y L E A O S E W L H V
79.80 A.U

PDNH LPSURYHPHQWV LQ [Wkhin&RPPS-Q (OHPHQWV
79,80,A.2]

D F T X L U H K R O G F R Q W Y I H W O D H Q G W H R Q T O X C E L H S U R S H U W I
\$ S D U W R C H O W N *Num Act 55-79.80.A.4]*

H Q W H U D Q \ \$ S D U W P H Q W Z K H Q Q H F I H Q / W B I Q ' D @ / R H F D R U
F R Q V W U X F W L R Q I R U Z K L F K W K H & R M X Q H F & Q D Z Q H H U \$ R C
U H V S R Q V L E O H E X W H M D H G Q D R I W H E L H B Q E S R U P P S H Q & D R M H Q Q I R O W L
[Master Deed XVII]

HQIRUFH D QG IRUHFORVH-LQH^W HQWVH JIRU DVVHV VVPHQW

JUDQW WR & R ZZQHUV WKH H[FOXFORHWUG JKWR WR.
VSDFHV VKRZQ RQ MasterKIDeed By&Law RI. W KH

JUDQW RU ZLWKKROG DSSURYDO R2ZDQH UD/F VRILUR Q E
RWKHU SHUVRQV HQWLWOHG WR R#FLXVS V DHQWS\$HDLURWUP I
DSSHUDQFH RU WKDW *Consumes* H[DQW]Q[SOLAD] + RXVH

D V V H V V F K D U J H V D H D L I Q W D Q Q Y & R Q Z E Z Q Q B Q J R I W K H
 ' R F X P H Q W V I R U Z K L F K W K D W & R 2 Z Q R I O G R K L P H R H E U V
 7 H Q D Q W V D Q G K L V K H U J X H V W V [Condominium Act 55- 79.80:2.A)]

D G R S W 5 X O H V D Q G X V H S I X Q G W D L & R V 2 X Q K H D U W D F U Q U K W H
 R U V H U Y L F H V L Q W Q Q G W Q J V M W Y D L Q F G M D O I G S W K R U Y R & J H G V G K L W H
 & R X Q F L O I R U Q R Q S D \ P H Q W R I D V V H V V P H Q W V P R U H
 [Condominium Act 55- 79.80:2.A.(i)]

L Q W K H H Y H Q W R Q I & R I 2 Z Q D W L R I Q D E S J Q C V F B E O H V W D
 F R Q G X F W V X H W R I B H F C D Y P H D J M X P R U G K R U H Q M Q Q F W L Y I
 [Condominium Act 55- 79.53.A; By-Laws IX.3]

D P H Q G W K H % \ / D Z V D W D G B X - D a w s F X R Q V W L W X W H G O H
 ' X W L H V % H V L G H V W K H D O O H Q F R P I S I D V V I R Q J V G X W K H M R
 * R Y H U Q L Q J ' R F X P H R Q W Q V F I D O / V D L Q Q P W E R H & V R I H V \$ H F W K L F & G R X W Q L F
MUST ±

H V W D E O L V K D Q G L W S R R A H H D W D I O V O V P R Q Q M R V / Q D Q G S U H L Q D V I
 + R X V H G X U L Q J W K H P r o p e r t y M a i n t e n a n c e & W e e k e n d D a y By-Laws
 III.1, VII.1.(a)]

D S S U R Y H W K H [By-Laws XIII.1] E X G J H W
 U H Y L H Z W K H % R D U G R I ' L U H F W R U V R D U U D Q J H P H Q V
 \$ O H [D Q G U [B D - L a w s X I V] H

P D L Q W D L Q D * H Q H U D O 2 S H B U D W U Q J 5 H V H U Y H \$ F F R
 N H H S G H W D L O H K G F H H S W V G D / Q R I H D [S U B V Q G H W R X S U H M D W I U R
 D Q G D G P L Q L V W U D W L R Q R I \$ O H [D Q Q U F I H D D + Q R G X W I H S D S H F
 H [S H Q V H V R I W K H & R P P R Q (O H P H Q W V E D Q W K H D Q R R Q W R K H
 [Condominium Act 55-79.74:1.A]

D G R S W D Q R Q G L V F U L P L Q D W R U \ H P I S I O R H R H Q W S R C
 S R V V L E O H H P S O R \ P H Q W R S S R U [R e p r e s e n t a t i o n H M a d e R U \$ O H [D
 by Madison Associates 3]

R E W D L Q D Q G P D L Q W D L Q D G H T X D W H H L U H , Q V X U D C
 & R P S U H K H Q V L Y H / L D E L O L W \ , Q V X U D Q F V H U D D Q G F H R U N P H
 [Master Deed XIII]

I L O H W K H ³ \$ Q Q X D O E \ 5 M S K R H U S L U U H Q X R D D H G D O (V W D W H
 [Condominium Act 55-79.93:1.A]

P D L Q W D L Q D E R R N H Q W L W O H G 3 D S U S V D U H W P H Q F M V U H
 7 K H 0 R U W J D J H % R R N Z K L F K V K R Z V Q R D P H R D U F W J & R J H Z
 R Q K L V K H U \$ S D U W P H Q W W K H Q D P G H V D Q I G D D P R G X U Q H W V R
 W K H [B Y L E W V I I . 1]

QRWLI\ HDFK PRUWJDJHH RI DQ\ GHUQ XVKH RI WKH SD\PHQW RI DVVHVVKH QWND XDW\ DQW\ RQW\ KDGHRXQG *RYHUQLQJ 'RFXPHQWV WKDW [By-Laws QI.R.W] FXUHG ZLWK

DVVLJQ DW OHDVW RQH VW RAY-DawHII/SDFH WR HDFK

SRVW QRWLFH RIL DDO\ LSRIQWWLQ\ LRGH XQSRSPHQV KVH & R P F RQVLVWLQJ RI FROOFSLGF DRIV W KHJ KORBSI WWR QVGZK HWH DSSOLHG DW OHDVW KR X[oldoEhiiRAH5LWV DSSOLF D 79.80:01]

EHIRUH WDNLQJ DFW LWRQUPV Q B FMUQHI GDEHW D QG UWLQH ZULWWHQ DSSURY DDO\ RD D&KND VH \$O D QDQWNRXQH KROG % long as they are mortgagees], WRJHWKHU ZLWK WKDW RI SHUFHQ PRUWJDJHHV RI DQ\ [By-Laws KVH.3(\$)] DUWPHQWV

5HVROXWLRQV DQG 'HFLVLRQV ([FRHQSW DQVG RUWKVHLQZLW RI WKH & RXQFLO PXD\ WDEMHD SWURRY HNGHEV & R VZ ZLQH SMUVRC SUR[\ DW D 0HHWLQJ DW ZKLFK W[KH] D GXO\ FRQV 7KH & R 2ZQHUV

(YHU\ & R MZSQ HEUH DW OHDVW RQH RI WKH IROORZL

- DQ RZQHU RI UHFRUG RI RQH [By-Laws PR.UH] RI WKH \$S
- WKH VSRXVH RI DQ RZQHU RI UHFRQH [By-LZR] UHVLC I.4.(b)]
- D SHUVRQ ZKR RZQV DQ \$SDUWPHQWULQSDR XVGIXFL ZKR UHVLGHV LQ W[KH] \$SDUWPHQW DQG
- 7KDW SHUVRQ QDWXUDO SQH USVDRQW QFRW\SKRLSD WDLRV RWUXVW RU RWKIH KIRHOQW QW\WFLDSODHR QH\ RQH HFDROP S UQRISW WKH [Ch Rohinium Act 55-79.41]

7KH & R 2ZQHUV FRQQMLOW RW&RW2ZHQ &UR XRVIH\$OH [DQG 7KH & RXQFLO ± ZK\$FK 5E\B21V6,8%7/, 7< IRUHDGQILQLV \$OH [DQGU [By-Laws PR.UH]

0((7,1*6 2) 7+(&281&, /

1RWLFH 7KH 6HFUHWDU\ ZLWK MZS\ SRD\W\ RDI QWRKWLTHQ HDFK \$QQXDO DQG 6SHFLDO [By-Laws PR.UH] WR HYHU\ & R 2ZQ

7KH QMUSTFHW DWH WKH WKRHDIDQGLQQD IDQGRILWV S [By- Laws III.4]

7KH QMUSTFHW PDLOHG DW OHDVW EXW QRW PRU WKH OH [By-Laws QI.I.4]

- \$ QRWLFH WKXV PDLOHG LV FRQVWGHU HG WR EH

& R Q G X F W R I 0 H H W L Q J V

\$ O O P H M U S T [REDACTED] H V R S H Q W R D O O & R o n 2 d o m i n a n t R I U H F R U
55-79.75.B]

7 K H 3 U H M U S T G I S Q W [REDACTED] G o l k III.7]

7 K H 6 H H M U S T W D H M S W K H P L Q X W H V R I D O O 0 H H W L Q J
W U D Q V D F W L R Q V / R E F X I I . 7] L Q J W K H U H D W

7 K H 3 U H M A Y G I S Q W L Q W D S H U V R Q W R / R y H U V Y H D V 3 D U
III.7]

7 K H F X U U H Q W H G L W L R Q R I 5 R H M S T W R Y S I X Q H W K R H 2
F R Q G X F W R I D O O 0 H Q V F I R Q J O L E W H Q L Q R R F W W P K H H Q * V R Y H R W Q W
9 L U J L Q L D & R Q G / R y P l u Q M X P \$ F W

4 X R U X P 7 K H S U H V H Q F H D W D 0 H H W D Q R U L Q V S R I U W R Q I R
2 Z Q H U V F R Q V W L / R y X M H A B / D T X R U X P

\$ P D M R U L W \ R I & R R Z Q H K U R W F R & Q R V I Z V Q H N U W K D Q O G L Q J
S H U F H Q W R I W K H Y / R y W H V I I . 2] H Y R W H V

3 U R [L H V

(Y H U \ S A U S T [\ ±

- E H G D W H G D Q G V L J Q H G > & R Q G R P L Q L X P \$ F W
- E H I L O H G Z L W K W U K H W 6 K H F U W H V P D H D S E S H R V D Q V J H G I R U W
Laws II.4]
- L Q F O X G H D E U L H K H H H S O H D F Q D W L R Q X D Y L Q V W W U K H F V S I U Q [
Condominium Act 55-79.77.D]
- E H W H U P L Q D W H G D I W H U W K H I L U L V M K P M K H W S L Q R [K H C
Z D V H [H/Excluded H G Condominium Act 55-79.77.D]

\$ S U M M A Y N O T E H U H Y R N H G H [F H S W E \ D F W X D O Q R W L
[Condominium Act 55-79.77.D]

9 R W L Q J (Y H U \ & R 2 Z Q H U L V (1 7 , 7 / (' W R W F D H V Q W W R Q H V K R
R Z Q B y - Laws II.1.(a)]

9 R W M S T E H F D V W L Q S H [R y - R a Q s I R 4 U E \ S U R [\

, Q W K H H Y H Q W W K D W & R P P H U F L D O 2 S Q D H U U W P B Q M / ± \$
(1 7 , 7 / (' W R R Q H Y R W H [R y D P R Q U M] W W K H P

- , Q W K D W H Y H Q W R W K Q H Y U R / W R H I R & R P K H H W S A U S Y O \$ S D U W
E H D O O R F D W H G S U R S R U W L R Q D W I H Q L V L D R F Q F R U G L Q J W
[Condominium Act 55-79.77.B]

, I DQ \$SDUWPHQW LV RZQHG E\ PRULH WKDQHQHQQH DS
 D OHHLWLQJ RI WKH MAX & R QWLWKHYR KHH SHUWDLQLQJ V
[Condominium Act 55-79.77.C]

\$ & R 2ZQHUV YRWH DW DQ\ OHHLWLQJ RI WKH & RX
 GHOLQTXHQW IRU PUSHDWLQDQ\ GWDQHQFNLBOWREO&R
 DQG SD\PHQW RI WKDW REOLJDWLBRQRUDWRQWWHPDGHV
[By-Laws II.1.(b)]

\$GMRXUQHG OHHLWLQJ RI ,W\&RKHQHQDQ] F\&QIQRWODHNR
 TXRUXP WKH & R 2ZQHUV SUHVHQW G M Q XSHQWRKQH DQG VEL
 WLPH QRW OHVV WKDQ KRXUV DOWDHHWKQJZLDPMH FIRDO
Laws III.5]

\$QQXDO OHHLWLQJV 7KH & RXQFLO PXWDFKRLQ&FDDQ \$QO
[By-Laws III.2]

\$W WKDW OHHLWLQJ WKH & RXQFLO

- E\ YRWH DQG SUR[\ EDQ\&R [I.2] HOHFW 'LUHFWRUV
- KHDU UHSRUWV RI WKH 2II [By-Laws VI.1.] DQG & RPPLWWHV
- WUDQVDFW VXFK RWKHU EX [By-Laws VI.2] DV PD\ FRPH
 7KH RUGHU RI EXVLQHV : // EH

L 5ROO &DOO

LL 3URRI RI 1RWLFH RI WKH OHHLWLQJ RU :DLYHU

LLL 5HDGLQJ WKH 0LQXWHV RI WKH 3UHFHGLQJ OH

LY (OHFWLRQ RI ,QVSHFWRUUV RI (OHFWLRQ

Y (OHFWLRQ RI 'LUHFWRUV

YL 5HSRUWV RI 2II LFHUV

YLL 5HSRUWV RI /HQGHUV 5HSUHVHQWDWLYHV L

YLLL 5HSRUWV RI & RPPLWWHHV

L[8QILQLVKHG %XVLQHV

[1HZ %XV [By-Laws VI.6]

[L \$GMRXUQPHQW

6SHFLDO OHHLWLQJV

7KH 3UHMAX & QDOO D 6SHFLDO OHHLWLQJ RI WKH & R

- GLUHFWHG E\ KUHH %RQDXMGLR Q [By-Laws VI.3] RUV RU
- D SHWLWLRQ VLJQHG E\ & R 2ZQHUV KFRQGHVQHV S
 SUHVHQWHG W [By-Laws VI.3] HFUHWDU\

% XVLQHVV RWKHU WKDQ ~~MAYDWT~~ LEVH VFLRQWGHK G WLQGWDK
OHHLWLQJ ZLWKRXWOWB MWF RQXWQ WFKWDKWH & R UZFHQQHW V
SUHVHQW LQ SH~~BY-Laws IV.3.(a)~~ E\ SUR[\

The Board of Directors. 7KH DIIDLUV RI WKH & RXQFLO DUH JRYH
'LUHFWRUV ~~[By-Laws IV.3.(a)]~~ DUG

* HQHUDO 3RZHUV DQG 'XWLHV 7KH ~~XWHDWQ~~ IDVG PIPSIRVZ
WKH DIIDLUV RI WKH & RXQFLO DGL~~WQGLQH~~ QHWID O VUHLWS K
VSHFLILHG GXWL ~~WXY~~ D~~WQGLQH~~ WKH %RDUG

FDUH IRU PDLQWDLQ DQG RYHUVHH(\$OPI[HQQAGULD
DQG ID~~FBY-ODWYLH(D)~~)

GR VXFK DFWV DQG WKLQJV DV D~~WQH~~ QRREWEE\ GORQHZ
E\ WKH & RXQFLO D~~WQH~~ DQG

GHVLJQDW DQG GEMAVDW\ SIRUUV ~~WQGLQH~~ SQHWDHVQ IDRQD
RI \$OH[DQGULD + RQVH OHMPHQ & R P~~WQGLQH~~ MD.F(D)OLWLHV

0DQDJPHHQW RI \$OH[DQGULD + RXVHDQGE ~~WQGLQH~~ WROW
%R ~~MUST~~ DUUDQJH IRU WKH PDQDJPHHQW RD \$OHHHIBQ QWL
FRQWDLQLQJ SURVRLWLRHQ & XWHLOHD/VOLCQHQD FVRRSQH QMHPVRLYRD
0DQDJPHHQW ~~By-Laws IV.3.(a)~~

7KH ~~MAYDWT~~ XQGHUWDNH VHOI PDQDJPHHQW ZLWH
WKH SULRU DSSURYDO RI ±

- 7KH & KDVH 0DQKDWWWDQ %DQN 1\$ DQG +RXVHKR
LQGLYLGXDOO\ VR ORQJ DV WKH ~~BY-LAWS~~ PRUWJDJHHV
IV.4]
- SHUFHQW RI DOO PRUWJDJHHV RYR D~~WQH~~ \$ S DHUDAFK
ILUVW PRUW~~BY-LAWS~~ HVKJHOG

\$VVHVVPHQW ~~MAYDWT~~ DUG

FROOHFW DVVHVVP~~H BY-Laws IV.3.(a)~~ & R 2ZQHUV
PDNH LQWHULP DGMXVWPHQW~~BY-Laws IV.3.(a)~~ HVVPHQWV
ERUURZ PRQH\ DV QHHGHG IRU WKH ~~QHG~~ GHUO\ RSH
LPSURYHPHQW RI \$OHHLDQG~~WQH~~ D + RXVH

LPSRVH UHDVRQDEOH XVHU IHHV I RHQVH UZKEAK S
EHQHILW OHVV WKDQ~~QnDQn~~ ~~QnDQn~~ ~~QnDQn~~ - 8083.BZQHUV

DVHVWV WKH DPRXQW RI DQ\ H[SHQVHVORID EFORHV WR
WKH PDLQWHQDQFH UHSDLUV RU UDQGQDQFH PRMQRKHMU U
FRVWV DULVLQJ RXW RI DQ\ DFWWR HUQHJRUH ZWR FR IKW
LV UHV~~S~~ ~~QnDQn~~ ~~QnDQn~~ ~~QnDQn~~ Act 55-79.80:2.A; By-Laws IX.3.(a)]

- %HIRUH VXFK FKDUJHV DUMUSTVEVH VVLM Q VDKQH & R 2 RSSRUWXQLW\ WR EH KHDUG DQG WRKHE% RIDISCHVHQ [Condominium Act 55-79.80:2.B]

GHWHUPLQH WKHRQGDZKRUFWKSHDPRHQQRQGI DVVHVVPH
\$SDUWPHQW_{By-Laws VII.7G} XH

HVWDEOLVK VHUYLFH FKDUJHV IRUQXVQ\$ADLQGDVVH
Laws VII.7]

UHFHLYH DQG FRQVLGHU DQ\ JULHQIDQSFKHWWKDDQW D
DVVHVVPHQW SURYLGHG KH VKH_{Law}UVW SDLG W
VII.1.(f)]

OLVFHOODQHRXV 6SHF_{MUSF} EXWLHV 7KH %RDUG

HVWDEOLVK D UHDVDRQQGD ELOHHH RHWKRWYRIRU & R 2ZQ
FRPPXQLFDWH DPRQJ WKHPVHOYHV DDQGWZHUVW WKH %
FRQFHUQLQJ [Condominium & R XQ55-79.1501.A]

JUDQW HDVHPHQWV WKURXJK WKH & RPPRQ (OHPH
EHQHILWLQJ [Condominium & R XQ55-79.0.B.(i); By-Laws VII.6.(a).(1)]

DWXKRULJH SHUVRQV WR HQWHU \$GDWURWBHQWRW_{PDLOQW} PDLQW_{By-Laws VII.6(a),(2)}

LQGHPQLI\ HPSOR\HHV DQ_{By-Laws VII.6(b)} RI WKH & RXQ

IURP WLPH WR WLPH 3PD\` VSHFLIZQHKHVOPLWV
FRPSUHKHQVLYH OLDELOLW\ LQVXZDQGHEFRDYH UDQO_X
RI WKH & R 2ZQHU RU RI SHUVRQV RWL_{Section 55-79.80(B)} IRU ZKRP
VII.8.(b)]

DGRSW DQG HQIRUFH UHDVRQDEOHH5XOHV DQG 5H
PDLQWHQDQFH DQG FRQGXFW RI DQILPHZOWRLQ \$OH[DC
VDIHJXDUGLQJ WKH KHDOWK VD_{By-Laws VII.6(b)} QG FRPIRUV

DQVZHU ZLWKLQ GD\V D & R 2ZQHRLQV DS SKQVFQMV
\$SDUW_{By-Laws VII.3.(b)}

-)DLOXUH E\ WKH %RDUG WR DFW ZLWKVQK DWKLDQW W
DSSURYHG WK_{By-Laws VII.3.(b)} DWLRQ

DVVHUW WKURXJKUOLWLJQWLHRQGRDQVIRWQGVMM XFRWP S
VHWWOH DQ\ FODLPV RU DFWLRQVQ_{Condominium} G WR WKH
Act 55-79.80.B.(ii)]

FRQVLGHU DQG PDNH D GHFLVLRQ RQRIPDSIDQBLQH [E
)RUP\ WKDW LV VXEPLWWHG E\ DV_{Virginia 2020} HU RU 5HVLC
Section 55-530(E)]

\$PHQGLQJ WKH *RYHUQLQJHRBKIRHQWWLKHUGRWRH RVIKWL
 'LUHFWRUVMAWDXWKRDWLGHWKH3UHVLFHQWWRVXSSOH
 HUURUV LQFRQVLVWHQFLHV DQG HDPEWVQWVLAHV LQ WK
 55-79.71.F]

6XFK VXSSOHPHQWWAYDQGPFDRWWWWIFDOLQRQVHGXFHZK
 REOLJDWLRQV RI WKH &R 2ZQHUV ORXOG QKFDYQHEWWQ
 RU DPELJXLW\ KDGndQnRnNmRdF5XQWUHG
 5XOHV DQG 5HJXO DWWLRQRSWKIDP%HRQDGUDQG UHSHDODQG
 5HJXO DWWLRQW2]

1RQ ELQGLQJ JXLGHOLQHV IRU 5XOHV DQG 5HJXO

- 5XOHV DQG MAXKEθDDWGLRSQWHGE\SHAHVRIWXWLRQ DQG
 UHDVRQDEO\ SXEOLVKHG DQG GLVWHUPLoExyWHG WKUR
Owners' Association Act 55-513.A]

- 7KH &RMAXQFHOSHDO RU DPHQGDQJDQD5KLORHQ RDGRSWHG
 %RDUG E\ D PDMRULW\ RI YRWHV0FIBIWWQJLQFSQIVWQK
 IRU WKDW SXUSRVH LQ DFFRUGDQFVHPrplWVWK WKH SUR
Owners' Association Act 55-513.A]

- 5XOHV DQG MAXKEθDHQU'RQFHG E\ DQ\ PHWKRG QRU
 WKH RZQHU RI SUBYDULHQISDU RISQHUVWDQWQG VEWWDQFSWOL
 IRU LQMXQFWLYH/PuHohLOHwhenR'UssGDPDADH55-513.A]

9LRODWLRQV 5HPHGLHV DYDLOD EROHD WRRQKHR%RDXHIG
 *RYHUQLQJ 'RFXPICQWQV3D,2H\$G,H21L6QH,6387,26166 \$11&7
 &203/\$,176' DW 3DJH

7+(,5(&7256

1XPEHU DQG 4XDOLILFDWLRQV 7KHL%RDIWCRULV FHDPSKR
 ZKR MUST EH D &R /ByZQAHV.I/

\$ &R 2ZQHUVNOT EH HOHFWHG WR WKH %RDUG LI KLV
 ILQDQFLDO REOLJDOWKBRQ FVHRHVKHHDRMWDQH QWG DRV PDRQ
 WKH DPRXQW QHFHVVDU\ WR EULQJHQLSDKISUDWWFDRXQ
 KRXUV EHIRUHByWkHII.HQHFWLQ

\$Q\ 'LUHFWRU ZKR FHDVHV WR EH D WR EZHQBU ZL
 'LUHFWRU-Balws IV.I]

1RQ %LQGLQJ *XLGHOLQH 6WDQGDUGV RI &RQGXFW

\$ 'LUHFWRU 6+28/' GLVFKDQJH KLV KNUKθWIRHRG
 IDLWK MXGJPHQW IRU WKH /BhVWQDQWVHUAhvWV R I WK
 13.1-870.A]

8QOHVV KH VKH NQRZVMR~~W~~UKHHO\Z RQHW & H LILQH RWR DW
 LV SUHVHQWHG WR KLP KHU E\ RWKBLW KZ KVR R EKH UHK
[Nonstock Corporation Act 13.1-870.B]

(OHFWLRQ DQG 7HUP RI 2IILFH

\$W DQ \$QQXDO OH~~E~~HOHL QR WHDUF K VHN QJLQ WORIG HWRI R
 'LUHFWRUV DV WKHUH ~~Q~~_{By-Laws IV.5.(d)} FLHV WR EH ILOOH

- +H 6MAH NOT FDVW PRUH WKDQ RQH *[By-Laws IV.5.(d)]*

'LUHFWRUV DUH HOHFWHG IRU WHUPWGRILPPHGRDW
 EHO_{By-Laws IV.5.(a)]}

- 7KH QXPEHU RI 'LUHFWRUV WHUEH EHHO\HTXMDHG WRUW
 QXPEHU RI 'LUHFWRUV KRSOKH KDKHH WFRUPLVH IRUOZKFLWFKG
[By-Laws IV.5.(c)] 7KH \HDU WHMUSTY DIFDIQGDHVG E\ WKH & R
 UHFHLYLQJ WKH JUH ~~DBW~~_{W.5.(d)} XPEHU RI YRWHV

- 2WKHU 'MUSTY WHUO HFWHG DV QHFHVVDU\ WR FRP
 WHUPV RI 'LUHFWRUV %ZKDRUG HSLLQFW~~Q~~_{IV.5.(d)} SHHHWLQXV
[By-Laws IV.5.(c)]

- 7KH VKRUWHU MUSTY EHYDIFOOHFGH VQ GHFUHDVLQJ R
 2ZQHUV UHFHLYLQJ GLPLQ_{By-Laws IV.5.(d)} XPEHUV RI YRWHV

\$ 'LUHFWRU KROGKHRUIZL\H UKQFORHWWQ RRLQO UKLS/OHDIFU
 VXFFHVVVRU KDV EHHQ HOHFWHG DQ BVD RAR & BQ GWKDW
 PHH _{By-Laws IV.5.(a)]}

5HPRYDO \$W DQ\ 5HJXODU RU 6SHMLDOL WH HRW LQKJHR & R
 2ZQH~~MAY~~ UHPRYH ZLWK RU\ZRWWKXWLUDHFWHR E\ VDQRGU V\ O
 ILOO WKH YDFDQ_{By-Laws IV.5.(a)]} WKXV FUHDWHG

\$ 'LUHFWRU ZKRVH UHPRYDO KDV ~~MUSTY~~ SHURSRVH
 JLYHQ DQ RSSRUWXQLW\ ~~W~~_{By-Laws IV.5.(a)]} DUG DW WKDW OH

1RQ %LQGLQJ *XLGHOLQHV ~~I~~_{IV.5.} 6HVLJQ DDWL RDQ\ \$W\LLRJHH
 GHOLYHULQJ ZULW\ WDIQGQ RWKLF BI UMRULW~~Q~~_{IV.5.(a)]} R U WKH 6
Corporation Act 13.1-859.A]

9DFDQFLHV 9DFDQFLHV LQ WKH %IRDDQ GWK H HDHWHRGY DEQ
 'LUHFWRU E\ D YR~~MUSTY~~ REHWKIO&HRQ QPLPOH GLDWHO\ E\ YRW
 WKH UHPDLQLQJ 'LUHFWRUV HYH DQKIR XT~~W~~_{IV.5.(a)]} PD\ FR
IV.6]

\$ & R 2ZQHU WKXV HOHFWHG ZLOO \$QHQXHODV D 'LU
 OHHLQJ RI WKH & BXQKRD\ LDQFQDQ%RDKR CKHNU LWXFR
 OHHW_{By-Laws IV.6]}

0((7,1*6 2) 7+(%2\$5'

1RWLFH

1RWLFH RI WKH WLPH GDWH DQG ISIOSSXHE ORU VHODHG
ZKHUH LW LV UHDVRQDEO\ DYDLQDDEORUHAR5D PDMRUL
79.75.B]

- \$ & R 2ZMAWHTXHVW WR EHQ WQROXLDIOH EDR/Q VD RF RD Q\ 0HHW [Condominium Act 55-79.75.B]

1RWLFH LV 127 UHTXLUGH IRU WKBHLQVLYLDO 2UJD

1RWLFH RI D 5HMUSO DEUH QJHLHWQ QWR HDFK 'LUHFWRU
OH DVW VHYHQ GD\ V SULRU W/BY-WKWD\ QDPHG IR

- ,I %RDUG 0HHWLQJRU DDQH HCFWHRGKSHBFDOLRHO U W
DSSOLHV RQO\ WRWWQBMHKBIOIGWRQJROWKQMS DWKHQV VF
Laws IV.9]

1RWLFH RI D 6SMUST DEQI QHMMQ QJW OH DVW KRXUV
WKH 0HHW [ByLaw QV.11]

1RWLFH RI D 6SMUST DEQI QHMMQ QJW & R 2ZQHUV
FRQWHPSRUDQHRXVO\ ZLWK [Condominium Act 55-79.75.B]

([FH SW IRU ([HFXWLYH 6HVVLQRQVS DFWN QWV DQW
PDWHULD OV IXUQWUSK HECH WBGHUHDFMLRODVE OH IRU LQVS
2ZQHUV DW WKH VDPH WLPH DV WKWRLDUGRFXPHQWV
[Condominium Act 55-79.75.B]

:DLYHU RI 1RWLFH

%HIRUH DQ\ 0HHWLRQW ZKLWIKHQ BWRDQNG'LLW HUFHTRXU
MAY LQ ZULWLQJ ZDLYH QJRWILFEEH GQIQGPWQ DHAT XZLDYLDQHUG
KLV KHU KDYLQJ EH [ByLaw QV.10] GXH QRWLFH

- +LV +HU DWWHQGSQ FWHFDQV LQUDS DFWN QEJH RI WKH
GHHPHG D ZDLW [ByLaw QV.10] RWFH

,I DOO WKH 'LUHWFWDWDV QHUVWSQHQVKLHQ GQ RDQLGF ID QW
EXVLQHVEH WUDQVD FW H [ByLaw QV.10] DW 0HHWLQJ

2SHQ 0HHWLQJV \$OMUS% REHURGSQHQHW RQDQO & R 2ZQHUV
WKH %RDUG LV LQ [Condominium Act 55-79.75.B] ByLaw IV.10]

7KH %RDUG & \$1127 RQM RRURWVHHUV LQWRRUPDO JDW
FLUFXPYHQW WKH RSH [Condominium Act 55-79.75.B] UHPHQW

\$ & R 2ZMAWHDNH DQ DXGLR UHFRUGLQJ RI DQ\ SRU
0HHW [Condominium Act 55-79.75.B]

4 X R U X P

\$W DOO OHHWLQJV RI WKH %R D U GL WDX W B M RDUTLWRUR
IRU WKH WUDQV [REDACTED] RI EXVLQHV V

, I DW DQ\ OHHWLQJV VR IWMK DQ RTDXURGHOP DLNR \$JULMAX HRQ V
WKRVH 'LUHFWRU MAZDQ MDUXHU Q UMHV H H QWVH WQLQW WR VD V
KRXUV DIWHU WKH WLPH IRU ZKLFBK-LW KHM RJ RULJLQDO P

- \$W WKH DGMRXUQHLQH VVW KQFK DPQ VDQWVWDW HGE B M
WKH OHHWLQJ RWLQJELHQ DVQODQFDDOFVHHC Z [REDACTED] RxsX W IXUW
IV.13]

& R Q G X F W RI OHHWLQJV

9RWLQJ E\ VFUHW IRQJ RSJLQW WHQ WELDQQRER M S3W 2+, %
IRU WKH HOHF [REDACTED] A2:155-79.75UBV

\$Q DFW RI WKH PDMRULW\ RI WKHHWJ HDF WXRUWX\$UH
SUHMSQWEH FRQVLGHUHG DV [REDACTED] RI WKH %R DUG

7KH %RUDSURLGH D GHVLJQDW HG SHULRG RI WL
DOORZ & R 2ZQHUV DQ RSSRUWXQLWJ WR WRIP&HQXQR
[Condominium Act 55-79.75.D]

- 'XULQJ D OHHWLQJ QDQWD ZKWL D K PML W H LQH V M R R V SDHF LD L F
6SHFLDO OHHWMAJO LWPK MV %RKDHU GR PPHQWV RI & R 2ZQ
OLVWHG R Q [REDACTED] 75.D]

OLQXWHV RI DOOMUS DEHG UHFRWULQHGV EBy-WLKH 6HFUH
V.6]

- 7KH\ :,,// EH PDGH DYDLO [REDACTED] 2ZQHUV
79.74:1.B]

([HFXWLYH 6HVVLRQV

8SRQ DQ DILUPDWLYH YRWH LQ RS HVQS BIFHMEQO QR
WKH SXUSRVHWIRYH W6KHV V [REDACTED] FVRQHY HQRHD WQ ([HFXWLYH
6HVVLRQ WR ±

- FRQVLGHU SHUVRQRIHOL RD V\$WWUV > &R&G%R@/DZ
- FRQVXOW ZLW [REDACTED] AEBSXQZ. BJO
- GLVFXVV DQG FRQSHLGHIHQ FRQWLUDIEQYRQY IDQJG PD
YLRODWLRQV RI WKH *RY [REDACTED] 10'R FXPHQWV DQG P
- GLVFXVV SHUVRQDO Q [REDACTED] 5R19.25.RJ 2ZQHUV

7KH %RUDS H V W U L F W L W VP DFW QWVHG/HWB WLRQV RI VS
VWDWHG L Q [REDACTED] RWS5-RQ5.C]

)ROORZLQJ DQ ([HFXWLYH 6HVVLRLQRQW KMDGHIHQV L
MUST EH DQQRXQFHG [By-Laws IV.14] VHVVLRQ

)RU DQ DFWLRQ DGRSHWVG RLOQ W[RH REXMKHP % RIDIUGF WL
*MUST IROORZLQJ WKH ([HFXWLYH 6HVVLGRQD NH FDRQ YH
 YRWH RQ WKD MUST FKDLYRHQ LWKLAKEVWDQFH UHDVRQDE
 RSHQ OHFLWLRQ [By-Laws IV.14]*

3DUWLFLSDWLRQ E\ &RQIHUHQFH 7HOHSKRQH

'LUHFMRSDUWLFLSDWH LQ D 0HHWLQJ RI WKH % RI
 FRQIHUHQFH WHOHPSPKXQQLHF DRWLVRQPL @ BODOLFXBPU ZK MURHEA
 SDUWLFLSDWLQJ LQ WKH 0HHWLQJWIRDQQVHL [By-Laws IV.15]

- 3DUWLFLSDWLRQ E\ WKRVH PHDQW KFRQVOMILHWXIOH
[By-Laws IV.15]

2UJDQL]DWLRQ OH MUST QJRQKH WWR DIUGVW 0HHWLQJ ZLW
HOFH [By-Laws V.8]

7KH SODFH DQG WMSH REIHWKHH GHEHWLQH 'LUHFWRU
 \$QQXDO 0HHWLQJ DW ZK [By-Laws V.8] ZHUH HOHFWHG

\$ PDMRULW\ RI MUST ZKHR @ H [By-Laws IV.15]

5HJXODU 0HHWLQH WSLQH JRXOLDKEHH % RIDGGDW D WLPH D
 GHWHUPLQHG E\ D PDMRULW\ [By-Laws V.9] RI WKH 'LUHFWRUV

\$W OHDVW 5H MUST DEUHOKHONG CGJXULQJ [By-Laws V.10] ILVFD
IV.9]

6SHFLDO 0HHWLQJV \$ 6SHFLDO 0HHWLQJ ±

MAY EH FDOOHG E\ [By-Laws V.11] VLGHQW

*MUST EH FDOOHG E\ WKH 3UHVLGHQW RWU BWFODMD
 WZR 'LUHFWLRQ [By-Laws V.11]*

\$FWLRQ E\ 'LUHFWRULQJ L\$VQIRDXFWWDBODHOKDWW DP DHEIM
 WKH %URDEUHG WDNHQ ZLWKR RQVH QWHVQL QU [By-Laws V.12] HVHWWL
 DFWLRQ LV VLJQHGDHLMUKHUK [By-Laws V.12] OOKWKH

7KDW DFWLRQ ZLOO KDYH WKH VDPRU [By-Laws V.13] RUFH DQG H
Laws IV.14]

Committees.

7KH 3UHVWQHISQWLQW &RPPLWWHHV WR DVVLVW LQ WK
DID [By-Laws V.4]

&RPPLWWHH [By-Laws V.4] &R 2ZQ [By-Laws V.4] 5HVLGH
 &RPPLWWHH [By-Laws V.4] WKH UXOHV SUHVFULFHG IRU WKH

JLYLQJ QRWLF [Condominium Act 55-79.57.B]

PDNLQJ DJHQGD SDFNHWV DQG PDWHWWD OV IXUQL
DYDLODEOH IRU LQVS [Condominium Act 55-79.57.B] QHUV

KROGLQJ RSHQ [Condominium Act 55-79.57.B]

UHFRUGLQJ PLQXWHV RI PHHWLQJ&R QGELSK EOLVK
\$QQXDO [Condominium Act 55-79.75.B]

The Officers.

'HVLJQDWLRQ 7KHIS &R XQFLIFOH WVSIDU\ RIWK BLFHH3ULQHOGW
WKH 6HFUHWDU\ [By-Laws WKH 7UHDVXUHU

7KH RIILFHV RI 3UHVXGHQW \$DIQ &77EHP HKISOG VERQWKH
[By-Laws V.1]

7KH %RADUDSSRLQW DQ \$VVLVWDQW 6HFUHWDU\ DQ
DQG VXFK RWKHU RIILFHUV DV[BjLQwsLW\] 7KXGJPHQW
\$VVLVWDQW 6HFUDQW DWHDQ &U\$HMUV LVQMB GR QRKWEHILFHU
'LUHFWRUV KRUZH YIHW&RWKZHQHUV.1)

(OHFWLRQ MUST 28HLFIOWFHWG DQQXDOO\ E\ HDFK QHZ
2UJDQL]DWLRQ OHIHLW\QDJWWRKIRSOORP[VXUW\]RI WKH %RD

5HPRYDO \$OAYEIH FUHUPRYHG HLWKHU ZLWK RU ZLWK
VXFFHVVVRU HOHFWHG E\ D PDMRUXQDURIOMHKMLQB DRUGWK
RU DW DQ\ 6SHFLDOR DUEGWFLDQQJORIG[WkH] DWSWKD W SXUSRVH

)LGHOLW\ %RQMAV UHKTKLURHDW\ DQ DOWO 2IILFHUV RI WK
UHVSRQVLEOH IRU &RXQFLO IXQ [By-Laws 57.DLQ DGHTXDWH

7KH 3UHVLGHQW 7KH 3UHVLGHQWILLV/[MUKH] &R XQFLO V

+H 6KH KDV DOO JHQHUDO SRZHU\ DQ GWG\WRIHLF RI
3UHVLGHQW RI D SURS [By-Laws V.1] ZQHUV DVVRFLDWLP

7KH 3UHVLGHQW LV VSHFLILFDOO\ (032:(5(' WR ±

- SUHSDUH DQG H[HFXW Master Deed P HQDPAHQMQ LVQRJ WQD
DQG REOLJDWLRQ\\$DZULWLKF XOHIVSHEPWQAD &RPPRQ (O
[Condominium Act 55-79.57.B])

- XSRQ D YRWH RI WLURHFWKRUGV XQIPWQMVHIDQCO\ VXS
FRUUHFW PLVWDNHV HUURUV LQKRIQVRLYHUVQDQWJH
'RFXPHQWV 6XFK VXSSOPHQWV DQGHGRKUFH ZFKNDLWQ
WKH REOLJDWLRQ ZRRXONGKIKD&RI ZEZHQHQHIVUW\K H PLVWD
LQFRQVLVWHQF\ RU DPE [Condominium Act 55-79.57.B] RFFXUH

- DSSRLQW &RPPLWWHHV IURP DPRQJ &RQ 2DQDHLUW D
RI WKH &RQ [By-Laws 57.4] DQG

- DSSRLQW D SHUVRQPWQ WWDHWLYDHQ DDWWB BI Q8ORPXHQFW DQJ
[By-Laws III.7]
 - + H 6MAH NOT VHUYH FRQFXUUHQWV.DV 7UHDVXUHU
 - 7KH 3UHVLGHQW V '87,(6 LQFOXGH ±
 - SUHVLGLQJ DW DOO P/BYHLWLRQ.V.4RI WKH & RXQFLO
 - FDOOLQJ D 6SHFLDQ XQFHOLQJ\OJVRQI QDQGRH\WKRH %RDUG RU D SHWLWLRQ VLJQHG EW K&HR YZRQHUV KRCSUHVHQWHG W/BY-HMWHI.39HFUHWDU\
 - SUHVLGLQJ DW DOO OHMWHQV.V. RI WKH %RDUG DO
 - FDOOLQJ 6SHFLDQ RODHUGHQ RQJ KLRVWKHURRQ WQKLHWLD ZULWWHQ UHTXHVW RI DMUSOHUDWW 'KIRIXEWQRQRW+LHF 'LUHFWRU SHUVRQDQOMIRU E\ PDLO
- 7KH 9LFH 3UHVLGHQW
- 7KH 9LFH 3UHVLGHQW V '87,(6 LQFOXGH ±
- WDNLQJ WKH SODFDHQ QISWIKIHRQWPHQZQHQLQWYHHW QWXLW 3UHVLGHQW LV DEVHQBWLQJQDEOH WR DFW DQG
 - SHUIRUPPLQJ VXFK RWKHU GXWLHV DAWR DQJ-B LPSRVH Laws V.5]
- ,I QHLWKHU WKHF B U3HUVLGHQHQVQ RQW RQHWRQH WR DFW DSSRLQW VRPH RWKHU 'LUHFW/BY-HMWHI.5V R DFW RQ DQ
- 7KH 6HFMWHWBUYH FRQFXUUHQWV.DV 7UHDVXUHU
- +LV +HU '87,(6 LQFOXGH ±
- PDLOLQJ D QRWLFHHMLQDFRKU\$QSHFLQJQHMXQFILQJ FWVWDWLQJ LWV SKHSVRVPHIDQZHSQDIDEVHZKHOBLWWRQD 2ZQHU DW OHDVWDQ EXQDQVRWHR RQH BY-HMWHI.40HHWLQJ
 - NHHSLLQJ WKH PLQXWHV RI DOO OHGRWULQJOVRI WKH WUDQVDFWLRQV/BY-EFWXN.V.4VQJ WKHUHDW
 - WDNLQJ FKDUJH RS HDUO/ER RWWKH DQDQDQD D\ GLUH V.6]
 - QRWLILQJ DOO & RV2ZQHWKHHR&RFKQDQDQDFLH QVXUDQ [Condominium Act 55-79.81.C]

1RQ ELQGLQJ JXLGHOLQH 7KH 6HFURHWWDXU\ :// DX & RX QFlock Corporation Act 13.1-872,C

7KH 7UHMAYXWUWH FRQFXUUHQWV.DV 6HFUHWDU\

+ H 6MAH NOT VHUYH FRQFXUUHQWV.DV 3UHVLGHQW

+LV +HU '87,(6 LQFOXGH ±

- W D N L Q J U H V S R Q V L E L O L W \ I R U R Y F X U M H H H L Q J W K H
Laws V.7]
 - R Y H U V H H L Q J W K H N H H S L Q J R I I X G H D S D V Q G D D Q G F X U D W
G L V E X U V H P H Q W V L Q E R R N V E H - O R s Q J L Q J W R W K H & R
 - R Y H U V H H L Q J W K H G H S R V L W V R I D V O Q Q P R V C H I \ V Q D D Q G H
D Q G W R W K H F U H G L W R I W K H & R H X C F H L V Q J Q Q D W X H F G K E G H
% R D B Y G *Laws V.7]*

Compensation, Conflicts, and Liability.

& RPSHQVDWLRQ \$ 'LW\HFRWRWHFRHLYHILRUDFFHSWIUR
DQ\ FRPSHQVDWLRQ IRU ~~MSL~~ ^{MSL}WKHUY VHUYLFHV DV VXFK

+H 6MAH EH UHLPEXUVHG E\ WKH &RXQFLO IRU UHD
RI SRFNHW H[SHQVHV LQFXU\HGLQWRSRQ] EHKDOI RI WKH

& R Q I O L F W V R I , Q W H U H V W

\$ 'LUHFWRU RU 211LRFHKUDYH D((ID(QDWDQDFLSDHOUVQWHRWHVHQWLW\ LI

- KH VKH LV UHODWHG WR WKD ~~WY-SHUFH~~ Q E\ EORRG
 - KH VKH LV D GLDH ~~WQRIU~~ RI LHFPSJQ ~~RSVHR~~ R I WDK ~~RQOG~~ SHUFHQW RI WKH HTXL ~~WY-ZLAWQW~~ HUHVW LQ VXFK HQWL

+ H 6~~KAY~~NOT KDYH DQ\ ILQDQFLDO LQWHUHVW LQ DC
ZKRP RU ZKLFK WHQHW&RUX QQWOR PDDQW WRQOQUDFWLRLQ B
±

- KLV KHU LQWHUVHVQW VL R WKOHD % Q DQWDFRFLWR RUH WKDW
WUDQVDFWLQRQ L^W-HGWHLJUHG LQWR DQG

1 RQ % LQGLQJ * XLGHOLQHV

\$ 'L U H F W R U K D V D Q L Q G L U H F W \$ H U V R Q D O L Q W H U

- D Q R W K H U H Q W L W \ L Q Z K L F K K H K K F K K D H D K I H L Q D Y Q D
J H Q H U D O S D U W Q H W K I H V W D U S D Y D C D M A R O Q A c t R 3 U -
871.B1

- D Q R W K H U H Q W L W \ R I Z K L F K K H M K L H L D V S D D G W U H W F R W
W U D Q V D F W L R Q D L Q / G R W K V H K W X O Q V E D K F H W % Q D Q U G H R J H G E \
'L U H F W R U V R I W K H F R U S R I D A W 13 B-071.B1

\$ FRQIOLFW RI LQWHUHVW WUDQS/SDUFRWLHGQ LVVL DXXW
DSSURYHG E\ D PDMRULW\ RI WKRVHQ IOUHWWRH WVKHR
SUHVHQW [Non-Drafting Act 13.1-871.C]

\$ WUDQVDFWL RQLLQ LZKL QK RDO YLHUGFFVZ/KR KQWHDUFHR/QRW
YRLGDEOH LW HUWKHV WL ZB FWSRUGH VRLBQW OH GLLW/HFIVR R
FRQIOLFW RI LQW HUWKHV % RZDUWGN DQR CR QSHGRY R BXW OH DSS
WUDQVDFWL RQ ZD VNDBDUCM/BravKah 1&R8XQAF,12,0)
/LDELOLW\ DQG ,QGHQPQMLSTFDWL RQ 7KH &RXQFLO

KROG 'LUHFWRUV DQG 2IILFHUV IUHH DQG KDUPOL

- OLDELOLW\ IRU DQH QPMV VQD NQILRH QMXHGR S WR WRKLU UZ
WKHLU RZQ ZLOOIXO PLVFBQGWX FV\ RU EDG IDLWK D
- SHUVRQDO OLDERODOM FZLQMK UUDHFVBS IRQWR DXXGJU ER P
WKHP LQ JRRG IDLWK RQ EHKDOI RI HWKRHS&R XQRF WOKH
H[WHQW WKDW W2KIRLVFH ULW IR DW BQV RDQG w&R2ZQHUV

LQGHQPQLI\ HYHU\ 'LUHFWRU 2IILFHUR ILWKRQXGLQJ
&RXQFLO DJDLQV VDQ\ VDQ\ \ DQG QDXGQ QLPSH R Q E\ DQ LQHFXU
E\ RU LPSRVHG XSRQ WKHP LQ FR QRQMH MULRSQJ ZE MHKGD
LQFOXGLQJ VHWVOHPHQW RI WKDWK MX% RDRJCG SWRFZH
KH VKH PD\ EH PDGH D SDUW\ E\ UDI DILVRIQF WRIR EHRQJ
2IILFHU RI WKH &RVXQFLZOKHWHKJDW GQH KRUL'L\ UDQF WRILU
WLPH VXFK H[SHQ/BHdWWDW\ LQFXUUHG

- 7KLV ULJKW WR LQGHQPQLI\ LFDWL\ VZ KQFQGQWL
'LUHFWRU RU 2IILFHU RU IRUPHUN QMLSTFDWL RU 2IIL
VI.2]
- 7KH %RADYUGI LW FKRRVHV LQGHQPQLI\ DQ\ HPSORV
&RXQFLO LQFOXGLQJ ZLWKRXW QD\ PdWWDW\ LQ WKRQ WKH

LQGHQPQLI\ DQ\ 'LFUHHUF D\RDUL Q VV2 IDIQ\ ICRDIP DDQH UHVX
FODLPHG EUHDFK BULVGE\ LIQURPGVWV SUHFVLFDO\ VLVRQH VR
OHYLG E\ /WdPdty WdPdty Association Act 55-514.A]

1RQ %LQGLQJ *XLGHOLQHV

7KH &RMAXQFLQOG HPQLI\ DQ LQGLYLGXDO ZKR ZDV P
SURFHGGLQJ EHFDXVH KH VKH ZDKH DS ULRUFHWRGLQJDLDL
KH VKH FRQGXFWIHGQKJRRRGQADKWIWQHOG EKHOIUVHHYOH GWRL
DFWLQJ LQ WKH VEVKHW& RLQQNFHLQH VDQH RQHFOULHPYLQD QLFD
DFWLQV W [Non-Drafting Act 13.1-876.A.1]

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7KH & RXAQLQDO LQGHPQLI\ D 'LUHFWRU LQ D SURFH
ZDV IRXQG OLDEOH WR WKH & RXQFLDOQ JRW KLDQWDLQR SRU
SHUVRQDO EHQHILW ZDWWnsludt EdhplarYHnGAcE/3.1KLP KHU
876.D.1,2]

7KH & RXQFLO 6+28/' UQGWIRQOLZKQ 'SLUHLYQD IDOV LQ G
SURFHHGLQJ EURXJKW DJDLQVW KLP KHD LQHVWD XVH K
UHDVRQDEOH H[SHQVHVWU LQFFXULQHQBNGDQHWRckW KH SURF
Corporation Act 13.1-877]

7KH & RXAQLQDGHPQLI\ DQG DGYDQFH H[SHQVHV WR
RU DJHQW ZKR LVR QARKW DIPUHHH WRHWDW WR D 'LUH
Corporation Act 13.1-881.2]

\$'237(' %< 7+(%2\$5' 129(0%(5

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3 \$ 5 7 2 1 (

VI. OPERATIONS, MAINTENANCE, AND IMPROVEMENTS

.H\ SRLQWV IRU &R ZZQHUV

)RU WKH PRVW SDUW WKH *RYHUQVQZL WRKF XPHQWV GH DCRSHUDWLQJ PDLQRWDQQ L\$OJH [DQG LLR/HR/VVHR QHYHUVKVKRXOG SD\ SDUWRFWQBLUG &WMWHRHILBDRM2HZQ H Q VW KHLQX6HFWLRQ

'HWDLQHG REMHFVVYIRU RQG BORFHQDQFQHV DQG PDLQWSURJUDPV DUH SUHVFULEHG E\ WKH G%RQ US\$5R I 'LUHFWR 7:2 33ROLFLHV 5XOHV DQG 5HJXODWLRQV

)XUWKHU GHWDLOKHDURQSHDEMLHQLWLSJRQW0 DDQDGJHPHLQ RXU HPSORHHV GXW\ DVVLJQPHQWV

Operations and Maintenance.

5HVSRQVLEOLWLHV RI ~~MUSH~~ &RXQFLO 7KH &RXQFLO REVHUYH DQG FDUU\ RXW DOO OBRQV QRUZG RQDQFH KHUHDIWHU PDGH DODQWIRYULWQPMQKMDRV \$OJH[DDQGSOLI+R X [Master Deed IX.B]

NHHS DOO &RPPRQ (OHPHQWV LQ [Master Deed] DQG VIX.B]

PDLQWDLQ UHSDLU DXJPHQW DQGRQDNH JRRG D (OHPHQWV LQFOXGLQJ ZLWKRXW WLEPXWQW LQWKRQ WKH Deed IX.C and Exhibit G, Property Maintenance Agreement 8)

UHSDLU UHQRYDQFH ULIQWWRDQHWRQWUQDQG VHU UHVLGHQWLDO \$SDUWPHQW ZKLFK QGQHWRQW G DPD RULJLQDWLQJ LQ RU WKURQDQW LQWKRQ (OHPHQV 79.79.A.(ii)]

HVWDEOLVK DQG PDXQWIRUQV WUXFWHWWUDQG LPSURYI UHSDLULQJ RU UHSODFLQJ PHFKDQQRQDQVTDXULSPHQWSXUSR [Master Deed Exhibit G, Property Maintenance Agreement 3]

PDNH EXLOG PDLQWDLQ DQG URHDSQVLFDFQOEVHQF VLGHZDONV DQG SDUNLQJ DUHDWWHRD WODHQBQLGHUTLXL +R X [Master Deed IX.A]

PDLQWDLQ DQG NHHS LWV ODQG DJQGI WDCEQR XQGGVDDUF RI \$OH[DQGULD +R XVKHDQ SXWHR B VQWDEWHDAQ GLDQWVWLUQFRQGLW/[Master Deed IX.C]

- NHHS DOO WUHHV VKUXEV DQGUJUSDOVDQWWKMKHHRQZKHQHYHU *[Master Deed IX.D]*

EHIRUH FRPPHQFLQJ RU SHUPLWWLQ/JRFQRQVWUXF
\$OH[DQGULD +RXVHDQRVWLQJWHPTXULHQWWWRHRERVODWQDDF
RI D W\SH DQG LQ DQ DPRXQ *[Master Deed IX.D] FMKR U\ WR WKFRQWMOSFWERU*

- REWDLQ WKLV ERQGXUJURM *[Master Deed IX.D]*

- QDPH DV ³REOLJHV` FROOHFWLYHPOD\DDOSCS H&RU2ZDQ *[Master Deed IX.D]*

- JXDUDQWHH FRPSOHWWLFRVQLRQVJIFHP *[Master Deed IX.D]*
PDWHULDO PDQTV OLHQV DQG DOORW&KRHGJHFROIDL PV
9LUJLQLD *[Master Deed IX.D]*

3RZHUV RI WKH & RXQFLO

HPSOR\ GLVPLVV DQG UHSODFH DLJM\VS\TRZHQG/ HP
DQG UHVSRQVH *[Master Deed IV.5-79.80.A.1]*

PDNH RU FDIXVH WR EH PDGH DGGISWURVQBDI WRKSHU
& RPPRQ *(Master Deed IV.5-79.80.A.2)*

HQWHU DQ\ \$SDUWPHQW ZLWK RQ\ZHLWHKURJXHQFSULR
RULJLQDWLQJ LQ RU WKUHDWHQLQQW WZKHH\$SKHWWIPM
2ZQHU LV SUHVHQW *[Master Deed IV.5-79.80.A.2]* RU QRW DQG

HQWHU DQ\ \$SDUWPHQW WR DFFRPSOLWIR VFKHGX
& RPPRQ *(Master Deed IV.5-79.80.A.2)*

- , WV & R 2ZQHU M&ST SEHIVJLIGYHQWD PLQLPXP RI KRX
VXFK *[Master Deed VII.6.(a).(2)]*

5HVSQRVLELOLWLHV RI WKH %RDUG FDXUH% RSN@HLS/ D
VXUYHLOODQFH RI \$OH[DQGULD +RXVHDQW *[Master Deed IV.3.(a)]*

6XEMHFW WR WKHYDIOYRH\DIQ & RQGSDULOUUDQHJH%RD
IRU WKH PDQDJHPHQW RI \$OH[DQGULD +RXVHDQW *[Master Deed IV.4]*

7KH %RADYNOT XQGHUWDNH VHOI PDQDJHPHQW ZLWK
RI & KDVH 1DWLRQDO %DQN 1 \$ DQG QIRYXVLGHKDRQG %
ORQJ DV WKH\ DUHWPHQWZDWHKH\RWKWHU\PRQWWWRJFIRQV
DWRWDO RI RIRWKHQ P\\$B\DUWPHHQW YERDWIHGRXUSRQF
PRUWJDJ *[Bly-Kath OVG]*

7KH %**MUST** FRQGXFW DW OHDVW RQFH HYHU\ ILYH WKH QHFHVVLW\ DQG DPRXQW RI HUHDQFH YUHW WIRUXHLW FD SLWDO F[Condominium Act 55-79.83:1.A.1]

- , **MUST** UHYLHZ WKH UHVXOWV RI WKDW VWXG\ DW [Condominium Act 55-79.83:1.A.2]

'XWLHV RI WKH &R 2ZQHUV

(YHU\ &R **MUST** HPDLQWDLQ KLV KHU RZQ \$SDUWPHQ [Property Maintenance Agreement 8]

(YHU\ &R **MUST** HSUHURUP SURPSWO\ DW KLV KHU H[PDLQWHQDQFH UHSRUV DQG UHSPHQFH PHLQFW\\$VZULWU &RPPRQ (OHPHQWV ORFDWHG WKH UWLQHQFLQFKU LDI RXVH LQ LWV HQLWW LEUHQVRQBLQJQWDMLRQW BeldU &R 2ZQHUV XIV.A; By-Laws VII.2.(a)]

Improvements and Alterations.

5LJKWV DQG 'XWLHV RI &**MAY** ZPOHHVLFSS&R YHZQHHQWV RU DOWHUDWLRQV LQ KLV KHU \$SDUWPHQWctB5QG LWV LQVW 79.68.(a)]

+H 6**MUST** DSSO\ LQ ZULWLIQ'L WRF WRH V%ERHDURGIHR VR [By- Laws VII.3.(b)]

-)DLOXUH E\ WKH %LRVDKULQW RGDHV SLRVQGV\ W XWRHF RQ SHUPLVVLRQ IRU WKH DSOSNLFDQW WR SURFHG
- 7KH &R 2ZQHUV RI &RPPHUFLDO \$SDUWPHQW LV [By-Laws VII.3(b)]

+H 6**MUST** QRWLIA\ WKH &RXQFLO RI DQ\ LPSURYHPH \$SDUWPHQW KDYLHQJV DRYDOXH ZQHWRUHW LPHGRUDW RD DJJUHJDWH LQFUHDVHG YDQXHDeR XIH.B.4D SHULRG RI W

,I KH VKH DFTXLUHV DQ \$SDUWPHQW DGRDFH QW \ LQWHUYHQLQJ FDUWVWMLQRRUDZQGVRWIRURQXWK &RQDOPHRQ GRLQJ ZHDNHQV WKH VWUXFWXUH RRWKGDIDPDRPIARQHV (OHPHQW Condominium Act 55-79.68(b)]

+H 6**MAY NOT** ±

- LPSDLU WKH VWUXFWXUDO LQWHUURLWDQRI \$RUVWKLHU RI \$OH[DQG Condominium Act 55-79.68.(a)]
- GLPLQLVK VRXQG RMaster Deed XVI.G/SUHVVLWQ
- SDLQW RU RWKHUW HUHWRFUK DQ \$IH DMUDHQWIP HRQ VK LRU KDHO RWKHU SRUWLWQ RIXQOHH[VHQ QWKLHD &URXWVPHQ WD \$\$ULRUD EHHQ JUQ Condominium Act 55-79.68.(a); Master Deed XVI.G]

7+(\$/(; \$1'5,\$ +286(5()(5(1&(0\$18\$/

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- LQVWDOO DQWHQQDV DLU FRQGYLFLRVQ RQJKXLQLKWH
EDOFRQ\ RU WKDW SURWUXGHV WKURRIX&R XDOQLORVPP
SULRU ZULWWHQ DSSUR_{M&D}Deed XVI.EHHQ JUDQWHG R
- HQFORVH KLV KHU EDOFRQ\ _{Master Deed XVI.J} U LQ SDU
+H 6KH PXVW XVH EKLRVQH VHQIG HLO VGDNSW RD@PWHUL
[Master Deed XVI.J]

Commercial Apartment-A.

5HVSRQVLELOLWLHRVIRWKRHU&R DQG \$& RV2ZQGW+RSI 7KI
&RPPHUFLDO \$SDUWPHQW±\$ LV 5(63216,%/(IRU ±

2SHUDWLQJ DQG PDUWQ DWQG QVLQFJRQ GAILDRORUV RI &R
\$SDUWP_{H&W D}_{eed XIV.B}

DQ\ DQG DOO QHOFGI VPVDDLQ\ WUHQSDDQFJHQ DQ HRWKHU RSH
VWUXFWXUDO ZLWKLQ &R PMRHeU_D_{eek XIV.B} \$SDUWPHQW±\$

DOO RI &RPPHUFLDO \$SDUWPH_{H&W D}_{eed XIV.B} VLOLWLHV

- 6XFK XWLOLW MUST DEOHGVWISDYLDFHHVO\ PHWHUHG IUR
XWLOLWLHV DQGOVHWRLWKR DWWNGHEQXWWDDEO HSQSHDWDWOP
&RPPRQ (OHPHQWV DQG WKH _{Master Deed XIV.B} PPRQ (OHP

\$'237(' %< 7+(%2\$5' 129(0%(5

VII. FINANCIAL MATTERS

.H\ SRLQWV IRU &R 2ZQHUV

7KHSV UHTXLUHPHQWV DUH PRVWOKHW%IRDOOLGF D60W LRAOLQW
\RX VKRXOG EH JHWQKHW DSOOR\YDZDRQ\VRQIHR K RWZKMK HWHU
FRVWV RI RSHUDWLQJ DQG PDLQWRDZ QRQJZ LRDQUESHU RSHU
DVVHVVG WR PHHW WKRVH FRVWV
\$ERYH DOO \RX V\KRXDONG \RQGHUWWF Q\G S U R \P S\WKO\WD O O
DUH OHYLHG XSRQ \RXU \$SDUWPHQW
,I HYHU \RX KDYH FDXVH WR GLVSKHW E LVOOF KL D VFK DDLQH
DUJXH DERXW LW DIWHUZDUG ,IX\RXHDGUH FRUUHFW \RX
)LQDOO\ \RX VKRXOG EH VXUH W KODLW\RX DQGHUVWDQG
GXWLHV ZLWK UHJDUG WR LQVXUDQFH UHTXLUHPHQWV

Oversight.

'XWLHV RI WKH 7UHDVXUHU 7KH 7UHDVXUHV 5(632
& RXQFLO VIXQG/Vy-DQG/VHFXULWLHV

+ H 6WUST R Y H U V H H ±

- WKH NHHSLOQJ RI IDXFOFOR DOOG VDIF F DLODEWUHVHP IS Q/W VD LERRNV EHORQJLQJ *(B)RLAWKFA* & RXQFLO DQG
 - WKH GHSRVLWV RI DOO PRQH\ V DQHG BQG HURY\ QX FUHGLW RI WKH & RXQFLO LQ VXF KWLGHIS REHLQWLHWI E\ WKH *(B)RDUGJ*

5HVS RQVLELOLWLVH V 3BZHUV PQG 'XWLHV RI WKH % E

7 KH %~~MUSD~~ GHOHFW GH S R V L W R U L H V I R U W K H & R X Q
Y D O X D E O^{By-Law} M.F/W V

7 K H %RADY U+G

- UHTXLUH WKDWKHD&Q X2QIFLFOH UVQD QRGOMLQBRUR&RUXHQVFLRDXQGVREWDLQDGHTXDWHLGLHOLWMSRQEVH7KHSSDLGE\WKH&PLXQF&O DQG
 - ERUURZ PRQH\ DV QHHGHG IRU WKHQUGHUO\ RSHLPSURYHPHQW RI \$/BHLDQGULUD+RXVH

7 KH % R D U G L V 5(63216,%/(I R U W K H F&R O O H F W L R Q
2 Z Q H [By Laws IV.3.(c)]

Assessments.

'XWLHV RI WKH & R ~~XWLFIL~~ QIVWKOHE & IRXIQ IDLOOG FROOHFW IUR
 PRQWKOV DVVHVVPHQWV DJDLQVW HBRQKH\$SBQ WHPVH QRW WR
 & RPPRQ (OHPHQWV LQFOXGLQJ RSHW~~W~~WPQD QRSIDLXQQ/GD LQ
 WKHLU RSHS~~D~~WEQB HDQ~~Q~~UHD~~Q~~Y~~Y~~ Property Maintenance
Agreement 2; By-Laws VII.1]

\$VVHVVPHQWV IRU & RPPRQ ([SHQVHV
 \$VVHVVPHQWV IRU ~~MUST~~ PERHQFH [SHQVHV

- DSSRUWLRQHG DPRQJ WKH & R 2ZQ HRJVLQFWRWHGMLVQ
 LQ WKH & RPPRQ *(By-Laws VII.1)* DQG
- FKDUJHG WR *By-Laws VII.1* PHQWV

7KH DVVHVVPHQW IRU FRPPRQ H[SHQVHV VGIDV RGIXH
 HDFK ILVFD~~AY~~USDEGW DQG ZLOO QRUPDOO\ EH ELO
 LQVWD *By-Laws VII.1*

- , **MUST** EH D FRQWLQXLQJ OLHQ XSRQW WKH \$SDUWP
VII.1.(c)]

\$GGLWLRQDO \$VVHVVPHQWV

, I WKH DVVHVVPHQW DGRSWHG E\ RWKHHW&WKQFIDWS
 RSHUDWLQJ H[SHQVHV DQG VXXWDW~~Q~~HW%H /DIZVH WYKH
 %R ~~DAY~~ MUST HQDFW D QHZ VFKHGXOH RI DVVHVVPHQ
 LQVXIL *Control Film Act 55-79.83.E; Property Maintenance Agreement 2]*

- , I WKH QHZ DVVHV~~AY~~HLQWDLO XSRQW MUST SEDH PHQW
 PDGH GXH DQG SD\DEOH HDUOLHU *Control Film* GD\V DIV
Act 55-79.83.E]
- 7KH %RDU ~~DAY~~ ED~~F~~WHRQLQGHG RU UHGXFHG E\ D PD
 DPHHWLQJ RI WKH & RXQFLO ZLW~~K~~ *Control Film* GAD\V DIWHU
55-79.83.E]

6SHFLDO \$VVHVVPHQWV DQG 2WKHU /HYLHV

\$Q\ FRPPRQ H[SHQVHV ~~VER~~ KQIDWQOQRJIRONKHD \$SDUWP
 E\ WKH FRQGXFW RI OHVV WKDQ \$SDODU WIRRIODW\ HRQWEL
 WKHLU OLFHQ ~~VER~~ UV S~~Q~~FLW~~Q~~IV D VVHVHV D JDLQV
 LQYROYHG LQ DFFRUGDQFH ZLWK RXFKU QIHOJVRQ DEOH
 'RFXPHQWV PD\ PDN *Control Film Act 55-79.83.E]*

7KH %RDU~~AY~~LSRVRH UHDVRQD *Control Film Act 55-79.83.E]*

\$Q\ FRPPRQ H[SHQVHKVWDKH/ RDLQWHHQ E@WMLRQS DL
UHVWRUDWL RQ BQ\U/HBDW FGP&RQWURQ E(HD WSHH@WDVOO\\
DVVHVVG DJDLQVW WKH \$SDUWPHQMQWWRZDKL FK WKI
DVVLJQHG DW WKH WLPH V/XF^{Komihua} Q58-F083.ZH UH LQF X

- (DFK & R 2ZQHU KROGLQJ H[FOXVLYHQJLJKWV RI X
(OHP HQSW\SD\ KLV KHU S UVRKUDWWWDWKOD IDH VRH V VP HQW
& RXQFLO HVWDEOLWKHH R SDHQDQXADLORQR IDRQH HP & RQ VRHQ D C
(OHP HQSW\SD\ VI.A)

, I WKH UH LV D VXE PHWHULQJ VHFWLHQ FLOW'S & DFB
WKH UHV LGHQWLDOE \$ISDJSWRUHMQLWRVQ BGDUPVR QF FVRKJG L&QR.
WR WKH DPRXQW RI HOHF WULFL \$VS DDUFWVXPXHDQOMOX X2MHIGHI
WKH FRVW ZLOO EH DSSRUWLRQ H GQDUFUWRKV, By-D QDUHR
Laws VII.1.(b)]

\$Q\ VSHFLDO DVVHVPHQW RU RWHK%U /DZP/ GXO\
H J FKDUJHV LQWHSU HEHW DODWQ DIHDYUHGV DJD LQVW
RI WKH & R 2ZQH-UDWDXVH(VH)VHG

- 7KDWMOSTHWQDNH HIIHFWRQ WKH ILUVW GD\ RI WKH PRUH WKDQ ILYH GD\V DIWHU GHOLVXHFK\ WSRHFWLKD\ & RDVVHVVPHQW HPSHQXH_(a) RU OHY\

3 R Z H U V R I W K H % R D U G 7 K H % R D U G

H V W D E O L V K V H U Y L F H F K D U J H V D J D R Q V W D Q \ & R 2
D V V H V V P H Q W V G X H R Q J K L V I K H U \$ S D U W P H Q W

DVVHV V FKDUJHV DHJD L~~Q~~WD Q Q Y & R ~~Q~~²ZWQ RQJRI WKH
'RFXP HQWV IRU ZKLFK KH VKH RU KJXH KWU I B PLROW RH
LQYLWHHV D~~W~~^{Cond. Minus} S P Q59-29801A.(ii)

³ZKHQ DVVHVVPHQWV DUH SD\DEOPHD\WQWLQWWBIOF
UHPDLQLQJ XQSDLG LQVWDOOPHQWWB\IQ\QGD\WV\QD\WVHP
HQWLWUH EDODQFW\GIXW\KDHQ\VS\DH\WV\QD\WV\QD\WVHP
WKHWLPHO\SD\PHQWRIWZRFRQH\QXW\W\QD\WV\QD\WV\QD\WV
Laws IX.1.(b)]

HQIRUFH DQG IRUHFORVH D OLHQ LRWWBIVGVHV WRKHHQ
ODZV RI WKH &RPPRQ ~~ZHDQW~~ K(c)RI 9LUJLQLD
'XWLHV RI WKH &R 2ZQHUV

(YHU\ & R 2ZQHU LV 3(5621\$//< /,\$%/(I RUE D O O D V V
W KH & RXQFLO ZKLFK EHFRPH GXH DKQHG RSZDQ\WD EDQHQH DW
\$ SDUW [Redacted Deed XI]

- 7 KH KROGHU RI WLWOH WR DQ \$ S D~~UR~~^{UR} Q H~~Q~~ I W U R / E W D PRUWJDJH RU E\ ~~R~~^M~~A~~~~N~~~~K~~~~M~~~~O~~~~T~~ IS~~U~~ R~~K~~~~F~~~~H~~~~O~~~~G~~ S Q W V R Q D O O \ U H V D V V H V V P H Q W V G X H E X W X Q S D L G U D \$ S D M~~U~~~~K~~~~W~~~~H~~ M Q W H K H
[Master Deed XI]

(Y H U \ & R ~~M~~^Z~~S~~~~Q~~ H S D \ D V V H V V P H Q W V L P S R V H G E \ W K H W K H F R P P R Q H [S H Q V H V R I \$ O H [D Q G U R Q H R S X H V Q V H V Q F C S U H P L X P V R I U H T X L U H G L Q V X U D Q F H D V D Q G V Z H D G W E H U W D Q % R D [By-Laws VII.1.(a); VII.1.(e)]

- 7 KH & R 2 Z Q H U R I & R P P H Q W F \$ D Q V \$ S D P D S M A V L U R Q P W K L V [By-Laws VII.1.(a)]

(Y H U \ & R ~~M~~^Z~~S~~~~Q~~ H S D \ O D Z I X O V H U Y L F H F K D U J H V H V W D I R U D V V H V V P H Q W V G X H R Q K L V K H H F \$ H S D Y U H V G P D H Q W H U R W G X H G D M H VII.7]

\$ & R 2 ~~Z~~^M~~A~~~~N~~~~O~~~~T~~ H [H P S W K L P V H O I K H U V H O I R U E H H O L D E L O L W \ I R U D Q \ D V V H V V P H Q W X R S U R Q L K P I L W K B U \$ S D H [S H Q V H V E \ U H D V R Q R I Z D L Y L Q J W K H & R P P H Q W F H Q M F (O H P H Q W V R U E \ D E D Q G R ~~M~~^u~~t~~~~a~~~~n~~~~D~~~~e~~~~e~~~~k~~~~X~~~~I~~~~V~~~~B~~~~y~~~~K~~~~L~~~~H~~~~M~~ \$ S D U W P H Q W VII.1.(e)]

, I D & R 2 Z Q H U G L V S X W H V W K H D P M R U X I Q W L U R V W D S D D V W K H G L V S X W H G D V W A Y V I P O H Q W J W K H Q D I Q H F H V K H W K W K H F R Q V L G H B D M W W R I Q)

/ L H Q V

7 KH & R X Q F L O K R O G V D O L H Q R Q H Y Q H W V \$ S H D Y U L W M B H C D J D L Q V W W K D W \$ S D U W P H Q W & R Q ~~M~~^u~~s~~~~p~~ L E Q L X S D L S G W S U L R U W R D O O R W K H U O L H Q V H [F H S W ±

- U H D O H V W D W H O L H Q C o n d o m i n i u m K H 5 \$ 3 . B A U . W P H Q W R U
- W K H O L H Q K H O G E \ D Q \ P R U W J D J H H F R W W K H \$ S D U V \$ L L L % \ / D Z V 9,, F @

, Q R U G H U W R S H W K H L Q W L Q D \ V O L R H E Z K H M Q E V K F D D N V G H X D Q G S D \ D E O H M ~~S~~~~K~~ H L D R X Z Q F W Q W K H & O H U N T V R I I L F H R I & R X U W D P H P R U D Q B X P L C F X V P F V W D Q F H V B K M H U L G H Q W E \ V [Condominium Act 55-79.84.C]

7 KH W R W D O D Q Q X D K O & R V 2 / Z Q / H V P H R Q W F R A V P H R R D Q D H Q ' S H Q V S H F L D O D V V H V V P H Q W R U I H H V D Q G I U R \$ S K D H W W F P K H D Q W H S X U V X D Q W W R U S T K E H % D F D R Z Q / W L Q X L Q J O L H Q O H Y L H G D [By-Laws VII.1.(c); IX.1.(a)]

/ L H Q V I R U W K H D ~~M~~^Z~~S~~~~Q~~ D E O H E D R / R / H H V H P H F Q W L Y H R Q W K H H D F K I L V / B D [Laws IX.D(6)]

/LHQV IRU VSHFLDO DVVHVVPHQWRWKM\KHIHHHS\HQQ/G
 FKD ~~MUST~~ EHFRPH HIIHFWLHYH RQ WKH ILUVVG D\ RI W
 ILYH GD\V DIWHU GHOLYHU\ WR WLKDHO&BV2/ZQ/HVUP HRQ VQ R
 H[SHQVH IHABy-Balms IK(D)JH

7KH VDOH RU WUDQMUHURW DQJ\$&WPKHQ\ LHQ R
 WKHUHRI ZKLFK EHFDPH GXH/~~SuLWVILM~~ WKH VDOH R

- , ~~MAY NOT~~ UHOLHYH WKH \$SDUWPHQW IURP DQ\ DVVH
 WKH UHDIDWVH~~WVII.1.(c)~~

Electricity Sub-Metering. 7+, 6 6(& 7, 21 , 6 21/< \$33/, &\$%/(,) 7+(
 &281& / (/(& 76 72 0\$, 17\$%1 \$/(76(5, 1* 6<67(0 &855(17/<
 7+(5(, 6 12 68% 0(7(567(06\$7 \$/(; \$1'5,\$ +286(

'XWLHV DQG 5HVSQVLELOLW ~~MUST~~ WKH &RXQFLO 7

DSSRUWLRQ DPRQJ ~~VKIRK~~ &R L2ZQ HUOHIRW UPLQHFLWOL
 XVHG LQ DOO RI WKH UHVLGHQW IXQFWLQJ \$SDUW~~ByHOvWVII.1.(b)~~

FDOFXODWH DOO FKDUJHV IRU ~~ISORFMPHQLQWLW\ EXD\H~~
 XSRQ WKH UHDGLQJV RI VXE PHWHFLW\ QXWM\ OEOHGDW
 \$SDUW~~PingQdAdministrative Code 20VAC5-305-40]~~

7HVWLQJ WKH 6XE 0HWHLUL~~MUST~~ LSPHQW 7KH &RXQF

KDYH D WHVWLQJ SURJUDP ZKRVH ~~ISORFMPHQLQWLW\ EXD\H~~
 GHJUHH RI DFFXUDYFLFGXOLVQER~~WVII.1.(b)~~

Administrative Code 20VAC5-305-70]

HQJDJH D TXDOLILHG H[SHUW WR ~~VSuLWVILM~~ RUP DOO U
Administrative Code 20VAC5-305-60]

WHVW DOO VXE PHWHULQJ HTXLSPHQW RI ~~WVII.1.(b)~~
 HGLWLRQ RI \$16, & *[Virginia Administrative Code 20VAC5-30570]*

XSRQ UHTXHVWE\ D &R 2ZQHU WHQJW KLV KHU \$S
 HTXLSPHQW ZLWK ~~ZQDQFH~~ UJHS WARRY ~~WVII.1.(b)~~ LVODQWRW\ E\K
 PDGH PRUH IUHTXHQWO\ WKDQ RQFH~~WVII.1.(b)~~ Virginia PRQWKV I
Administrative Code 20VAC5-305-80]

- , I PRUH IUHTXHQW WHVWLUL~~WVII.1.(b)~~ DVWHIGS RWKLM
 DPRXQW RI ZKLFK VKDOO QRW H[FH\G DWKHG RZLWWKRIV
 D ~~WVII.1.(b)~~ *Administrative Code 20VAC5-305-80]*
- 6XFK G~~MASYNOT~~ EH UHIXQGHG XQOHVV WKH SHUFHQ
 HTXLSPHQW H[FH\G *Virginia Administrative Code 20VAC5-305-80]*

VXEPLW WR DQ\ & R 2ZQHU UHTXHKMWUQHJW QOMHW W
 REWDLQHG ZLWKLQIWHZUR UFRPQ Q10VAC5-305-80] W H V W
Code 20VAC5-305-80]

%LOOLQJ 7KH & RXQFLO \ MUSR QWUDFWHG %LOOLQJ \$J

5HDG WKH VXE PHWHULQJ ZLWKLQHMGKUHIDIGEXQVLQH
 GDWH RI WKH XWLQJ[Original Admin Data] 20VAC5-305-90]

5HQGHU ELOOV ±

- IRU WKH VDPH ELOOLQJ SHULRG RDW KWDV D RI GWKH
[Virginia Administrative Code 20VAC5-305-90]

- QR ODWHU WKDQ GD\ V DIW MUSR QWUDFWHG RI WKH
Code 20VAC5-305-90]

6KRZ RQ WKH & R 2ZQHU V ELOO DOO RI WKH IROO

- WKH GDWHV DQG UHDGLQJV RI WKHQVQLEJP DQG BULK
 HQG RI WKH SHULRG/Virginia Admin Data] 20VAC5-305-90]

- WKH QXPEHU RI HQHUI\ XQLWV FRQVWPHG GXULQJ
Administrative Code 20VAC5-305-90]

- WKH DYHUDJH FRVW LQ FHQWV SHEHUHQHUI\ XQLW
Administrative Code 20VAC5-305-90]

- WKH DPRXQW GXH IRU HOHFWULFLQG FWRQHVWRHGD
 DPRXQ [Original Admin Data] 20VAC5-305-90]

- WKH QDPH DQG DGGHUVVY9RUJLQHL & R2ELOQ LVWUDW
 9\$& @

- WKH QDPH RI WKH ILUP UHQGHULQDGHKHD QGOWKHZ
 SRLQW RI FRQWDFWLQRUT&RI VVQQRQHODWIDRQW WKHLU
Administrative Code 20VAC5-305-90]

- DQ H[SOLFLW VWDWHPHQW WKDSDVQKMWEDWOSUVRQ
 VHUYLFH WR \$O [Original Admin Data] 20VAC5-305-90]

(VWLPDWHG %LOOLQJ NOTWEHP DJWQG HEUOC VQOHVV WKH PW
 WDP SHUHG ZLWK LV RXW RI RUQH [Original Admin Data] 20VAC5-305-90]
Administrative Code 20VAC5-305-90]

, Q VXFK FD MUSR WIKHG E\WQFWO\ PWDJLH G HVWLPD
Administrative Code 20VAC5-305-90]

(VWL PD MUSR HEVH EDVHG XSRQ RQH RI WKH IROORZLQJ

- SUHIHUEO\ FRQWLPPSLV\ IDRQE G Q OLOQJ FSHUWGL RG LI V
SUHYLRXV FRQVXP SinglR AdminstrDiVe DdD2DVA OSH05-90]
- DV D PLQLPXP FRQVXP SWLRQ GXULQW WKH & RSUHFH
2ZQHU KDV QRW OLYHG RQ VVWginaSAdmistrativ IRU RQH
Code 20VAC5-305-90]
- LI SRVVLEOH LQ WKH LPPHGLDW HVOP SRULRJQ LQJ F
GXULQJ WKH SUHFHG LQginaSAdmistrativ Code 20VAC5-305-90]

5HELOOLQJ

:KHQHYHU DV D UHVXOW RI WHVWJHQWKDQXEIDMW
RU VORZ EHFDXFWH FRDIOLQFURDUWLRQ UHVWKLHO & RWKQHF L&OR 2ZQ
WKH FRUUHFW DPRXQW DV FDOFK Q DWLHPGH IHRQJDSSVSHQJL
WKH ODVW SUHYLRXV WHVW EXIW LQRQRV R D VRHU IRUQF
RFFXSDQF\ E\ WKH H[LVWLQJ &VginaSAdmistrativ LFKHYHU
Code 20VAC5-305-40]

,I IRU DQ\ UHDV RQURDWKIRQ VRQ DVQDPPS JHQWLQJ W KH
DSSDUDWXV KD VHQVRW X H DJR R XQHIV FRS VWDVH FEM HQF X WHG Z
& RXQESTOHVWLPDWKH WKH HQJ FWKHLA QWAL M MHSWBG X RIG F
UHJLVWUDWLRQ E S M H Q LQSHRQWD DQF PMRQXRQMQ CR IXN Q HMF KVH
VR HVWLPDWKH WR FD QFginaSAdmistrativ Code 20VAC5-305-40]

- 2Q WKDW EDV MUSTWKHE & Q QF K Q & R 2ZQHU IRU WK
IRU D SHULRG HTXDO WR RQH KDVW & UHVWKLHR XWL PWHM
VXE PHWHULQJ DSSDUDWXV EXWILQ PRRQ FWDKWH RIURU
VLQFH RFFXSDQF\ E\ WKH H[LVWLQJ 2ZQHU ZKL
Administrative Code 20VAC5-305-40]

\$GMXVWPHQWV LQ %LOOV

\$GMXVWPHQWV LQ&RE2ZQDGHVZKHQGVH U ±

- ELOOLQJ HUURUVWUHH DQHQWIR RQ FURVWUWSBHW LERLQV
GLVFRYHUHG E\ WZQ & Q XQEDW IRYQIL VQYBV VDLUDWXRQ
TXHVWLRQ RU GLV \$VginaSAdmistrativ Code 20VAC5-305-90]

- D FURVV PHWHULQJ VLWXDWLRQ & RIGVHWV 9 \$&U > 9 LU
@

- WKH XWLQLOLW\ DG M XQWV > VIKUHJ & QHDX RIGOMLQ \$&V UDW
@

,Q VXFK FDVHV ±

- WKH & R 2ZQH ~~MUST~~ QM RUHQHG UHG FRUUFWHG ELO
SHULRG RI WLWH BV OVLKPHL W~~DM~~ MRXQ ~~Min~~ DrDiQ RZD
20VAC5-305-90]
 - LI D & R 2ZQHU KDV EHH ~~AUX~~ SHUD QDQOHG WKH PDKNH
SD\PHQW RI WKH DPRXQW XQGHU ELORQH QDQXDC
PRQWKV DV WKH FRUUFWHG ELORQFAR ~~Min~~ HU EXW IR
Administrative Code 20VAC5-305-90]
 - LI D & R 2ZQHU KDVG EDHQHQ LRV S & HE IDFOZHLNKLHW DI FIDH
UHIX ~~MUST~~ LEAH PDGH RWKH ~~UNL~~ HE HV ~~S~~ R K WFUGI GRLV KL V
DFFR ~~XiQiMa~~ Administrative Code 20VAC5-305-90]
- :KHQHYHU DV D UHVXOW RI WHVWPLRQJH DW KDXQ PHW
IDVW RU VORZ WKH & R 2ZQHU ~~WrgEla Adminis~~ tative 27 EH DC
Code 20VAC5-305-40]

Reserves.

\$VVHVVPHQWVM~~IS~~Y VLHQ/FOPXHQHWVDV FRPPRQ H[SHQVHV S
5HVHUYH)XQG I&O DUFHS~~P~~DHQWV RDUQHQHD 5*HHQHWWYD~~OB~~2FSFRUXDQWL
Laws VII.1.(a)]

7KH 5HVHUYH)XQ~~MUST~~ KHV&R~~E~~QEV DQG PDLQWDLQ D 5
QHZ VWUXFWXUDODILRSQR YRHP IUQVQD TUXQSSPPIQFWK DRQ L\$PODHQ D
+RXVH DQG IRU VXFK RWK ~~Mal~~ DQH~~H~~ D~~o~~per~~s~~ XUSRVHV
Maintenance Agreement 3]

7KH & RXQF ~~MUST~~ E&SONWH ±

- WKH FXUUHQW HVWLPDWG UHSOBF ~~IDQHQW~~ F R V W
HVWLPDWG XVHIXO OLIH ~~Condominium Act 55-79.83:1.B.1~~ SLWDO FRPSRQ
79.83:1.B.1]
- DV RI WKH EHJLQLQJ RI WKH ILD~~F~~CU HVWDWYHV
DVLGH WR UHSDLU UHSODFH RUVKHW VRQXQWK RI FWD
H[SHFWHG FRQWUHLQW~~J~~RQGWIR UV KDW~~W~~ DO \HDU
Act 55-79.83:1.B.2]
- D JHQHUDO VWDW~~W~~ SHUORWHGHWUHWL ~~W~~ D~~O~~GGW~~Q~~ HVWLPD
DFFXPXODWLQJ & DV K 5HVHUYHV DQG ~~W~~ KQHG HQWHLQW
UHVHUYH REOLJDFMLZLQWKLQ KDFR~~W~~ K~~W~~ XUUHQWO\LC
[Condominium Act 55-79.83:1.B.3]

5HVSRQVLELOLWLHV RWK%RDUG 7KH %RDUG

FRQGXFW DW OH D\WMD URQ BHV M\XKGU \W~~R~~ R~~K~~QWH P L Q H
UHVHUYHV UHTXLUGH WR UHSDLRP SURQSHQODFWH DQG UH
[Condominium Act 55-79.83:1.A.1]

U H Y L H Z W K H U M W W X G \ W D \ W R O H M K D M b m i n i m u x d o o \ D Q G
 5579.83.1.A.2]

P D N H Q H F H V V D U \ D Q M X D L \ P W Q H V & H M R S U P N D H W X H Q G D W
 O H Y [H o u d m i n i u m A c t 55-79.83.1.A.3]

7 K H * H Q H U D O 2 S H U D W L Q J 5 H M U S T Y H H V \$ N F D F R O X L Q W K D Q B & R
 D * H Q H U D O 2 S H U M D S M I D Q E S H I N C H R P o p e t y M a i n t e n a n c e A g r e e m e n t
 4]

7 K H * H Q H U D O 2 S H U S T W L I Q P J D E L Q V H Q Y D H V S H E L D O D F F R
Deed Exhibit G, Property Maintenance Agreement 4]

, M U S T D W D O O W L P H V E H X Q G H U M A N D D e e d F R Q W U R O R I
Exhibit G, Property Maintenance Agreement 4]

3 R Z H U V D Q G 5 H V S R Q V L E L O L W L H V R I W K H & R X Q F L O

7 K H & R M U S T L S O D \ P R Q W K O \ L Q W R W K H * H Q H U D O 2 S H
 D V X P H T X L Y D O H Q W W R Q R W O H V V F W B X D Q H D E R O I H W K R I W
 & R 2 Z Q [M a s t e r D e e d E x h i b i t G, Property Maintenance
 Agreement 4]

8 S R Q D F F U X D O L Q W K H * H Q H U D O 2 S X H Q M D W M I T Q D G H W I
 R I W K H F X U U H Q W D Q Q X D O D P R X I Q H W & R I D Z V Q M H U W P W Q
 & R X Q M A Y O E \ D S S U R S U L D W L Q X D H F W B R Q Q V K G A V G O R S Q B W L W V I R
 W K H O H Y H O [M a s t e r D e e d E x h i b i t G, Property Maintenance
 Agreement 4]

8 S R Q W K H V D L G D F F R X Q W V I D O O L Q V G E H S O R R V L W X F K
 M U S T I R U W K Z L W K E H P D G H D W W K H H U M M i n i m u x Q W L O W
Deed Exhibit G, Property Maintenance Agreement 4]

5 H L P E X U M U S T H E Q H W P D G H W R W K H D F F R X Q W X S R Q W K
 G H O L Q T X H Q F L H V I R I U Z Z W L K F G K U D X Z Q Q G M U [W B R M D k e t D F F R X Q W
Exhibit G, Property Maintenance Agreement 4]

< H D U (Q G ' L V S R V L W Q B Q R \$ I W [W K H V H Q I G D R I B Q F K D P I R V X F Q D M D
 D F F X P X O D W H G L Q H [F H V V R I U H T X H U H D M S T W D W R W K D H F W X I
 G L V F U H W L R Q R I W K H % R D U G E H ±

S O D F H G L Q U H M B H I d w s M I I . D (E) F R X Q W V

S O D F H G L Q D V S H F L D O D F F R X Q W D M O R Z E H O H Q S H Q R G H D
 W K H & R 2 Z Q H U W I . 1 . (d)]

F U H G L W H G D F F R U G L Q J W R H D F K & R R 2 Z Q K H U V & R P I
 P R Q W K O \ E L O O V I R U H D F K \$ S B D - U M W P I H (Q) W X Q W L O H [K D

G L V W U L E X W H G W B R L d M s K V H . 1 . & R 2 Z Q H U V

Insurance.

5 H V S R Q V L E L O L W L H V D Q G ' X W M U S T R I W K H & R X Q F L O 7 K

REWDLQ DQG PDLQWDLQ DW DOO WLWIKV LQVXUDQ
HQGRUVPHQW IRUHHHQW QDGGHGL WR R R D D H RWUHQGHGXFO
LQVXUDEOH UHSODFPHQW [Master Deed XRIIA] \$ OH [DQGULD +

- 7KH SROLF\ RU SR ~~MUSI~~ F R Q R IDLQVDU & R Q E RPLQLX
(QGRUVPHQW IRU HDFK & R 2ZQHU DQWR R Q WVKRUP
XSRQ DOO RU DQ\ SDUW ~~Master Deed XIII.A~~ PRQ (OHPHQW V

IURP WLPH WR WLPH DSSRLQW D TXIDQOLI LIHQV DSSE
UHSODFPHQW YDOXH [Master Deed XIII.A] GULD + RXVH

REWDLQ DQG PDLQWDLQ DW DOO WLQPHXU DRQFSUHK
FRYHULQJ DOO & R 2ZQHUV ZLWK UMSBQFWEWOR \$ OH [D
LQVXUDQFH FRPSDQOLPLWK RILQLPW PARVVLQWQ\ WR
SHUVRQ DQG IRU LQMXU\ W R Q HP RDUFH LVGKHQW RRQH
RFFXUUHQFH DQG [Master Deed XIII.E] W\ GDPDJH

REWDLQ DQG PDLQWDLQ DW DOO WLPH HDQZ RDQNP HQ
RWKHU VXFK HPSOR\PHQW LQVXUDQFDUUN HETXWQHG E\
& RXQF [Master Deed XIII.F]

JLYH ZULWWHQ QZQQLHFUH RW RD B V HSJB QDRUWHKT XLDQFHDX
RI LQVXUDQFH REWDLQHG E\ [Condominium Act 55-79.81.C]
79.81.C]

'XW\ RI WKH 6HFUH ~~WIDST~~ \ QRKWL 16HHFDJFKW & R\ 2ZQHU SURF
ZULWLQJ RI DQ\UFPKDOQJWL RQ RRU ~~XWQHQ&RISQFQDFVHLQV~~
[Condominium Act 55-79.81.C]

&ULWHULD IRU WKH & RXQFLO V ~~MUSI~~ UPDIQFH WTKHH & RXQFLO
IROORZLQJ FULWHULD

\$OO S ~~MUSI~~ FHVZULWWHQ ZLWK D FRPSDQ\ WKDW ±

- LV OLFHQVHG WRLQWWDQHV & R PWP RQZBODQH [Master Deed XIII.B.1]

- KROGV D UDWLQJH BIE \$ \$SH VRW VEHQWGU DQFH 5HSRU
SROLF\ KROGHU V UDQ [Master Deed XIII.B.1] RU EHWWHU

7KH & RXQFLO ~~MUSI~~ WKD YGHV WLRQ HHHFOXVLYH DXWKRU
ORVVHV XQGHU WLKHIV IZQWXUWQFHFB RQDORIRQWDQD QCHQGSU
KDYLQJ D VHFXULW\ LQWHUHVW LQ GRDPWDKHG & BDRQW
(OHPHQW [Master Deed XIII.B.2])

7KH LQVXUDQFH FRYHUDJH REWDLQ [Master Deed XIII.B.3] QG PDLQV
EH EURXJKW LQWRLQW DQE XWSLRUGFXDDOWHCR BZQQGVYD
WKHLU PR [Master Deed XIII.B.3]

7KH LQVXU ~~DQSFH~~ ZFDDLUWHM\J EURJDWL RQ ULJKW V DV WKH & RXQFLO LWV GH OHJDWH LDQDQX DVQKGH W&KRH 2ZQ UHVSHFWLYH VHUYDQWV DJHQW XH ~~MPS/OD~~ H HV EXVL
XIII.B.5]

(DFK RI WKH SROLFLHV RI LQV ~~XIUS~~ QFRHQ RVEDW QLQHG SURYLVLRQV VWDWLQJ WKDW ±

- WKH ~~SADNOH~~ EH FDQFH OHG LQYDOLGDWHG RU VX FRQGXFW RI RQH RU PRUH R~~IMMK~~ ~~Heed~~ LGXDO & R
- WKH ~~SADNOH~~ EH FDQFH OHG LQYDOLGDWHG RU VX FRQGXFW RI DQ\ 2HILFRH UWRKU & R~~SQRC~~ OPZDLQ/GK RQW SU ZULWLQJ WKDW WKH & RXQFLO FXL\$IO RWKH EIRQXFW DSSURSULDWH WLPH ~~WMS~~ ~~Heed~~ ~~RW~~ B.8] FK FXUH DQG
- LI WKH & RXQFL OF RDQGXFWRRF XDUQH RMWKHZ HW KRLQ HAPKSHD DOORWWHG WL ~~RI~~ HS RDQFH OWG OROU VXEVDQWL ZLWKRXW DW OHDIW WHQDQYR VSU ~~IR~~ HWGR DQFOOIG WQH D PRUWJDJHHV DQG ~~ast& Bee~~ X/Q. B.8] V

7KH ,QVXUDQFH 7UXVWHH

7KH & RXQFLO RP WLPH WR WLPH GHVLJQDW D ED WKH & RPPRQZH DOWK RI 9LUJL ~~Q~~ ~~Heed~~ ~~XII.C~~, QVXUDQFH

- 7KH ,QVXUD ~~QEST~~ ~~UHVFH~~ M H DQG KROG WKH DPRXQW RU DOO RI WKH SROLFLHV RI LQOQ& UDDQSFOH WHKIH UDIRG WKH FRVW RI UHS DRQ RU DUQHFQ RQFQ ~~W~~ J\$ ~~Q~~ B W RGHQWWU R \ [Master Deed XIII.D.]

- 7KH & RXQFLO LV 5(63216,%/(IRU WKH [SQHQVBDQFH ZKLFK DUH D FRPPRQ H[SHQ ~~M~~ ~~Heed~~ ~~XII.C~~ DQGULD + RX

, I KDJDUG LQVXU DDQFSHO SH & FM RI GSX ~~W~~ ~~IR~~ HUH & DMKLU UHSODFPHQW RUWUKHIF \$RSQDVUWUPXHFQWL IR EDQMV & RAPKPHR Q (C & RX ~~QEST~~ REWDLQ WKH SUORRI ZUKLHW & KHDQV ID SDSUQRKYDDW WD 1\$ DQG +RXVHKROG %DQN) 6% DFWDLUQHJ KRG G HUGXID ILUVW WUXVW VF FXULW\ LQWHUWHXIVMLVFLWQWHW RHFUR QM RI WKH PRUWJDJHHV RI DQ\ \$SDUMDPFIQ WWR ~~W~~ YDIGH KHOE-Laws VIII.3.(b).5]

\$VVHVVPHQWV

3UHPLXPV IRU WKH & RXQFLO V LQV XQMDHQ FMRF RMHU SDLG E\ WKH & RXQFLO EWHIDK VHH [SVHQHDJDLQVW HDFK VDPH SURSRUWL RQ DQG DW WKH VHDPDQWHPH [SDHVQW K M WKH & RPPRQ (OHPH ~~Q~~ ~~Heed~~ ~~XII.D~~; ~~V~~ ~~Hws~~ ~~W~~ ~~HG~~ a)]

5HVS RQVLELOLWLHV RMAW KSH% RID UGL PZKHW %RR DOLG E L O L
LQGLYLGXDO & R 2ZQ HUwDWI.H.(W)H VS RQVLEOH

5HVS RQVLELOLWLHV DQG 'XWLHV RI WKH & R 2ZQHUV
(YHU\ & R 2ZQHU LV 5(63216,%/(IRU R QWB LQLQJ D

- VXFK LQVXUDQFH RQ WKH FRQWHQVKVVRKHKLV V KHU SHUVRQDO SURSHHWWM\ LQW\$RQHH[QHQGUKHDFDRXWHTIT XDLU KH DQ_Master Deed XIII.G; By-Laws VII.8.(a)]

- VXFK LQVXUDQFH RQ KLV KHU SHURVHQDQH OELDW KQ_O OLDELOLW\ LQVKKH DQFHZ QRHW D ORDE MRW KQH HFGR D RRSQD UW H[SHQVHV DV KH [M_KH D_Ed XI.UCH, By-Law M_I.8.(b)]

(YHU\ & R M_ZSQ HU

- ILOH ZLWK WKH & RXQFH GQ YD FRSO RRQD XW D QFHU SRO \$SDUWPHQW ZLWKLQ [QD&ND_Ed XIII.H] LWV SXUFKD VH

- REWDLQ FRPSUHKHQVLYH OLDELOLWVUQFDXXUDHQFH E\ DQ\ IDLOXUH RQ KLV KHU SDUW LRUUDQRQRWIKHS DQW JXHVW LQ KLV KHU \$SDUWPHQW RWUK IDQO VOSPIWWVQRK L OLDELOLW\ DV WKH %RDUG P_D-Law M_I.8.(M) LPH WR WLPH

- QRWLI\ WKH & RXQFLO RI DQ\ LPSURWHRDQV DQG YDOXH LQ H[FHVV RI ZKHWKHUHPJDQVH DQFRUD YDOXH R M_Aster Deed RI.H.B.4]

\$ & R 2ZQH NOT PDLQWDLQ LQVXUDQFH FRYHUDJH Z GHFUHDVH WKH DRXQWQWOZKDFKUHDKQKQDQFQHG IS BI ODLQ\ LW KDV LQ IRUFH RQ \$OH[DQGU M_Aster Deed XIII.BD, W DQ\ SDU By-Laws VII.8.(a)]

Mortgages.

'XWLHV RI WKH & R M_ASTL Q 7KH & RXQFLO

PDLQWDLQ D ERRN HQWLWOHG 3D\$USWDUHWP BQFMUH LQ ZKLFK DUH UHFRUGHG DOO PRUWJDAM DQSQ \$SD DGGUHVW RI WKH PRUWJDJRU DQGU M_Aster Deed XIII.BD, W VIII.1]

QRWLI\ WKH PRUWRJDQGHIBRQFH QEH QPHRW WWRD JRU SD\ DVVHVVPHQWV DQG RI DQ\ RWIKHDFWLRQDQV QGLQU *RYHUQLQJ 'RFXPHQWV WKDW[B_L-Law QIRXW] FXUHG ZLWKL

'XW\ RI WKH & R 2ZQHUV (YHU\ & R 2ZQHUKH R JLYHV D \$SDUW M_ASTL QRWLI\ WKH & RXQFHODOKUDQD KHWKHDFQG QJ WI DGGUHVW RI WKH PRUWJDJHH DQGU M_Aster Deed XIII.Q W RI WKH

7 + (\$ / (; \$ 1 ' 5 , \$ + 286 (5 (1 & (0 \$ 18 \$ /

3 \$ 57 21 (

5 L J K W V R I W K H O O R L H W Q J B J H D H Q A D Y K W H Q V D P Q H Q \$ / \$ D O U H W P H Q W K
V X E R U G L Q D W H W R G I R Q H V P Q R J W W J L Q Q H D Q D L Q Q W D / I I R H I F W K M K P H R U W
[By-Laws IX.2]

(D F K P R U M U S T D E T T H Q R W L I L H G E \ W K H & R X Q F L O R I D C
P R U W J D J R U L Q W K H S D \ P H Q W R I D W V I H Q / W P K H Q P R / U V R W D
R E O L J D W L R Q V X Q G H M P M Q H V V R Y Z H K W Q K L Q W N K L Q R W G D U V H G Z
[By-Laws VIII.2]

\$ Q \ P R U M A D J H K S R Q Z U L W W H Q U H T X H V W W R W K H &

- L Q V S H F W W K H E R R S N O V H [D D Q Q G W I H D F R B Q V E H Q Q K Q H Q V Q R U
K R X [By-Laws VIII.3.(a)]
- U H F H L Y H D Q D Q Q K D O D W G I M H H P G I Q I W Q I D Q S L O W H K D Q G U L I
G D \ V I R O O R Z L Q J W K H [By-Laws VIII.3.(a)] H I L V F D O \ H D U
- K D Y H Z U L W W H Q V Q I R Q V I V F R I R W I D H O D R P X Q H F I I . Q (a) D Q G R U
- G H V L J Q D W H D U H S U H V H Q W D W L Y H [By-Laws VIII.3.(a)] D W W H Q G D Q

\$ ' 2 3 7 (' % < 7 + (% 2 - \$ 51 8 \$ 5 <

7 + (\$ / (; \$ 1 ' 5 , \$ + 2 8 6 (5 () (5 (1 & (0 \$ 1 8 \$ /

3 \$ 5 7 2 1 (

VIII. ADMINISTRATIVE MATTERS

.H\ SRLQWV IRU &R 2ZQHUV

7KHVH SURYLVLQRQW WKH IDVW ZLWK&URWWRQDOLQWIDH QXLUGH
 <RX DUH HQWLWOHG WR KDYH DFFSHUWS RARH WUKHODHWUHCFR
 WR \RXU PHPEHUVKLS LQ WKH &RXQFLO
 ,I \RX DUH FRQWHPSODWLQJ VHOORQH \RXU \$SDUWPHQW
 WKURXJKO\ IDPLOLDU ZLWK WKHLERDWWKLUHPHQWV IRU D

Responsibilities of the Council.

7KH &RDXQF L+O

NHHS GHWDLOH GF HULHSFVRWV GQVQ RI HWVSKHQLGHHW RS H V DDWILHF
 DQG DGPLQLVWUDWLRQ RI \$OH[DQGQFLHD D+QRGX VVH S DS H F
 H[SHQVHV RI WKH &RPPRQ (OHPHQW VE D QRGU DRQQ RWKH
 EHKDOI RI WCKHOM&RDXQF55-09.74:1.A]

NHHS DOO ILQDQFLDO ERRNV DQGOUHDFFRUHGSW HQ D
 DFFRXQWLQ [Constitutional Act 55-79.74:1.A]

UHGXFH WR ZULWLQJ DOO QRWL FHVKHUG HPDQGV E
 FRPPXQLFDWLRQV GRQ [By-Laws] WKH %\ /DZV

PDLQWDLQ D ERRN HQWLWOHG 3DSUSVLDUHPW BQFMUH
 [By-Laws VIII.1]

ILOH DQ \$QQXDO 5HSRUW LQ WKHWIRUPLSUJHLQFLUDL E
 5HDO (VWDWH %RDUG ZLWKLQ GHDWUQIHU DUFHKJDQVQH
 \$OH[DQGU [Constitutional Act 55-79.93:1.A]

- 7KH \$QQXDMOSTHESHRIDWFRPSDQLHG E\ D IL[HG IHH L
 HVWDEOLVKHG E\ WKH 94 [Constitutional Act 55-79.74:1.V] DWH %RD
 'XW\ RI WKH 6HFUHMDST\ WDKH 6FHFDUHJM DRU\ VXFKEERRNV
 WKH %RDUG [By-Laws RQGHU

&R 2ZQHUV 5LJKWV

\$ &R 2ZQHU LQ JRRG VWDQGLQ JMARU [BIPVQHHUDQXW
 FRS\ DW FRVW DOO ERRNV DQGHU&RQFLVONH QWOBIG
 EXW QRW OLPLWHG WR WKH &RXQF LDQJ MU R HDPWUWDXQ
 LQIRUPDWLRQ RI WKH [Constitutional Act 55-79.74:1.B] R\HHV

- 7KH UHMXVHEW IRU D SURSHGU VSURKSLRVVHHUHODHRWEHHU
 WKH &RXQFLO DQGJQIRQW RQUFSPDFKQDWWNR OLF LW
 Act 55-79.74:1.B]

- 7KLV **MUSTKEH** H[HUFLVHG ± GXULQJ QRUPDO EXV
FRQYHQLHQW ORFDWLRQ XSRQOLYGHQDWV\ZQJWW
SXUSRVH RI WKH **HAFIXHVEAR** RQG **DVKOH** HVGS FRUGV UHTX
[Condominium Act 55-79.74:1.B]

ORUWJDJHHV 5LJKWNTXISRQ ZURLW ~~WUHNG~~ DQ\ P
DOORZHGXWR ±

LQVSHFW WKH ER \$NOV [DQG WUDFH RQ&VERXQXQHQV QRU
KRX[*By Laws VIII.3.(a)*]

XSRQ ZULWWHQ UHQDQHWDW D XGJFWM ~~HPHQDQDFLD~~ FLD O VV
\$OH[DQGULD +RXVH ZLWKLQ GD\VHBOOR1ZRLQH W6KHH
DOVR ± ³5LJKWV RI WKH ~~DR-UAWJDIJH~~ V DW 3DJH

3RZHUV RI WKH &RXQFLO

3ULRU WR SURYQGEQRNRSQHQV IRHFDWLGFSRWKH &RX
DQG FROOHFW D UHDVRQDEOH FODUDQGUDERIRWQHQJ
H[FHHG WKH DFW~~Condominium Act 55-79.74:H~~ HR

7KH &R~~MA~~ FOLLOWKKROG LWV ERRNV DQG UHFRUGV IU
FRS\LQJ E\ &R 2ZQHUV RU FRQWUDFWKHVS\WFKQVBUUVV
\HW LQFRUSRUDWHG LQWR WKH &RRFFXOPFLQWV ERQFH UDQ
[Condominium Act 55-79.74:1.C.1]

- SHUVRQQHO PDW~~W~~ SHO\DRQOORWURWRSHG V PHGL
[Condominium Act 55-79.74:1.C.1]

- FRQWUDFWV OHDAH\FLDQGV BWDQHDEBRLPQV FXUUV
QHJR W~~Condominium Act 55-79.74:1.C.2]~~

- SHQGLQJ RU SUR&BQGR POLLQVJD\$FLVR@ > &

- PDWWHV LQYROYLQJ IRUPDO SURIDOHGRLLQJV EH
HQIRUFPHQW RI *RY~~Condominium Act 55-79.74:1.C.3~~

- FRPPXQLFDWLQRQV ~~Condominium Act 55-79.74:1.C.4~~

- GLVFORVXUH RI LQIRUPD~~Condominium Act 55-79.74:1.C.5~~ RODWLQR
79.74:1.C.6]

- PHHWLQJ PLQXWHV RU RWKHU FRQHVLGHQV RDQV KH
%RD~~Condominium Act 55-79.74:1.C.7~~

- GRFXPHQWV FRPSLOHG IRU WKH &RXXQEWODRQI WKH
([HFXWLYH ~~Condominium Act 55-79.74:1.C.8~~])

- LQGLYLGXDO &RKDZQ MUKVH URHVTXHUVW~~Condominium~~ &R 2ZQH
Act 55-79.74:1.- C.9]

(/(&75,&,7<(;3(16(6

7KHUH LV QR VXE PHWHULQJ V\VWHPZDW \$QHQDWGUVL
DSSOLHV (OHFWULQJ XSHTRUWV ZKH & RXQFLO

NHHS DQG PDLQWDLQ WKH IROORZLQJ UHFRUGV ±

- D UHFRUG RI DOO VXE PHWHULQJ HXTPXELHSUP HDQWV VK
ORFD [Virginia Administrative Code 20VAC5- 305-70]

• WKH UHFRUG RI HDFK WHVW PDGH RWKWLQJ WKH
HTXLSPHQW WKH DVQDGQGV KGUQQRERGUVWDQH\ GDHW FDFQ
NLQG RI WHVW PDGH E\ ZKRP WKIORSDHGJF VHQQWHDJGI IUR
VXE PHWHULQJ HTXLSPHQW WKH DVFXWUQFDQBYHO
VXILFLHQW GDWIDWLRRQ HRUPWWHYFLXODWL RQV DC
Administrative Code 20VAC5-305-70]

- D UHFRUG RI DOOGV\ VS RQG DUEOKHUVHODHR WWHDQW D
HTXLSPHQW [Virginia Administrative Code 20VAC5305-70]

PDNH WKH IRUHJRLQJ UHFRUGV D YZDQHODVE OMW W&R
*HQHUDO 0DQDJHU V RIILFH GXULQJH QSRUDPVDO EXVLQH
& RUSRUDWLRQ & RPP [Virginia AdminRstratCbdel20MA05- 305-
70]

(OHFWULF 6HUYL FH %LO MUST ± HFRUGV 7KH & RXQFLO

UHWDLQ IRU D PLQLPXP SHULRG RIGWKLWKHWKBUV
FRPSXWDWLRQ RXSFRKODWJHML QHHQWHLO F\$MSUDIWFVPHIQYLFH
[Virginia Administrative Code 20VAC5-305-100]

PDLQWDLQ DQG PDLQH SDHYFDWLORDQE OEH & RTXZQ MU VW KXHS
IROORZLQJ [Virginia Administrative Code 20VAC5305-100]

- WKH ELOOLQJ IURP WKH XWLOLWWK BQGKWWK&R XQF
SUHFHGLQ [Virginia Administrative Code 20VAC5-306-100]

• WKH FDOFXODWLRQ RI WKH DYHWDJQHWFRRQWSKH DQH
WKH SUHFHGLQ [Virginia Administrative Code 20VAC5-305-
100]

• WKH & R 2ZQHU V VXEQRGH E\HQOUUQDVB RQWVKW IDQG XWJKH
SUHFHGLQJ PRQWKV RU WKH WHUVRgind RFFXS DQF
Administrative Code 20VAC5-305-100]

5(6\$/(&(57,),&\$7(6

3URFHGXUHV

,Q WKH HYHQW RI DQ\ UHVDOH RIZQHUVWLIHQHQHUVLD
MUST REWDLQ IURP WKH & RXQFLO D 5HWIOHS & UFKADLVH
[Condominium Act 55-79.97.A.(ii)]

7KH & R~~XQF~~ UQQLVWKH 5HVDOH & HUWLILFDWHZ
UHFHLSW RI WKH & R 2ZQH~~ddh~~~~num~~ZADt55AVD~~HQ~~ UHTXHVW

7KH 5HVDOHM&STUMQLRDXQGMHWKH IROORZLQJ ±

D DQ DSSURSULDWHWWRQW6HIFMQRWS\$BXWXDQ RI
DQG LI DSSOLFDEOH SXU~~Condominium Act 55-6~~HWFWLRQ

79.97.C.1]

E D VWDWHPHQW RI DQ\ H[SHQGLWXUHRIRI IXQGV
WKH %RDUG ZKLFK VKDOO UHTXLW~~W~~JDXODDUV VHVVPH
DVVHVVPHQW GXULQJ WKH FXUUHQWF DROU\WDXW LPPH
[Condominium Act 5579.97.C.2]

F D VWDWHPHQW LQFOXGLQJ WKH ~~WPKRHQW~~ RI
IHHV RU FKDUJHV FXUUHQWO\ LPSRZVHNGK EW KWKH & R
SXUFKDvh GLVS~~RHQLDQLFRHQ~~ RD~~W~~GP~~W~~SK~~W~~WRPIH~~W~~KHDQG
& RPPRQ (OPHPHQWV DQG W~~KCH~~~~ddh~~~~mid~~55-RI WKH DFFR
79.97.C.3]

G D VWDWHPHQW ZKR~~WKKH~~ H~~QWHLUHLIRWU~~ DMQFL O LW
& R 2ZQHU PD\ EH OLDEOH I~~Rd~~~~ddh~~~~mid~~55-RWKHU FKD
79.97.C.4]

H WKH FXUUHQW UHRUHDYH~~WDXG\ WIKHQWURM~~ D V
WKH VWDWXV DQG DPRXQW RI DQ\ USHRUHWYRQRRIUW
IXQG GHVLJQDWHG IRU DQ\ V~~SCh~~~~ddh~~~~mid~~55-79.97.C.5] S~~U~~ RMHFW E
79.97.C.5]

I D FRS\ RI WKH & RXQFLO V FXUUHQW~~WDXG\ JHW~~
E\ WKH & RXQFLO ~~WQD~~ PFRGSW~~W~~ QD~~W~~ QD QRFL~~W~~ ILVFDO\HDU IRU ZKLFK ~~Condominium Act 55-79.97.C.6~~ D YDLOD

J D VWDWHPHQW RW~~W~~ VQBW~~W~~ QH~~W~~ QJ VXLW
MXGJPHQWV WR ZKLFK WKH & RXQFUL~~W~~ RLXOB~~W~~ & D~~W~~ PDWHULDO LPSDFWWRK~~W~~ R~~W~~ QD~~W~~ QD~~W~~ EHLQJ SX~~Condominium Act 55-79.97.C.7~~

K D VWDWHPHQW V~~W~~ IDQJF~~W~~ HR~~W~~ RYKH~~W~~ QD~~W~~ SUR
XQLW RZQHUV E\ WKH & RXQFLO LQ~~W~~ QD~~W~~ QD~~W~~ QD~~W~~ DEQ\ W~~W~~
& RXQFLO DQG ZK~~W~~ QD~~W~~ QD~~W~~ QD~~W~~ QD~~W~~ HDFK LQGLYL~~W~~ G~~W~~ 79.97.C.8]

L D VWDWHPHQW WKDW DQ\ LPSURYHPHQWV RU
\$SDUWPHQW RU WKH /LPLWHG & RP~~W~~ RQH (S~~W~~IPR~~W~~ QWV
RZQHU DUH QRW LQ YLRODWLRQ~~Condominium Act 55-79.97.C.9~~ R YHUQLQ
79.97.C.9]

M D FRS\ RI WKH FXQ~~W~~ H~~W~~ H% DQZV5~~W~~ J~~W~~ D~~W~~ L~~W~~ R~~W~~
WKH & RXQFLO DQG W~~KCH~~~~ddh~~~~mid~~55-79.97.C.10 KHUHW~~W~~ R

N D VWDWPHQW RI ZKHWKHU \$OH[DQGULD + RX]
 ORFDWHG ZLWKLQ D GHYHORSPHQW RVFXLEDNWLFRVQ \$IRW
[Condominium Act 55-79.97.C.11]

O D FRS\ RI DQ\ QRW&LRF HZJQMHQV M/GROWKRE\ WKH &
 FXUUHQW RULS\HIC Q/LXQJD/ ODOHQLRQDAW 55R7Q97.C.12]

P D FRS\ RI DQ\ DSSURYHG PLQXWHV RRUWKH %R
 WKH VL[FDOHQGDU PRQWKV SUHEMGLQJFDWWKH UHTX
[Condominium Act 55-79.97.C.13]

Q FHUWLILFDWL RQ WIKDHWG VZKMW & RAXQHFW & PFKDR/Q , Q
 & RPPXQLW\ & , & % RUDHSOR UWKHU HDQQLXUDHOG E\ RHFWLRC
 WKH \$FW ZKLFK & QLQJLFLDW\ RQKVKLKDQH GQH
 % RDUG DQG WKH H[SLU DODWWLRQ DODWWLRQ 55-79.97.C.14] FK ILOLC

R D VWDWPHQW RI DQ\ OLPLWDWL RQ RQ WKH C
 RFFXS\ DQ \$SDUWPHQW 55-79.97.C.15] DQG

S D VWDWPHQW VHWWULQFJWIIRRQWKL DQWLWQ WRLQR Q
 WKH ULJKW RI D & RWKZHQ HQDW RR IGWKSLOOQOWGIGQEW D X
 QRW OLPLWHG WR UHDVRQDEOHD EHHV DVQJG FWDLQROQHMUD
 SODFPHQW RU G 55-79.97.C.16]

7KH SXUFKDVH DPLW D FRS\ RI KLV KHU FRQWUDFW
 UHTXHVW IRU DVWKHDFHQFW WSKUDHW MROXW DMIDKUVQDOKHG
 FHUWLILFDWH UHPDLQ PDWHULDODDWQBDQJFHGDQRU
 VWDWPHQW VSHFLI\ LQJ WKH FKDQJHV

- 7KH & RXQFLO :// SURYLGH WKH SXUFKDVH UZLWK
 VWDWPHQW ZLWKLQ GD\V DIWKHU & RYKQFULOFHLSW
- 7KH & RYKQFULKODUJH WKH SXUFKDVH WKH VDPH IHH
 2ZQHUV IRU D KDUG FRS\ 5HVDOHV& DIJWWXDOF DWWV

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3 \$ 5 7 2 1 (

IX. VIOLATIONS, DISPUTES, SANCTIONS, AND COMPLAINTS

.H\ 3RLQWV IRU &R 2ZQHUV

(QXPHUDWHG KHUH DUH WKH UHPHQWLQJ FDLQGRW DQFWLRQ
 &R 2ZQHUV DQG WKH %RDUG IRU GHDOORQY ZRUWKWWKRVH
 \$FW DQG WKH *RYHUQLQJ 'RFXPHQWWHUDLQGJ WKH SURFH
 WKHP

,I HYHU D VSHFLDO DVVHVVPHQW XLSRQ DRKJDUJH RU D
 \$SDUWPHQW WKDW \RX ZLVK WR CGCWSKHHQ ILSOHDVH SD\
 JULHYDQFH ZLWK WKH %RDUG

General Powers of the Council. 7KH &RXQFLO LV (032:(5(' WR WDNH
 UHPHGLDO DFWRQV DJDLQVW DQGDLOPSRRV HZDQSHSWR &R
 FRQGXFW RU WKDW RI DQ\ PHPEHUVH QDQWW KDIJH QRWVW HKRS
 JXHVWV RU LQYLWHHV YLRODWHVQWKR F&RPOHQRPML QLXP \$F
 [Condominium Act 55-79.53.A]

Powers of the Board to Deal with Misconduct. 7KH %RDUG MAYEWV DJHQWV
 HQWHU WKH \$SDUWPHQW LQ ZKLFKFRRUP LWRWZIGL FDQ Q
 VXPPDULO\ WR DEDWH DQG UHPRYHWUDXFWWWKHH& RWKZQH
 FRQGLWLRQ WKDW [ByDXXVH.bWkH YLRODWLRQ

XVH VHOI KHOS HFQH WIRWLQJHD UHQSURQVHSIQRQVH
 UHPRYH RU FXU[By-]WkH.3(b)RiQDWLRQ

DVVHVW WKH UHVSRRQVLEOH &R 2ZQHRW MRRI DWQHFR
 2ZQHUV DULVLQJ QXJWORFWRQD RWWRRUH RI WSIDHUWW RRIUWZKDR
 LV UHVS[ByQDWLKHQH]

DIWHU GXH QRWIFM LDQGWSKUHRUHV SVR RI VHYELOHW &DR 72ZQDQH
 IDLOV WR FRPSOWZLWPK BQWRKHW RMMHJ-QLwQV.3.(R)FXPHQW

Disputed Assessments. ,I D &R 2ZQHU GLVSXWHV WKH DPRXQW R
 MUST ILUVW SD\ WKH GLVSXW MAYDLVOHH DVJUHLQH DQKHIQZKVKV
 'LUHFWRUV IRU [By-]Law RIQVJHGHUDWLRQ

Powers of the Board to Deal with Defaults on Assessments. 7KH %RDUG
 DFFHOHUDWH WKH PDWXULW\ RI D P&HQZDQMSRQ UKHPDJK

\$SDUWPHQW ZKHQ LVQKIHQ DVWDQDPAEKGHOMQWQGHGEHDODQFH
 DVVHVVPHQW GXH DQG SD\DEOHЛИQHDXQD\PLHQW RKHVZGRH
 FRQVHFVWLYH LQVWDOOPH [ByLaw RIQVJHGHUDWLRQ\ WKUHH LQVWDC

1RWLFH WRMUST KHHMHHWHG RQ WKH GHIDXOWLQJ
KLV KHU PRUW [By LHM Act 55-79.80:2.B] LI DQ\

LQ WKH QDPH RI DQG RQ EHKDOI RMXWKGHG&RIXQRUO V X
GDPDJHV DQG IRU [Condominium Act 55-79.80:2.B] IX.3.(c)]

HQIRUFH DQG IRUHFORVH WKH & R \ZDQHQH MUOSLHUQP LRMUW
E\ WKH ODZV RI WKH & RP [By RLQH&HDQ] WK RI 9LUJLQLD

7KH & R ~~MUST~~ SD\ D UHDVRQD EOKH USHODW DQH QW IRU
SHULRG SULRU WIRQW DMQHG SRIHQWDQMRURK B\ LRQJWKH F
MXULVGLFWLRQ [By LHM Act 55-79.80:2.B] KH VDOH

DSSO\ WKH VH SURY [By LHM Act 55-79.80:2.B] DWLYHO\

Special Assessments. 7KH %~~MUST~~ DVHVV UHDVRQDEOH FKDUJHV D
IRU YLRODWLRQV RI ~~Master Building~~ P/IDQVX PR \$F3ROLFLHV 5XO
5HJXODWLRQV IRU ZKLFK KH VKH RQW\VV JKHUV WRXVLQKRQG
DJHQWV RU HPSOR [Condominium Act 55-79.80:2.B] IX.3.(d)]

6XFK FKDUJHV DUH VSMMUST DEOH DFVRQHQWPRW [By LHM Act 55-79.80:2.B] DQ\ F K
IX.3.d]

7KH DPRXQW RI DQ\ FKDUJHV DVVHS\HQGHQRIUQDQPRDW HE
WKH & RXQFLO FDXVH ~~Master Building~~ FYHLHQD DW\LRQ DE\WQJOH RI
SHU GD\ IRU DQ\ FRQWLQXLQJHRIVRQWM ~~WJD~~ LEQHVWUM
2ZQHU V \$ [Condominium Act 55-79.80:2.B]

& KDUJHV IRU D FRMUST XHQD VRVHHQHG IRU D SHUL
H [FHG LQ J Condominium Act 55-79.80:2.B]

%HIRUH DQ\ VXFK FKDUJHV ~~MUST~~ LEHS RIVYHQG WRQHR & RQW
WR EH KHDUG DQG WR EH UHSUHVYQH [Condominium Act 55-79.80:2.B]

,I WKH & R 2ZQHU QHTDXKHWU LLQQJ ZEWHUWILHP SARKHH G K DMUKJH
FKD ~~MUST~~ EH VXVSHQGHG XQW [By LHM Act 55-79.80:2.B] HDULQJ LV KHOG

1RWLFH RI VXFK QJH DMUKJHQ BKDQFIOXWQDQW
LPSR ~~MUST~~ EH JLYHQ DW OHDVW G ~~MUST~~ LEQHDGYDQFH
GHOHYUHG WR WKH & R 2ZQH ~~UCE~~ [Condominium Act 55-79.80:2.B] RU E\ UHJL
5579.80:2.B]

7KH UHVXOW VMMUST GKHOOLUHQJHG WR WKH & R 2ZQHU
RI WKH KHDULQJ E\ KDQ [Condominium Act 55-79.80:2.B] UHG PDLO

,I D ODZVXLW LV DQH HVGXFFK DQDHLQHQDQW
DFFUXH DIWHU WKH G [Condominium Act 55-79.80:2.B] LV ILOHG

,I WKH FRXUW UXOHV LQ I ~~DAY~~ REUHRD WWKHIV & HRQ QERQ
GDWH RQ ZKLFK ~~WJD~~ [Condominium Act 55-79.80:2.B] H G

Powers Reserved for the Council.

7KH &RXQFLO LV (032:(5(' WR DGRSWR3ORVWFKLHW V5XXVSH
 D &R 2ZQHU V ULJKW WR XVH IDL FOLLOW LWHVH V HRWY VFRHWY LSUH
 WKURXJK WKH &RXQFLO IRU QRQ SUDH PWHQDAQ RI QDVH VSVDRA
 [Condominium Act 55-79.80:2.A]

6XFK VXVMSHQQLBQHFOXGH DFFHVV WR KLV KHU \$S
 [Condominium Act 55-79.80:2.A]

, SHALL NOT HQGDQJHU WKH KHDOWK VDIHW\ RU SU
 WHQDQW RCDRERFVXASDQW.80:2.A]

,Q WKH HYHQW WKDW WKH &RXQF5LHQJ XDGDRVS MRVQ V XFLKR3YR
 IRU WKH VXVSHQVLRQ RWUST &HRQ VZQHIIUWK DJWJ KWKH DLWH FW
 JLYHQ WKH RSSRUWXQLW\ WR EH KHDUEGH DRQGH WRK IE H% B B
 EH JLYHQ QRWL FH DQG WR EH QRWDL VLISGI VRFIUWIKHGUHPXK
 DER/CDominium Act 55-79.80:2.B]

Virginia Complaint Process for Co-Owners and Residents/Citizens DV RI 6HSWHPEH

\$OH[DQGULD +RXVH VXSSRUWV DQG QRWS Q&LRHPS QDWQW
 3URFHVV' WKDW \$//2QG &RH VZQHIIQW VD &QJMLV]DQV DMRV HFVWDI
 GHFLVLRQV' PDGH DJDLQVW WKHP E\ WKH V&RQFLO (II
 Code, Section 55-530(E)]

7KLV 3&RPSODLQW 3URFHVV' LV DSSOLFDEOH ZKH
 5HV LGHQW &LWLJHQ EHOLHYHV WUDVRUWWKH&RQDFULG
 'LUHFWRUV KDYH DFKWHDGS SQQFADUOHLRQDZ VR IRW KHH JXO
 &RPPRQZHDOWK RSSOJWLQJDR YHKUDQWQDR XMKH \$OH[DQG

7KH 3&RPSODLQW 3URFHVV' LV DYDLODEOH WR DO
 5HV LGHQWV &LWLJHQV XSRQ UHTXHVW

7KH 3&RXQFLO &RPSODLQW SHADLPEHZD WKL DQEVEVH XIE
 5HFHSWLRQ 'HVN WR DOO &R 2ZQHUVT XDHQGV 5HV LGHQ

\$GGLWLRQDOO\ IRU RQH \HD SHADLFERHS LQF OHQDFK G&
 HYHU\ 35HVDOH &HUWLILFDWH ' RUVKIH V\$FOOHR[VXQUGHU ISDD F
 +RXVH

,QVWUXFWLRQV IRU GHOLYHV RIDWKHIS I&ROPOS OFDRLPS
 LQFOXGLQJ WKH &RPSODLQW)RUP DQWIDEDFHWWD
 &RPSODLQW)RUP

\$OO FRPSOHWHG VLJQH SHADLQEH GFRVQMGG&RUPHSO B L QMKH
 PHH WLQJ DQG KHH%IRQH CKDW DFWLRQ LI DQ\ WR WD
 &RPSODLQW :LWKLQ VHYHQ GDUW PDDIWHUE\WMKHI LQQRDDOU
 &RPSO SHADLQEH LQIRUPHG E\ ZULWWHQ QRWLRQ RI WKH

7 + (\$ / (; \$ 1 ' 5 , \$ + 2 8 6 (5 () (5 (1 & (0 \$ 1 8 \$ /

3 \$ 5 7 2 1 (

\$ ' 2 3 7 (' % < 7 + (% 2 \$ 5 ' 1 2 9 (0 % (5

7+(\$/(;\$1'5,\$ +286(5()(5(1&(0\$18\$/

3\$57 7:2

7+(\$/(;\$1'5,\$ +286(³5()(5(1&(0\$18\$/`

PART TWO

& 216,67,1 * “POLICIES”

3XUVXHG E\ WKH %RDUG LQ DFFRPSOL
±

2SHUDWH DQG PDLQWDLQ WKH &RXO

3UHVHUYH DQG LQFUHDVH WKH YDO

3URSHUW\

6XVWDLQ DQG HQKDQFH WKH 5HVLG

72*(7+(5 : ,7“RULES AND REGULATIONS”

(QDFWHG E\ WKH %RDUG RI 'LUHFWRUV
\$OH[DQGULD +RXVH %\ /DZV ,9 WR L

\$'237(' %< 7+(%2\$5' 21 129(0%(5

-8/<

7 + (\$ / (; \$ 1 ' 5 , \$ + 2 8 6 (5 () (5 (1 & (0 \$ 1 8 \$ /

3 \$ 5 7 7 : 2

PART TWO – CONTENTS

TAB 100 – GENERAL PROVISIONS

SECTION 100 – ENACTMENT.....	2
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32/,&<

±)RUPXODWLRQ
 ± 6FRSH
 ± \$SSOLFDWLRQ
 ± 3XEOLFDWLRQ

58/(6

± ,QLWLDO (QDFWPHQW
 ± \$PHQGPHQW RU 5HSHDO
 ± 6XVSHQVLRQ
 ± 0DLQWHQDQFH
 ± \$QQXDO 5HSRUW RI &KDQJHV

5(*8/\$7,216

± 'LVWULEXWLRQ RI 5HYLVLRQV
 ± \$GGLWLRQDO &RSLHV RI WKH 5HIHUHQFH 0D
 ± 6XSSOHPHQWDU\ ,QVWUXFWLRQV
 ± \$XWKRULWKDW\$MH&RQFIR10WQXDO

SECTION 120 – ENFORCEMENT and COMPLAINT PROCESS.....	5
---	----------

32/,&<

± &R 2ZQHUV¶ 5HVSRQVLELOLW\
 ± ,QIRUPDO 5HVROXWLRQ

58/(6

± \$FWLRQ RQ \$SSDUHQW 9LRODWLRQV
 ± +HDULQJV
 ± 6DQFWLRQV

5(*8/\$7,216

± *HQHUDOWLDQD JRQU\$\$FS D U H Q W 9 L R O D W L R Q V
 ± (PHUJHQFLHV

TAB 200 – ORGANIZATION**SECTION 200 – THE COUNCIL OF CO-OWNERS (THE COUNCIL).....11**32/ , & <

± 2UJDQL]DWLRQDO 2YHUYLHZ

58/(6

± 'XWLHV RI WKH 3UHVLGHQW DQG RWKHU 2IIL

5(*8/\$7,216

± 'XWLHXLRQIGWQJH '%UHFWRU

± 'XWLHV RI WKH 0DQDJPHQW \$JHQW

± 'XWLHV RI WKH 6WDII

SECTION 210 – THE COUNCIL OF CO-OWNERS (THE COUNCIL).....1332/ , & <

±)XOO 3DUWLFLSDWLRQ

58/(6

± 3DUOLDPHQWDU\ /DZ

± 'HOLQTXHQWV

± 3UR[LVH

± 5HJLVWUDWLRQ

± 4XRUXP

± 9RWLQJ

± 0LQXWHV

± \$QQXDO 0HHWLQJ

5(*8/\$7,216

± 'XWLHV RI WKH 0DQDJPHQW \$JHQW

± 'XWLHXLRQIGWQJH '%UHFWRU

SECTION 230 – THE BOARD OF DIRECTORS (THE BOARD).....1832/ , & <

± 'XWLHV

± 5HODWLRQV ZLWK &R 2ZQHUV

± 5HODWLRQV RPLW&RPRHDEQDOLVSDUWPHQW±\$

58/(6

± 2SHQ 0HHWLQJV

± 1RWLFH

± 'RFXPHQWV

± 0LQXWHV
 ± 6SHDNLQJ
 ± 2UJDQL]DWLRQDO 0HHWLQJ
 ± 5HJXODU 0HHWLQJV
 ± 6SHFLDO RU (PHUJHQF\ 0HHWLQJV
 ± 2IILFHUV

5(*8/\$7,216

± 'XWLHXLROIGW\JH '%UHFWRU

SECTION 250 – MANAGEMENT.....2432/,&<

± 0DQDJHPHQW RI \$OH[DQGULD +RXVH
 ± 1R 6HOI 0DQDJHPHQW

58/(6

± (YDOXDWLRLQ RI WKH %XLOGLQJ 'LUHFWRU
 ± (YDOXDWLRLQ RI WKH 0DQDJHPHQW \$JHQW

5(*8/\$7,216

± 7KH %XLOGLQJ 'LUHFWRU¶V 4XDOLILFDWLRLQ
 ± 7KH %XLOGLQJ 'LUHFWRU¶V 'XWLHV
 ± 7KH 0DQDJHPHQW \$JHQW¶V 4XDOLILFDWLRLQ
 ± 7KH 0DQDJHPHQW \$JHQW¶V 'XWLHV
 ± \$GGLWLRQDO 'XWLHV RI WKH 0DQDJHPHQW S

SECTION 260 – THE STAFF.....2732/,&<

± (PSOR\PHQW
 ± 5HTXLUHG RI 6WDII
 ± ([SHFWHG RI 5HVLGHQWV
 ± &RPSHQVDWLRLQ
 ± *UDWXLWLHV
 ± 2II 'XW\ (PSOR\PHQW

58/(6

± ,QVXUDQFH %HQHILWV
 ± 6XSHUYLVLRQ
 ± 3UDLVH RU 5HSULPDQG
 ± \$EXVH RU 'LVFRXUWHV\

5(*8/\$7,216

± 7KH %XLOGLQJ 'LUHFWRU¶V 5HVSQRQVLELOLV
± 7KH %XLOGLQJ 'LUHFWRU¶V 'XWLHV
± 7KH)DFLOLW\ 0DQDJHU
± 7KH)DFLOLW\ 0DQDJHU¶V 'XWLHV
± 3HUIRUPDQFH (YDOXDWLRLQ

SECTION 290 -THE COMMITTEES.....31

32/,&<

± 9DOXHG 6HUYL FH
± /LPLWDWL RQV

58/(6

± 6WDQGLQJ &RPPLWWHHV
± 'XWLHV RI WKH &RPPLWWHHV
± &RPPXQLFDWL RQ ZLWK 0DQDJHPHQW
± 6XEFRPPLWWHHV
± 5HJLVWUDWL RQ (OHFWLRQ &RPPLWWHH
± 6SHFLDO &RPPLWWHHV

5(*8/\$7,216

± .HHSLQJ ,QIRUPHG

TAB 300 – FINANCIAL MATTERS**SECTION 300 – RECORDS, AUDITS AND REPORTS.....** **36**32/ , &<

± %RRNV RI \$FFRXQW
 ± \$XGLWV
 ± 5HSRUWV

58/(6

± 7KH \$XGLWRU

5(*8/\$7,216

± 'XWLHV RI WKH \$XGLWRU
 ± \$XGLWRU¶V \$GGLWLRQDO &RPPHQWV
 ± 'XWLHV RI WKH 0DQDJPHQW \$JHQW
 ± \$QQXDO 'LVWULEXWLRQ

SECTION 320 – ASSESSMENTS..... **38**32/ , &<

± &KDUJHV
 ± 7KH \$QQXDO \$VVHVVPHQW
 ± 3DUNLQJ *DUDJH
 ± (OHFWULFDO ([SHQVHV

58/(6

± 7KH %XGJHW
 ± \$SSOLFDWLRQ RI WKH %XGJHW
 ± 0RQWKO\ &RQGRPLQLXP)HH
 ± 2WKHU &KDUJHV
 ± 5HVSQRQVLELOLW\ IRU 3D\PHQW
 ± /DWH)HH &KDUJHV
 ± 'HOLQTXHQF\
 ± &KDOOHQJHV
 ± &ROOHFWLRQ \$WWRUQH\

5(*8/\$7,216

± (OHFWULFDO ([SHQVHV
 ± 0RQWKO\ 6WDWHPHQW
 ± 'HOLQTXHQF\
 ± &KDOOHQJHV

± 2WKHU &KDUJHV

SECTION 350 – BUDGETS, INVESTMENTS, AND FUNDS..... 42

32/,&<

± 7KH 2SHUDWLQJ %XGJHW

± 7KH &DSLWDO 5HSODFHPHQW %XGJHW

± ,PSURYHPHQWV WR 5HDO 3URSHUW\

± 7KH (PSOR\HHV¶ \$QQXDO 'LVWULEXWLRQ)XO

58/(6

5(*8/\$7,216

± 2SHUDWLQJ)XQGV

± 5HVHUYH)XQGV

± 7KH &DSLWDO 5HSODFHPHQW %XGJHW

SECTION 360 – INSURANCE..... 43

32/,&<

± &RYHUDJH

± &R 2ZQHUV¶ 2EOLJDWLRQV

58/(6

± &DVXDOW\ ,QVXUDQFH &RYHUDJH RI WKH 3U

± &ULWHULD

± ,QVXUDQFH 1RW \$YDLODEOH

± 2WKHU ,QVXUDQFH

± &KDQJHV LQ &RYHUDJH

± \$XGLWRU¶V 'HWHUPLQDWLRQ

± &R 2ZQHUV¶ /LDELOLW\ ,QVXUDQFH

± &R 2ZQHUV¶ 2WKHU ,QVXUDQFH

± ,QVXUDQFH 7UXVWHH

5(*8/\$7,216

± &ODLPV

± \$VVLVWDQFH

TAB 400 - MAINTENANCE**SECTION 400 – OPERATION AND MAINTENANCE.....** **48**32/,&<

± & R P P R Q (O H P H Q W V
 ± 5 R X W L Q H D Q G Q (W H Q J D Q F H 5 H S D L U V
 ± 2 W K H U 0 L Q R U 0 D L Q W H Q D Q F H
 ± & R Q V H U Y D W L R Q

58/(6

± \$ F F H V V W R \$ S D U W P H Q W V
 ± 5 H T X H V W V I R U 6 H U Y L F H
 ± 6 H U Y L F H I R U D) H H
 ± 6 F K H G X O H R I 6 H U Y L F H \$ P H Q U W V H V) H H V
 ± 6 K X W G R Z Q R I 6 H U Y L F H
 ± (O H F W U L F L W \ 6 X E 0 H W H U L Q J 6 \ V W H P
 ± 6 Z L P P L Q J 3 R R O

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± , Q V S H F W L R Q V
 ± \$ Q Q X D O 5 H S O D F H P H Q W 5 H V H U Y H 3 O D Q
 ± ' D P D J H W R D Q \$ S D U W P H Q W
 ± & D U H R I 3 O D Q W V
 ± , Q W H U U X S W L R Q R I 6 H U Y L F H
 ± : R U N L Q \$ S D U W P H Q W V
 ± & R Q V H U Y D W L R Q
 ± 6 X E 0 H W H U L Q J 6 \ V W H P

SECTION 430 – ADMINISTRATIVE PROCEDURES..... **52**58/(6

± 7 K H 0 R U W J D J H % R R N

5(*8/\$7,216

± 8 Q X V X D O , Q F L G H Q W V
 ± & R U U H V S R Q G H Q F H
 ± , Q Y H Q W R U \
 ± \$ S D U W P H Q W V
 ± 5 H V D O H & H U W L I L F D W H V
 ± 3 H U V R Q Q H O \$ G P L Q L V W U D W L R Q

± *RYHUQPHQW 2UGHUV
 ± 2IILFLDO)LOLQJV
 ± \$XWKRUL]HG ([SHQGLWXUHV
 ± 5HFRUGV ± :KHUH .HSW
 ± \$FFHVV WR 5HFRUGV
 ± 'LJLWDO 5HFRUGV

SECTIONS 460 – CONTRACTING.....55

32/,&<

± \$XWKRULW\
 ± 3URIHVVLRQDO 5HVSQRQVLELOLW\

58/(6

± 5HVSQRQVLELOLWLHV RI WKH %RDUG
 ± 'RFXPHQWDWLRLQ
 ± &RQVWUXFWLRQ &RQWUDFWV

5(*8/\$7,216

± 5RXWLQH 3URFXUHPHQW
 ± 3D\PHQW
 ± :RUN /RJ
 ± 0RQWKO\ 5HSRUW
 ± 5HFRUGV

TAB 500 - SECURITY AND SAFETY**SECTION 500 – SECURITY.....** **60**32/, &<

± 5HVSRQVLELOLWLHV

58/(6

± 6XVSHFWHG %UHDFK RI 6HFXULW\

± /REELHV

±)REV DQG RU 5HVLGHQW NH\V IRU FRPPRQ D

± \$SDUWPHQWV

± 6WRUDJH \$UHDV

± 9LVLWRUV

5(*8/\$7,216

± 'XWLHV RI WKH 5HFHSWLRQLVW

± &KDQJLQJ \$OH[DQGULD +RXVH)REV DQG .H\

± 7KH %LF\FOH 5RRP

± 5HVHUYHG \$UHDV

± \$SDUWPHQW .H\)LOH

± 9LVLWRU &RQWURO

± 6HFXULW\ 6HUYL FH

SECTION 520 – FIRE SAFETY..... **63**58/(6

± 5RXWLQH \$FWLRQV IRU 5HVLGHQWV

± 6PRNH \$ODUPV

± 6XVSHFWHG)LUH

± ,Q &DVH RI)LUH

± (YDFXDWL RQ

± 8QDEOH WR 'HSDUW

5(*8/\$7,216

± 5RXWLQH \$FWLRQV IRU 0DQDJHPHQW DQG 6'

± 3UHSDULQJ IRU (PHUJHQFLHV

± ,QGLYLGXDO \$SDUWPHQW \$ODUPV

± ,Q DQ (PHUJHQF\

± %XLOGLQJ 0DLQWHQDQFH 7HFKQLFLDQ 5HVS

TAB 600 – SERVICES AND AMENITIES**SECTION 600 – SERVICES.....67**32/,&<

± 7KH 5HFHSWLRQ 'HVN
 ± 6WRUDJH 6SDFHV
 ± 0DVWHU 79 &LUFXLWV
 ± 2WKHU 6HUYLFHV

58/(6

± +RXVH)RE .H\
 ± \$FFXPXODWLRQ RI 0DLO
 ± 1HZVSDSHUV
 ± %LF\FOHV

5(*8/\$7,216

± 'XWLHV RI WKH 5HFHSWLRQLVW
 ± 6WRUDJH RQ /HYHO %
 ± 7KH %LF\FOH 5RRP

SECTION 620 – AMENITIES.....6932/,&<

± 7KH 9LHZ

58/(6

± 8VH RI 7KH 9LHZ
 ± 6SRQVRUV
 ± /LPLWDWLRQV
 ± 7KH 6ZLPPLQJ 3RRO
 ± 7KH 6DXQD %DWKV
 ± 7KH 6XQGHFN

5(*8/\$7,216

± 7KH 9LHZ
 ± 7KH 6ZLPPLQJ 3RRO

TAB 700 – USE OF THE PROPERTY**SECTION 700 – EXTERIOR.....76**32/ , & <

± ([WHUQDO \$SSHUDUDQFH
 ± 3HWV

58/(6

± 6LJQV DQG 3RVWHUV
 ± 6XVSHQGHG 0DWHULDOV
 ± 3HWV

SECTION 710 – USE OF THE COMMON ELEMENTS.....7832/ , & <

± 3OD]D
 ± QG)ORRU

58/(6

± *HQHUDO
 ± (OHYDWRUV
 ± 7KH /RDGLQJ 'RFN
 ± 7UDVK 'LVSRVDO

5(*8/\$7,216

± 0LVFHOOODQHRXV
 ± (OHYDWRUV DQG /RDGLQJ 'RFN
 ± 5HVHUYHG \$UHDV
 ± 3OD]D 'ULYHZD\V DQG 3DUNLQJ

SECTION 730 – USE OF THE PARKING GARAGE.....8332/ , & <

± ([FOXVLYH 8VH
 ± 7UDQVIHU

58/(6

± 'RRUV
 ± +HDGOLJKWV
 ± 6WDQGLQJ
 ± , GOLQJ
 ± 8QDWWHQGHG 9HKLFOHV
 ± 6SHHG /LPLW

± 3DUNLQJ
 ± 3HUVRQDO 3URSHUW\
 ± 7UDQVIHU
 ± 5HQWDO

5(*8/\$7,216

± &RXQFLO\|V 6SDFHV
 ± *XHVW 3DUNLQJ
 ± (QIRUFPHHQW

SECTION 750 – USE OF THE RESIDENTIAL APARTMENTS.....8632/,&<

± 2FFXSDQF\
 ± 5HVVULFWLYH &RYHQDQWV
 ± \$SDUWPHHQW ORGLILFDWLRQV 5HQRYDWLRQV
 ± 5HVLGHQWLDO 8VH

58/(6

± %XVLQHV V 8VH
 ± /HDVHV
 ± ,QIRUPDWLRQ
 ± 0RYLQJ)HH
 ± 'LVWXUEDQFH
 ± 7LPH 5HVVULFWLRQV
 ± &RPSODLQWV RQ 'LVWXUEDQFH
 ± %DOFRQ\ DQG ([WHULRUV
 ± \$SDUWPHHQW ORGLILFDWLRQV 5HQRYDWLRQV
 ± 6RXQG DQG)LUH 6XSSUHVVLRQ
 ± &RQWUDFWLQJ

5(*8/\$7,216

± 5HJLVWUDWLRQ
 ± 'LVWXUEDQFH
 ± &RQWUDFWRUV
 ± \$SDUWPHHQW ORGLILFDWLRQV 5HQRYDWLRQV

TAB 800 – COMMUNITY RELATIONS**SECTION 800 – INTERNAL COMMUNITY RELATIONS..... 91**32/, &<

± 3UHYDLOLQJ \$WPRVSKHUh

58/(6

± 1HZVOHWWHUh

± 3UHVLGHQW¶V /HWWHUV

± \$QQRXQFHPHQWV

± /LWHUDWXUH

± 5HVLGHQW &RPSODLQWV 6XJJHVWLRLQV DQ

± 6RFLDO \$FWLYLWLHV

5(*8/\$7,216

± 1RWLFHV

± 5HVLGHQW &RPSODLQWV 6XJJHVWLRLQV DQ

± &RQGRPLQLXP ,QVWUXPHQWV

± 7KH \$OH[DQGULD +RXVH 5HIHUHQFH 0DQXDO

SECTION 820 – EXTERNAL COMMUNITY RELATIONS..... 9332/, &<

± 7KH &RXQFLO¶V ,QWHUHVW

± &R 2ZQHUV¶ 9LHZV

58/(6

± 7KH &RXQFLO¶V 3RVLWLRLQ

± 'XWLHV RILWKH5HORPWKRQV &R PPLWWHH

± (PHUJHQFLHV

GLOSSARY**95**

7 + (\$ / (; \$ 1 ' 5 , \$ + 2 8 6 (5 () (5 (1 & (0 \$ 1 8 \$ /

3 \$ 5 7 7 : 2

7 \$ % ± * (1 (5 \$ / 3529 , 6 , 216

SECTION 100 – ENACTMENT.....2

32/,&<

±)RUPXODWLRQ
 ± 6FRSH
 ± \$SSOLFDWLRQ
 ± 3XEOLFDWLRQ

58/(6

± ,QLWLDO (QDFWPHQW
 ± \$PHQGPHQW RU 5HSHDO
 ± 6XVSHQVLRQ
 ± 0DLQWHQDQFH
 ± \$QQXDO 5HSRUW RI &KDQJHV

5(*8/\$7,216

± 'LVWULEXWLRQ RI 5HYLVLRQV
 ± \$GGLWLRQDO &RSLHV RI WKH 5HIHUHQFH 0D
 ± 6XSSOHPHQWDU\ ,QVWUXFWLRQV
 ± \$XWKRULWKDHWEHH&RQFIRIOWQXDO

SECTION 120 – ENFORCEMENT and COMPLAINT PROCESS.....5

32/,&<

± &R 2ZQHUV\ 5HVSRQVLELOLW\
 ± ,QIRUPDO 5HVROXWLRQ

58/(6

± \$FWLRQ RQ \$SSDUHQW 9LRODWLRQV
 ± +HDULQJV
 ± 6DQFWLRQV

5(*8/\$7,216

± *HQHUDOWLDQD JRQU \$\$FS D U H Q W 9 L R O D W L R Q V
 ± (PHUJHQFLHV

SECTION 100 – ENACTMENT

32/, &<

J RUPXODWLRQ 7KH %RDUG IRUPXODWHLV DQGDGRISONDULPSOHPHQWLQJ 5XOHV DQG 5HJXODSWRSQVDDWHLW RHXLWV REOLJDWIRYQHULQGHURFWKPHQWV

7KA*Reference Manual* LV D OLYLQJ 2G, F, XGP H5QW(6+ DQG 5(*8/\$7,216 DUH FKHDQHJVNGD DV VQR GHDOLOVILVRQVKDQDQG 9LUJLQLD OHJDO UHTXLUHPHQWV

6FRSH 32/, &, (6 58/(6 DQGMAY*BG\$GU2H16V DQ\ IDFHW RI &RXQFLO\PV DIIDLUV LQFOXGLQJ ZLWKRXW OLPLWDWL D 2IILFLDO \$FWLRQV2IRLFWKHUV %&RRDPUL &RQHWWUD FWWDWIV E 7KH &RXQFLO\PV)LQDQFHV F 2SHUDWLRQ ODLQWRYHQDPHQHW BQW KPHS3URSHUW\ G 7KH 6DIHW\ DQG 6HFXULW\ RI WKH 3URSHUW\ DQG H 6HUYLHV DQG \$PHQLWLHV 3URYLGHG IRU 5HVLGH I 8VH RI WKH 3URSHUW\ DQG J , QWHUQDO DQG ([WHUQDO &RPPXQLW\ 5HODWLRQ \$SSOLFDWLRQ 3RQFLHF ILRI\ WWIB WHRD BQDQG BIXOOHHJH G HDIQG REOLJDWLRQV RI &DRQ 2VZQ HLLQMF OQGLTQHQW KHFH UHFRW RWKU &RXQFLO DQG WKHJ XQDODWLRQ W VIRQHUKU5Q &RFXQVIEYD\ VHV FRQWUDFWR KUUDHQI Q U6HW DWIRKEDR&JKRUYWWKKHLVRORZLQJ XVDJH KDV EHHQ DSSOLHG ± D XQGHU 32/, &< LV LQFOXGHG JXLGDQFHDIKHWKH % E XQGHU 58/(6 DUH LQWVXGZLGV KHZKALLFKHIVWKRH % VR DUG DQG LQGLYLGXDQH&QDQZVQHWVWDQOGFRPSO\ DQG F XQGHU 5(*8/\$7,216 DWHHLHQFZKLGHKG0 BQDQHPHQW DV WKH *HQHUDO 0DQDJHU WKH 0DQDJVHLPVHQDNQ \$VJHQW (QJLQHHU DQG PHPEVKIDQORII DNLKWHK6XAOOD\ SHUIRUP 7R WKH H[WHQW WWKDHW%DRQVUQFARLORQIRBIAWHJ ZDWWIDR WKDW DFWGLDQG VZLWKROWTRUFH

3XEOLFDWLRQ &R WZQDWHW DQSW7HXQDQDR DQBGFRIUWHQHW 32/, &, (6 58/(6 DQG 3168E\$7WKHLU SXEOLPDDQGLURLQ LQ 7 + R *Reference Manual* WKH*Reference Manual*

7KA*Reference Manual* LV WKH VROH DXWKRULWDWLHYH VWD 32/, &, (6 58/(6 DQG 5(*8/\$7,216

58/(6

, QLWLDO (QDFWPHQ ~~Refer to Manual~~ SHALL RECH RHI MAIFHVLYH XSR
 LWV DGRSWLRQ E\ PWDQH U%VRDQXGWLQHQDO LQJUFRWHLQHULQW
 ODWHU WLPH DV WKH UHVROXWLRQ PD\ VSHFLI\\
\$PHQGPHQW RU 5H&HD58 / \$QR UB 25/*8 MAY, 2014 DPHQGHG
 RU UHSHDHG E\ PWDQH UHRVDRUGXWQ RDQI\ WADKH LOVQJH RVG
 \$Q DPHQGPHQW RE\ UHISHFDOLYHKDSRQDWWWXG RQSDW
 WLPH DV WKH RUSHWIRQJLWWRPQDVSHFLI\\
6XVSHQVL ~~SHALL~~ KHLQH VXXVSHQVLRQ RI DQ\ 58/(RU 5(*8
0DLQWHQDQFH :KHOQH8Y/HURDU 321,88/\$7,21 L\ PWDQH RQSHHG
 RU UHSHDHG E\ WKH ~~SHALL~~ DWHG YLWIKHWKHFDHWIDWNG 6HF
 WKH FKDQJH DQG VUHGO6HDFVMLWQHURUJKSVX EXQULWQMLL RDQFVWL
 WKH %RDUG
 \$Q\ VXFK FKDQJH OHLQH MGLVQQDRW HXWVHG 6HFWRQ
Manual SULRU WR WKH QH[RM \$AQHQH & RXQFHVKHDOO C
 FRQFOXVLRQ RI WKDW OHHWLQJ DQG FHDVH WR K
\$QQXDO 5HSRUW RI &KDQJHV \$W WKKH \$HQ3QXHDOLQH QWL
SHALL HQXPHUDWH WKH, FKD58JH6/ WRQG 25/*8/\$7,216 WKD
 KDYH EHHQ PDGH EH\ FARKHU %HR DRUGW KQHADURVLOQFO)XG/LFQJD
 FKDQJHV WIDOMRZHLQJ QW RHDPSIVSIXEQLDQMLYRQHLG 6HFWRQ
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'LVWULEXWLRQ 7RIH 5HYQLWU ~~SHALL~~ DQLDVJWULEXWH FRSLHV
 UHYLVHG 6H ~~Refer to Manual~~ IWKH YHU\ & R 2ZQHU DQG 7HQD
 ILUVW 5HJXODU OHQWUQHBR IWKH ~~SHALL~~ DQRLS WRHG KDV EHHQ
 , ID 6HFWRQ KDW KEHHIQ VVWLSLQH ~~SHALL~~ DQJXGH
 DQQRXQFLQJ WKH UHSHDQ

\$GGLWLRQDOR ~~Refer to Manual~~ I :WKRQ VR UHTXHVWHG WKH *H
 0DQDSHALL SURYLGH DGGLW ~~Refer to Manual~~ RIS IDHW FRWWMKH
 FHQWV SHU SDJH H QMDRQ &RV 2RQHURVQGHMUVHFIXDUWWVLLWQW
 DQ\ \$SDUWPHQW (OHAF ~~Refer to Manual~~ FRSQ &V RUMKDIOVR DYD
 DW FRVW XSRQ UHTXHVW

6XSSOHPHQWDU\, QHQWHDQFOWLBRQDJHUVLQH
 RU SRVW VXSSORRQHQS/WDUWDELOLQJWULQH
 UHVSQRQVLEOH HHJDQGRHOPHUVJDUQHFLWURQFHGXUHV
 DGPLQLVWUDWLRQ DQG URXWLQH PDLQWHQDQFH RI

\$Q\ VXFK DFWLYLWWHGK \DQ\ KEHQ FARKHQ XERSH QRW ZLQ
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1 R SDUW RI DQ\ VXFLIQ WWWSSQWPLRQWEKO OQ EH LUQHSI
32/, &< 58/(RU 5(*8/\$F7H\$1W IXOO DQG H[DFW TXRW
QXPEHUHG HONReference Manual WKH

\$Q\ VXFK VXSSOH PRHQW KODUQ Q QHPS OR FRMLXWK MHUPLQ
*RYHUQLQJ 'RFXPHQW MOWH WD W3K\$ISD U2KEDQU3XQLW
UDWKHU WKDQ 3 X&RIVQ FRLZQ HWWD W~~K~~EQ WKDQ 3 DVVRF

\$XWKRULWDW Reference Manual \$WKRHP SOHWH DQG FXUUHQW
GLJLWDO ILOHV GLQHLSQ EDQVWLQH Reference Manual RU DQ\ RI LWV
6HFWSHVQVEH PDLQWDLQ HG2DW FMKRI &RFXQBLQG HU
RI WKH 6HFUHWDDQD QGVWQRWKRI ISWKKWLFHQVH WKOH ODQJ
DXWKRULWDWLYH FRS\ RI WKH ODQXDO

\$ORference Manual ILOHV VKDOV EYHEDH OHGWLSRQLFDOO

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SECTION 120 – ENFORCEMENT AND COMPLAINT PROCESS

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& R 2ZQHUV 5HVSRQ X QFILOL KVR O GKHH& Q K L&ERO B ZIQHUU U H V
FRPSOLDQFH ZLWK WKH *RYHUQLQJ 'RHFUXP HRQ VKLV VE K KU
KRXVHKROG KLV KR W KWHUQ \$IQWWR QDQ ZKORVO OKHG X RH WR
SURSHUW\

, QIRUPDO 5HVRO XSWLDRFQW L, FQDVERA B U LQWIDDF WGLHRDQOWRZ L58 K
LQIRUPDOO\ IRUPDO SURFHHGLQWVW DWW HRIQQ/L WLDWHG

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\$FWLRQ RQ \$SSDUQHQ SWHULVRROOD ZKRR QKDHV\$UHMVKBQ WR& RE H
2ZQHU RU D SHUVR QQIRU ZKRUH DSREQWILG ODHQ\K\$UWRYILRQ
RI WKH *RYHUQ MAE E RE & B HUQNDWR SARKHV IDEWVH WWRQ RI
*HQHUDO ODQDJHULUDQFWLRQG LRUUGVX % R D U G DV D ZKF

6KRXOG WKH SRVVSSDOLHQWRY LVRXOFKWDQWOD RRVPLHR QV R
DQ\ 'LUHFWRU RWKHQWWBQ WWKLHUW DWWKELU LVQJD DQW SW
WKH 3UHVLGHQW\ V DWWHQWLQRQ

7KH 3UHVLGHQW XSSRRVQV IOEHODHU QLQI DWWKLRQH QH Q/HKUDDOO
ODQDJHU LQWKHV WQODHW B WLRQ DQGHU HMN LW RD GEULQ
LQWR FRPSOLDQFH WKURXJK LQIRUPDO DFWLRQ

, I WKH PDWWHU KHDQV WKHQ3 VRVUHQWOD V KDO
UHSRUW RI LWW DQW [WKHUH% KODQG PHHWLQJ

, I WKH PDWWHU KGDVWQRRW KHHBLQH WHEORRQ WHV
KH VKH VKDOO IRHFUWDO LQHWWV DQODHODGWSV R K
DQG FRQVLGHU WKH DOOHJDWLRQ

, I WKH PDWWHU LWWGUR DJKWHQ WQWLRQWD%RD BQGXO B
%RDUG LV QRW VRDXWLFV RPHIG LZW WPDOWHKOH HFSWHLRD QF K
0HHWLQJ WR GHHDU WDIQHG DFORQHVLD WLRQ

+HDULQJV , Q DGGLOILRQDE WR VSR/ (BIDOCB BDUQAL Q JASRF L
0HHWLQJ RI WKH %RDUDQGF DROOVLGG MURVDFORQHGXDFWL REQ VD R
2ZQHU RU WKRVH IRU ZK RPAKHEVHKJHR YVW WQHNS REQ WL B H
IROORZLQJ VSHFLDO 5XOHV

7KH 6HFUHWDU\ VSRQVQEJQHYH& RV BQWQHUVQW O HGDDW
ZULWWHQ QRWLFH RI WKH KHDULQJ

7KH QRWLFH VIGDIOKEDIQ GHQQLVH QW E\ UHJL
FHUWLILHG PDLQH TUXHWXUHQS UWRHWXW UHVS
2ZQHU DW KLV KHM \$S DQVRWQHQS BQGUHV V
GHVLJQDWQHG WR DQ 2IILFHU RI WKH & RXQF

7KH QRWLFH VKDFOOD HQHVP HDQDGWRHWK KH VDQF
PD\ EH LPSRVHG IRU WKH DOOHJHG YLRODW

7KH QRWLFH VKDSORQQ VLQERQHP&W KHZ QKHW RI KLW
WR EH UHSUHVHQDWGWLQHFRKHDQWLQJ

7KH %RDUG VKDOOG QRWWSRQHURQDWVRIOWH
UHVSQRVLEOH &R 2ZQHUV IDLOXUH WR DSSHDO

7KH %RDUG PD\ EH DVVLVWHG E\ FRXQVHO DW WK

7KH 6HFUHWDU\ VKRDOLOGTRQYQG WQHZ DLQGLQH FVLRL
WKH UHVSQRVLEOH &R 2ZQHUV DQG 5HVLIGQHQWGLWKRLOQVHYZQJ WKH KHD

,I DOO LQIRUPDOYB YDH QRPI\$ OMDR QMHLZQ WQH
H[KDXVWHG DQG WQHDPQDGHQH KDN DFWQWQ PWDKH F
JR WR WKH 9\$ 2IILFHQ WHWHWW& RPRQGQWPDQ&, & 2I
KWWZ ZZZ GSRU& Y2LPUEJLQVBDJQRY DQG XVH WKHLU
FRPSODLQW DSSHDO SURFHVV

6DQFWLRQV ,I DRWQHUGKHULQJQW DQG GDHFUW WR IDW6SHHPLD
0HHWLQJ FDOOHGKIR U% WWDQW ISQGSBWIRIDWDQ &QG2ZYQIGX
ZKRP KH VKH LV UHVLRSORDQWHLG ODH SIKBWLQJLQRQJ 'RF XPKHQ WR
WKH WRYDWGNH RQH RU PRUFRWLRQH IDRJDOLQZLWQ BWKH U
2ZQHU

7KH %RDUG PD\ DFFHOHUDWH SD\PHQW RI WKH &F

7KH %RDUG PD\ DVVHUV DQH &RV2ZDQHURQJKHRX&
DQ\ DFW RU QHJOHFW IRU ZKLFK KH VKH LV UHVS

7KH %RDUG PD\ DVVHVV WKH &R 2ZQHUVIBU FKDUJ
VLQJOH RIHQVH RDUFRQSMHLQ XGLDQ\$HWRWLHRCV QRWRW RD
H[FHHG GD\

7KH %RDUG PD\ UZQHUVW RWIRMLFQG DQJ 7HQDQW

7KH %RDUG PD\ LQLWLDWH DQG SXLUQHUXH VDRHJDOD
UHFRYHU VXPV GXHLQRMUXQDWIDYHVURMOKH
DYDLODEOH DW ODZ RU LQ HTXLW\

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*HQHUDO 0DQDJHUU \$HQMLBQRROQWSBSQVQ8S &QDQHDLQWQ LQ
YLRODWLRQ RI WKH QWVH UQKLHQ JHQHMLBLOQ &DIQDWHJDW
FLUFXPVWDQFHV DIQHQGHHUHW WIRDEQQLQHQWIRURRQJSOLQIR
DFWLRQ

6KRXOG LQIRUPDQUDFHWRQKIDLDOSWDRUFIQWHVLDROODW
0DQDJHU VKDOO PKDNPDWWHISRW RWIWKHV3KURXULVGHQW

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7KH *HQHUDO 0DQGH HMX FVK DDO/Q LSVURBQWHP DV WKH 3
UHTXLUH LQ GHDSSIDQJH QLWWKLWQBL WLRQ

(PHUJHQFLHV, Q DJQ HZDHWUHJUQFH SHQ RVRHN H WRKUH OR
*HQHUDO 0DQDJHHUV RJJQDQWHLGMWUH BQMVHUQ\$NSDDWLVYRH Q WV
QHFHVVDU\U WHRFWIDYNHHDFRWLRQ

\$V DXWKRLJHG E\ HSQHJXO DWDLRQD JW KFOPDV FADRX YE HI Y
WRZHG DQG RWKHSUWRVWHXVRD VHI QDUKHEQHPPV WKDW
YLRODWLRQV RI WKH *RYHUQLQJ 'RFXPHQWV

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SECTION 200 – GOVERNANCE STRUCTURE.....11

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± 2UJDQL]DWLRQDO 2YHUYLHZ

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± 'XWLHV RI WKH 3UHVLGHQW DQG RWKHU 2II

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± 'XWLHXLDOI GWKH '%%UHFWRU

± 'XWLHV RI WKH 0DQDJPHQW \$JHQW

± 'XWLHV RI WKH 6WDII

SECTION 210 – THE COUNCIL OF CO-OWNERS (THE COUNCIL)13

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±)XOO 3DUWLFLSDWLRQ

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± 3DUOLDPHQWDU\ /DZ

± 'HOLQTXHQWV

± 3UR[LVH

± 5HJLVWUDWLRQ

± 4XRUXP

± 9RWLQJ

± 0LQXWHV

± \$QQXDO 0HHWLQJ

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± 'XWLHV RI WKH 0DQDJPHQW \$JHQW

± 'XWLHXLDOI GWKH '%%UHFWRU

SECTION 230 – THE BOARD OF DIRECTORS (THE BOARD).....18

32/, &<

± 'XWLHV

± 5HODWLRQV ZLWK &R 2ZQHUV

± 5HODWLRQV KLV&R P&RHDEQDOSDUDPHQW ± \$

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± 2SHQ OHHWLQJV
± 1RWLFH
± 'RFXP HQWV
± 0LQXWHV
± 6SHDNLQJ
± 2UJDQL]DWLRQDO OHHWLQJ
± 5HJXODU OHHWLQJV
± 6SHFLDO RU (PHUJHQF\ OHHWLQJV
± 2IILFHUV

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± 'XWLHXLROIGW\JH '%UHFWRU

SECTION 250 – MANAGEMENT.....24

32/, &<

± 0DQDJHPHQW RI \$OH[DQGULD +RXVH
± 1R 6HOI 0DQDJHPHQW

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± (YDOXDWRQ RI WKH %XLOGLQJ 'LUHFWRU
± (YDOXDWRQ RI WKH 0DQDJHPHQW \$JHQW

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± 7KH %XLOGLQJ 'LUHFWRU ¶V 4XDOLILFDWLRQ
± 7KH %XLOGLQJ 'LUHFWRU ¶V 'XWLHV
± 7KH 0DQDJHPHQW \$JHQW ¶V 4XDOLILFDWLRQ
± 7KH 0DQDJHPHQW \$JHQW ¶V 'XWLHV
± \$GGLWLRQDO 'XWLHV RI WKH 0DQDJHPHQW S

SECTION 260 – THE STAFF.....27

32/, &<

± (PSOR\PHQW
± 5HTXLUHG RI 6WDII
± ([SHFWHG RI 5HVLGHQWV
± &RPSHQVDWLRQ

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± *UDWXWLWLV

± 2II 'XW\ (PSOR\PHQW

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± ,QVXUDQFH %HQHILWV

± 6XSHUYLVLRQ

± 3UDLVH RU 5HSULPDQG

± \$EXVH RU 'LVFRXUWHV\

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± 7KH %XLOGLQJ 'LUHFWRU\PV 5HVSQRQVLELOLV

± 7KH %XLOGLQJ 'LUHFWRU\PV 'XWLHV

± 7KH)DFLOLW\ 0DQDJHU

± 7KH)DFLOLW\ 0DQDJHU\PV 'XWLHV

± 3HUIRUPDQFH (YDOXDWLRLQ

SECTION 290 -THE COMMITTEES.....31

32/, &<

± 9DOXHG 6HUYL FH

± /LPLWDWLRLQV

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± 6WDQGLQJ &RPPLWWHHV

± 'XWLHV RI WKH &RPPLWWHHV

± &RPPXQLFDWLRLQ ZLWK 0DQDJHPHQW

± 6XEFRPPLWWHHV

± 5HJLVWUDWLRLQ (OHFWLRQ &RPPLWWHH

± 6SHFLDO &RPPLWWHHV

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± .HHSLQJ ,QIRUPHG

SECTION 200 – GOVERNANCE STRUCTURE POLICY

2UJDQL]DWLRQDO 2YHUYLHZ
7KH &RXQFLO KDV XOWLPDWH UHV\$&QQLVDE+LROXLWH 11
7KH %RDUG LV WKH &RXQFLO ¶V UHZ\$OIOVIRIQWIDMVLY
&RXQFLO E\ HVWDEOLVKLQJ SROWFHQW ZULHWIK QNDKWH
JRYHUQLQJ GRFXPHQWV
7KH %RDUG LV QRW DXWKRUL]HG VS\$URHYODIOPBQDJ
RI DOO PRUWJDJHHV RI DOO \$SDQWHPVHQRUVWD\$V
0DQDJHPHQW \$JHQW WR UXQ \$OH[DQGULD+RXVH
7KH 0DQDJHPHQW \$U\$QW¶VUDWLSRFORVLEUDHFWLQW LQ W
\$OO SHUVRQQHO ZERDUNLLVQJDVRQ\$OHGDUQVQWLBD RXVH U
%XLOGLQJ 'LUHFWRU %' ZKR LV WLKGHHQRMOH7KOLVLD
LQFOXGHV HQJLQHHULQJ VWDFII DQG 0DQDJHPHQV
7KH IROORZLQJ JUDSKLF UHSUHVHDQW \$OMHKDIQGRUYLHD
+RXVH

RULES-

'XWLHV RI WKH 3U2H VVLFH HUQWYE DQIQG 3RUHHWHKOH & QRNX Q E DOO V
 RIILFLDO SRLQW RJ HFRHQWAD IE WVI XHUVWDQH QGLV LQRJ Q% IRQG G RD
 UHVROYLQJ TXHVWLRQDQJ IULRUPH FWKRHUH BXQ Q WR \$ JH QMV O DQD
 + LV KHU GXWQH HUQWIDQH HV BH GO DDVQMGH W KVHZ% O O DDZW LDQ 6HF
 XQGHU % R DUG RHIF WWWW FGXRAUL HHRW L\$QVO D2U HL FDQOU RG XGHW
 LQ 6HF WL RQ

REGULATIONS

'XWLHV RI WKH % XKLQDQJLQJO GLUQHF WRDHLF GMTR/UVLQ JOKHH O% D
 IRU DOO R \$ QDQWLBQ DWQ DWQ GLWQPHQW DQG HUQW WR\$QH 7KH
 % XLOGLQJ 'LUHFWRUH QM F1WHA GR QH LSH FWKRHU% RVDHUGY IRQJ R
 'LUHFWRUV 6HH WDQDJHPHQW 6H QMVUHDVO UHVSRRQVLEL

'XWLHV RI WKH 0DQDJHPHQW \$ JHQW V7KLR QDQOVH PHQ
 OLFHQVHG SURSHUW\ PDQDJHPHQWUF BIRQHQDO 6HH 6H
 UHVSRRQVLELOLWIDFWW DZQGV KV KQHPSDFQWDF VRXVH IRU V

'XWLHV RI WKH 6WDII \$OO VWDIILRQ\$ODRQGHS/HZLURQD
 SODQV GHILQLQJ WKHLU UHVSRRQVLELOLWLHV DQG GX

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SECTION 210 – THE COUNCIL OF CO-OWNERS (THE COUNCIL)

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JXOO 3DUWLFLSDWRLXRQD JWKH DQG WGDPIHODW DQHODV I WDRVH QDHYHU\ & R 2ZQHU QWDQSO UOWUWAKLISQ&MR DQFL O

7R WKDW HQG WKR [1HRV WGRPRDQO GLXWQ25HQ RUV L
DQ\ OHHWLQJ RI WKRH & R XEQ FZKOL FKWXFK SUR[LHV
GHVLJQDWHG ZLQQ VEH & RH ZXQHQUHG ZURH WIXEWHDXH
LQ SHUVRQ

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3DUOLDPHQWDU\ QWDZ QHGH LUQX WKR HFRQ RULQW HGLWLRC
Order Newly Revised SHALL JRYHUQ WKH & RXQF WORLZQDIO WKH\ D
DSSOLFDEOH DQG FRQVLVWHQW ZLWK WKH *RYHUQLQ

'HOLQTXHQWV 1R & F2ZXQQHJ ZR VEH PRUGH W KQ TXH QW
MAY SDUWLFLSDWH LQ PDXQFH W LXQQJRHIV WERKHOQ PSDDGPHQWW
OHDVW KRXUV SULRU WR WKDW PHHWLQJ

3UR[LHV 7R HQVXDUQH DHTXWLUQXP RI WKRHU SMDQFL O WKH
VROLFLW D SUR[RH QW HSMDQFL US SMDQFL QJ

\$ SUR[\ VKDOO EH GHRUJPQ DWHFGK RWQHOK D60QFDSHUM IS DU
WKDW LQFOZIGQHJLWQWVWWRKQWRRQV ±

D WKH SUR[\ LV YRLG LI WKH IRUP&RV 2ZQWUV IRUJQ BG
SHUVRQ KDYLQJ DXWKRQGJL VRQWERH KIDQFLXW HWKH & R

E WKH IRUP PXVW EH ILOHG ZLWK WKIHP GHRIUWWB U
OHHWLQJ

F WKH SUR[\ PD\ EH UHYRNHG RQO\ E\LWHWRLWVH QJ
SHUVRQ SUHVLG LQJ RDQIGUQVRWHL IQHQLV LPHKVRUN HGK
DQG

G D EULHI H[SODQDFWLRQ RR I OMHDY LQWUWIRWHSQUR[\ XQL
)RU HDFK \$SDUWPHQWQRLZOQ HGKHE\ 3WQHIV&GRWQW KIKD
6HFUHWDU\ D SUR[\ IRUPexQfDPLQJWSKUHR[6HJRWHWWDQH
& RXQFLO

5HJLVWUDWLRQ MO DQLE OMK&RU28QWQDHHWIDQJWRIQG
WKH & RXQFLO JLVWHULQW SOHUVWRLQJREJHWRKDH WKH
DSSRLQWHG IRU LW WR FRQYHQH

7KH 3UHVLGHQW VMBOOVDWS&RVHQWYH RDO/XQHJLWU
7KH 6HFUHWDU\ VKDOO ±

D SUHSDUH D UHJL VQWHLW ZRUWKFR\$SXPLGQPMHH & BHG \$
2ZQHU 5HJLVWRHQ H~~Q~~QIGQ53HJUVWHUHG E\ 3UR[\

E HQWHU LQ WKH 2ZQHUVWHLKRW & BHWQRDSDMEOB\W
UHDVRQ RI GHOLQTXHQF\

F IRU HDFK YDOLG SUR[\ IRUP UHF H~~5~~HJLG WHQWMGU
E\ 3UR[\ HLWKH~~W~~KHF6H~~W~~UDH~~W~~D~~U~~L R UQ DFKHG
QDPH RI WKH SH~~U~~M~~R~~QH RWHKMDUW~~Z~~~~Q~~SS~~W~~R [Q DPHG L
IRUP DQG

G GHOLYHU WR W~~K~~JL VVJLW~~W~~Q B UDOWD KMFHLLG~~I~~SGR [\
:KHQ D & R 2ZQHQ~~S~~HHU~~V~~RQ HDU~~V~~HJL VVWUDU VKDOO ±

D UHWXUQ WKH & R 2ZQHU~~T~~V SUR[\ IRGPVWIKINHVIRXW
WKH FRUUHVS~~R~~Q~~B~~ILQVWH~~Q~~UW~~5~~KHU~~L~~VWHUHG E\

E UHJL~~V~~WHU WKH & RJ2IZQ~~N~~UK~~H~~UH~~Q~~W~~5~~W~~U~~UHG~~L~~VW~~F~~KH~~H~~GN~~L~~
3HUVRQ DQG

F LVVXH WR WKH & R 2ZQHU D EDOORWW~~W~~IKHU OHDFH~~W~~KL RD
:KHQ D SHUVRQ GHVLHQDW~~R~~Q~~G~~HEU~~Y~~DH&DR~~R~~2ZQH~~W~~UK~~N~~UK~~S~~
WKH 6HFUHW~~D~~U~~officer~~ GS~~U~~H~~Y~~Q~~D~~QWHVGKL~~P~~VHOI KHUVH
UHJL~~V~~WUDUV D UHJL~~V~~WUDU VKDOO ±

D YHULI\ WKH SUR[\ LRPU~~R~~HDUS~~D~~R L~~Q~~ML~~Q~~R~~K~~ZQHU~~T~~V SU

E UHJL~~V~~WHU WKH & RJ2ZQ~~N~~UK~~H~~UH~~Q~~W~~5~~W~~U~~UHG E\ 3UR[\ DQG

F LVVXH WR WKH SUR[\ D EDOORW DR~~U~~H~~W~~D~~Q~~K LWHP~~V~~
1R & R 2ZQHU VKD~~Q~~HEJL~~V~~W~~U~~ER~~Q~~LS~~U~~DI~~R~~UH~~H~~W~~L~~QK
KH VKH DOUHDGW~~H~~W~~U~~GE~~E~~H QUUR~~H~~U~~L~~~~Z~~L W~~K~~R~~X~~WSUR~~M~~R N
IRUP E\ ±

D UHWULHYLQJ LW DQG DQ\ EDOORW~~M~~H~~Q~~UL~~K~~V~~X~~H~~G~~W~~I~~
KLV KHU SUR[\ DQG

E SHUVRQDOO\ QRW~~H~~W~~L~~Q~~J~~Q~~W~~K~~R~~Y~~S~~HHU~~W~~HR~~V~~SH~~U~~W~~H~~Q~~R~~NW~~H~~
WKH SUR[\ IRUP
7KH SUHVLGLQJ RIILFHU~~T~~V LQLW~~B~~DW~~R~~Q~~W~~K~~H~~H~~I~~W~~U~~
EHHQ QRWLILHG~~V~~W~~Q~~GD~~W~~LR~~Q~~R~~R~~IL~~J~~W~~K~~W~~U~~R~~S~~ 2ZQHU LQ
4XRUXP 1R 0HHWL~~Q~~SH~~A~~ W~~K~~IB~~Q~~&RDXFQ~~W~~LD~~Q~~\ EXVLQHV~~V~~
KDV EHHQ HVW~~D~~~~E~~~~Q~~LDW~~K~~LR~~Q~~ E\ L Q HSJL~~U~~W~~R~~Q &RU2ZQ~~Q~~UR[R
OH~~D~~VW \$ SDUWPHQWV H[FHSW DV SURYLGHG EHO~~P~~
6KRXOG D TXRUXP Q~~R~~W~~K~~EL~~Q~~ H V~~W~~LD~~Q~~EW~~M~~W~~H~~LOPOHR Z L Q
DSSRLQWHG IRU DW~~L~~Q~~H~~W~~L~~Q~~D~~JO~~O~~W~~R~~HR~~Q~~W~~U~~W~~H~~Q~~H~~ S X~~W~~RS~~R~~W~~H~~
RI IL[LQJ D W~~K~~P~~H~~KZ~~W~~R~~K~~H~~Q~~W~~Z~~E OLVK D TXRUXP

7KH WLPH IL[HGVWKW\QDQE H QRXVULOPHQ DRWHLUL\QDQ\W
DSSRLQWHG IRU WKH OHHWLQJ

9 R WLQJ \$W DQ\ 0H H\ VOL QJ YR U W&R I R R Z Q H G E\ VM Q VR Q
YR WH IRU HDFK \$SD U WPH QW R Z Q H G E\ KLP KHU

1DPHG SUR[LHV VKDRO QW R B V\$MS DNUKWHPMHQWWV\QKH\UH
DFFRUGDQFH ZLWK QW WIK H QWWR UXIRMAIPB/QWQ QZDKPLHFQ W

8QOHVV RWKHUZLV% RLQWUWKRWHGIVWVHWKDHUYRWDHO
DQ \$SDUWPHQW ZKRVH *et seq.* KH VKH KROGV

D WR HOHFW WKR VHHF FID QIS LGKHW PR VZK RYFRW HWD EH MIRU
YRWHV DV SURJ\ DQG

E WR VXSSRUW SRVLWLRQV WDNHQ E\ WKH %RDUG

0 L Q X W H V 7 ~~K H A I O~~ L Q Q F V O - X V G H W K H 0 H H W L Q J ¶ V G D W H
W K H W L P H D G M R X U R Q H E G X V D Q S V V W K V G U L D Q H V D V S V H P C R W L L Q
X Q O H V V Z L W K G U G E Q D S Q R G L Q V S H D R O R L W Z L R V Q K R W K H D F C

7KH 6HFUHWDU\ VWHQDODIXWKRHQWVWFOEDWEHDQG P D NH
HOHFWURQLF FRSHLHW ZWLRVKLOOQ & RG DZVQRRQI RWIKWKFHRPS
PHHWLQJ ZLWK WOXXIGCHGDLVQ RWIKLHQQQLQJW & DRJXHQFGLED P
IRUDSSURYDO

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E 1 R P L Q D W L Q J & K D R L U F R G I R D Q M H V U V O H V W V T V H V U D V Q I G Q J F D Q G
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SECTION 230 – THE BOARD OF DIRECTORS (THE BOARD)

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 W K H 6H F U H W D U \ I R U L Q F O X V L R Q L Q W K H 0L Q X W H

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, I D Q \ ' L U H F W R U M D L Z O K H Q W R D 5 H I J S X Q D Q D Q O Q I G H W R Q R U I G M H
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, W V K D O O E H R V K D V R I S R I W Q R Q M R R J K R O C
O R Q J H U W K D Q Q H F H V V D U \ W R S U R Y L G H W
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7KH 9LFH 3UHVLGHQSMO DVKHDORO WWIDHUVBRUHPRKGLNQWHDQ
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D DWWHQG DOO 5HJXOB D UGH H,W ~~IKOHJ~~ VDKH ~~WVKOHQ~~ RQW IRU
DWWHQG D 5HJXODKLD OI~~H~~EHQJHSKUHHW~~K~~QWHEG DWK HW K
(QJLQHHU RU DQRWKHU PHPEHU RI WKH 6WDII

E SURYLGH RU DUUDQRJIHWIRW % RDIK QGDWS~~SPDU~~W~~G~~ BWHFWC
H J UHSURGXFWIRQRD Q&FGXLPHM~~Q~~WHE X~~MR~~ UUHVSRQ
LQYHVWLJDWL RQV DQG UHFRPPHQGDWL RQV

F VXEPLW D ZULWWHQ UHSRUW WR WIRHD%~~RRDSU~~GR HD F
HDFK FRPSODLQW UHFHLYHG

G

'XWLHV RI WKH 0DQDJHPHQW \$J~~SHQ~~ 7KH 0DQDJH
D &UHDWH WKH % RDU~~C~~W3 DVFKHD P~~H~~H R~~V~~L QJMHLQHFOOK G L QJ
\$JHQW UHSRUW ZKLUHHQ FVRQLFHGU OQ GRU~~H~~FR PPHQGH
SURSRVHG IRU % RDUG UH YLHZ

E RQ)ULGDI SUHFHG MQLQD R~~H~~W~~K~~QHD % W~~DU~~GO OG LVWULE
'LUHFWRUV WKRV~~K~~ D~~U~~RHF X~~P~~RH QEWVF RQ~~M~~QH U~~B~~Q~~G~~ W W

F FRQFXUUHQIWWOG IZLW~~K~~L~~W~~KUHFRQR WSRL~~M~~N~~O~~H FHD Q&
GRFXPHQWV WR EH FRQVLGHUHG DWW WWKHI DSSURD
5HFHSWLRQ 'HVN ZKHUH WKH\ VKD&RO 2EIQ HDUVD LQORD E
ODWHU WKDQ ZKLUHQW BRSKWWH QWHR 'LUHFWRUV

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SECTION 250 – MANAGEMENT

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0 D Q D J H P H Q W \$ J H Q W

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E \ F R Q W U D F W W R W K H 0 D Q D J H P H Q W \$ J H Q W

7 K H 0 D Q D J H P H Q W \$ K J H H Q W R D M H Q T M H D J D M Q R M R Y R H U H D G C E \ P
L W V F R Q W U D F W

1 R 6 H O I 0 D Q D J H P G Q W H T K Q R % W R Q G H U W D N Q I V W H H D I G P D L Q N
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H Q I R U F H W K H S U R Y L V L R Q V R I W K H * R Y H U Q L Q J ' R F X P H

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(Y D O X D W L R Q R I M V K M R % X I \$ Q Q Q I X Q Q J O Q V P E R I Q U R U W E R X 3 W H V R Y
SHALL S U H S D U H D Z U Q L W R W K I Q V H K Y H D U S B I W L R R U P D Q F H

7 K H 3 U H V L G H Q W M K D O Q D W X I E R P Q W W R W K L K H W % K R I D L N G K H M
U H F R P P H Q G D W L R Q V I R U D F W L R Q

7 K H 3 U H V L G H Q W V D D Q D W U L H Y Q L H Z W K K M W R H U % D Q G G L Q
F R X Q V H O K L P K K H U S I R Q I R U A D Q F H

(Y D O X D W L R Q R I W J K H Q Q D Q D Q Q H X P D H Q Q W M \$ R Q H B U D W E R X W 6 H S
3 U H V ~~S H U H Q~~ S U H S D U H D Z U I R W W H K Q I H D D Q O X B P M L Q Q \$ J H Q W
S H U I R U P D Q F H R L W K K H U M H A S P I F V R I W L W V F R Q W U D F W

7 K H 3 U H V L G H Q W M K D O Q D W X I E R P Q W W R W K L K H W % K R I D L N G K H M
U H F R P P H Q G D W L R Q I R U D F W L R Q

7 K H 3 U H V L G H Q W W V H K Y D D Q Q X D W Y I R I Q Z Z M H K R K W L U Y H H V B R Q / K L
0 D Q D J H P H Q W \$ J H Q W K D H Q G R Q G K Y L W H K H Q F I H L U P V S H U

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7 K H % X L O G L Q J ' L U D H M W R R Q U M D V G T K H D Q D M H F W R U
D W K H V H Q L R U P H P E H B I W Q B \$ Q B H D U Q I G M D Q D G + R X V H 6 W
E W K H V L Q J O R H Q S W D L F Q M W E R H R V E Q H F H L Q W Q B H Q W \$ J D H Q Q W H P

7 K H % X L O G L Q J ' L U W H F W K R H U % V R D X U V G T M V Q J S H Q W H F W K R H U % X L O
U H V S R Q V L E O H I R U

D R S H U D W L R Q D Q G P D L Q W H Q D Q F H R I W K H 3 U R S H U W
E V D I H W \ D Q G V H F X U L W \ S U R Y L G H G W R 5 H V L G H Q W V
F V H U Y L F H V D Q G D P H Q L W L H V S U R Y L G H G W R 5 H V L G I

7KH %XLOGLQJ 'LUVHFWKRHU 3UKHDVLOQH DQG QLWLRQ IP S RDVQHGQW
 RSSRUWXQLWLHV BRQGQV KQDORU NHG SRRVXQH RPEO DQG RQG
 RWKHU GHYHORSPHLUQHWW RWRF XSWURHSQWVWVHQFLDQDQGDOPV
 WKDW PD\ KDYH DSSOLFDWLRQV WR WKH & RXQFL

7KH 0DQDJPHQW \$JHQW¶V 4XDOLI ~~LSDADW~~ LERHQ D 7KH 0D
 OLFHQVHG PDQDJPHQW ILUP XQGHU FRQWUDFW ZLW
7KH 0DQDJPHQW \$VHQWKH ¶V% RXDWULGW BHHQQW\$ JMWQH 0DQ
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D GLVEXUVH SD\PHQW¶VNU RXPQKHI PURRQH M Q JHLVR QG D
 DSSURYHG RU HPHUJHQF\ H[SHQGLWXUHV

E FROOHFW &R 2ZQHU \$HUV HUHVPHQXWW DMQKHDVW WP D\ EH
 & RXQFL

F GHSRVLW DOO IXQGV FROOHFWH QD LEQDQFRN DR II HNGKHU D
 0DQDJPHQW \$JHQWDPEO EKRIHGLQHWKMKHRXQFLO¶V
 0DQDJPHQW \$VHRCW DDQVIRXJ WKH & RXQFL

G HVWDEOLVK WKH & RXQFLO¶V UHVWUDWVWXRQ DDFQBR
 PDLQWDLQHU VHOMYISUNQGWLQWGOEYWWKH %RDUG

H SUHSDUH ISQDQFLDQ DHP RQWKO\ EDVLV

I SUHSDUH DQQRXSHOOOWDQGUEDXQJHW DQG UHVHUYH

J SUHSDUH DQQXDQO\ D UHFRPPHQGHQJULYPI <HDU

K PDLQWDLQ WKH & RXQFLO¶V ERRNLLVDRXQWV D
 FHUWLILFDWLRQV VRURVRZDQJHHUHW DDQGONGQIQSUVDPOXLHQV

L FRRSHUDWH ZLWKWRKUHLQRWQFLQHLSQMGSEDQGLHROQWRI
 ILQDQFLDO VWDWHPHQW RU DXGRWDQGQV DQ UWHKWHX
 UHTXLUHG WR EH ILOHG E\ WKH & RXQFL

M DVVLVW WKRF%BDQJGVXQFISULQVXUDQEB PRYHILQGH
 QHFHVVDU\

N DVVLVW WKH %RDIPQLLQWSHQDYLFGHLQJ WRKUH 3URSHUW

O SURYLGH DW FRVW DQ VZRHWLQJHVWQHDFIHR DQG UHV
 HPHUJHQFLHV

P H[HFXWH DQG ILOHJLQDQD WSBOFDPDQHQWWBQHWW
 LQVWUXPHQWV

Q PDLQWDLQ D VHW RJIHEQRHRUNDWBQGGXHLMQWCFKQHWWB
 ZLWK WKH & RXQFLIGOIDRQGHLQKQHULU SHULRGV

R SUHSDUH DQG WLP&HOUVSUHRYDQFH VVMPKRBQVRLYHMUHQQLQJ
 'RFXPHQWV DQG

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DQG LQ HWKQIX DWSLQRJS R VDOV

\$GGWL RQDO 'XWLHV RI WKH 0DQDRJH JHRQLVQ \$ JHRQW L QQH
GXWLHV OLVWHGLQHQH V \$ JMH TAKHHWV \$ HWWQHWDQDQH PEEH
UHSUHVHQWHG DW PHHWLQJV RI WKH & RXQFL O % RDUL

\$OO SHUVRQQHO ZHRPUHNQ MR L\$ JMH QHV O \$ Q BMXHQW WKH 0
\$ JHQW VKDOO HMQHQDQH DKSOSUHQWUDQDQH
SHUVRQQHO WR VDMLXIU MFKHQ W R BDXG SVHU RXU FR

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SECTION 260 - THE STAFF

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 VHUYLFHV IRU \$OH~~P~~Q~~G~~U~~V~~DD-QRGX~~S~~ H V~~U~~Q W V DV UHTXL
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5HTXLUHG RI 6WDII U~~H~~KH P&HPXEQHULVO RS H~~M~~~~K~~U~~P~~W~~D~~ KIHWR G X
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 2ZQHUV DQG 7HQDQWV WR JHWKHU ~~Z~~Q~~G~~ KR W K H U UL QDPLV

(SHFWHG RI 5HVLGHQWV & R 2ZQHUEH UAH QJDQHW WVD ~~Q~~G
 RWKHU LQYLWHH VHDU~~Y~~H~~I~~ M~~I~~SH FWDHPGI WIR R~~R~~E~~W~~W\RW RVZKDHU G
 DV WKH & RXQFLDIIUWRXH~~J~~HL~~E~~WWK HV R~~W~~DUG WKHP

& RPSHQVDWL~~R~~ Q X K W XAUHY IRD 6DQD~~S~~MMURUSH Q M B W L R Q
 FRPSH~~W~~LWLYH HPSOR\PHQW SUDFWL6FHDV IDRQGPWIKUVM D
 VHUYLFHV

*UDWXLWLHV 7KH & RXQFLO FRPSHQVSDHWHRUPBQEHWI
 WKH~~U~~ GXWL~~H~~SHFLW~~W~~ ~~W~~R~~D~~W ~~W~~ SHUIRUPDQFH H[FHSW DW WKH ³\$QQXDO 'LVWULEXWL
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 KRXUV E\ LQGLYLGXDO & R 2ZQHUV RU 7HQDQWV

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,QVXUDQFH % H Q H I D~~W~~VQ H~~J~~KRHW% B~~W~~W~~G~~QW~~D~~ J~~M~~QHV O~~D~~QHD JKH
 DQG OLIH LQVXUDQFH EH QHILWV W~~R~~ EH UHFHLYHG E\
6XSHUYLVL~~R~~Q 7KH~~W~~ ~~W~~D~~H~~IFLOWX W~~I~~YSH~~H~~Q~~Y~~LEH~~W~~W~~R~~ U% XLOGLQ

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1R & R 2ZQHUV RU 5H~~W~~IE~~W~~HR~~W~~ D~~W~~Q~~D~~ROOL~~W~~U~~K~~H~~W~~W~~R~~ U% R~~U~~OC
 DQ\ RWKHU PHPEHU RI WKH 6WDII

3UDLVH RU 5HSULP~~D~~Q~~G~~H V~~W~~LRG~~I~~Q~~W~~WUD~~D~~Q~~G~~HLQ~~F~~R X~~W~~K~~D~~I~~J~~ H G W
 3UHVLGHQW RU H~~W~~K~~W~~R U X~~U~~ODGQ\Q~~B~~H P~~W~~K~~R~~U~~H~~ IS W~~U~~K~~I~~H~~R~~ G~~W~~DQIF~~B~~
 PHULWV SUDLVH RU UHSULPDQG

\$EXVH RU 'LVFRXURW~~H~~W~~K~~H~~W~~MP~~B~~H UD/U HV HIQ F~~W~~K~~X~~HU D~~W~~J~~X~~LG~~G~~ Q~~W~~LC
 'LUHFWRU RI DEXVRHQ RW~~K~~G~~I~~L~~S~~ B~~W~~URM~~H~~&~~R~~ G~~W~~Q~~W~~U~~V~~ RDQ~~G~~ V~~W~~ W~~R~~
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7KH % XLOGLQJ 'LUHFWRU V7KH V% R~~W~~Q~~C~~E~~Q~~ 'LUHFWRU
 UHVSRQVLEOH IRU±

D WKH HIIFLHQW FIRQRPWLDYGI RDQGIG DSVOIDPQQ IRQJWWKH
 6WDIIIV ZRUN RHUPJEDHOLYI LQBR LGVRVWPKHDHAL QZRULWV DQG
 H[HFXWLRQ HYDOXVDW\$ RI UIRWBDI QFFNHP BDQW KHLUGX
 WUDLQLQJ KLQWQJD QGLVFLISQJL QWDII

E PDLQWDLQLQJ VD LHW DMHFXRUQHG LDVQLGR QOQDLPQH OMWH & R P
 VXVWDLQLQJ DQG QFVLQQHWWKAVSDHUVR GHQDNH V TXDOL

F HQVXULQJ WKDW WLQDVKH D&OROX QWLVRIRQDQJLDDQQLHRLQV LQ
 SURPSWO\ QRWLI\ LQJ WKH 3UHVVLGVH OMWR DQGVVWKH

G HQVXULQJ WKDW & RI QWQHPRUH/H DVQW KSHWVUHLB&DQXQFVQ
 LQ D WLPHO\ PDQWQHULQJU RWKSHW3QH QWQH G HZQVMQD QWQH
 IDLO WR GR VR

H GHDOLQJ ZLWK 5YHVLSQHRCVOM PWRLQ MVRDQDQW L RQK HR ID C
 \$OH[DQGULD +RXVIQ DRQGV KVHK & RRPSPHRQDQWQIR PVMQRMWH E
 SUREOHPV WR WKHU BI WINGHQWL DRQGR DQWQH G DV QH

I GHDOLQJ ZLWK WKW0DQWD JHQPVHCOVW \$WQH WGWKH WZKRH
 PDQDJHPHQW FRQWUDFW WR EH GRQFWE\ WKH ODC
 DFFRPSOLVKHG LQ DQ HIIFLHQW SHRFURQJLDRQDQ
 SUREOHPV LQ WKDW RU HJKHU G USHVRQSHMQW DQG WKH

J NQRZLQJ DQG VXSSRRUWLIQH WIRBIUWKHLSVHNRUHQFH
 0DQXDO DQG

K NQRZLQJ WKH 58/(16HVSHMHBHUQKHLQDQWXLQJ WDQHG PR
 5HVLGHQWV FRPISQSLBDQFBLQZLWZKKWVURROSRLQVLEOH
 GLVFUHSDFLHVQSDLRQASSWQRELOHHSPPRULWQWKW3UHVW
 DQG WKH %RDUG

7KH %XLOGLQJ 'VUHFRWRUXILO'XQHQLH' L UHFWRU

D VFKHGXOH DQG PRQBWU DFKHR QR USNPHQWUQWPHQDQJQFR
 VHUYLFHV IRU WKHX&RXXQFWQRDQQ QWWRDDNIQEVHXQH HGH
 FRPSOLDQFH ZLWK WKH *RYHUQLQJ 'RFXPHQWV

E EH RQ GXW\ RU RQGDODVDKH DVKQHDMIDRQHULRQ DMW
 6WDII WR DFW IRU KLP KHU

F NHHS WKH 5HFHSWLRSQHQWV DDQYGLWIBGHWDQH SIORQH
 QXPEHU ZKHUH KHWKHQH DQWHDQGQDWJHQBDQ EH FRQW

G SRVW RQ WKH GRRU RI KLV KHU RIILFH ±
 L WKH KRXUV GXUJFQZKHLJXQDQWVKEIRIIRKQGRUQ
 ZRUNLQJ RQ WKH SUHPLVHV
 LLWKH QDPH RI DQ\ 6KWDIPIDRHKPDEYHUGKHWB/WQ DW H G
 KLP KHU LQ KLV KHU DEVHQFH DQG

D QRWLFH WKDW HLWKHU KH VKBFKUH G LGQVDLQJ QDWHD
HPHUJHQF\ E\ HLWKHU WKH 5HFHSWLRQLVW RU WKH
)DFLOLW\ 0DQDJPHQW 6WDII ±

D DUH DSSRLQWHG DQG PD\ EH UHPRYHG E\ WKH %R
E UHSRUW WR WKH %XLOGLQJ 'LUHFWRU DQG
F KDV GLUHFW FKDLUQJGL QXJQ'GJUH RI WKRQG %PDLR SHULDQWQQ
WKH &RPPRQ (OHPHQWV

7KH)DFLOLW\ 0DQDJHUV\ 'XSHAAHV ± 7KH)DFLOLW\ 0DQ

D EH RQ FDOO IRU GHODPOLHQJ RZFLFAKKU WHDQDOR XEVVLQH VR
KRXUV RQ ZHHNGD\V 0RQGD\ WKURXJK)ULGD\
L 7KH WHUP (0(5*(1&, G6 DW VSKVRLWIRHQLWQD DUO\
WKUHDWHQLQJ OLIH RU SURSHUW\
LL7KH WHUP 21 &\$/// EWLGQJIDQHDC ODVEOH ZRWKLQ
GHDOLQJ ZLWK D ERQD ILGH HPHUJHQF\
LL5HVLGHQW FDOOVXDRMLRHQVUZLQOF EENLPWDGH WR V
5HFHSWLRQ 'HVN

E RQ D URWDWLQJEHDGV EV WDKVH SUXHLVQDQ JDOLQH RUE
GHDOLQJ ZLWK HPLQUJRQ FZLHHN RQESVQWILQD\ HYHQ
0RQGD\ PRUQLQJ

F LQ FRRUGLQDWLRQ ZHWIKORDSQ DQH\$QHQXMD O :RUN 30

G DVVLVW 0DQDJHPHQKAH L\$QQ QXIDQ CQSSHLDQML QJV %XVGJH
SHUWDLQV WR SQHQJHUQHQDLIPDQ CGWEDRSURJQILQIJQJ
\$OH[DQGULD +RXVH SURSHUW\ DQG IDFLOLWLHV

H PRQLWRU DQG NHHS UHFRUGV RI X\$VQI[LDVQGHJL DRQ
+RXVH DQDO\JH WKRVH UHFRUGV DQG ZKHLIFRPPHQ
ZLOO PDNH WKDW FRQVXPSWLRQ PRUH HILLFLHQW

I UHVSQRQG LQ D WLBBQ\ZQDG WWLQW WWDHNLXHJP HUJHQ
FRUUHFWLHYH DFWLDRQHD QGODVQDJS SISIEMWKRHU %RQW
TXDOLILHG RXWVLGH DVVLVWDQFH

J UHVSQRQG WR UHTXHVWV IRU DVVLVWQHQIRURP 5
UHSDLUV DV DXWKRULJHG E\ WKH %RDUG
L \$OO UHVLGHQW QFDHO DVOIOR UEHD VPDQGHWSW RQKHO R
'HVN ZKHVKHU WURXWLMQHD WURHQP HUJHQF\
LL5HVLGHQW UHTXHVWV DRMLQVRQDQHQFHUZDQLOQ JE H P
RXWDZRUN RUGHU DW WKH OREEV 5HFHSWLRQ

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LL\$VVLVWDQFH ZLOLQHQ BURQDQH UZHGHNQXW QRUNLG
RUGHU RI ORBNL\$WGRIU UHTXHVW

K PDLQWDLQ UHFURGDQH RI EDQLOQ UKHSXDOHJ SHWKRQHQ HO
UHFUGV WR LGHQH VLI DFQGPWRDN SHQSEORH-SQJLFDLQHD
WKHP

L PRQLWRU ZRUN EHPLIQQ WGRQH &LRQ 2\$ZQDHUWQG F R Q W U D
UHSRUWLQJ WR WKDHQ% XILQG IDQWL RLQHJURWRAKPHQRWVH
DQG RWKHU 9LUJLQLD DXWKRULWLHV WKDW PD\ R

M SHUIRUP VXFK RWKHQ %&LQGXWLQHV VLQH FW R U PD\ DVVL
3HUIRUPDQFH (YDOOXDRQH RRQ D\$EQROXXWU \$S QIFQH RI WHQHFSHU
PHPEHU RI ~~SHUIRUPDQFH~~ 6WDXIHI P@HPLDQHUEJ WLUFWRU

6XFK DQ HYDOXD WLURUQ HVCK DRQH QRMW DQHFR6 WDVI PHP
EHHQ HPSORHG OHVV WKDQ WKUHH PRQWKV

7KHVH SHUIRUPDQFH YEDHO %&LQGXWLQHV %RQVLDQH %RQVLDQH %RQVLDQH
FRQVLGHUHG E\ MFKMR% XILQG IDQWL YLQHJURWRAKPHQRWVH
SURPRWLRQ DQG DGMXVWPHQW RI SD\ UDWH

'XULQJ WKH SHUIRQPSHQFH NYDQXDWLQH JLEQH
EH FRQVLGHUHG IRU D ERQXV

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SECTION 290 – THE COMMITTEES

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 2ZQHUV ZKR YROXQWHHU WR VHUYH RQ LWV & RPPLWW
/LPLWDWL RQV 1RR & R P W W W W M HPHH R B H&LG K D N F D X W W R D U S L S W
 DQ\ DF WLRQ E\ DQ\ R Q W W U D F H W P R E U H U R R J U W & R N H S B Q N S R M L W
 WKH QDPH RI WKHD & R X S Q H F I L O L F H D [G E K S H A 5 X W K G R U L] H G E\ W

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6WDQGLQJ & RPPLW ~~W H A M~~ D S H R L 3 Q W M V L R G H X Q Q W H H U V W R V
 & KDLUSHUVRQV RI & RPPLWWHHV IRU WKH ±
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 F & RPPXQLW\ 5HODWL RQV
 G)LQDQFH
 H 0DQDJHPHQW
 I 6DIHW\ DQG 6HFXULW\
 J 6RFLDO \$FWLYLWLHV DQG
 K \$Q\ WHPSRUDU\ FRPPLWWHHV DV QHFHVVDU\

 & KDLUSHUVRQV VKDVO \ RD S \$ H R U L Y Q H W D Y R P O X R D E W H S H U R W L W
 & RPPLWWHHV
 9ROXQWHHUV DSSRHLIQ & K Q L D J S HDU & R P F R V M B M O & H F R Q W
 IURP \ HDU WR \ HDU DW WKH 3UHVLGHQW \ V SOHDV
 9ROXQWHHUV DSSRRLIQ & R H P G P IDW W P H H I P V E H W H H D J Q O I F B R Q P V L
 \ HDU WR \ H D D U L D S W H W M R H Q & K SOHDVXUH
 OHPEHUVKLS RI DOO & RPPLWWHHV VKDOO EH FRP
 5HVLGHQWV \$OO 5HVLGHQWV DUH Z H O F R P H WR D
 'XWLHV RI WKH (& R P V W D V Q H G I S A L & R D P G Y L W W H D H Q G D V V L V W
 %RDUG LQ FRQQHFIW L B Q K L W W K H W & R X M Q K D O & R P W K W Z K H F
 FRQFHUQHG , Q SDUW ~~SHAMO~~ D U WKH & RPPLWWHH
 L PHHW UHJXODUDQOD Q G LDWW & K B L U S H U V R Q
 LLUHYLHZ UHSRUW D W \$ Q Q Q W V R Q S V H F S L U D S G R R D Q V H U
 G R F X P H Q W V U H I H U H H G G W Q W V R U E W W K R U % 3 D L Q Q G L C
 U H F R P P H Q G D F W L R Q V W R E H W D N H Q X S R Q W K
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GLVWULEXWLRQLDHTMR \$QHQXDIQ &RDXQFLQJDQG
Y LQYHVWLJDWH DQRGD WGI SRRQU WUVR EOMKHW ZLWKLQ
&RPPLWWHHV VFRSHKHF RQ QD OMLHQWZ \$WIKQW
%XLOGLQJ 'LUHFWRHQ WKRUV(QDJQQHEDWKHU WWRDV
GHYHORS RSWLRQV DQG DUULYH DW UHFRPPH
&RPPXQLFDWLRQ ZLWQK PHDQDHJUH PRH QDWV WDHQIGV CJH &RPP
DXWKRULJHG WR BRBQDQ IDQDW KQLQIVRZL DQDQ RQK RDW
&RPPLWWHHV VFRSHQ ZLWFKWKR %RXJL ORGWKKDQ WPDHP ERH
%RDUG
6XEFRPPLWWHHV \$ WMAID QRQULPQ X&ERFPRPLPVWMMHHHV DW WK
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5HJLVWUDWLRQ H(DQH%WLLRUQH &HRDPPLRQHFWLQJ JWRKHWBKUHH &
SHALL DSSRLQW &R 2ZQH UWRWFD &BRPRKWWRMHJUH UHJL VVWU
2ZQHUV DQG SUR[LHV DQG WR FRXQW EDOORVV
6SHFLDO &RPPLWWSHAM D&SIRLUQHW LYCRQDQHOUWVXHFUKV WSRI FRL
&RPPLWWHHV DV KHUV KWRGDHMLW QKFLHP% RDUDQGRUW
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SECTION 300 – RECORDS, AUDITS, AND REPORTS.....36

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SECTION 320 – ASSESSMENTS.....38

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SECTION 350 – BUDGETS, INVESTMENTS, AND FUNDS.....42

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± 7KH 2SHUDWLQJ %XGJHW
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SECTION 360 – INSURANCE.....43

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SECTION 300 – RECORDS, AUDITS, AND REPORTS

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SECTION 320 – ASSESSMENTS

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&KDOOHQJHV 7KH OSRQW JSHUPRIPSW \$J HLOMV H V W L J D W H D Q
QRQ GHOLQTXHQW & RW2ZQWVH UK HV R KDHQERHQMLRHVHOM DDW HHU
PDNH VXFK DGMXV DWSPLQWV UDLVD PWDH BHQGJ HQ Q G DQDQWLLRQ I
& R 2ZQHU DQG WR WKH *H Q H U D O D Q D J H U

7KH 0DQDJHPHQWI H\$U HMQRV WIKID CQOR DWHGSXQAH X Q U H V R
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\$Q\ VXFK ELOO QR WV SDIL GWZL WKQRLQH QJGDXHJM KG DVO R
0DQDJHPHQW \$JHQ W2 WRKUH ILQFDXUJLRVQ/LDVWQKH VS S D U
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SECTION 350 – BUDGETS, INVESTMENTS, AND FUNDS

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E WKH RSHUDWLQ PDLQWHQDQFH DQGDLU UHSOD
 F D FRQWULEXWLQ WR WKH 5HSODFHPHQW 5HVHUY

7KH &DSLWDO 5HSODFHPHQW %XGJHWUWV IWXQGHDQEGW
SHALL LQFOXGH FXUUHQWKIS URHYSLOD RI QPVRHQRWRD QNGK RRGHU
&RXQFLOV 5HDO 3URKSHI UPVRVWE DJVHTGLQHSRSQI S D6FWXPGLAQV
,PSURYHPHQWV WR 5HDO 3URSHUWL DQJHSVIXQGVHFGHQDWV
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7KH (PSOR\HHV \$QGXDXQGL VVWUPIDELXQFHODHL QRHUG QDLW VVULHEK
JUDWXWLWLHV WR RMKWK6HWDHIV RQHEDWYDFIR UDGDQRFQHZLW
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DSSURYDO E\ WKH 7UHDVXUHV LQWDLQO FFRXQW ZLWK

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SECTION 360 – INSURANCE

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SECTION 400 – OPERATION AND MAINTENANCE.....48

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SECTION 430 – ADMINISTRATIVE PROCEDURES.....52

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SECTION 460 – CONTRACTING..... 55

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SECTION 400 – OPERATION AND MAINTENANCE

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SECTION 430 – ADMINISTRATIVE PROCEDURES

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 E Q R W L I \ W K H 3 U H L W L I G L H Q W K R R U K D U V O R R I M K Q H R V F X F X U U H C
 L Q F L G H Q W D Q G
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 F R Q W U D F W R U V J R Y H U Q P H Q S W A R L I \ F H V D Q G R W K H U V
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 SDUNLQJ V S D F H V V W R U D J H V S D F H V Y H K L F O H L Q
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'LJLWDO 5HFRUGV VE H5PIERQVGLQH GQE G IFRLP&DXON KWD WDE D
:KHQ WKLV LV GRQHO OWKH C H D R QDQH D J D L
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'LJLWDO 5HFRUGV X\$DUOHQ XEHD BDF MHD G DKJHO G ZLQ V
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SECTION 460 – CONTRACTING

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3 U R I H V V L R Q D Q 5 H W S A R V Q V R E L S O U R A S R V S G O H S V D K D W L U R H Q T R I L U
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3D\PHQW RQ LQYRLFHV HFQXGHUG FER\QWDKUHD B WQHDLQDOO
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WKH & RXQFLO LV DI LSUDHUSW\ R RI QF B QMHDH~~W~~ QH UW KRHU FW Q M U D
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& RSLHV RI DOO VDFQW\ HE B RQH\ QGDHFW\ WNGK HI B UI LGFDHL Q
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7KH RULJLQDOV RIS B B LOI LGFUDW\ LLRQQ\ PDDQ\ Q W B Q D QW\ H
PDQXDOV VKDOO EIHL UKHSOGR R Q FDR QMHDH~~W~~ QH XIURLQ W K
ZKLFK WKHVH GR QXIRH Q FW D Q B DILRQW KWHUHDHW H U\ H D

& RSLHV RI WKHVH GRFXPHQWW VKDOO EI
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7KH RULJLQDOV VR IJ D QDQDWHUHD\ Q WDQGV SVKUDI Q O PEDHQ
DVVHPEOHG DQG RKFHDQGL B Q IDR V HF~~W~~ HS KDWLKRHG V B XUL
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SECTION 500 – SECURITY.....60

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±)REV DQG RU 5HVLGHQW NH\V IRU FRPPRQ D
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SECTION 520 – FIRE SAFETY.....63

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SECTION 500 – SECURITY

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KLV KHU VXVSLFLRQV ZLWKRXW GHE~~HD~~\ WR WKH 5HFHS
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\$Q\ 5HV LGHQW ZKRI QFLHV IRR YEHUHD IN YDQG LWRK HLIQV RU
KLV KHU \$SDUW FWHQ KVHVQ IDVOFR UHISVR\ LWWRK RAKWH GHOD
\$OH[DQGULD 3ROLUFH 3KDRQGI VQKRAQ HWRW VRKUH WRI FWHK
*HQHUDO ODQDJHU

/REELHV 5HV LGHQWV DQ ~~SHAWK~~ HHQWJXWH \$VOM [DQG UUQDYH
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5 H V L G H Q W V V K D O Q G V I O R X F U H D O G O R R E P E G B R Q G V V W R U
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6KRXOG DQ\ SHUVRQ KQRJW] HNG RZ Q WHEE EWHR B MEA L OG
GRRU FDQ EH FORXKIG XQQR F5NHHVG GSHROHMG RVKUD W K DC
DSSDUHQW EUFBD 5KV WRRQ MWKH LSP PHGLDWHO\

5 HVL ~~GHAQDNWOT~~ XVH WKH GRXEQJH ZHVRWU ~~ZDQW~~ F3LL WW
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5 HVL ~~SHADWOT~~ XVH WKH VWDLUZHOO H[LWV WR WKI
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5 H V L G H Q W N H \ V I R H E D / V I R \$ U V F I X P J P A R K O H I D / U M S X H O F H I I L S + H G / L L Q H I Q K
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RIILFLDO QLVWLRWEID\RG\WNUH\LUUOWDQ XOLWY

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SROLFH
F PRQLWRU WKH DSSMR DWRK M A K HD Q Q U G D N R H U G R F F E U L F H V L
WHOHYLVLRQ D Q W H W D F N W L D S Q S D R S Q H H G H G
L ZKHQ WKH DODUQJUW QDW D L J D Q L D V J H F & Q R O Z D \ L
FORVHG WD NH D S B U R Q S V X L D H W W K D F W M L D R Q O D C Q R U V
G XSRQ OH DU Q L Q J RI D V X V S H F W H G L D U H R D X F V K H L Q R W K H
H Y L G H Q F H R I F U Q P D L Q Q S D D U F W P L H Q W I \ L W R H G L D Q M H H Q C
0 D Q D J H U , I K H V F K R H Q I W D R Q D V Q H W R Q \$ O B I D Q D Q Q D D H
3 R O L F H V K R X O G Q R P H L G L H D G V B O F E Q I O L Q J 3 K R Q H Q X
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7 K H *HQHUDO 0 D Q D J H U V K D O O S U R M K L H G U H D D F G F G H L W L F
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W K H & R 2 Z Q H U R U D V H D Q D Q K A R U H L J F H G S F A R F A X K P H Q R W M H U Q L Q J
9 L V L W R U & R Q W S H A R Q X \$ V C H O W K L H L W H R F X V L Q W W K W H H D U R S Q V R Q H Q V
I R \ H U W R U H T X H V W D G P L W W D Q F H W R W K H E X L O G L Q J
& R Q W U D F W R U V V K D O O E H D O O R Z H G Q % X D V Q A V I Q H D F
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7 K H * H Q H U D O 0 D Q D J H U D Q G W K H S H H P H I S W X L R I Q V W W R
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SECTION 520 FIRE SAFETY

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5RXWLQH \$FWLRQV IRU 5HVLGSHAW VF R1PRP & WR RZQSHUURW
DQ\ DFW RU RPLVVLRQ ZKLFK ZRKKODG ER QVWLWXWH
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SHUVRQDO DXWKRUJLVRGLIQHH NDHUFRVQH QGD DRRUDREVKH
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E IDLOLQJ WR FRPSO\HZ/LWK D&L W\H RDWGLWQDQGKFHVIPQRWW
DODUPV DQG SURKQ E L W QFVKRIU DRJHDWZKOMWIRHQLWQJ R
VWRUDJH VSDFH DQG

F XVH RI JDVROLQH UNI\ODRYPBQ\H RI JDUWLQJH WR OLJKW
ILUHSODFHV

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Q & DVH RI)LUH QLHDYSHVW\KBDQWDXSHUH\H\H LVWV KH
D DFWLYDW\W\W\KRUQH\H\H\H DODUP LQ WKLU\QDODQZD\ QHDU
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 ILUHILJKWHU DVVLVSHQFLW HDFK 5HVLGHQW

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 HGJHV WR NHHS WKRQV R RW A K R X Q W H F W D Q D Q V D
 GRRUV DV SRVVL EHOHY HEV W D Q I G H Q K W K V P R N H V R X U F H

G RSHQ VOLGLQJ J QUDHMK GDRRU VE XMR JGDW Q R W W E K H D N V
 PDNLQJ LW LPSRV VGLREROUHV WLR W Q R Q Z H Q N G K L I W V D

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5RXWLQH \$FWLRQV IRU 0DQDJHPHQWQ B QRGWQW D I 6 W D K H
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7R WKH IXOOHVW) I H Q W H Q D S B V V L E D X G S R Q H W K Q L B L Q
 GLVFRYHU\

6WDII PHPEHUV V*KHDQHOU D Q R W D Q D W K H) LSWHR P D W D Q A G R I
 WKDW WKH\ DUH XQDEOH WR HOLPLQDWH

7KH *H Q H U D O 0 D Q B J H I U Q V K D O Q H L Q P Q L Q W H Q D] D H S G R U
 WKDW KDV QRW EHHQ FRUUHFWHG

7KH %XLOGLQJ 0DLQW H Q K D Q F O H P D H L F Q K Q W E Q X F L Q R J V H D
 FRQWDFW ZLWK W K H H \$ Q W J D Q G Q W D P D N L Q Q J V X F K F
 SURFHGXUHV D Q G H T X U S P M Q W H Q V D R H Q Q R W L K H L Q H R
 DV DSSURSULDWH

7KH %XLOGLQJ 0DLQW H Q K D Q F O H L Q H F S K H Q Q W W D P R Q H G D D
 HDFK \$SDUWPHQW D Q Q X D W Q H W D R U H Q R / S Q H D E Q F H D Q
 ZLWK WKH &LW\ RI \$OHDQGULD\ V F R G H

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3UHS DULQJ IRU (PHU JHQFL ~~SHALL~~ 7KH V*XHQH WKDQ WDVQDQH H
LWHPV DUH NH ~~SRW~~ DHW NV KW R5 IE FHQSWHGH Q Q\ FEDVH RI HPH
D D FRPSOHWH DQG FFDXLUGHQ W RV E \ORPQRORI UW LQ WKH
(OHPHQWV DQG
E D FRPSOHWH DQG FFDXLUFH \ORPQRORI UW ZRPLQL O O
DVVLVWDQFW LIQQJ HWYKDF XLOGLQJ
QGLYLGXDO \$SDUWPHQW \$OSHAUL VS UTRKYL GHQILQJDRQ PDDQ
&R 2ZQHUV DERXVW \IDW \\$ SGDUWLFH \DQBXORGZ WRXIKQ G HD
DODUP ZKHQHYHU WKH FHQWUDO ILUH DODUP V\VWHP
Q DQ (PHU JHQF\ 7KH 5HFHSWLRLQ LR/WO \DRIQ LIQHJDRIJLQ
VXVSHF ~~SHAL~~ IILRUPH GLDWHO\ DQGLRQ WQKRRXWLW\ KWWVHL V\\$D H [D
'HS DUWPHQW DQG KWDK RQJW GDRQQ HG MWDW ZV RU WSKRU W XILW\ GL
0DLQWHQDQFH 7HFRQWLIH DQI QHQGD \KHDQWLRQ V\WK ZL LUOHO
UHPDLQ DW WK HWKURVQLW XDWNL RDQV S\HW P\XW\W L RQ G UXRQPG W
%XLOGLQJ 0DLQWQI QDUQ FHHQTHUFDKOQ DQLODJOHV WHRPS RQG V
UHVLGHQWV DQGI THQWUWHGH LWKHDW WQFHQG HGD E Q Y5H * 8 / \$
DUH UHDGLO\ DYDLODEOH IRU XVH DV UHTXLUHG
%XLOGLQJ 0DLQWHQDQ RQ V\HEFLQQLVFDQW Q5WKHQ DQIE \G L Q
7HFKQ ~~SHAL~~ QPPHGLDW HO\ WDNLW \DQW RQ RE \WKLHU W X H F
NQRZOHGJH RI WKHS IE \DQW RQJ DQG RE \WHLQ \DQGLWLDV RQ
'HS DUWPHQW +H 6KHH \DQW RQJ DQG RE \WHLQ \DQGLWLDV RQ
WKH 5HFHSWLRLVW RQ ZKDW WR KWDW RW RW VADR WRH * H
5HVLGHQWV +H 6KHH \DQW RQJ DQG RE \WHLQ \DQGLWLDV RQ
\$V VRRQ DV WKH VLWXDWLRQ SHUPHWWR KUHVVK HZQ\W
EXLOGLQJ ORXGVLSWHD NSHIWLRQ WTH \S\WHDW HV DV DSSURS

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SECTION 600 – SERVICES.....67

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± 5HFHSWLRQ 'HVN
± 6WRUDJH 6SDFHV
± 0DVVWHU 79 &LUFXLWV
± 2WKHU 6HUYLFHV

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± +RXVH)RE .H\
± \$FFXPXODWLRQ RI 0DLO
± 1HZVSDSHUV
± %LF\FOHV

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± 'XWLHV RI WKH 5HFHSWLRQLVW
± 6WRUDJH RQ /HYHO %
± 7KH %LF\FOH 5RRP

SECTION 620 – AMENITIES.....69

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± 7KH 9LHZ

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± 8VH RI 7KH 9LHZ
± 6SRQVRUV
± /LPLWDWLRQV
± 7KH 6ZLPPLQJ 3RRO
± 7KH 6DXQD %DWKV
± 7KH 6XQGHFN

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± 7KH 9LHZ
± 7KH 6ZLPPLQJ 3RRO

SECTION 600 – SERVICES

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7KH 5HFHSWLRQ 'HVN 7KH 5HFHSWLRQ 'DHWNDDO WWKIRH
VHFXULW\ PHDVXUR PDPQHQ LWR VMLQRDE QHWK 5HVLGHQWV
6WRUDJH 6SDFHV HAFK&B H2ZLQHHLQ WIMDKOH \$EISOWPILYQHWUK
WR XVH DQG VHFXUH RRIQWK HDIQQGF RQ QF AFRQHVR UHDYHO %
0DVWHU 79 &LUFXLWV 7KH 5HVLGHQWWRV \$OHHJDQIG I\$ISIDU
+RXVHTV PDVWHULWWHODHQG WLRQF DEGOIFRQHMULYQXR XVRINHL
\$OH[DQGULD +RXVH
2WKHU 6HUYLFHMY SKR Y&LRGXHQ RWKHU VHUYLFHV DQG DR

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+RXVH)RE .H\ :KLOH DZD\ IURP WHAHL EFXOLIOUGL DQ HDFK
\$OH[DQGULD +RXVH IRE NH\

1R 5HVLGHQW LV HQWLWOHG WR KORRUWIRH 5HFHS
KLP KHU

\$FFXPXODWLRQ RI ZOKRLQ ODIQVWCRHQHWDERUHQWUHRUG DMWU
SHALL DUUDQJH IRU WKHGLUDWDWQHW5RH EHZIKVGLRQ 'HVN RU
1HZVSDSHUV 5HVLGEHQNEWIZQW \$RDUQW KORNAL VWRI\$ PR
GHOLYHUI RI QHZVSDSHUVWQWR VKLHQW \$KHDUH DZD\
%LF\FOHV MAMWILGHHSQEMVF\FOHOHLQRWRHL P±FSQG RQO\ LI
EHDU YDOLG GHQWLILFDWLRQ GHFDOV

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'XWLHV RI WKH 5HSWLRQ L5/HMF H7SKWHLURHQ LVW RQ GXW\
'HVN LQ WKH PDLQ OREE\ DWSHAO±WLPHV 7KH 5HFHS
D QRW OHDIYH WKH LPPHGLDWH DUHDHWRV RAQDHO 5HFHS
VHUYLHV IRU 5WWLQHQW RQW RWFKWDRH DRUHWDQWSRQ
HPHUIJHQF\

E QRW DOORZ DQ\RQPHREMKUHN DQKDQH QRQHDXDQWVH U XDIKUHG
DUHD EHKLQG WKH 5HFHSWLRQ 'HVN

F SODFH KDQG GHOLYHUGH PDLO QHREMHVWV PDRILQH Q
WKH PHVVDJH ER[RI WKH DGGUHVVHH V \$SDUWPH

G UHFHLYH SDFNDJHVGQGHV\ FGVWRP DQGCHQWRUD
SLFNXS E\ WKH DGGUHVVHH

H DFFHSW DQG RU VLJQ IRU DQ\ LQWVWUHRG GSRD WIRHEDW
WKH DGGUHVVHH

I XSRQ SHUVRQDOO\ H Q WR J D Q Q GL Q U RDH F B I S D A G L W R K Q D L W V V
 QRW WKHUHE\ GL V V G U D F L M H G D G R E W R K W H K B R E H V L E H Q
 UHPRWH FRQWURO RI WKH GRRU D Q G

J XSRQ EHLQJ VD W L Q M V L H G B M D W S H W S K R V Q G R I Q V Z K K R D P V D
 UHJLVWUHG LQ WKH 3\$GPLWW D Q S B U % W P R H N Q W D Q G C
 UHOHDVHR W K K D W H S H W V R Q

6WRUDJH RQ /HYHO % S H A I H N H Q H S U D Q H D Q D Q H Q W U H F
 \$SDUWPHQW WR Z G L F W R H U D F J K H V Q S D F R I V L H V D V V L J Q H G

, I WKH *HQHUDO 0DQDJHU GHWHUPMQRH D Q W K D W D
 \$SDUWPHQW LV E H S L Q U P X V M G R Z Q L W K R V X M R & U D Z Q H U
 V S D F H V K D O O E H R S H Q H G D Q G H P S W L H G

% HIRUH WKH FRQWHQW V R I W K H V W R U D J
 *HQHUDO 0DQDJH D W K R D Q D Q E P H D N H H I D U W W R I
 W K H R Z Q H U R I W K H X Q D X W K R U L J H G F R Q W

, I R Z Q H U V K L S R D Q W K R W F E Q V G H Q W H Y W P L Q H G
 G D \ V W K H *H Q K D D O G D Q S B M H R I W K H I
 P R Q L H V U H D O L J H G R W R B K K D O K H U E H R G H S R V
 & R X Q F L O V D F F R X Q W

7KH %LF\FOH 5RRP 7KSHAIHQHULQDOWDQDDQDDJHUJLWVWHUR
 ZKR VWRUH WKH L S A E L F H Q Q M H + W K D K H W K H %LF\FOH 5R
 E\ UHJLVWUHG 50XVLLIGYH Q D Q N G K B I W S X U S R V H

7KH *HQHUDO 0DQDJHU V K D O O L V V U X H J D Q W L H G U H Q W L
 5H V L G H Q W I R U H D E K V E K F M R H V K M R V S H R I P Q W K H %LF
 \$ Q Q X D O O \ G X U L Q J L Q K W K P H R Q M Q K H R I D L Q S Q S Q F D W H M K W K H
 %LF\FOH 5RRP D Q F G F U O H P V R Q R V D E G I D E U L L F Q D J W D R Y Q Q G H G F D
 % HIRUH D E L F \ K B H * H L Q H W D P R & B D Q N D H A H D U V K D
 U H D V R Q D E O H H I W K U H W R V R H D U V R H I U W K D H L Q D X
 E L F \ F O H

, I W K H R Z Q H U R I W K H E L F \ F O V H L F V D Q Q R W
 G D \ V W K H *H Q K D D O G D Q S B M H R I W K H
 D Q G D Q \ P R Q L H V K W M D K O H L J H V G R I G R P Q J V K D O C
 G H S R V L W H G L Q W K H & R X Q F L O V D F F R X Q W

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SECTION 620 – AMENITIES

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7 KH 9 LHZ 7 KH U G H Q W R U H K S G R U D Q C R R W P Q L Q V W M R P, H Q W V D V 3
3 D U W \ 5 R R P ' Z D V R U L J L Q D O O \ Q D P H G D M R K U H * H Q Q D H N U H D G R I
& O L I I R U G ' U D N H 8 J Q I Q M H & G R G U S D W 5 H W G L D H G B U H Z V K L R G M Q Q M Y R
& R X Q F L O I U R P W R D r a k e R o q u e Z D V W H K P H R G H O H G D Q G E
Y R W H U H Q D i P H G D V

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8VH RI 7KH 9LH ~~DAY7EHH~~ XQVHS ±
D DV D PHH WLQJ SORQFGHX E\ ZKQLHF K& RXRQLFQ I\ V RIILFL
E IRU HYHQWV VSRQVRUHG E\ WKH & RXQFLO RU LW
F DQG IRU SULYDWHO Q B QWSLURM LRW VBDALKH U LQJV
G DV D GD\URRP E OHX V ~~WYK~~ XQ/RHQEH [UHVVLGHQWV
6SRQVRUV (YHUR S WLDMDKHU ~~S~~ ~~W~~ ~~W~~ KHS B QHVZR U H G E\ D
5HVLGHQW & R 2ZQHU RU ~~MHS~~ DEQWS KAWD WDIOOG LSULQWGXHDQ
9LHZ WKURXJKRXW WKH SURFHHG ~~SHAW~~ EWHKD W K H VKH
UHVSRQVLEOH IRU ±
D WKH EHKDYLRU OOO GW KDFWHL RQ\ R RM\WVHVQIG WQK A KIK Q F
9LHZ DQG HOVHZKHUH LQ WKH EXLOGLQJ D Q G
E DQ\ LQMXULHV WR SHURJ VSURQVS HDUQVGW OODP\W JRDH H B W OH
FDXVHG E\ REMHFWVJ SHURW\SHIGJER RQ\W QH\Z EDOF
/LPLWDWL RQV DQ\G YDDWHK HS\DUQW\W H\IR QILHQZH G WR 7
9LHZ ~~SHALGNOT~~ H[WHQG WR RWKHLD SHURUXWM RH[\$ B B WD QFGW
WKH UG IORRU UHVWURRPV
1R PRUH WKDQ SHUVRQV VKDOO HEQH VSUHW H Q W L
7KH 6ZLPPLQJ 3RRO S\RKHO VDQ B PLWQV V XW\H\VRHK\QYGLQ J RDW
H[FOXVLYH XVH BHQ\DRQ WZQ HDUQVG WKHLU JXHVWV
\$OO SHUVRQV H QW B URQ JX WLQHJ S\RKHO D\ R\OK HMLUD B D
ULVN
1R PRUH WKDQ VQ\ IURRQ GLQYLRQ\ \$SQQJUJ\KPHVQW L
VKDOO EH DOORZD\GWLQV KVKH W D\FRHR ~~SHALGNOT~~ OH [F H S W E
DUUDQJHPHQW ZLWK WKH *HQHUDO ODQDJHU
\$GXOW KRVWV VKDQO VIEKIHUFHR\Q\X\W\Q\KJ\X\HUV FK
(YHUI JXHVW VKDOO EH DFFRPSDQ\HLQ E\KIKL S RKRHO
DUHD

&KLOGUHQ XQGHU QWRKWM BHHD RIOR ZSHGRD ORGX QHQHHWVU WWW
DUH DFFRPSDQLHG E\ DGXOW V

\$OO FKLOGUHQ K KUDHOVW RSEHVUHLURYGHV VDXVWPKOH EH RUGH
OLIHJXDUG

7KH SRRO DQURHWD EMK BQOWHUHG E\ ±

D SHUVRQV ZKR DUH LQWR[LFDWHG

E SHUVRQV ZLWK VQVQ FDREUXWLRLQVQ WRBHQVH\RV LQI
EDQGDJHV RU

F SHWV RI DQ\ NLQG VHKYRIQ RWKQURZQ VDH QHHDV WUDLQ
3HUVRQV XVLQJ RUUEHDLQK DQOWRKENQ BIRUEK QHKVH RRO
GHFRUXP

D 7KHUH VKDOO EH QRUUHXQVQOLLQQJ SENG/DKQVQSKQDE\Q BH RR
DQ\ RWKHU NRQ GR\ QWWKHS RSRO DUHD

E 7KHUH VKDOO JE\ QQ RWKHP RSRLR O DUHD

F \$OO FKDLUV DQG ORDXQ JCHHD R\XV MR XEUS JNHHS\WWWUKHP WI
SRRO

G 5DGLRV DQG FHOOR SKRQHD GQ QEHH KRVD\ VQRRX JHK YRQX
WKDW RWKHUV DUH QRW GLVWXUEHG

H 1R IRRG VKDOO QEWHR EWIRK JSRRO DUHD

I %HYHUDJHV PD\ E\ BRRQJ\ WHDQ VSRQWMLHGMDOWRKUH
SODVWLFB\ QRW JODVV \ FRQWDLQHUV

J 3DSHUV DQG RWKHU UHIXVH VKDQ\ YELIG KGGISRULWWK
SXUSRVH

K)RRWZHDU DQG UIRMEB\ O HR\ U DRUPKHIQUR VDXQVK DIOPQ EMKZ
SRRO DUHD

L 'ULSSLQJ EDWKLQH HMX LWK\ OQQQ RE\ KHH HSOUYPDLWWRNUHM
KDOOZD\ V

7KH 6DXQD %DWKVSHAMHEWDRQHQEDW KDOO WLPHV IRU V
2ZQHUV 7HQDQWV DQG WKHLU JXHVWV

\$OO SHUVRQV XVLQGRWKR\ DV\ XQIDHEIDWRKZQ ULVN

*XHVWV XVLQJ WKH VDXQD EDWKVVVKDOO EH DFF

&KLOGUHQ XQGHU KDO\ DQURWRX VDHU HF\HS W DZKQHQ E DW
DFFRPSDQLHG E\ DQ DGXOW

7KHUH VKDOO JE\ QQ RWKHP RNDIXQD EDWKV

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7KH 6XQGHFN ~~SHKEL~~ VEXHQRSHTFQ IRU WKH H[FOXVLYH XVH
7HQDQWV DQG WKHLU JXHVWV

\$OO SHUVRQV XVKDOOOWGR VRQDGW FWKHLU RZQ ULV
* XHVWV XVLQJ WKH VRQRGPHSDNQWLDOO WKHLU KRVW
3HUVRQV RQ WKH VXQGHFIR O\KRDZLQRXEPXIOUHWHRIGH
D 7KHUH VKDOO EH QR UUHXQVQQLQQJ SEXGDQVQVQUDQFH
DQ\ RWKHU NLQG RQ WKH VXQGHFN
E 7KHUH VKDOO EH QR VPRNLQJ RQ WKH VXQGHFN
F 5DGLRV DQG FHOORSKRQHDQ QEHH KRIZDQMRKJK YROX
WKDW RWKHUV DUH QRW GLVWXUEHG
G %HYHUDJHV P\OWERHQ EVURRWKH VXQGHF\WSDUORRLUGHG
SODVWLF ± QRW JODVV ± FRQWDLQHUV
H 3DSHUV DQG RWKHU UHIXVH VKDQQYELGKGGISRULWWK
SXUSRVH
I)RRWZHDU DQG ULRVEB\OIRUJ DRUPKHHQVWDXQVCK DQROP EMKZ
VXQGHFN

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7KH 9LHZ 7KH * H ~~SHAWD~~ Q FOKHQDXJH DQG PDQDJH WKH X
: KHQ VFKHG XOLQJ XKH RI WHKZH WRW KDD QR IRW KALDO EXV
& RXQFLO WKH * HQHUDO 0DQDJHU VKDOO ±
D FROOHFW WKH IHHII IDRUR XQFMK VKV DWWK EHMQHHVW
% RDUG
E FROOHFW D GHSRWK DWWQ DWKEHH IDRUR DQWIDDEGO LDQ BG
F HQVXUH WKDW WKH VSRQVRULQJ & RQZ QDFHRSUWVH
WKH SURYLVLRQV RI 58/(
7KH GHSRVLW VKDHO DREHV D SRSI OFLOHGDWQRQWRKWHISDZUV
UHVWRULQJ 7KH 9PHQWQGXUQVVKHQLJWR DQKGHLDFLC
FRQGLWLRQ SULRLUFKV RWVKVXUHVHWRURXVDRQ QMR
FOHDQLQJ UHSIDLQJ RDQKGUHSVWUHVWDURMIVXKHUH3GU
FRQVHTXHQFH RI VXFK XVH
, I WKH GHSRVLW H[FHHGV VQFH WRDQOOR
EH UHIXQGHG
, I WKH WRWDO RI VXFK FRVWVHQWHIRGV
ZKLFK 7KH 9LHZ ZDVOLEHV BUVQGV KRDU WKH
DFFRUGDQFH ZLWK 5(*8/\$7,216

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7KH 6ZLPPPLQJ 3RRODQDQH HUHQDHFUDQJQKLWKFHWQ\IHRJX DU
SHALL FRQWURO WKH XVH RI WKH SRRO DQG DFFHVV W
7KH SRRO DUHOO DV\K DQOQ HFWRISHE\ WKH %RDUG
\$FFHVV WR WKH SSRHUOP DW\W\DI Q\KRDOQQ OELKHQ XDD UT& DLOV
RQ GXW\
7KH SRRO VKDOO EH FORVHG ±
D GXULQJ DQ\ QHEDDE\ VHWORHUPW DQG
E DW DQ\ RWKHU WLRHQ BWWWWKHOGQNBKDUQDQRQD MHKH

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SECTION 700 – EXTERIOR.....76

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± 3HWV

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± 6LJQV DQG 3RVWHUV
± 6XVSHQGHG 0DWHULD OV
± 3HWV

SECTION 710 – USE OF THE COMMON ELEMENTS.....78

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± 3OD]D
± QG)ORRU

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± *HQHUDO
± (OHYDWRUV
± 7KH /RDGLQJ 'RFN
± 7UDVK 'LVSRVDO

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± 0LVFHOOODQHRXV
± (OHYDWRUV DQG /RDGLQJ 'RFN
± 5HVHUYHG \$UHDV
± 3ODJD 'ULYHZD\V DQG 3DUNLQJ

SECTION 730 – USE OF THE PARKING GARAGE.....83

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± ([FOXVLYH 8VH
± 7UDQVIHU

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± 'RRUV
± +HDGOLJKWV

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± 6WDQGLQJ
± ,GOLQJ
± 8QDWWHQGHG 9HKLFOHV
± 6SHHG /LPLW
± 3DUNLQJ
± 3HUVRQDO 3URSHUW\
± 7UDQVIHU
± 5HQWDO

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± &RXQFLOT\ 6SDFHV
± *XHVW 3DUNLQJ
± (QIRUFPHHQW

SECTION 750 – USE OF THE RESIDENTIAL APARTMENTS.....86

32/, &<

± 2FFXSDQF\
± 5HVVULFWLYH &RYHQDQWV
± \$SDUWPHQW 0RGLILFDWLRQV 5HQRYDWLRQV
± 5HVLGHQWLDO 8VH

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± %XVLQHV 8VH
± /HDVHV
± ,QIRUPDWLRQ
± 0RYLQJ)HH
± 'LVWXUEDQFHV
± 7LPH 5HVVULFWLRQV
± &RPSODLQWV RQ 'LVWXUEDQFHV
± %DOFRQ\ DQG ([WHULRUV
± \$SDUWPHQW 0RGLILFDWLRQV 5HQRYDWLRQV
± 6RXQG DQG)LUH 6XSSUHVVLRQ
± &RQWUDFWLQJ

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± 5HJLVWUDWL RQ

± 'L V W X U E D Q F H

± & R Q W U D F W R U V

± \$ S D U W P H Q W O R G L I L F D W L R Q V 5 H Q R Y D W L R Q V

SECTION 700 – EXTERIOR

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([W H U Q D O \$ S S H D U D Q F H 7 K H H [W H U H R U R R I G \$ O H [D X Q U G H P
 D Q G X Q D X W K R U L] H G D O W H U D W L R Q
3 H W V 3 M W D O D O U R H Z H G W R L Q X O I O U D I Q L G H S Z H D W F K I I W K Q H H Q M R \ P
 3 U R S H U W \ E \ 5 H V L G H Q W V

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6 L J Q V D Q G 3 R V W H U V 6 L J Q V S R V P W D H W U S A N D C O Y H U W L V H P
 E H S R V W H G L Q R U D U R X Q G \$ O H [D Q G U L D + R X V H H [F H S
 D W H P S R U D U \ V L J Q [S H Q G H Q W D W Q R R Q H I S D W U R R Q U Z L W
 U H Q R Y D W L R Q R I D Q \$ S D U W P H Q W D Q G
 E R W K H U V L J Q V D X W K R U L] H G E \ 5 (* 8 / \$ 7, 2 1
6 X V S H Q G H G 0 D W H U L D O V / D X Q G U \ O F O R R W K Q Q G L Q X J W H D
 G H F R U S E A N N Q O T E H K X Q J I U R P R U V S U H D G X S R Q D Q \ E D
 R U R W K H U U H W R H Q L R I U D Q R \$ S D U W P H Q M H & B P X P S R R Q Q (D Q P B Q
3 H W V 3 H W V R Q W K Q G J W L R D X Q X V R H I S R Q J H Z L R W K U Q V L V G V H Q I D
 E X L O S H A Q J E H V X S H U Y L V H Q D Q P G D Q Q W H W G W I R U D Y R L G G L V W
 5 H V L G H Q W V D Q G W K H L U J X H V W V
 : K L O H L Q D Q \ & R P P R Q Q G O F H P W Q W K D Q N O M E V M R Q U D U L H C
 V K R U W O H D V K B I G U G D Q G K D Q I O V E K D H D D D G H F R N Q I S W L L Q Q H
 5 H V L G H Q W V Z L W K L W K R V X W D Q G W W K D H V I K I L D Q O V H F R S X H U F W H
 D Q G F R P P R Q V H Q V H O Z K Y D Q V R X V V Q R J U W R K M Q H W V & R P P R Q
 5 H D V R Q D E O H U H T I X H D W W X O I L R R F S H W K V Q V R H W K C H R U W S Z H L W K U L
 H Q W H U W K H H O H Y D W R U V K D O O E H K R Q R U H G
 5 H V L G H Q W V D F F R P Q D Q Q R I C P D O S H W M V I W D Q D G D Q D G O H D
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5 H V L G H Q W V V K D O I D U Q L R Q W D G Y M D Q H F H D R Q S D H Q M V J X W W D W M V Q
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SECTION 710 – USE OF THE COMMON ELEMENTS

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5HVLGHQWV VKED\OF Q B LD OHHV Y E L EUDMO/H VR UV R RWSHILQ
DUWLFOHV RI SHLQVRLQD Q RSPURRSQI U QH PHQWV
5HVLGHQWV VKE D\OF QHRWLQWLRQ JW KH PDLQ OREE\
5HVLGHQWV VKD OOO QHRWV Z Q DQJL QREOZONHWEHWO H QDWK
KDOOZD\] RU VWDLUZHOOV
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HTXLSPHQW VXSSOLHV DQG RWKHU PDWHULD OV
5HVLGHQWV VKDOO QPR Y\Q\K\R XMH\ R\K\W\Q\R\J\RS D U WPH
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5HVLGHQWV V\ K\ D\ K\ O\ \ D\ K\ Q\ R\ \ W\ F\ O\ H\ Q\ Q\ E\ \ D\ \ V\ \ W\ S\ R\ V\ L\ FKXWH GXULQJ W\ K\ O\ H\ R\ R\ U\ K\ R\ I\ X\ W\ K\ H\ R\ Q\ V\ W\ D\ K\ V\ H\ K\ U\ R\ ,Q DFFRUGDQFH ZLWK \$OH[DQGULDQWLWV &B\ DQFLO SODFH PDWHULD OV WR EH UHF\ F\ O\ R\ H\ S\ O\ D\ Q\ Q\ L\ F\ Q\ O\ D\ J\ V\ V\ W\ \ U\ R\ I\ R\ D\ P\ OLJKW\ V\ E\ X\ Q\ E\ F\ R\ Q\ W\ D\ E\ L\ \ D\ Q\ W\ K\ D\ S\ V\ L\ \ &X\ U\ G\ R\ G\ H\ RXWVLGH HDFK JDUDJH % % OREEV

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SECTION 730 – USE OF THE PARKING GARAGE

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VSHHG QRW WR H[FHHG ILYH PLOHV SHU KRXU

3DUNLQJ ~~SHAH~~ SHDQWWKHLU FDUV LQ QXPEHUHG SDUM
VSHFLDO DUUDQQH PWHQHPV HIQVHSZDUNZL W Q YWKIEHHHQ PDD
ODQDJHU 3 ~~SHAH~~ NOTFIDUWHQG LQWR GULYLQJ ODQHV

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SHUPLVVLRQ RI WKH &R 2ZQHU KDYLQJ H[FOXVLYI

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PRWRU YHKLFOHOE LFFD B W HL QR W KHDHS DMU NL Q J U D Q D H A H Q
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H J S H Q V H

3 H U V R Q D O S U R S H P U M X R I B W K H K U F V O K I O C E D D F U M W O H D Q R G U L W
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GHSRVLWHG WR WKH &RXQFLO V DFFRXQW

8SRQ EHLQJ DGYLVHG HEQDDQ WRZ2ZVQKHU [DRO]XVLYH XV
QXPEHUHG SDUNLQLL FVOSHD EM [S/D]DNH [S]HZHLVLRKRX W QKLW
WKDW VSDFH WKHE *SH QIHWDWUADQJDRXH [W]FVKHV VIXO
SHUVRQ UHVSRQVHLBWRH ARMHWLKM [W]HVKLDFBOO HK DYZHZ HNG
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SECTION 750 – USE OF THE RESIDENTIAL APARTMENTS

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D 1 Rlighted cigarette ' RU DQ\ RWKHH WENWREZ@ VRKD OODERZH
IURP D E Special Note: 9LRODWLRQV RI WKLV 58/(KDYH
SUREOHGV DQG LQFUHDVHG FRPPRQ WHISHQWHV IR

E * D V R O L Q H N H U R Q X I Q H V R D O O L Q K R W M J E S I O W R Q W Q \ O
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F 1R SDSHVU RUDWWKFRUXRISMEHFVZORWQVRMKEAOVWEHRQ
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G / L J K W I X U Q L W X U H V K H D S O W O R E Q H E V D H O F R O R J G H C H O G D V L Q V W V

H 1R REMHFWV RWKQHWVWDXQQQ KKHLDXENCK RSKQEDD O FERHQ S K
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I : LOG ELUGV DQG RWKHU ZLOGOLIH VKDOO QRW EH

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& R 2 Z Q H U V D Q G R V D I O H O U Q S R H W L L C Q H V Q M D D O Q K \$ L V O M H U R W M O X D U M
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& R 2 Z Q H U V D Q G R V D I O H O U Q S R H O V H E Q A V Q M D O Q K H R I Q H V Z L U H V
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& R 2 Z Q H U V D Q G RWKIDHDL 5QHRW\GHHQFVOSRRUHWDLQ\QERDIOF F
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GDPDJH UHVXOWLQJ HUSRDL WNGIKDXOHOEKKH VGXHSQ V LW
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EHLQJ GRQH UHTXLUH VWDQW DQG DQHQW WHKDOO UH
FRQWUDFWRU WR SODFH SURWHFWLYH SDQHOV R
7KH *HQHUDO OTDXQ DJHH W KVK DQG QWUUDOFUV RU
SURWHFWLYH PDWHULD OV DW WKH HQG R
7KH %XLOGLQJ 0DLQWHQDQFH 7HF KQFLHVLDQV KMDRO
HQVXUH WKDW LW R XWVV VV\$ DQG DQG DQG DQG
VHUYLHV WR RW WHKUH \$SDRUSM RHIQVQ FQWLRQDQFQQ VRV &
6WDII PHPEHUV VKDQKOFIRQRMSLUDFDWRLVQZBQN LQJ LQ
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SECTION 800 – INTERNAL COMMUNITY RELATIONS.....91

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SECTION 820 – EXTERNAL COMMUNITY RELATIONS.....93

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SECTION 800 – INTERNAL COMMUNITY RELATIONS

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KLJKOLJKWV RI 5HRJXVODW %R B WG QDJQ G RRPW R QUL Q DMW WHW

7KH 3UHV L GHQW ORO W&SR% Q WUDG 'V KZQW R UWRU RWK
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3UHV L GHQW V / H WWWIHPUHV WKRIP3 WHDUHMR IW RX HV K H % R
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D I I D L U V R I W K H & H R U X Q Q F L O O D Q W D J M U K H Y R * Q V L K H W P H E X D L H R Q E
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5HVLGHQW & R P S O D L D Q Q M G V & R B J M H Q Q M Q Q Q R X D W D H J H G W R
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D 2)), &, \$/ EXOOHWLQP B R D Q D G U H D Q J M K H D Q I H Y Q R M E E L V R U
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E D Q 812)), &, \$/ EXOOHWLQ E R D U G L Q H W K R H P D V H P D U
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'DWH 7LPH RI WKH L6VRWHS BQGWLQPHW LRQH LQQWHUH

7KH *HQHUDO 0DQDEMWHV KEDOOWQHV PWHQVLFDDJW LERQH
SURYLGHG E\ WKH %URHDFUWGR ULVQ GRUY LRQWWDOW' KDRU H Z Q H
DXWKRU]HG XQGHU 58/(6 ± LQFOXVLYH

7KH *HQHUDO 0DQDEMWHV KEDOOWQHV PWHQVLFDDJW LERQH
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5HVVLGHQW &RPSODLDQNGV &RRPJHQWWLRQHUDO 0D

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E ZKHQ FRPSOHWHQHRSU PDVFV USHURPI\$WHODV LVERO HV BQGH
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7KH \$OHDQGULD + RXVH 5HIHUVQF SHADLQSUDROYLTGHH D*HQ
FRPSOHWH DQG XS WR GDWH FRS\ RH ZV &R 25ZHQHUVHZQFR
WDNHV WLWOH WRG QDQWLSRDQDOPFIRQSVL HFQHQBWV DS HFURVSDJR
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SURYLGH LQIRUPDVQDQGQ5WRLGRH QZQHWRQZRQKHFUHDDQGHOH
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SECTION 820 – EXTERNAL COMMUNITY RELATIONS

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7 KH & RXQFLO ¶ V 3 R S H A I L L R R Q Q V I K G H % R D D Q A G S U R S R V D O E H I
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' X W L H V R I W K H & R I P R Q X Q L & V R P B H V D W H S H A I L Z K H & R P P L W W H H
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E E U L Q J W R W K H R Q R D D Q A G S V R D S V W D H Q V E W K R H U B G V R X S F W L D R Q
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 2 Z Q H U V ¶ S U R S H I U H V Z H O D D X U H V R R B H W L G H Q W V

F U H F R P P H Q G V S H F L M L K F H S R D / E W W L R R Q W D P N K H R Z % R / D U G P L
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Apartment

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Assessment

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Assessment, Additional

\$Q \$VVHVVPHQW\ I(RSH&QRVHPV OHYLHG E\ %RDUG XSRQ GHWHUPLQLQJ WKDW WK
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Assessment, Annual

\$Q \$VVHVVPHQW\ I(RSH&QRVHPV OHYLHG E\ & RXQFLO DW LWV \$QQXDO OHHWLQJ

Assessment for Common Expenses

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Assessment, Special

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Auditor

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Board

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& RQGRPLQLXP \$FW

By-Laws

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Building Facilities Manager/ Building Engineer/ Maintenance Technician

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PDLQWDLQLQJ WKH & RPPRQ (OHPHQW
FRRUGLQDWQIG\ MKH\ FLDHIC\ WD RSHUDWLRQ
PDLQWHQDQFH RI DOO QHFHVVDU\ EXL
+9\$& 7KH\ UHSRUV\ LQGLRQ\ W'LUHFWRU

Collection Attorney

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GHOLQTXHQW \$VVHVVPHQWV

Co-Owner

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XQLW RZQHU HD9L UXJLHGL IDQ\ & RWQGRPLQLX

Commercial Apartment

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Committees

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Common Element

\$Q\ RI WKH *HQHOE\TH&QRW\VP RRQ \$OH[DQG
+RXVH ZKLFK FSRDQMLVVR IR\$ODHQ\OQGULD
RWKHU WKDQ \$SDIUQFROXOGM\WWDKORG/HV\&V
LQ ~~Master Deed~~ DV³/LPLWHG &RPPRQ (OHP
\$OH[DQGULD +RXVRH\WKKLW\HKURD\JH\ WKH
LWV XVDJH QLQD\&KRHQ\GRU\JLQLXP \$FW

Condominium Fee

\$Q \$VVHVVPHQW DJDLQVW DQ \$SDUWP
DOORFDWHG VKDUH RI WKH \$QQXDO \$V
\$GGLWLRQDO \$VVHVVPHQWV IRU WKH
6SHFLDO \$V VH\LG/LPQHQ\WWV IDOORFDWHG
HOHFWULFLW\ FKDUJHV DQG LWV \$VVH
DQG DQ\ DFFXPXODWHG /DWH &KDUJHV

Condominium Instruments

\$FROOHF\WLYWUW\QHJLW\Bleew\KWRJHWKHU
ZLWK WKH %\ /D\KL\IDQ\GVRUWKFHRW\GHG ZL

Council

7KH &RXQFLO RI \$ORH\Q\BULDR+RXVH 7
WHUP FRUUHVSRQ\G\WDWR/R\KQDWL\RRZQHQLQ
9LUJLQLD &RQGRPLQLXP \$FW

Director

\$&R 2ZQHU ZKR \KWD\HGE\WHRQDIQ\CHLV FXU
VHUYLQJ DV D PHPEHU RI WKH %RDUG

Executive Session

\$FORVHG VH\WDLURQ\ RD\O\CHG%E\ YRWH
PHHWLQJ WR FRQVLGHU VWDWHG PDW

Financial Manager

7KH %RDUG\ 0DQDJPHQW \$JHQW IRU
OLFHQVHG PDQDJPHQW ILUP WKH)LQ
VHUYH FRQFXUUHQWO\ DV WKH 0DQDJH

Fire Emergency	\$Q DFWXDO RU VXVSHFWHG ILUH
Fire Hazard	\$Q\ FRQGLWLRQ ZKELXFVKHZ RWKROW\ KFR Q FWFXLU RI D ILUH RU FRQVWLWXWH DQ DGGLW RU WKH 3URSHUW\ WLQI WKILUH
Fiscal Year	ODUFK WKURXJK)HEUXDU\
Building Director	7KH RQ VLWH PDQDJHPHQW WHDP RYH DQG ILQDQFH V RIX\\$QH\ \+WKH % 'LUHFWRU 7KH\ QWHPHQW\ F\ W\ R UODQG *HQH 0DQDJHU PD\ EH QXJHHGE\ QQ WQH WFKL\ G RF 6HH VHFWLRQ ZIRUWDQH RFYKHDL\ YQLR I FRI
Governing Documents	\$V Xvh Reference\ Wkh\ WKH &RQGRPLQLXP ,Q VWUXPHQW VVDQ\ QWHPHQW\ BRQGL\ 5H\ WODW\ \$V GHILQHG LQ Wkh\ Master Deed/ D\ Wkh\ Wkh\ /DZV DQG WKH 5XOHV DQG 5HJXODWL\ \$V GHILQH\ Master Deed\ Wkh\ Master Deed\ WKH %\ /DZV WKH 3URSHUW\ 0DLQWHQDQFH \\$, UHJXODWL\ QV HQIR\ DLXW\ IRQQV\ BRQ\ Wkh\ &F
Insurance Trustee	\$9LUJLQLD EDQN RU WUXVW FRPSDQ\ WR UHFHLYH KIRROXQV\ Q\ S\ DD\ S\ E\ O\ H\ DXQGH &RXQFLQ\ V LQVH\ KIRROXQV\ S\ DD\ S\ E\ O\ H\ DXQGH FRQGH\ P\ Q\ D\ W\ L\ R\ Q\ U\ R\ U\ R\ W\ S\ N\ H\ Q\ D\ Q\ Q\ U\ S\ L\ D\ +\ RXDXWKRULW\ ZLWK WKH SRZHU RI HPLQ
Late Fee Charge	\$Q \$VVHVVPHQW DJDLQVW DQ \$SDUWP &RXQFLQ RQ DFFR\ XQW\ SRD\ BHQWQRTX\ WQF\ \$SDUWPHQW V &IRQ\ GRQGL\ QW\ KPHU &KDUJH

Limited Common Elements

7 KH QXPEHUHG SDUNLQJ VSDFHV LQ &
 \$ LQFOXGLQJ WKH JDUDJH DQG WKH H
 OREE\ DQG HOHYDWRU PDFKLQH URRP
 \$ SDUWPHQW±\$V WKH **Master Deed** V GHILQH
 WKHUH DUH LQWRHRSW&KRHPUP RLQP (OHPHQW V
 \$ OH[DQGULD +RXVWKFKWVWUXVWQJLHIRUV I
 LQ WKH 9LUJLQLD &RQGRPLQLXP \$FW
 SRUWLRLQ RI WKH FVRHPUPYRQGHICUPWQMVW
 XVH RI WKRVH XHQHW RWQQA WUR PWRKUHH E
 WKDQ DOO RI WKHRZSISBIUW PWRKQWVFOV' H
 DOORZV WKH WHUP WR EH XVHG DV GH
 ,QVWUXPHQWWS UZKRDWWLLRQW**Master** HQGV R
Deed ¶V GHILQLWLRQ

Management Agent

\$ SURHVVLRQDO OLFHQVHG SURSHUW
 E\ WKH %RDUG HWRSWHLUDHWLYRQHDQG PDQ
 RI WKH EXLOGLQJQ7KVG RQSHZULWLRQ ERV
 DQG UHPRWH SHUVRQQHO ZRUNLQJ IRU

Manual

7 KA*Alexandria House Reference Manual* 7 KH 5XOHV DQG
 5HJXODWLRQV \BQXIDROV\W\KHLQ QFIOHK GHG
 WKH *RYHUQLQJ 'RFXPHQWV

Master Deed

7 K**Master Deed** IRU \$OH[DQGULD +RXVH DV I
 LQFOXGLQJ ([KL'E\WY \$DQG *& /DQG 5HF
 RI WKH &LW\ RI \$OH[DQGULD 'HHG %R
 WHUP FRUUHVSRQGDW\RVHGHEQDW\DM\I9R
 &RQGRPLQLXP \$FWG HZKPHUJGI WW EH LQFC
 WKH WHUP FRQGRPLQLXP LQVWUXPHQ

**Meeting of the Board,
Emergency**

\$ 6SHFLDO 0HHWLQJ RI WKH %RDUG KH
 PHUJHQF\

**Meeting of the Board,
Regular**

\$ PHHWLQJ RI WQHD%FRDWQGDQFHGZLWK \$
 ,9 6HFWLRQ RI WKH %\ /DZV

**Meeting of the Board,
Special**

\$ PHHWLQJ RI WQHD%FRDWQGDQFHGZLWK \$
 ,9 6HFWLRQ RI WKH %\ /DZV

**Meeting of the Council,
Annual**

\$ PHHWLQJ RI WKH &RXQFLO KHOG DQG
 ZLWK \$UWLWDRQ,, R6HWFKH %\ /DZV

Meeting of the Council, Special

\$ PHH WLQJ RI WKH & LROXQFH EQLFQDQFH Z
\$ UWLF OH ,,, 6HFWLRQ RI WKH %\ / DZV

Office of Record

0 D G L V R Q 6 W U L H D H V @ L \$ O L H Q D Q G \$ J Q \ R I W
S U L Q F L S D O

Officer

2IILFHUV RI WKH & RXQFLO 127 RI WKH
RWKHU 2IILFHG VP DV DASHR L%QRW U7KH SUL
2IILFHUV DUH WKH 3UHVLGHQW WKH 9
6HFUHWDU\ DQ GRWWKHKRZHHW\KUW\DW L
9LUJLQLD & RQGRPLQLXP \$ FW WKH WHU
PHPEHU RI WKHL %IRDO\ & IRWKRH & RXQFLO

Other Charge

\$Q\ FKDUJH DVVQV\$VSHDGUWJPDHQQWVRWDKHU
&RQGRPLQLXP)HH 6XFK D FKDUJH PD
DFFRUGDQFH ZLWK D 5XOH RU D 5HJXO
WKH 0DQDJHPHQW \$JHQW RU E\ WKH %
2WKHU &KDUJHW\ \QROXGHU\ KIDWWU UHQG
VXSSOLHV IXUQLVKHG RU RWKHU H[SH
&RXQFLO RQ WKHR\\$SQDWU WFRKHDQW\ V DRFUF
&RPPRQ (OHPHQWVRUDQ\ GRFOODWWIJQ\ SUR
RI WKH *RYHUQLQJ 'RFXPHQWV

Policy

\$ G HFODUDWL R Q SRR O\W\K H I\&R\X\Q\O\LO\Q\I\Y\G R
W K H % R D U G V S H F L I L F D O O \ D Q \ Q X P E
S U R Y L V L R Q \O\O\Q\X\W\H\G\G X\Q\G\W\K\H W K H K H D G I
³ 3 2 / , & < ' L Q F O X G V L Q R J Q D V O V O X S B B \ Q L Q D W H
R U D O O V X F K \$ U W R Y L H M A \ R Q V 3 E R Q O H V X D C
G H F O D U H V D J R \D\O\Q R W V D U I \Q\A \D\P H 7 Q H W
X V H G L Q W K H O F D D Q S X L D M O D \O L \W\K\W\I\X R M Q L Q D
J H Q H U D O V H Q V H

Property

7KH \$SDUWPHQWV DQG WKH &RPPRQ (C

Property Maintenance Agreement

([K L E L W M a s t e R D e e d W K H])

Record

\$Q\ ERRN GRFXPHQWOOLFHVLRLQ GRFLWVH
PDLQWHQDQFH LV UHTXLUHG E\ WKH *I
DSSOLFDEOH ODZ

Regulation

\$ VWDQGLQJ R UGGHRYRIUVQ KQ Y%DRFDWLYHLW
 & RXQFLOPV FQ QWWUDIF WRSUHF LI QF DOO\ D
 QXPEHUGH HOHPHQVW HRGJ LSQJ RWKLHV LRDQ XQ
 WKH KHDGLQJ 35(* BQSF7Q2136LQJ DOO SUR
 VXERUGLQDWHR KRHWGHWRML YRUODDODK M X E
 WRJHWKHU W2K1H6 5D(U\$H/\$V\$K H % RDUGPV
 DUUDQJHPHQWV IRU WKH PDQDJHPHQW
 7KH WHUP LV DOODCRXDOVH ZGIDSOX RWKLHV] DWL
 LQ D PRUH JHQHUDO VHQVH

Resident

\$Q\ & R 2ZQHU 7HQDQW RU RWKHU LQ
 OHJLWLDPWHO\ UHVLGHV LQ DQ \$SDUW

Rule

\$ VWDQGLQJ R WGHQHRLQWQHJ \$ QDYLOHJ
 REOLJDWLRQV RI & R 2ZQHUV RU 7HQDQ
 QXPEHUGH HOHPHQVW HRGJ LSQJ RWKLHV LRDQ XQ
 WKH KHDGLQJ F508VQELQJ DOO SURYLVLR
 VXERUGLQDWHR KRHWGHWRML YRUODDODK M X F
 WHUP LV DOVR XZHVKLQXW KHDSDQWDQDQJ
 PRUH JHQHUDO VHQVH

Section

\$ VHSDUDWHO\ SWKOHVQGDSDUW\$ HRFIL
 DQ\ SDUW RI WWHIDBQ XLDQO LINGH QHDGLQ
 QXPEHUGH 6HFWLRQ RI WKH ODQXDO

Staff

\$OO RQ VLWH S QW VARRQ QHSZRUWN \$ OH [D
 +RXVH HLWKHUO SDWMPMLWHR FDUM\ RX
 DQG DURXQG WKH 3URSHUW\

Tenant

\$ 5HVLGHQW ZKRDWWRMQWWIKH ZKLFK KH
 UHVLGHV IURP LWV & R 2ZQHU

Undivided Interest in the Common Elements

\$ & R 2ZQHUV VRKZDQHUV QLWKRH DOO WKH
 (OHPHQWV
 7KLV LQWHUHVW SHRSSRHUVWIRGQD \ V X Q G
 VHQVH WKDW QR & R PPRQ (OHPHQW FD
 SRVVHVVG H[FOXWKLVDQO\ WHZH&R 2

\$ '237(' %< 7+2\$% - \$18\$5<