

7KH \$OH[DQGU LD +RXV
5HIHUHQFH 0DQXD

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

3\$57 21(

INTRODUCTION

7KLV 0DQXDO LV LQWHQGHG WR DVVLG WWA RWZR Q E
DQG DELGH E\ WKH UXOHV RI \$OH[BRQDW LORXR
FRPPRQ REMHFWLYHV RI

D PDLQWDLQLQJ DQGRSPISUWRY LSQJH RRU UQS QJWDVQ G
YDOXH DQG

E VXVWDLQLQJ DQGRBQKDGRFXQJH \$OHVQGIHQ WV T

%\ WKH YHU\ DFW RI RXU EHFRLQJ Q&RZ 2ZKHUV
UXOHV WKDW JRYHUQ RXU LQWHUFRXW HLQ7KLO/G
HQWDLOV IRU SDRQVRELOLWV WWRDHEVLGH E\ WKH

(YHU\ &R 2**RESPONSIBLE** IRU WKH FRQGXFW RI DOO P
KRXXVHKROG DQG RI DQ\RQH HOVH ZORR WKHUKV
LQWURGXFH WR \$OH[DQGDULD +RXVH IRQ RZHY
SURSHUW\ +H **LIABLE** LORQ EHKHFRG/WV RI DQ\ GDPD
PD\ GR WR WKH &RPPRQ WKHFRQWV ZRQHUV SURSH
&R 2ZQHUV ZKR KDYH RXW **MUST** HQWKKHLW \$SDU
7HQDQWV DUH DZDUPHWRI BQGFROBVLWKHD &RQV
GHDO ZLWK GHOLQTXHQW 7HQDQWV WKKHBJKLQW
HPHUJHQFLH **NOT** WKHDOZGDWHFWO\ ZLWK D GHOLQTX
7KH 0DQXDO LV LQ WZR 3DUWV

Part One FRQWUDNaries of rules that bear directly upon individual
Co-Owners, the Council, and its Board of Directors and Officers ' ± UXOHV
WKDW IRU WKH PRVW SDUW OLH EKHROG RXXWFBE
8VDJH &RQYHQWLROV One, DUH The Governing Documents DQG
IRU SXUSRVHV RIWFOHJIDWH FRWHGRRUH WKBQPR
VLPLODU UXOHV GHDOQLQJ ZLWK XQFVMDOHJYH
FDWDVWURSKLF GQPDJHRWRFRXU XEHGROV \$SDUWLR
WKH &RXQFLO EXW WKH\ DUH QRW WUHDWHG KH

7KH UXOHV WKDW DUH VXPPDUL]H Q G Q W V U X W H Q W
SURYLGH IRU KDUPRQ\ ZLWKLQ RX E LWLWJ \$ W E [DNQGL
+RXVH WKH\ HVWDRDULDIQL E DQJHRXB FHRPVP X QHLQ\
WHQGLQJ LWV DIHDK B Z R X K H S L R S H W W W W E I G D P O L E Q W
DQG LPSURYHG KR Z Q L O V E H E S H U Q M H V K R L Z Q L W W M K U D H O G
KRZ WKRVH ZKR GR K R M H E R P S H A V K G W K O W E H V D Q F V

3DUW 2QH LV LQWHQG HG WR FRQYH\ IWRKH HV
\$OH[DQGLD +RXVH &R 2ZQHUV DQG H V H V L X G H Q W V
WR VSHFLILF LVVXH V \RX VKRXOG W D K O Z B U L J L H Q V
RIILFLDO VRXUFH

Part Two FRQWDRU Rules and Regulations ' IRU \$OH[DQGLD +RXV
Policies ' IURP ZKLFK WKH\ GHULYH ± FRP \$ Q H O G L D Q G
RQ WKH UXOHV VHW Policies, Rules, and Regulations Q H S V S H N 3
WR VSHFLILF DVSHFWV RI RXU H[LWKHQ Q D H U H W U S H O
E\ WKH &RXQFLO DQG LWV %RDUG HR H P L S R Z H W R I G V V
DPHQG DQG UHVFLQG WKH POLDPQ WZR MWRK B GR SDX V
RWKHU 3ROLFLHVD V X K Q V D D Q G D 5 H E S Q H R B V M D W H D
:H KDYH PDQ\ UXO Q V H E R X I W D W S K O H B V D H Q W V W H L O R F X E Q
\$OH[DQGLD +RXV H P H V E Q R U W I K W U E G R M O R V V G R L Z Q V L P S

%H FRQVLGHUDWH RI \RXU QHLJKERW K D D Q G R W U H
ZRXOG KDYH WKHP WUHDW \RX
)RU WKH EHQHILX U D H Q B I S \$ O V L W Q Y H U L S D W R X X H 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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The Board of Directors.....

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

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I. SOURCES AND USAGE CONVENTIONS

Sources RI PDWHULDO VXPPDULI HGDria Gou3 DrefWn2 QH RI WKLV
Manual LQFOXGH

9LUJLQLD 6WDWXWHV
&RQGRPLQLXP \$FW
1RQVWRFN &RUSRUDWLRQ \$FW
3URSHUW\ 2ZQHUV \$VVRFLDWLRQ \$FW
9LUJLQLD \$GPLQLVWUDWLYH &RGH
&KDSWHU 5XOHV IRU (OHFWULFDW\GDIDG 1DWX
(QHUJ) \$OORFDWLRQ (TXLSPHQW -XQH
6SHFLDO 8VH 3HUPLW \$XJXVW
5HSUHVHQWDWLRQV ODGH E\ ODGLVRQ \$VVRFLDWLRQ
&RQGLWLRQV ,PSRVHG E\ &LW\ &RXQFLO
7K Master Deed IRU \$OH[DQGULD +RXVH 7KH 'HFODUDWLRQ
([KLELW \$ 'HVFULSWLRQ RI /DQG
([KLELW % &RQWUDFW EHWZHHQ 0\$GHYDQGS\LDRF
\$XJXVW
([KLELW & 7KH 3ODQV
([KLELW ' \$UHD DQG 'HVFULSWLRQ RI \$SDUWPHQW
([KLELW (3HUFHQWDJH RI 8QGLYLGRG (QWKHUHV
\$SDUWPHQW 7\SH
([KLELW) \$PHQG HG DQG 5HVWDWHG Q\HU\DV RI W
\$OH[DQGULD +RXVH
([KLELW * 3URSHUW\ 0DLQWHQDQFH \$JUHHPHQW

Usage Conventions WKURXJK RYHW MHKLV

3 &RPPHUFLDO \$SDUWPHQW \$ \$ 3 & R B P3VSDUWPHQW FL D
DUH V\QRQ\PRXV W B ULQ\GWKDWL DLDQDQVQ\ 'RQ XPKHQ WRVYWF
GHVFULEH WKH SURSHUW\ ZKLFK PLQH WKLDOO \$SDUWPHQW
3 &R 2ZQHU RI &RPPHUFLDO \$SDUWPHQW QW-QR W B G RWK
LPPHGLDWHO\ DERYH LV D WHU\H DQW DQ SMKHU %DV VL
/DZV LW LV SOXUDO ,Q WKLV 0DQXDO ZH HPSOR\ WKH
3 *RYHUQLQJ 'RFXPHQW QW-QR W B G RWK ([KLELWV L H
/DZV DQG WKH 3ROLFLHV 5XOHVUW QW-QR W B G RWK HJXODWLRQV

/DQG LV D WKUHH GLPHQVLRQDO ~~KRQFHSDQGRJ LORFZ~~
ERXQGDULHV SDUFHOV ~~RC~~ ~~Condominium Act 55-79.41~~ ~~FR~~ QVWLWXWH ODC

³/LPLWHG &RPPRQ (OHPHQWV' DUH ~~GRIPRQ~~ (OMPETHLWV
WKDW DUH UHVHUYHH ~~XMRURWRK~~ ~~HHFRUORR~~ ~~DOEXWRIOWKH \$~~
[Condominium Act 55-79.41] DQG OLH RXWVLGH WKRVH \$SDUWPHQV
[Condominium Act 55-79.50.(c)] ,Q RXU ~~Master Deed~~ ~~&URYLGHV~~ IRU OHVV
\$FW DOORZV ~~D~~ ~~Condominium Act 55-79.54(f)(6)~~ HQDEOHV XV WR LQ
WKH SUHVHQWO\ GHVLJQDWHG /LPLWHG ~~&RPPRQ~~ ~~Q~~ ~~OWIPUHD~~

³ORUWJDJHH' LV WKH KROGHU RI ~~D~~ ~~PRUWJDJHH~~ ~~KRKHGW~~
KROGHUV RI ILUVW WUXVW VHFXXULWD ~~Q~~ ~~Q~~ ~~OHWLPV~~ ~~ODUG~~
&R 2ZQHU ZKR KDV PRUWJDJHG KLV ~~WKU~~ ~~V~~ ~~SDUW~~ ~~PHQV~~ ~~UL~~
EH H[SUHVHG ~~D~~ ~~PRUWJDJHH~~ ~~Q~~ ~~GHU~~ %RUURZHU

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

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

³7KH %\ /DZV' DUH WKH \$PHQGHHG DQG ~~G~~ ~~HRM~~ ~~DRWHG~~ %\
2ZQHUV RI \$OH[~~D~~ ~~GRU~~ ~~DE~~ ~~EXH~~ ~~BY~~ H

³7KH &RXQFLO' LV RWZHQ ~~&RXQFLO~~ ~~ORH~~ ~~D~~ ~~QG~~ ~~ULD~~ +RXVH

³7KH 3URSHUW\ 0DLQW ~~Master Deed~~ ~~\$~~ ~~KULHH~~ ~~PH~~ ~~QW~~ ' LV

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II. THE GOVERNING DOCUMENTS

.H\ 3RLQWV IRU &R 2ZQHUV
 <RX UHFHLYH IURP WKH VWDUWPHQW XQG GHU ZKLFK \$OH[DQGULD +RXVH R
 ZKHQ \RX SXUFKDVHG \RXU \$SDUWPHQW
 <RX DUH SUHVXPHG WR NQRZ ZKDW WKRVH UXOHV UHTX
 <RX PXVW DELGH HQWUHQFH XQDW DQG JXDPLWV PHPEHU
 HPSOR\HHV DQG 7HQDQWV DOVR FRPSO\ ZLWK WKHP

Compliance. (YHU\ &R 2ZQHU 7H SDUWPHQW QZGR WKH HQDQLWOH
 \$SDUWPHQW FRPSO\ ZLWK DQ DLU \$BQVFRDIE WKH \$RQ \$WKHQX
 SHUWLQHQW VWDWXWHV DQG RUGLQDQFHV DQG WKH *RY
 79.53.A; By-Laws 1.3]

3URYLVLRQV RI WKH MAY NOT GRPLQDULPH \$DQG ULJKWV JU
 \$MAY NOT EH ZD\ [Condominium Act 55-79.41:1]

7KH *RYHUQLQJ MAY NOT SHUWV LELW RU OLPLW WKH ODZIX
 &RPPHUFLO \$SDUWPHQW ± \$

Dissemination. (YHU\ &R 2ZQHU DW WKH WLPH KH VKH SXUF
 MUST UHFHLYH IURP WKH VWDUWPHQW DQFHUFRSDFKI LQFH \$OHQGHG
 5HVWDWHG %\ /DZV RI WKH &RXQFLOVRI DQG DQFHUWV HQWU
 W Reference Manual FRQWDLQLQJ WKH &RXQFLO V 3ROLFLHV 5X
 [Condominium Act 5579.97.C.10]

Assumed Acceptance. 7KH DFTXLVLWLRQ UHQWDO RU RFFXSDQ
 SHUVRQ RU HQWLW\ VLJQLILHV WKH HQWUWV KHQGHFRSDUWPHQW
 KH MUST FRPSO\ ZLWK WKHP [By-Laws 3.7]

Sanctions for Non-Compliance. 7KH &RXQFLO LV (032:(5(' WR LPSRV
 XSRQ &R 2ZQHUV DQG WKRVH IRU ZKRVH WKH YLWUHQW \$RQ
 *RYHUQLQJ 'RFXPHQWV 1RWH 6HHW DQV³9 DQGHVFRSDUWPHQW
 3DJH [Condominium Act 55-79.80:2.A]

Amendment. 7KH &RQFHQDQJH WKH RFXPHQW QZGRWKH WKH
 IROORZLQJ FRQGLWLRQV

7R FKDQJH DQ\ SDUWPHQW RI WKH
 \$OO &R MUST DSSURYH WKH HQWUWV
 (YHU\ PRUWJDJHH RI DQ\ \$SDUWPHQW HQWUWV SRU
 MUST DSSURYH WKH HQWUWV
 7R FKDQJH DQ\ SURYLVRQ RI WKH %\ /DZV ±

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7KH &R ~~MUST FOR~~ QYHQH D 6SHFLDO 0HHWLQJ IRU WK
DOVR 36SHFLDO 0HHW ~~By-Laws X]~~ DW 3DJH

&KDVH 0DQKDWWDQX% ~~DIOROG\$% DQG +DV% HDEFK VR C~~
D PRUWJDJHH RIM ~~MUST \$SSUWYPHQWK~~ ~~AB, \$PH Q/GPHQW~~

&R 2ZQHUV KROGLQJ DWM ~~MOST DVS SURYRH~~ WKH \$RMQG
[By-Laws X]

7KH \$PHQ ~~MUST~~ UHFRUGH ~~Q G R F R W G W~~ RIDWKH & I
\$OH [D ~~By-Laws X]~~

7R FKDQJH DQ\ SURYLVLQR RI WKH ~~BRDLRBUV W5 XRDHWK~~
&RXQFLO R ~~MUST~~ ~~ISSRBU~~ WKH ~~M\$PHQ G R B Q W~~ ~~vs IV.2]~~

7KH 3U ~~MUST~~ ~~SUQSDUH~~ DQG H [HFXWM ~~Master Deed~~ PHQGPHQW W
UHDVVLJQLQJ DOW ~~W LRLQK VZ VDKQ G PRODUFMD PWRV~~ ~~IGS DR PWR~~ ~~EQ~~
(OHP ~~Condominium Act 55-79.57.B]~~

7KLV SURFHVV LV ~~DS~~ ~~SOLD~~ ~~MG/~~ ~~UJQX~~ ~~WJ~~ ~~QSDU~~ ~~RQ~~ ~~G~~ ~~J&RS~~ ~~D~~ ~~F~~
2ZQHU WR DQRWKHU, 0, 1R ~~W&H~~ ~~2002~~ ~~H~~ ~~(~~ ~~CO~~ ~~R~~ ~~7~~ ~~6~~ ~~D~~ ~~D~~ ~~H~~

8SRQ WKH DIILUPDWK ~~YUHG~~ ~~YRRM~~ ~~HWR~~ ~~KI~~ ~~W~~ ~~H~~ ~~Z~~ ~~W~~ ~~B~~ ~~A~~ ~~F~~ ~~W~~ ~~R~~ ~~U~~ ~~V~~ WKH 3
XQLODWHUDO\ ~~V~~ ~~N~~ ~~S~~ ~~O~~ ~~H~~ ~~P~~ ~~H~~ ~~Q~~ ~~D~~ ~~N~~ ~~H~~ ~~D~~ ~~V~~ ~~O~~ ~~G~~ ~~H~~ ~~E~~ ~~R~~ ~~R~~ ~~U~~ ~~V~~ DQ ~~S~~ ~~R~~ ~~D~~ ~~P~~ ~~V~~ ~~E~~ ~~L~~ ~~V~~ ~~J~~ ~~X~~
WKH *RYHUQLQ ~~C~~ ~~Condominium Act 55-79.71.F]~~

6XFK VXSSOHPHQ ~~MAY~~ ~~NOT~~ ~~FOR~~ ~~W~~ ~~H~~ ~~U~~ ~~H~~ ~~E~~ ~~D~~ ~~Q~~ ~~V~~ ~~H~~ ~~G~~ ~~X~~ ~~F~~ ~~H~~ ~~Z~~ ~~K~~ ~~D~~ ~~W~~
RI WKH &R 2ZQHUV ZRXOG KDYH EN ~~M~~ ~~C~~ ~~H~~ ~~Q~~ ~~F~~ ~~W~~ ~~R~~ ~~H~~ ~~P~~ ~~L~~ ~~V~~ ~~E~~ ~~L~~ ~~D~~ ~~X~~ ~~I~~ ~~H~~ ~~M~~
QRW RF ~~E~~ ~~X~~ ~~C~~ ~~L~~ ~~U~~ ~~D~~ ~~I~~ ~~T~~ ~~I~~ ~~O~~ ~~N~~ ~~E~~ ~~Act 55-79.71.F]~~

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III. THE PROPERTY

.H\ 3RLQWV IRU &R 2ZQHUV
 <RX RZQ UHDO SQR SHUWZRFROVH\$WUWDEOH SDUWV
 \$ SRUWLRQ RI \$OH[DQGULD +RXVH DV VHRUFRVHRQ\ \RXU \$
 RZQHUVKLS DQG RFFXSDQF\ ± \RXU \$SDUWPHQW
 \$Q XQGLYLGHG LQWHUHVW LQ WKH &RPPRQ (OHPHQWV
 <RX PXVW NHHS \RXD \$SDUWPHQW LQ WKH &RPPRQ VDIH FRQ
 6R PXFK RI \$OH[DQGULD +RXVH DV VHRUFRVHRQ\ \RXU \$
 D SDUW RI \RXU \$SDUWPHQW DQG EHORQJV WR \RX
 6R PXFK RI \$OH[DQGULD +RXVH DV VHRUFRVHRQ\ \RXU \$
 LQWHUJUDO SDUW RI SURSHUW\ WKDW D &RPPRQ RUH WKD
 (OHPHQW DQG EHORQJV WR DOO WKH &R 2ZQHUV
 <RXU LQWHUHVW LQ WKH &RPPRQ (OHPHQW LV VKRZQ
 <RX PXVW SD\ IRU WKH RSHUDWLRQ WKH LQWHUJUDO DQ
 &RPPRQ (OHPHQW DFFRUGLQJ WR \RXU VSHFLILHG LQW
 6RPH SRVVLEOH XVHV RI \RXU SURSHUW\ DORZSURKLELV
 ZKDW WKH\ DUH

Alexandria House LV UHDO SURSHUW\ LW FRQVLVWV RI
 3DUFHO , ± WKH ODQG LQ WKH EORFWERXQQBG1EUW
 5R\DO 6[*Map Deed Exhibit B; Special Use Permit*]

2Q 3DUFHO , ± \$ EDVHPHQW DQG VXEYEDVSHUHQW JF
 JDUDJH D ± VWRUDERWRGRMLQXKPCISQUHFROHWQW QD
 \$SDUWPHQWV D QGGDUWVRLQWRU LQHLQH V WDPXHUQW DE
 \$SDUWPHQWV *Map Deed Exhibit B; Special Use Permit*]

3DUFHO ,, ± WKH ODQG LQ WKH CERLWVGHUQRKDORUWK
 5R\DO : \WKH DQG 1RUMK DDLUHLID[*Map Deed Exhibit B; Special Use Permit*]

2Q 3DUFHO ,, ± RSHQ VSDFH GHGIEFDHWG WRHXVH
 JHQHUD *Code 5.01 Proposed by City Council 5*

7KH ODQG LV GHVFULEHG *Map Deed Exhibit B; Special Use Permit* % WR W

3ODQV IRU WKH EXLOGLQJV DQGMEDVSHUHQW DUH DW
Deed Exhibit C

The Apartments.

\$OH[DQGULD +RXVH FRQVLVWV RI W\SHW LGGHQ W QDIO \$
&RPPHUF LDO [Master Deed VII, Leg 1 Interest]

7\SHV RI \$SDUWPHQWV 7KH VHYHUDWKWVSHVQRIP\$SDUW
EHGURRPV VTXDUHYLGRIGDLQWHDQGV(XQHGHQWVWV &RPPHUF W
HDFK RI WKH \$SDUWPHQWV DUH GLVSSO\$57G(LQ67\$%/(
[Master Deed Exhibit C; Master Deed Exhibit D; Master Deed Exhibit E]

6HSDUDWLRQ)RU SXUSRHV RI W\SHW LGGHQ W QDIO \$
FRQVWLWXWHV D VHSDUDWLRQ RI UHDO HVWDWH

2ZQHUVKLS (DFK \$SDUWPHQWV LQ W\SHW LGGHQ W QDIO \$
&R 2ZQ

+H 6KH ± VHOO OHDVH RU HQF\KREHDLKLV KHU \$S

+H 6KH KROGV DQ XQGLYLGHG LQWVWV LQ WKH
EH DOWHUHG RU VHSDUDWLRQ RI UHDO HVWDWH \$SDUW
Master Deed VII.D] 7KDW LQWHUHVW LV GHHPHG WR EH FRQ
WKH \$SDUWPHQWV [Master Deed VII.D]

/LHQV \$VVHVPHQWV LPSRVHG E\ W\SHW LGGHQ W QDIO \$
&RPPRQ (OHPHQWV DQG RU SD\LQJ FRXWRIQ LQWVWV XSRQ
HDFK RI WKH \$SDUWPHQWV WKDVO LQWVWV SRUW LRUH W RI W\SHW
DQG ILUVW [Master Deed VII.D]

TABLE 1 – THE APARTMENTS

	7<3(64)7	\$3\$570(176 ^{12 2} \$376	,17(5(67
,	2QH %HGURRP	7\SH 2QH	7LHU)ORRUV
,,	2QH %HGURRP	7\SH 7ZR	7LHU)ORRUV
,,\$	2QH %HGURRP	7\SH 7KUHH		
,,,%	2QH %HGURRP	7\SH 7KUHH		
,9	2QH %HGURRP	7\SH)RXU		
9	2QH %HGURRP	7\SH)LYH	7LHU)ORRUV
9,	7ZR %HGURRP	7\SH 2QH	7LHU)ORRUV
			7LHU)ORRUV
			7LHU)ORRUV
9,,	7ZR %HGURRP	7\SH 7ZR	7LHU)ORRUV

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 RQ ~~Master Deed~~ ELWV % DQG
6TXDUH)RRWDJH 64)7 LQFOXGHVWKH EDOP
64)7 GXH WR VWUXFWXUDO RU PHFKDQLFDO YDU
7KH ³,17(5(67' FROXPQ SURYLGHV WKH 3HUFH
,QWHUHVW LQ &RPPRQ (OHPHQWV IRU HDFK \$SDU
5(6,'(17,\$/ \$3\$570(176

3ODQV IRU WKH UHVLGHQWLDO ~~Master Deed/Map~~ DUH DW
Deed Exhibit C]

%RXQGDULHV (~~\$500,000~~) QXQGDULHV DUH
9HUWLFDO ± WKH LQWHULRU VXURDFHFWRIGLWR WK
RXWHU HGJH ~~Master Deed/Map~~ *Deed Exhibit C]*

+RUL]RQWDO ± WKH ~~SEBRUX~~ V ~~DEER~~ ZPIPHQGL DWKH OV
ORZHU VXUIDQH ~~RODVK~~ HPPHLOLQDW ~~Deed III.A.1]~~

\$ 5HVLGHQWLDO \$SDUWPHQW ,1&/8'(6 ±

DOO VSDFH ZLWK ~~Condominium Act 55-79.50(d)~~ *Master Deed III.A.1]*

ZDOOV DQG LQWHULRU ~~ISDV~~ VERW ~~RECORDING~~ W/KDWLQ
[Condominium Act 55-79.50.(d); Master Deed III.A.1]

PDWHULDOV FRQVWLWXWLQJ DQ ~~QSDUWK~~ RIDWK M RI
ZDOOV IORRUV DQG FHLQLQJVK ~~LSFD~~ WXGHQJ GEUXZDQ
ZDOOERDUG ~~SODV~~ BDE ~~RU~~ Z ~~SDUWK~~ SHUORVRLQ ~~ILQ~~
RWKHU PDWHULDOV FRQVWLWXW ~~W~~ ~~Condominium Act 55-79.50.(b)~~ *Master Deed III.A.1]*

LQVWDOOHG IL[W XGULVHUV JVVZDYDHOXJDLWEVD JH GLV
UHIULJHUDWRUV [Master Deed I.V.K.7] DVKHUV

GRRUV H[FOXGLQQLWKKHHGHVW HILFRHURQVGR RUV RSHO
FRUULGRUV ZLQGRZV DQG JO[Master Deed I.V.] DQG WKH

LWV DWWD FKHGDEE DDAER Q\

\$ 5HVLGHQWLDQ \$SDUWPHQW '2(6 127 ,1&/8'(

SHULPHWHU ZDOOV IORRU DQG FZDLOO QJ DQOQ EV
FROX[Master Deed III.A.1]

H[WHULRU ILQLVGRGV XRSIDGHQ JRRORVED FRUULGRU
III.A.1]

SUH FDVW ZDOOV DQG LPHW DQSDUWPHQW FROX PQQGRS
EDOFR[Master Deed III.A.2]

DQ\ SRUWLRQV RI WKH &RPPRQ (OH FZLQW VQVHWYL
ERXQG[Master Deed III.A.1]

(DVHPHQWV (DVHPHQWV DUH UHVHVYDGGWKKHXR XHIQ HHU
DQG /LPLWHG &RPPRQ (OH PHQWV IRU DWKPHDE HEHULHT XLIU
IRU LQVWDOOLQJ DQG PDLQWDLQRLOJQXW DQIGWY HQVHQHDD
DQG RU OLQHV LQ MWK KOREZEDWHL RQV[Master Deed I.V.] RQVWU

\$Q \$SDUWPHQW VEH EXUGHQHG E\ DGGGLWLRQDO RU
EH\RQG WKR VH UHVHUYHG WKURXJKGHDPKWS\$SDUWPHQW
&RPPRQ (OH PHQWV IRU WKH EHQHILMDRHRMQLWUL \$SD
DSSURYHG LQ ZULWLQJ E\ LWV &R QZQMUPRW RJDWKHV
DQ[Master Deed XV]

5LJKW RI (QWU\

3HUVRQV DXWKRULJHG E\ WAKH QWBU GDQRUS \$DKDWP
ZLWK RU ZLWKRQW FSVH RRU QQWHPHQJ HLOF\RRU WJLQDDW
WKH \$SDUWPHQW RU D &RPPRQ (OH PHQWV VZ KWKWKWUP
QR[BY-Laws VII.6.(a).(1)]

3HUVRQV DXWKRULJHG E\ WAKH QWBU GDQRUS \$DKDWP
DFFRPSOLVK VFKHGXOHG LQVSHFWL,RQV DQHG VGRHQWSD
MUST EH JLYHQ D PLQLPXP RI KR[BY-Laws] QRWLFH RI VX
VII.6.(a).(2)]

:KHQ VR UHTXHVW MUST SHUR LQZSHU VRQV DXWKRUL
%RDUG WR HQWHU KLV KHU \$SDUWPHQW DQOQVRLR QXUSRV
DOWHUDWLRQV RU UHSDLUV WBUHQKIDQMVDDO\RW RXA
LQ KLV KHU[BY-Laws VII.6.(b)] QW

- 5HTXHVW MUST EH QWUG H LQ[BY-Laws VII.6.(b)]

- (QW ~~MUST~~ VEH PDGH DW WLP HV FRQ ~~By Law~~ HQW IRU WK
VII.6.(b)]

5LJKW WR /HDVHUR ~~BYEMHRCQVWR~~ WKP ~~H~~SRV ~~W~~UD ~~L~~QRJ ~~2~~ ~~Z~~ ~~Q~~ ~~K~~ ~~L~~
MAY OHDVH KLV ~~Master Deed~~ ~~SDUWPHQW~~

+H ~~6~~MAY ~~NOT~~ UHQW LW RXW WR ~~U~~S ~~H~~D ~~L~~V ~~R~~G ~~W~~V ~~O~~H ~~V~~V
GD ~~[Master Deed XVI.A]~~

8VH RI 5HVLGHQWLDQ \$SDUWPHQW R ~~W~~K ~~K~~ ~~U~~ ~~D~~ ~~K~~ ~~H~~ ~~L~~ ~~G~~ ~~H~~
UHVLGHQWLDQ SXUSRVHV DQG ~~E~~X ~~S~~ ~~V~~ ~~L~~ ~~H~~ ~~M~~ ~~F~~ ~~V~~ ~~L~~ ~~E~~ ~~D~~ ~~F~~ ~~O~~ ~~V~~ ~~I~~ ~~E~~ ~~Y~~ ~~L~~ ~~W~~ ~~K~~ ~~L~~ ~~H~~ ~~V~~ ~~F~~
GRFXPHQW LV ~~[By Law, Vol. 37(d)]~~

\$V DQ H ~~[FHSWLRQ~~ WR ~~W~~MAY ~~X~~R ~~V~~H ~~H~~K ~~R~~V ~~Q~~K ~~H~~ ~~U~~D ~~\$~~S ~~D~~L ~~V~~G ~~P~~H
SURIHVVLQRQDO RU FRPPHUFLDO ~~S~~R ~~Q~~S ~~R~~V ~~H~~R ~~V~~ ~~W~~K ~~O~~D ~~D~~Q ~~E~~H
WKH & LW \ RI ~~[By Law, Vol. 37(d)]~~ ~~D~~Q ~~G~~ ~~U~~ ~~L~~D

.HHS ~~L~~QJ ~~E~~U ~~H~~H ~~G~~L ~~Q~~J RU ~~P~~D ~~L~~Q ~~W~~D ~~L~~Q ~~I~~Q ~~D~~ ~~S~~H ~~W~~V ~~I~~R ~~U~~
\$SDUWPHQW LV ~~[By Law, Vol. 37(d)]~~ ~~[Master Deed, XVI.F]~~

&R 2ZQHUV 'XWLHV (YHU \ &R 2Z ~~Q~~H ~~S~~T ~~H~~D ~~W~~ ~~K~~L ~~V~~ ~~K~~H ~~U~~ ~~R~~Z

SHUIRUP ~~P~~D ~~L~~Q ~~W~~H ~~Q~~D ~~Q~~F ~~H~~ ~~D~~Q ~~G~~ ~~U~~H ~~S~~ ~~D~~L ~~V~~ ~~G~~ ~~P~~H ~~L~~I
+RXVH DV D ZKROH RU LQ ~~S~~D ~~U~~W ~~V~~ ~~[By Law]~~ ~~R~~Q ~~J~~L ~~Q~~J ~~W~~R ~~R~~V
VII.2.(a)]

NHHS ~~K~~L ~~V~~ ~~K~~H ~~U~~ ~~\$~~S ~~D~~U ~~W~~P ~~H~~Q ~~W~~ ~~L~~Q ~~D~~ ~~[By Law]~~ ~~V~~D ~~Q~~L ~~W~~D
VII.2.(c)]

&R 2ZQHUV 5HVS ~~R~~Q ~~V~~L ~~E~~L ~~O~~L ~~W~~L ~~H~~V (YHU \ &R 2ZQHUV LV

GDPDJHV DQG ~~O~~L ~~D~~E ~~R~~ ~~E~~L ~~K~~L ~~V~~H ~~K~~ ~~H~~U ~~H~~ ~~D~~E ~~P~~O ~~O~~N ~~L~~I ~~N~~ ~~W~~R ~~D~~ ~~S~~H ~~U~~I
PDLQWHQDQF ~~[By Law, Vol. 37(d)]~~ ~~D~~L ~~U~~V

DOO FRVWV RI ~~W~~H ~~S~~ ~~D~~L ~~V~~ ~~G~~ ~~P~~H ~~Q~~ ~~W~~ ~~L~~ ~~V~~ ~~R~~ ~~J~~ ~~Z~~ ~~Z~~ ~~Q~~ ~~R~~
GRRUV ~~D~~L ~~U~~ ~~F~~R ~~Q~~G ~~L~~W ~~L~~R ~~Q~~H ~~U~~V ~~D~~Q ~~G~~ ~~Q~~ ~~W~~H ~~D~~Q ~~S~~ ~~K~~E ~~R~~H ~~O~~R ~~Q~~ ~~J~~Z ~~Q~~V
WKDW \$ ~~[By Law, Vol. 37(d)]~~

WKH FRVWV RI UHSDLULQJ UHQ ~~W~~D ~~D~~ ~~D~~ ~~Q~~W ~~L~~ ~~R~~ ~~C~~H ~~W~~ ~~D~~ ~~R~~
VHUYLFHV ZLWKLQ KLV KHU \$SDUWPHQW ~~P~~H ~~Q~~W ~~L~~ ~~P~~D ~~G~~ ~~G~~ ~~R~~ ~~H~~ ~~F~~H
WKURXJK WKH &RPPRQ (OH ~~P~~H ~~Q~~W ~~E~~H ~~E~~ ~~R~~ ~~F~~ ~~R~~ ~~P~~ ~~H~~ ~~E~~Q ~~W~~R ~~M~~W
&RX ~~Q~~H ~~[Master Deed XIV. A ; Condominium Act 55-79.79.A.(ii)]~~

UHSDLULQJ DQG UHSODFLQJ DV ~~Q~~E ~~B~~ ~~M~~ ~~V~~ ~~Z~~ ~~L~~ ~~W~~ ~~K~~ ~~I~~ ~~D~~ ~~O~~
KLV KHU \$SDUWPHQW ~~F~~O ~~D~~ ~~G~~ ~~Q~~D ~~O~~ ~~H~~ ~~V~~ ~~C~~ ~~R~~ ~~I~~ ~~D~~ ~~E~~ ~~V~~ ~~L~~ ~~R~~ ~~I~~ ~~L~~ ~~G~~ ~~R~~ ~~R~~ ~~G~~ ~~W~~
RSHQLQJ RQWR FRUULGRUV ZLQ ~~G~~ ~~R~~ ~~Z~~ ~~X~~ ~~Q~~ ~~Q~~ ~~U~~ ~~I~~ ~~D~~ ~~V~~ ~~Q~~
[Master Deed XIV.A]

REWDLQLQJ DW ~~K~~V ~~V~~ ~~K~~ ~~H~~ ~~U~~ ~~R~~ ~~Z~~ ~~Q~~S ~~H~~ ~~Q~~ ~~W~~ ~~X~~ ~~U~~ ~~H~~ ~~W~~ ~~R~~ ~~Q~~ ~~K~~ ~~V~~ ~~K~~ ~~H~~
\$SDUWPHQW DQG ~~Q~~V ~~K~~ ~~S~~ ~~H~~ ~~I~~ ~~X~~ ~~V~~ ~~R~~ ~~Q~~ ~~D~~ ~~O~~ ~~L~~ ~~S~~ ~~U~~ ~~R~~ ~~S~~ ~~D~~ ~~U~~ ~~W~~ ~~\~~ ~~D~~ ~~Q~~ ~~G~~ ~~D~~ ~~K~~ ~~V~~ ~~V~~ ~~K~~
SHUVRQDO SURSHUW \ VWRUH ~~[By Law, Vol. 37(d)]~~ ~~D~~Q ~~G~~ ~~U~~ ~~L~~D +RXV

,PSURYHPHQWV DQG \$OWHUWDLUHQWVSR&RIRZQWV RU D
ZLWKLQ KLV KHU \$SDUWPHQW, P S L R R M H H P M Q W Q V D Q D W \$ D D W H
[Condominium Act 55-79.68. (a)]

&200(5&,\$/ \$3\$570(17±\$

&RPSRVLWLRQ &RPPHUFLDO \$SDUWPHQW±\$ BRQVLRQV
3DUWPHQW [Master Deed III.B]

,W LQFOXGHV WKH HLJKW ORDUGRIBBULQDWFRQX
VXSSRUW WKH EXLQGLQD [Master Deed VIII.B]

3ODQV IRU &RPPHUFLDO \$SDUWPHQW±\$ GDUH DW ()
[Master Deed III.B; Master Deed Exhibit C]

%RXQGDULHV &RPPHUFLDO \$SDUWPHQW±\$ V ERXQGD
9HUWLFDO

•)LUVW IORRU ± WKH RXWHU VXUIDFRQURIDQG ORD
FRQFUHWH ZDOOV DQG DOXPLQXP DWGDJWDORRZDOO
[Master Deed III.B.3.(a)]

• 6HFRQG IORRU ± WKH RXWHU VXURDFRQURIDQG O
FRQFUHWH ZDOOV DQG DOXPLQXP DWGDJWDORRZDOO
HYHU\WKLQJ DWWDFKHG WKHUH [Master Deed III.B.3.(b)]

+RUL]RQWDO

• /RZHU ERXQGDU\ ± WKH XSSHU VXUWDIORRU WKH IC
[Master Deed III.B.1]

• 8SSHU ERXQGDU\ ± DWKHRIHWKHUURBHFROGURRWRK
DQG DOO PHFKDQLFDO HTXLSPHQW DQGXUMKHULQVV
H[WHQVLRQV D [Master Deed III.B.2]

(DVHPHQW \$QRQH[FOXVLYH HDVHPHQWFLV DQGHUYH
GULYHZD\ WR D GLVWDEHRIHQWRIURR±XQGDH[VOLQLHV R
&RPPHUFLDO \$SDUWPHQW±\$ IRU LWVSRVH [Master Deed XV]
XV]

5HVSQRVLELOLWLHV RI &RPPHUFLDO \$SDUWRPHQW±\$ V
&RPPHUFLDO \$SDUWPHQW±\$ ULVGDG32HISQDOVHDQZKIPVKEW
RSHUDWLRQDO RU VWUXFH [Master Deed XVI.B]

2SHUDWH DQG PDLQWDLQ WKH ILUS\$SDUWRPHQW±\$
DQG LWV URRI DQGDWDFKHG IL[WXUHV
[Master Deed XVI.B]

SD\ IRU DOO RI &RPPHUFLDO \$SDUWRPHQW±\$ V XW
XIV.B]

NHHS WKHLU XWLOLWLHV VHSDUDWRHOKFHUWHVLGG
\$SDUW [Master Deed XIV.B]

SD\ &RPPHUFLDO \$SDUWPHQW±\$ V SDUWLOJWD VKD
CUHSDLULQJ DQG PDLQWDLQ [Master Deed XV.B]&RPPRQ (OHPH

SD\ DVVHVVPHQWV OHYLVHG IRU WKHDFRMLWQHJ /LF
WR &RPPHUFLDO \$SDUWPHQW±\$ DQG

PDLQWDLQ UHSDQWFBQGDWHSORFPHQWFL\$O \$SDUW
HOHYDWRU [Master Deed XV.B]

Common Elements. 7KH &RPPRQ (OHPHQWV FRQVLVW RI DOO S
RWKHU WKD [Master Deed]

WKH [Master Deed V.A]

WKH EDVHPHQW DQG VXE EDVHPHQW EDUHQJ DOROKIPWK
FRQFUHWH VODEVQURRQFUPDWRZDQBW KHWDLWZDX\FWXU
HOHPHQWV RI WKH [Master Deed V.B/H] OHYHOV

WKH IRXQGDWLRQXPORDFEDUHLWV RODEDQGRFRQFUP
ZDOOV WUDVKURRPV DQG FKXWHYDWRULUZDAMVORHEH
HQWUDQFHV H[LWV DQG RWKHU DRP\$XDLWDPWRQEQZD
[Master Deed V.C]

DOO FRPSDUWPHQWV RU LQVWDODUMLFRQVRIUHYHQWUR
PRUH \$SDUWPHQWV LQFOXGLQJ EXW OLQWOLPHVHHGDWR
HOHFUWULFLW\ WEDHVKRQGDWHKHDWQV DQGGFRFRQGLXLV
YHQWLOD [Master Deed X.D]V

DOO SUHFDVW DQGLQHWDDQEDDFQVEDDERSUHSBDWVWFLR
[Master Deed V.E]

WKH VZLPPLQJ SRRO DQG GHFN PHQQVGGUHWVLLQJURR
DQG VDXQD SDUW\URRP DQG NLWFKR [Master Deed V.F]

WKH RXWGRRU SODJD IDFLQJ WKH+RLXMHW DQGRDOHQQWV
FRPSRQHQWV HJ WKH GULYHZD\FORRISHVSEBQWKHW
VLGHZDONV DQG GHFNV DERYH JURXQGHQDQKDDO WKLEY
&RPPRQ (OHPHQWV R [Master Deed V.G]HQWV DQG

DOO RWKHU SDUWVRLVQKRSUWSEHFRP\XWRWKH
H[LVWHQFH PDLQWHQDQFH [Master Deed V.D]HW\RIWKH EXLOG

7KH &RPPRQ (OHPHQWV '2 127 ,1&/8'(±

DQ\ XWLOLWLHV RU VHUYLFHV ZLVSDQWPHQWURU
[Master Deed V.D]

&RPPHUFLDO \$SDUWPHQW±\$ V XWFROPLSRLOHQWDFLO
[Master Deed V.C]

&R 2ZQHUV ,QWHUHVW LQ WKH &RPPRQ (OHPHQWV LQ
LQWHUHVW LQ WKH &RPPRQ (OHPHQWV LQ

+H 6MUST VKDUH LQ WKH H[SHQVH RI RSHUDWLQJ
&RPPRQ (OHPHQWV VII.A] DQG LQVXSSRUW
DFFRUGLQJ WR WKH SHUFHQWDJH RI KLV KHU XQGLY
6XEGLYLGLQJ

7KH &RPPRQ MUST PUHQWLQ XQGLYLGHGOT&R 2ZQHUV
EULQJ DQ\ DFWLRQ IRU SDUWPHQW LQ

7KH &RPPRQ UHSSRUWLRQ WKH &R 2ZQHUV LQV
(OHPHQWV ZLWKRXW REWDLQLQJ WKH RIUDQWRHQ
\$SDUWPHQW VII.B]

7KH &R 2ZQHUV RI &RPPHUFLDO \$SDUWPHQW±\$ SHU
DW DQ\ WLPH E\ DPHQWV H[SHQVH RI RSHUDWLQJ
RI HYHU\ PRUWJDJH RI LQWHUHVW &RPPHUFLDO

• 7KDW MUST LQFOXGH &RPPHUFLDO \$SDUWPHQW±\$
[Master Deed VII.B]

• 7KH WRWDO RI WKH UHSSRUWLRQ DQG WLVH DOWR
RULJLQDO XQG LQWHUHVW

8VH RI WKH &RPPRQ (OHPHQWV 8VH RI WKH &RPPRQ
2ZQHUV DQG WKHLU 7HQDQWV DQG WRSORZHQUDQDQ
EXVLQHVV VII.C]

7KH FRUULGRUV VLGHZDONV GULYOH ZEHVXVFRG V
IRU DQ\ RWKHU SDUWPHQWV WKH RIUDQWRHQ

• 3ODFLQJ REMHFVW&RIPRQNDQHPHQWV LBY- 352+ , % , 7
Laws VII.5]

• \$V DQ H[FHSWLRQ WR WKH IRUWKH RIUDQWRHQ KXIQGRQ LGX
FRUULGRU ZDOOV LI QR &R 2ZQHUV RIUDQWRHQ \$SDUWPHQW
Laws VII.5]

6WRUDJH 6SDFH MAY 7 1968 &R 2ZQHUV WKH H[FOXV
VHFXUH WKH VWRUDJH VSDUWPHQW VII.D] KLELW & WR
Master Deed Exhibit C]

7KH &RPPRQ MUST DOVLQJ DW OHDVW RQH VXFK VWRUDJH
[By-Laws III.1]

8VHU)HHV 7R WKH H[WHQW WKH *RUMAY QPQR VRFXP HQ
UHDVRQDEOH XVHU IHHV ZKHUHYHURWKKH&RIPQR Q WORIP E
WKDQ DOO WKH \$SDUWPHQW [55-79.57.B]

1,0,7(' &20021 (/0(176

&RPSRVLWLRQ 7KH /LPLWHG &RPPRQ (OHPHQWV FRQV

WKH SDUNLQJ VSDFHV QXPEHUHG Master Deed XJK L
WKH H[FOXVLYH XVH ULJKWV RI ZKLFK UE \$SDUWPHQW &
WR WKH &RPPRQ Deed VIA QG

WKH HOHYDWRU VKDIW HOHYDWRUHUORGE\ DQG H
&RPPHUFLO \$SDUWPHQW ± \$

\$VVLJQPHQW /LPLWHG &RPPRQ (OHPHQWV DUE DVVLJ
WKH FDVH RI &RPPHUFLO \$SDUWPHQW QDFLO LWR HDV SBRYSX
W Master Deed LQ WKH FDVH RI WKH QXP EHVUNLQJ VS
UHDVVLJQHG H[FHSW E\ DFCOQD AWK-95.7A]GRFXPHQWV

\$ /LPLWHG &RPPRQ E\ OHPHQWV LQJQHG XSRQ ZULWWH
WKH 3UHVLGHQW RU VXFK RWKHU [Continental Act DV WKH
55-79.57.B]

\$ &RPPRQ (OHPHQW QRW SUHYLRXVO\HPHQWV QHG I
MAY NOT EH VR DVVLJQ OHPHQWV QHG E\ D GHFOD
VVDWLQJ ±

- WKDW WKH &RPPRQ (OHPHQW PD\ EH VR DVVLJQH
- RQFH DVVLJQHG WKH FRQGLWLRQDQG GRQYKLVK
WR &RPPRQ [Continental Act 55-79.54.(a).(6), 55-79.57.C]

'XW\ RI WKH &R 2ZQHU (DFK &R 2ZQXVHKRQGLQRLM[IFG
&RPPRQ (OHPHQWV WKLV KHU SUR UDWD VKDUH RI WKH W
&RXQFLO HVWDEOWKHKRSDUWPHQW IDUHP DLPQLWHHGDRP
(OHPHQW Deed VIA)

3DUNLQJ 6SDFHV 7KH SDUNLQJ VSBFH&RIPQRCK HOJHPH
RZQHG LQ IHH VLP SOH E\ DOO &R 2ZSHLQW DFRWGLQRZ
7DEOH D[Master Deed VIA]

3DUNLQJ VSDFHV \$5(DVVLJQHG WR H[FOXVLYH XDO
XV[Master Deed VIA]

([FOXVLYH XVH RI WKH SDUNLQJ VSDFHV URUDVDFH
\$SDUWPHQW VROG RU WUDQVIHUHG DPRQJ WKH &
VHSDUDWHO\ IURP WKHLU \$SDUWPHQW WZIDW KH WKRI
DIIHFWHG \$SDUWPHQW Master Deed SDUWPHQW NLQJ VSDFHV

\$ &R 2Z~~MAH~~UHQW RXW WKH H[FOXVLYH XVH ULJKWV
WR KLV KHU \$SSDUWPHQW LQGHSHQ~~GWQWQW~~D~~QK~~H~~HS~~
LQFRPH ZLOO EH ~~MR~~~~ste~~~~Deed~~ ~~W.H~~/U EHQHILW

7KH &RXQFLO KROGV H[FOXVLYH ~~KD~~W ~~Z~~H~~J~~K~~H~~V IRU
XQDVVLJQHG ZKHQ WKH &RXQFLO ~~MR~~~~ste~~~~Deed~~ FRQWURO RI
VI.A]

- 7KH &RXQFLO HQW RXW WKH H[FOXVLYH ULJKWV WR
SUR~~MAH~~~~ste~~~~Deed~~ VI.A]

- 7KH &RXQFLO HDU WKH FRV~~VP~~IL~~Q~~S~~H~~D~~U~~D~~W~~Q~~Q~~J~~V~~K~~G~~VH
VSDFHV RQ WKH VDPH EDVLV DV LVH~~S~~E~~O~~X~~V~~F~~L~~Y~~E~~H~~G~~/HF
ULJKWV WR /LPLWHG~~MR~~~~ste~~~~Deed~~ VI.A] OHPHQWV

7KH IHH DVVHVPHQW RI WKH JDUD~~JH~~ SDUNLQJ V
Deed VI]

- 7KH RSHUDWLRQ D~~Q~~G~~H~~P~~S~~D~~U~~N~~L~~Q~~J~~ D~~Q~~X~~P~~E~~H~~U~~V~~H~~G~~ I~~O~~R~~R~~U
DV RI WKH FRPPR~~Q~~ ~~FR~~Z~~R~~W~~O~~R~~R~~U~~V~~U~~R~~L~~O~~G~~K~~H~~J~~ IORRU

- 7KH SUR UDWD VK~~D~~U~~H~~R~~I~~WK~~H~~ & ~~R~~Z~~Q~~V~~L~~Y~~H~~ ~~K~~R~~O~~G~~L~~Q~~J~~
ULJKWV IRU ~~MR~~~~ste~~~~Deed~~ ~~G~~V~~S~~V~~H~~V~~P~~L~~Q~~H~~G~~ E\ GLYLGLQJ WKH
JDUDJH VSDFHV E\ DQG PXOW~~S~~O\~~R~~Q~~S~~W~~K~~H~~L~~Q~~X~~F
VSDFHV UHVHUYHG IRU WKH H[FOX~~R~~X~~Q~~F~~L~~X~~O~~/H~~R~~ WKD
DSSO\LQJ WKLV IRUPXOD SDUNLQJH~~V~~S~~D~~F~~H~~Q~~D~~X~~P~~E~~H~~U
RI DQG WDQGHP SDUNLQJ VSDFH~~W~~Q~~X~~P~~E~~M~~D~~E~~S~~H RIV
[Master Deed VI.A]

- RI WKH &RPPRQ (D~~H~~F~~W~~R~~L~~Q~~V~~L~~O~~G~~F~~R~~V~~W~~V~~K~~V~~WDUDJH
DPRXQW LV SURUDWHG EDVHG XSRQ~~R~~Z~~Q~~HUVKLS W
&RPPHUFLO \$SSDUWPHQW±\$

-)LQDO 0RQWKO~~R~~)H~~D~~Q~~D~~X~~S~~D~~W~~L~~R~~Q 0HWKRGRORJ\
7KH\ GLYLGHG WKH 727\$/ *\$5\$*(&267 EV WKH WRW
VWLSXOD~~MR~~~~ste~~~~Deed~~ WKH 1RW WKH DFWXDO QXPEHU
DYDLODEOH IRU XVH WR GHULY~~F~~H~~F~~R~~R~~Q~~W~~K~~O~~H~~S~~D

7KH \$+ 7UHDVXUHU PDLQWDLQV D *\$5\$*(7(03/\$7(
FDOFXODWH WKH~~H~~D~~U~~D~~J~~H~~H~~ ~~FR~~Q~~W~~K~~O~~W~~H~~S~~Z~~PHWKRGROR

- o 7DNH WKH FRVW~~W~~Z~~L~~*~~W~~~~O~~R~~N~~D~~O~~H~~O~~H~~G~~W~~H~~L~~F~~L~~R~~G~~H~~
PXOWLSOH E\

- o 'LYLGH E\

- o 0XOWLSO\ UHVXOW RI E\ QXPEHU RI VLQJOH
WLPHV WDQGHP VSDFHV 7KH VXP ~~R~~D~~W~~~~K~~H~~H~~ WZR
SDUNLQJ IHHV VKRXOG UHFRYHU

- o &DOFXODWH SDRYHLOJWIKIDW WRRXQWP IHHS LQJ
DW WLPHV WKH VLQJOH VSDFH IHH
+RZ PDQ\ SDUNLQJ VSDFHV DUH WKHUH"

TABLE 2 – ALEXANDRIA HOUSE PARKING SPACES

\$+ 3DUNLQJ 6SDFH	%UHDNGRZQ		
5HVLGHQW VLQJOH	VSDFHV		
5HVLGHQW 7DQGHP	VSDFHV		
6XE 7RWDO UHVLGHQW ELOODEOH	VSDFHV	PXVW PDWFK 0DQDJH PRQWKO\ ELOOLQJ	PHQW
&RXQFLO VLQJOH	VSDFHV		
2ULJLQDO VSDFHV	QRZ XQXVDEOH		LV K
6XE WRWDO QRW ELOODEOH	VSDFHV		
&RPPHUFLDO QXPEHUHG	VSDFHV		
&RPPHUFLDO QRW	QXPEHUHG		
6XE 7RWDO &RPPHUFLDO	ELOODEOH	PXVW PDWFK 0DQDJH PRQWKO\ ELOOLQJ	PHQW
7RWDO DOO	VSDFHV		

Obligations of the Council.

7KH FRQWUDFW ESHVHFDHQGWKIDQWVWRKDKWIKGRSHUG
\$OH[DQGLD +RXVHUWBITQLDFMLWGDHIFORNSHHUQDEAGWK\HW
2ZQHUV DQG &RXQFLDUXSRQSVLQRPGRHWRPHYRIGWKR VH
UHTXLUHPHQWV ZRQHWPHXWGLRQLRUFVKHJQGERQWIRQXHHV
GD\ DQG DUH ELQGLQJ XSRQWKST &RXQFLO 7KXV WKH

PDLQWDLQ D SDUN RQ 3DUFHO , , PDEGHIURHUQXVE
E\ WKH JHQHUDO SXPLOF City Council 5]

NHHS WKH SODJD RSHQ Conditions Imposed by City
Council 1]

PDLQWDLQ OXVK ODQGVF [Representatives Make by
Madison Associates 2.c]

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

3\$57 21(

SURYLGH ODQGVFDSLQJ RQ WKH SUHRW\ DORQ
SRWHQWLD00\ RSKUHSDUNHLQJ IJDFWDRH ZDIOOR PZMKIQ
VLGH ZDIOOR *[Conditions Imposed by City Council 2]*

XVH HOHFWULFLW\ IRU KHDWLQJ DQG DLU FRQGLV
[Representations Made by Madison Associates 2.e]

LQVWDOO XQGHUOLWLRXQGQDORQ *[Conditions Imposed by City Council 3]*

LQVWDOO WKHUPR DQGLVXQGLVXQGLV *[Representations Made by Madison Associates 2.d]*

DSSO\ D EURQJH IULOKQR BQGFZQGRZ IUDPHV
[Representations Made by Madison Associates 2.b]

REWDLQ WKH &LW\ ODQDJHU V DSWURQRO BOWKHL
[Conditions Imposed by City Council 7]

\$'237(' % < 7+(% 2-\$518\$5 <

IV. THE COMMUNITY

.H\ 3RLQWV IRU &R 2ZQHUV DQG 7HQDQWV
 +HUH DUH WKH UHXFOMHO\ VDKIDMF VP RWWKH\ @EQUK DOYLLYRLQJR IL @Y
 \$OH[DQGGULD +RXVH
 ,I \RX DUH D 5HVLGRHQW &W ZHQVXJURXWKDWLORX DQG \
 NQRZ ZKLFK \$FWV DUH UHTXLUHG DQG ZKLFK DUH SURK
 ,I \RX KDYH RXW OFFDQMG\RRXPXS\SDUHQWQDQWWDW \RX
 NQRZV WKHVH UXOHV IRU \RX ZL@EKEDYKRID@QHVSQRQV
 \$OH[DQGGULD +RXVH

Composition Mandate. \$OO SUHVHQW RU IXWXUH &R 2ZQHUV 7H
 EXVLQHVV LQYLWHHV RU JXHVVWHR\$OB@QGWKIDU+BXUMRLO
 PDQ@HST DELGH E\ WKH UHTGLXSRPHQWMPLESLVSBQVFBIEOH
 WKH *RYHUQLQJ-LRFXPHQWV

\$OH[DQGGULD +RXVH &RPPXQLW\ 7KH BXVRSOHUHKR LQK
 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 DXWKRUW\HIGVSHV\$OHYDQGLURID[-
 &RPPXQLW\ '

8OWLPDWH 6RXUFH RI 5LJKWV DQGL QX\$QIHI\ND QSGUL DJ L+JK
DUH YHVWHG LQ WKH &R 2ZQHUV H7K E HULLJKHWQWVYQHQQ SURV
WKHP IURP &R 2ZQHUV RNEQ WWHK H\LDPVLEW O H W LDH\G DUH5/\$VR
GHYROYH XOWLPDWH &R Q\$SRDX &R VZ DQIHV &H\$ &RU2ZQHUVWR ±
KH VKH \$EVHQW RW 8/7 VLSGH QV6 ±2 E 6,DU, K A <DIRWVWR I
HYHU\RQH WKD WHKHL QMHR L\$OMUJRCXULD +RXVH

*HQHUDO ,QWHQW 7KH UHTXLUHPHQW V SHHQXP H UDFVHQ
\$OWKRJK LQ VRPH VLWXDWLRQV U\WELHQ D WWRUHQH ±LW KHL
LQWHQG HG RYHUWQHSHXURS R M E G KLSRNLXPJHQ HQWR IDQR
FRPPXQLW\ WR LQGXFH \$OH[DQGUULDRQX\WR 5HWLGR
WRJHWKHU ZLWKRQYHQPSHQGLQJ RQWELQR\LQJ RQH DQR

Rules for a Friendly Social Atmosphere.

&RPPXQLFDWLRQ %HWZHHQ &R 2ZQHUV

\$SSOLFDEOH /\$: 7KH &RQGRPLQLXP \$FCV WR
³HVWDEOLVK D UHDVRQDEOH HIIHFWWL WKHD QG] HUHGH
QDWXUH RI WKH FRQGRPLQLXP IRU XQLHP RZQYHW DV
ZLWK WKH H[HFXWQYHD RUPDQW HUHDEURGRFZHUQLVQJ WKH
DVVRFLDWLRQ ´ , QG EGVLDLQR QRW EUREYXDU RISWKRU D
GLVVHPLQDWLRQ R W KHR QVWGVWL BIDDVWJRW G R QJ HDQQ LR
XQLW RZQHUV¶V DVVRFLDWLRQ ´

,PSOHPHQWLQJ ,QVWUXFWLRQV &RPPXQLFDWLRQ
%XLOGGLQJ/LQN 7KH GHVLJQDWHG GHUHD% XIDWKIWL Q W K
7RSLFV 2ZQHUV¶V &RUQHU

L &R 2ZQHUV DUH SHUPLWWHG WR XVH WKH VHU
LL \$OO RZQHUVXEPLWWHG FRPPHQWWRKH LQIRU
\$OH[DQGUUL +RXVH FRQGRPLQLXP RDUWRK E V & B N E FL
QRW DOORZH

LLL 7KH %RDUG WKURXJK D %RDUG RU EYD DJHPH
UHVHUYHV WKH URJ KHQ WLRW HRRUR R S KDDV\HV R UL QDSS
XQDXWKRULJHG SRVWLQJV

LY 1HLWKHU WKH %RDUG QRU PDQDJHRRHUQW DFW
ZKDW LV SRVWHG RQ WKH VHUYLIRHU ZKQGVFDRQRW
RZQHUV SRVW

Y &RQWHQW SRVWHG RQ WKH VHUYLIRHWFDQQRW
IRXO ODQJXDJH EDEDDORVIOXUWL VHDGRQWRH QWS R V W
RIHQVLYH LQDSSURSULDWH FRQWHQW LQ ZULWLQ

ODQGDWRU\ OHDVXUHV IRU &R 2ZQHUV (RHW\ &R 2ZQH
GDPDJHV DQG OLDELOLWLHV WKDSH E DRUUPHQ K E MV MDRUR K
PDLQWHQDQF By-Deeds VII.2.11.5 D+HU MUST ±

SHUIRUP SURPSW CH[SDHW KLVDKCHU PRZSD WUH ZBQFIH D
ZLWKLQ KLV KHU \$SSDUWPHQW ZKLGKULDI RRPXWHVHCG LZ
HQWLUHW\ RU LQ D SDUW E[By Law VII.2(a)] WR RWKHU & R

REWDLQ FRPSUHKH QVLYH OLDELO KMWU VQFDXUVDHGF E
DQ\ IDLOXUH RI WKH & R 2ZQHU RU DQW FRWKJLH \$WULVQ
KLV KHU \$SSDUWPHQW RU DQ\ SHWL DDLV KW\ \$SDUWKPHE
PD\ IURP WLPH WR [By Law VII.8(b)] FLI\ DQG

LQGHPQLI\ DQG KROG WKH & RXQFLO DDJOG QDVOO DRQV
IURP DQ\ ORVV FODLP RU OLDEW PLD\ DRILD E\ RNLVQ B I
KLV KHU NHHS LQJ DQ DQ DQ DQ DQ DQ DQ DQ DQ DQ DQ DQ DQ
+RXVH RU SHUPLWWLQJ DQ [By Law VII.2(a)] RU YLVLWRU W
0DQGDWRU\ 0HDVXUHV IRU ~~MSL~~ LGHQWV (YHU\ 5HVLGH

PDLQWDLQ KLV KHU \$SSDUWPHQW UGHIEB RPDQDQDQG
DFFXPXODWLRQ RI IODPPDEOH OLT XLGDW SFRSCHUWL WUX
ILUH K [By Law VII.2(c)]

H[HUFLVH VSHFLDO FDUH LQ KLV KVB DWHWRI D RRI
GLVWXUELQJ RW ~~Master Deed XVI.C~~ QWV DQG

GHSRVLW DOO JDUEDJH WUDVK HDQGX WVKHU GLV
UHFHSWDFOHV RU GHVLJQDWHG [Master Deed XVI.C] SURYL
3URKLELWHG \$FWLYLWLHV 7KH IROORZLQJ DFWV DUH

QR[LRXV DQG RIIHQVLYH DFWLYLW DQFHV WWRDW FUH
5HVLG ~~Master Deed XVI.C~~

PDNLQJ DOWHUDWLRQV RI LQWHULRRIXDGO RUVKLWIE
VXSSU ~~Master Deed XVI.C~~

0HDVLQJ DQ \$SSDUWPHQW ~~Master Deed XVI.D~~ VLVH QW SXUSR
NHHS LQJ RU PDLQWDLQLQJ DQLPDQV RQ DQ WKD
\$SDUW [Master Deed XVI.F]

EUHHGLQJ RU PDLQWDLQLQJ FRPPRQ \$RXYWKROG
[Master Deed XVI.F]

XVLQJ FRUULGRUV VLGHZDONV GURLWKZD\WKRQ U
QRUPDO WUDQV [By Law VII.8(b)] XJK WKHP

SODFLQJ RU FDXVLQJ WR EH SODFHG DQ\ WKLQ & RP
KRZHYHU LI QR & R 2ZQHU RQ WKHLV DFM RORUWRZEMU
PD\ EH KXQJ RQ [By Law VII.8(b)] ZDOOV

SRVWLQJ DGYHUWLVPHQWV SR \$SWHONFHVVLVQ\ D
WHPSRUDU\ VLJQV DQG SHUPDQH QW & RXQFLD XDKRUL
[Master Deed XVI.B]

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

3\$57 21(

KDQJLQJ RU VSUHDGLQJ FORWKLQ L O O D X Q X F U \ U X
PDWHULDOV XSRQH D U H E V D I O U F I R Q U B M U R M Q R W R R U D S R S S D
SDUW RI WKH & R P P R O e d O M P H Q W V

5HPHGLDO 3RZHUV RI WKH &RXQFLO ±

7KH &RXQFLO WHU DQ \$SDUWPHQW WR DEDWH DQG
2ZQHU V H [S H Q V H F R Q G L W L B R Q W s I N 3 K (D . M) F D X V H D Y L R

7KH &RXQFLO VHOI KHOS H J WRZLQJ D YHKLFC
YLRO *By Laws 3. (b). (ii)]*

, I D 7H Q D Q W R I D L O V & W R Z F R I P S O D Z E W R I D O K H R I W K H
* R Y H U Q L Q J ' R F X P H A W V D I W K H U % G R D U C R W L F H D Q G S U R I
W K H 7 H Q D Q W E H H Y D F O W I R G ± ³ 9 R 2 W \$ 7 , 2 1 6 ' , 6 3 8 7 (6
6 \$ 1 & 7 , 2 1 6 \$ 1 ' & 2 0 3 / \$, 1 7 6 ' *By Laws 3. (c)]*

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

V. ORGANIZATION AND GOVERNANCE

.H\ 3RLQWV IRU &R 2ZQHUV
 7KLV 6HFWLRQ GHDIORUZI DQK]K B ZWZB QDUH WDKHQ &DQG HQK
 2ZQHUV SURSHUW\ YDOXHV DQG WKH 5HVLGHQWV TXDQ
 \$OO RI WKH SHRSOH HWZKRN VSHHQIRUPUDWVHG KWUW KHUH YRO
 JLYH IUHHO\ RIWKOHLQWVLRW DQRIE HURXDQKDW LI \R
 LQGLYLGXDO KRPHRZQHU \RX ZRXOG KDYH WR GR IRU V
 7KH &RXQFLO GHSHQGV XSRQ LQGLYLGXDO &R 2ZQHUV
 VXSSRUWLQJ WKLW FRPPRQ HIIRUWRPRLXWUHHMQFRXUD
 DQG WR DWWHQG DQG SDUWLFLSDWHHLOHEDQDUG &
 \$V DQ DEVROXWH PLQLXP ZKHQ WRKLFQXIDG EXW QRV
 0HHWLQJ \RX DUH HQFRXUDJHG WRURRP \$OUHWH DQG VHC

The Council.

5HVSQRVLELOLWLHV DQG 3RZHUV \$// 5(QF2016G% QJ7, (6
 ILQDQFLDO UHVSRQVLEWRLFDLQWVSRVYDNLHQSDHWRUD
 UHSODFPHQW RI WKH &FRPPRQWCHQWUWKH &RXQFLO
 79.79.A.(i)]

:LWKLQ WKH EUBGHUFRSMKRI &RXQFLO(LO 2L V5V'SWRLFLFDQ
 HPSOR\ GLVPLVV DQG UHSODFH DJDQV DQG HP
 GLVFKDUJLQJ WKHU &DQGFUWVSRVYDNLHQSDHWRUD
 79.80.A.1]

PDNH LPSURYHPHQWV LQ [WKLW &FRPPRQWCHQWUWKH &RXQFLO (OH
 PHQWV 79.80.A.2]

DFTXLUH KROG FRQWUHWODQGWHRQWUWVSRVYDNLHQSDHWRUD
 \$SDUWFRQWUWUWKH &RXQFLO 79.80.A.4]

HQWHU DQ\ \$SDUWPHQW ZKHQ QHFHQWEDQDWRHFDRU
 FRQVWUXFWLRQ IRU ZKLFK WKH &RXQFLO &R 2ZQHUV &RXQFLO
 UHVSQRVLEOH EXWHWGHQDRWHEHEDQSDUWVSRVYDNLHQSDHWRUD
 [Master Deed XVII]

HQIRUFH DQG IRUHFORVHLOK(Q) IRU DVVHVVPHQV
 JUDQW WR &R 2ZQHUV WKH H[FOXWDRWUJJKWRWRB
 VSDFHV VKRZQ RQ [Master Deed XVIII] WKH

JUDQW RU ZLWKKROG DSSURYDO R2ZQHUVFRILURQ
 RWKHU SHUVRQV HQWLWOHG WR RFFLXV DQWSDUWVSRVYDNLHQSDHWRUD
 DSSHDUDQFH RU WKDW [WKLW &RXQFLO] +RXVH

DVVHV FKHUJHV DHD LIRVWDQY & R 2ZQRI QJRI WKH
'RFXPHQWV IRU ZKLFK WKDW & R 2ZQRI QJRI WKH
7HQDQWV DQG KLV KHU JXHVWV [Condominium Act
55- 79.80:2.A)]

DGRSW 5XOHV DQG XSHXQG WDL R V 2ZQRI QJRI WKH
RU VHUYLFHV LQW O G W Q J M W D L Q F H D O S W R Y R & J H G V G K H H
&RXQFLO IRU QRQSD\PHQW RI DVVHVMPHQWV PRUH
[Condominium Act 55- 79.80:2.A.(i)]

LQ WKH HYHQW Q\ & R 2ZQRI QJRI WKH
FRQGXFV VXH WRIRHFRYHJ M X P R W H K U H I Q D Q C F W L Y I
[Condominium Act 55- 79.53.A; By-Laws IX.3]

DPHQG WKH %\ /DZV DW D G B X O A F R Q V W L W X W H G O H
'XWLHV %HVLGHV WKH DOO HQFRPSIDV WIRQJ G X W K M R
*RYHUQLQJ 'RFXPHQWV IDV DL QX W E R I & V R I H V \$ H F W K L F & G R W L F
MUST ±

HVWDEOLVK DQG L W R R F H H W D I O V P R I D M V Q D Q G S U H L O V I
+RXVH GXULQJ WKH P R O P E R T Y M A I N T E N A N C E A G R E E M E N T 4) By-Laws
III.1, VII.1.(a)]

DSSURYH WKH [D Q Q X D O] EXGJHW
UHYLHZ WKH %RDUG RI 'LUHFWRUVRDUUDQJHPHQW
\$OH[DQGU [D L A R X V] H

PDLQWDLQ D *HQHUDO 2S F B U D W L I Q J 5HVHUYH \$FFR
NHHS GHWDLOHGFHHS W V G V Q R I H D I S U V Q G H W R S U H M D W I L R
DQG DGPLQLVWUDWLRQ RI \$OH[DQGU F H D D C R G V I I S D S H F
H[SHQVHV RI WKH &RPPRQ (OHPHQWVED Q G H D & R R Q K L H
[Condominium Act 55-79.74:1.A]

DGRSW D QRQ GLVFULPLQDWRU\ HPSORPHQW SRC
SRVVLEOH HPSOR\PHQW RSSRU Y R Q S E N T I O N M A D I S O H [D
by Madison Associates 3]

REWDLQ DQG PDLQWDLQ DGHTXDWHH LUH ,QVXUD
&RPSUHKHQVLYH /LDELOLW\ ,QVXUD Q F V X U D Q G F H R U N P H
[Master Deed XIII]

ILOH WKH ³\$QQXDCE 5 W S R H U V L ' U U H Q K R D D H G O (V W D W H
[Condominium Act 55-79.93:1.A]

PDLQWDLQ D ERRN HQWLWOHG 3 D S W L H W P H Q F X U H
7KH ORUWJDJH %RRN ZKLFK VKRZV QRW PHUFW J & R J H Z
RQ KLV KHU \$SDUWPHQW WKH QDPH W K I G D F R G L Q H V R I
WKH [G F L E W V I I I . 1]

QRWLI\ HDFK PRUWJDJHH RI DQ\ GHUQXVOKWHRI WKH
SD\PHQW RI DVVHVKFHGWMDXRUWDDVBRKW KDHGRXEOG
*RYHUQLQJ 'RFXPHQWV WKDW [By-Laws III.4] FXUHG ZLW

DVVLLJQ DW OHDVW RQH VWRVHIMJSDFH WR HDFK

SRVW QRWLFH RILDVLSHOWWLG LGUH XDSRQW MHV & RPF
FRQVLVWLQJ RI FRODPSHG DRXWKH JORSSWWRQV GZKHVH
DSSOLHG DW OHDVW KRX[Cumulative Act 55-79.01] L WV DSSOLF
79.80:01]

EHIRUH WDNLQJ DRWVRHQUPLVQBMLQHISREWDDQWLVKH
ZULWWHQ DSSURYDDQRI DQNDVH \$DDQDQWVR/6% KROG %
long as they are mortgagees], WRJHWKHU ZLWK WKDW RI SHUFHG
PRUWJDJHHV RI DQ\ [By-Laws III.3] DUWPHQWV

5HVROXWLRQV DQG 'HFLVLRQV ([FRQSWDDQGRUWKHRDZLW
RI WKH &RXQFLO PDXWDMRDSURYSHGHV&RZLQHSMUVRQ
SUR[\ DW D OHHWLQJ DW ZKLFK WVRHILM D GXO\ FRQV
7KH &R 2ZQHUV

(YHU\ &R 2ZQHUV DW OHDVW RQH RI WKH IROORZL

- DQ RZQHU RI UHFRUG RI RQH [By-Laws III.4] RI WKH \$\$
- WKH VSRXVH RI DQ RZQHU RI UHFRUGV-ZKR UHVLG
I.4.(b)]
- D SHUVRQ ZKR RZQV DQ \$SDUWPHQWULQSDRXVGLFL
ZKR UHVLGHV LQ WVRHILM \$SDUWPHQW DQG
- 7KDW SHUVRQ QDWXUDO SHUSRUQFRWVSRLLSDVLRV R
WUXVW RU RWKHKRIHQWQW WLDVSDRORV BAHDFOPBUCR\$W
WKH [Cumulative Act 55-79.41]

7KH &R 2ZQHUV FRQVLLORRW&RWZHQ&WRXRVH\$DH[DC
7KH &RXQFLO ± ZK\$FK5E(62)16,8%7!,7< IRWHDGQULQLV
\$OH[DQGU[By-Laws III.4]

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

1RWLFH 7KH 6HFUHWDU\ ZLWK MRS SRDWO RI WRWLFHQ
HDFK \$QQXDO DQG 6SHFLDO [By-Laws III.4] WR HYHU\ &R 2ZQ

7KH QMST FHW DWH WKH WKH HIRHGLDQDIDQ ILWV S
[By- Laws III.4]

7KH QMST FEH PDLOHG DW OHDVW EXW QRW PRU
WKH 0H [By-Laws III.4]

- \$ QRWLFH WKXV PDLOHG LV FRQVLLORRWVHG WR EH

&RQGXFWR I 0HHWLQJV

\$OO PHWYL E JHVRSHQ WR DOO &R 2ZQHUV RI UHFRU
55-79.75.B]

7KH 3UHWLGSQW [By-Laws III.7]

7KH 6HFWLWUHS WKH PLQXWHV RI DOO 0HHWLQJ
WUDQVDFWLRQV [By-Laws III.7] LQJ WKHUHDW

7KH 3UHWLGSQW LQW D SHUVRQ WR [By-Laws
III.7]

7KH FXUUHQW HGLWLRQ RI 5RHWLW RY HXUQH WKH 2U
FRQGXFWR RI DOO 0HHWLQJ LQW LQVWUXFWLRQV RY HXUQH
9LUJLQLD &RQG [By-Laws III.7] \$FW

4XRUXP 7KH SUHVHQFH DW D 0HHWLQJ \SRUWRQH
2ZQHUV FRQVWL [By-Laws III.7] D TXRUXP

\$ PDMRULW \ RI &R 2ZQHUV RY 2ZQHUV WKH 2U
SHUFHQW RI WKH Y [By-Laws III.7] H YRWHV

3UR[LHV

(YHU \ SUR [LHV

- EH GDWHG DQG VLJQH > &RQGRPLQLXP \$FW
- EH ILOHG ZLWK WKH WKH UHVLWDUJH SHUVRQJH IRU W
Laws II.4]
- LQFOXGH D EULH [H]S DFDWLRQ LQVWUXFWLRQV WKH VSHU
[Condominium Act 55-79.77.D]
- EH WHUPLQDWHG DIWHU WKH ILULVK WHUPLQDWH [KH
ZDV H [By-Laws III.7] [Condominium Act 55-79.77.D]

\$ SUR [LHV] EH UHYRNHG H [FHSW E \ DFWXDO QRWL
[Condominium Act 55-79.77.D]

9RWLQJ (YHU \ &R 2ZQHUV LV (17,7/(' WR WFDHQRQH WKH
RZQH [By-Laws II.1.(a)]

9RWLQJ EH FDVW LQ SHUVRQ [By-Laws III.7] E \ SUR [LHV

,Q WKH HYHQW WKDW &RPPHUFLOD \$SDUWPHQW ± \$
(17,7/(' WR RQH YRWH [By-Laws III.7] WKHP

- ,Q WKDW HYHQWR WKH UHVLWDUJH RY WKH WHUPLQDWH \$SDUW
EH DOORFDWHG SURSRUWLRQDWLQV LQVWUXFWLRQV UGLQJ W
[Condominium Act 55-79.77.B]

,I DQ \$SDUWPHQW LV RZQHG E\ PRUW ~~WUBQHRQVHDS~~
D 0HHWLQJ RI WKH ~~MARROWLWKKHYRWHH~~ SHUWDLQLQJ V
[Condominium Act 55-79.77.C]

\$ &R 2Z ~~MAHNOT~~ YRWH DW DQ\ 0HHWLQJ RI WKH &RX
GHOLQTXHQW IRU ~~EGUSDWLDQDQ\ GDDQVQFWLBOWREO&R~~
DQG SD\PHQW RI WKDW REOLJDWL ~~RQRZDW RQWHPDIGHH~~
[By-Laws II.1.(b)]

\$GMRXUQH G 0HHWLQJ RI, ~~WDR\&RKHQDQD] FQIQRWO DFNRI~~
TXRUXP WKH &R 2ZQHUV SUHV ~~MAQVGMQXHUWRQDQIGVEL~~
WLPH QRW OHVV WKDQ KRXUV ~~DOWHUWKEJWZLPHFIBOQZ~~
Laws III.5]

\$QQXDO 0HHWLQJV 7KH &RXQFLO PX ~~VDFKRQV FDDQ \$GIC~~
[By- Laws III.2]

\$W WKDW 0HHW ~~MUST~~ WKH &RXQFLO

- E\ YRWH DQG SUR[\ ~~EDDORVII.2] HOHFW 'LUHFWRUV~~
- KH DU UHSRUWV RI WKH 2I ~~BY-Laws III.2] DQG &RPPLWWHH~~
- WUDQVDFW VXFK RWKHU EX ~~BY-Laws III.2] DV PD\ FRPH~~

7KH RUGHU RI EXVLQHVV :,// EH

L 5ROO &DOO

LL 3URRI RI 1RWLFH RI WKH 0HHWLQJ RU :DLYHU

LLL 5HDGLQJ WKH 0LQXWHV RI WKH 3UHFGHLQJ 0H

LY (OHFWLRQ RI ,QVSHFWRUUV RI (OHFWLRQ

Y (OHFWLRQ RI 'LUHFWRUV

YL 5HSRUWV RI 2IILFHUV

YLL 5HSRUWV RI /HQGHUV 5HSUHVHQWDWLYHV L

YLLL5HSRUWV RI &RPPLWWHHV

L[8QILQLVKHG %XVLQHVV

[1HZ %XV ~~BY-Laws III.6]~~

[L \$GMRXUQPHQW

6SHFLDO 0HHWLQJV

7KH 3UH ~~MUST~~ FDOO D 6SHFLDO 0HHWLQJ RI WKH &R

- GLUHFWHG E\ ~~KUH%ROXUGLRQ/By-Laws III.3] RU~~
- D SHWLWLRQ VLJQH G E\ &R 2ZQHUV ~~WYRQVHLQIV S~~
SUHVHQWHG W ~~BY-Laws III.3] HFUHWDU\~~

%XVLQHVV RWKHU WKDQ ~~MAY NOT~~ LEHVFRDQVHG VLQGWDK
OHHWLQJ ZLWKRXWOW ~~EMFRRXUHQW FRKWKH~~ \$RUFZHQWV
SUHVHQW LQ SHVIRQ ~~IR3U~~ E\ SUR[\

The Board of Directors. 7KH DIIDLUV RI WKH &RXQFLO DUH JRYH
'LUHFWRUV ~~[By-Laws IX.1]~~ RDUG

*HQUHO 3RZHUV DQG 'XWLHV 7KH %~~RDWR~~ IDG PIPSRZV
WKH DIIDLUV RI WKH ~~FRM~~ QFLDGLDQG ~~QGLQ~~ OHW DDUHLWS KD
VSHFLILHG GXWL ~~WY DQGST~~ WKH %RDUG

FDUH IRU PDLQWDLQ DQG RYHUVHH(\$ ~~PHDQ~~ GULD
DQG ID ~~By-Laws IX.1(a)]~~

GR VXFK DFWV DQG WKLQJV DV DUH ~~QVWEH~~ GDZHF
E\ WKH &RXQFLO ~~DQG~~

GHVLJQDWH DQG GEM ~~VV~~ SIRUV ~~QGLD~~ SDUHQWIDQ
RI \$OH[DQGULD +RXVHD ~~QGE~~ MSFURWROW

0DQDJHPHQW RI \$OH[DQGULD +RXVHD ~~QGE~~ MSFURWROW
%R ~~MUST~~ DUUDQJH IRU WKH PDQDJHPHQW RD \$OH[DQGULD
FRQWDLQLQJ SU ~~WRL~~ WKHQGXWHODVOR ~~SDQGD~~ FRLSH QMPVRYD
0DQDJHPHQW ~~[By-Laws IX.2]~~

7KH %~~RDWR~~ XQGHUWDNH VHOI PDQDJHPHQW ZLW
WKH SULRU DSSURYDO RI ±

• 7KH &KDVH 0DQKDWWDQ %DQN 1\$ DQG +RXVHKR
LQGLYLGXDOO\ VR ORQJ DV WKH\ ~~[By-Laws~~
IV.4]

• SHUFHQW RI DOO PRUWJDJHHV RYHOI \$SDHDFK
ILUVW PRUW ~~[By-Laws IX.3(a)]~~

\$VVHVPHQW ~~MAY NOT~~ RDUG

FROOHFW DVVHVPHQW ~~[By-Laws IX.3(b)]~~ &R 2ZQHUV

PDNH LQWHULP DGMXVPHQW ~~[By-Laws IX.3(b)]~~ HVVPHQWV

ERUURZ PRQH\ DV QHHGHG IRU WKH ~~DQ~~ GHUO\ RSH
LPSURYHPHQW RI \$OH[DQGULD +RXVH

LPSRVH UHDVRQDEOH XVHU IHHV IRU ~~HQVHUZKEFK~~ S
EHQHILW OHVV WKDQ ~~[Condition 55-79.80:2.A]~~ ZQHUV

DVVHVW WKH DPRXQW RI DQ\ H[SHQVHVOR D ~~FORH~~ WR
WKH PDLQWHQDQFH UHSDLUV RU ~~UDQ~~ DQ ~~FRV~~ QVHU
FRVWV DULVLQJ RXW RI DQ\ DFWW ~~RHU~~ HIJOUZWR FRKW
LV UHV ~~[Condition 55-79.80:2.A; By-Laws IX.3.(a)]~~

- %HIRUH VXFH FKDUJHV DUMUSTVE/HI VLM B Q VDIH & R 2
 RSSRUWXQLW\ WR EH KHDUG DQG WRKHEH% R D I S G H V H Q
[Condominium Act 55-79.80:2.B]

GHWHUPLQH WKHRODZ KRU FW KS-D PPHQWR R I DVVHVVP H
 \$SDUWPHQW VY\Law VII.7GXH

HVWDEOLVK VHUylfH FKDUJHV IRUQXVQSDLCGDVVH
Laws VII.7]

UHFHLYH DQG FRQVLGHU DQ\ JULHGYDVFXHWMKDDV D
 DVVHVVP HQW SURYLGHG KH VKH QD-VLaw LUVW SDLG W
VII.1.(f)]

0LVFHODDQHRXV 6SHF MUSEF XWLHV 7KH %RDUG

HVWDEOLVK D UHHDVROGD EOHH FHWKRWYRIRU & R 2ZQ
 FRPPXQLFDWH DPRQJ WKHPVHOYHV DDQGWZLWK WKH %
 FRQFHUQLQJ *[Condominium Act 55-79.80.A]*

JUDQW HDVHPHQWV WKURXJK WKH & R PPRQ (OHPH
 EHQHILWLQJ *[Condominium Act 55-79.80.B.(i); By-Laws VII.6.(a).(1)]*

DXWKRULJH SHUVRQV WR HQWHU \$SDUWRV B HQWRU R G
 PDLQWH *[By-Laws VII.6(a).(1),(2)]*

LQGHPQLI\ HPSOR\HHV DQ *[By-Laws VII.6(a).2]* V RI WKH & RXQ

IURP WLPH WR WLPH 3PDI' VSHFLZ QWKUHVOLPLWV
 FRPSUHKHQVLYH OLDELOLW\ LQVXV D D G HEFRYOH UDQDQX
 RI WKH & R 2ZQHURU RI SHUVRQV RUEFHVW IRU ZKRP
VII.8.(b)]

DGRSW DQG HQIRUFH UHDVRQDEOH5XOHV DQG 5H
 PDLQWHHQDQFH DQG FRQGXFW RI DQYLPHZOWRLQ \$OH[DC
 VDIHJXDUGLQJ WKH KHDOWK VD *[By-Laws VII.9]* G FRPIRUW

DQVZHU ZLWKLQ GD\ V D & R 2ZQHURV D \$ SKLVF B M
 \$SDUW *[By-Laws VII.3.(b)]*

-)DLOXUH E\ WKH %RDUG WR DFW ZLWKVK Q DWKLDQ W
 DSSURYHG WK *[By-Laws VII.3.(f)]* DWLRQ

DVVHUW WKURXJKU DLWLJ D W L HQGRDV B I W G W M X F R P S D
 VHWWOH DQ\ FODLPV RU DFWLRQV G U H O D W H G WR WKI
Act 55- 79.80.B.(ii)]

FRQVLGHU DQG PDNH D GHFLVLRQ R Q R H P S O K E S O H [
)RUP' WKDW LV VXEPLWWHG E\ D *[Virginia Code, Section 55-530(E)]*
 Section 55-530(E)]

\$ PHQGLQJ WKH *RYHUQLQJ KHR B XIEHQ B W L K H U G R W H I W I K W
'LUHFWRUV M A W B X W K R D U L G H W K H 3 U H V L G H Q W W R V X S S O H
HUURUV LQFRQVLVWHQFLHV DQG H D P E M d o n o r m A c t 5 5 - 7 9 . 7 1 . F]
55-79.71.F]

6XFK VXSSOHPHQW M A Y D Q G P F R W H U H F D Q G Q V H G X F H Z K
REOLJDWLRQV RI WKH & R 2 Z Q H U V Z I R X I O G Q F R Y Q H E V W E
RU D P E L J X L W \ K D G Q R W M R F 5 5 - 7 9 . 7 1 . F]
D G o n o r m A c t 5 5 - 7 9 . 7 1 . F]

5XOHV DQG 5HJXO D M L R Q V S W K B P H R Q G U H S H D O 5 X
5 H J X O D W L R Q W 2]
D W L R Q W 2]

1RQ ELQGLQJ JXLGHOLQHV IRU 5XOHV DQG 5HJXO

- 5XOHV DQG M A X E B D W L R S Q W H G E \ S H A H L V R B X W L R Q D Q G
UHDVRQDEO\ SXEOLVKHG DQG GLVWULPLoEx, WHG WKUR
Owners' Association Act 55-513.A]

- 7KH & R M A Q F L H S H D O R U D P H Q S H J X O D S X I O R D G R S W H G
% R D U G E \ D P D M R U L W \ R I Y R W H V O F D W M Q L Q F S O Y U W Q K
IRU WKDW SXUSR VH LQ D F F R U G D Q Z F P r o p e r t y W K W K H S U R
Owners' Association Act 55-513.A]

- 5XOHV DQG M A X E B D W L R S Q W H G E \ D Q \ P H W K R G Q R U
WKH R Z Q H U R I S U B Y D W L R I S D R I S C H U O V I G W G G W R W D S S O L
IRU L Q M X Q F W L Y H [P r o p e r t y O w n e r s ' A s s o c i a t i o n A c t 5 5 - 5 1 3 . A]
P r o p e r t y O w n e r s ' A s s o c i a t i o n A c t 5 5 - 5 1 3 . A]

9LRODWLRQV 5HPHGLHV DYDLODEROCH W R R V K H R % R D U G
*RYHUQLQJ 'RFXP B Q I V Q 3 D L H \$ G H I L Q H , 6 3 8 7 , 2 6 1 6 6 \$ 1 1 & 7
& 2 0 3 / \$, 1 7 6 ' D W 3 D J H

7+(',5(&7256

1XPEHU DQG 4XDOLILFDWLRQV 7KHL%RIB W G U L W F R D P S K R
Z K R M P U S T E H D & R [B y Z L o h I V . 1]
B y Z L o h I V . 1]

\$ & R 2 Z M A H N O T E H H O H F W H G W R W K H % R D U G L I K L V
ILQDQFLDO REOLJDOW K B Q E V R H V K G H B M K O D C H Q V G D R U P R Q
WKH DPRXQW QHFHVVDU\ WR EULQH Q L S D K B U D D F D R I X Q
KRXUV EHIRUH B y W L K o H I I H O H F W L R Q
B y W L K o H I I H O H F W L R Q

\$\ 'LUHFWRU ZKR FHDVHV WR EH D W R E Z Q B U Z L
'LUHFWRU B y R u l e s I V . 1]
B y R u l e s I V . 1]

1RQ %LQGLQJ *XLGHOLQH 6WDQGDUGV RI &RQGXFV

\$ 'LUHFWRU 6+28/' GLVFKDUJH KLV K M U K B M W I R H R G L
IDLWK MXGJPHQW IRU WKH E n v o l v e d C o r p o r a t i o n A c t
E n v o l v e d C o r p o r a t i o n A c t
13.1-870.A]

8QOHVV KH VKH NQRZVMAVWKHOZBQHW B H LLQH RWRD W
LV SUHVHQWHG WR KLP KHU E\ RWKBIUWKZKVR R EKHUHK
[Nonstock Corporation Act 13.1-870.B]

(OHFWLRQ DQG 7HUP RI 2IILFH

\$W DQ \$QQXDO 0HEHVLQRWHDFK VHOEDLQWORIG HWRI R
'LUHFWRUV DV WKHUH ~~BY-LAWS IV.5.(d)~~ DFLHV WR EH ILOOH

- +H 6MAY 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 WHEHEHOHFXDHOGRWRUW
QXPEHU RI 'LUHFWRUOWHKB MDKHWFRUPV HIRUOZHKFWHKG
[By-Laws IV.5.(c)] 7KH \HDU WHMUSTYDFDQGDHVG E\ WKH & R
UHFHLYLQJ WKH JUHDWVHW.5QXPEHU RI YRWHV

- 2WKHU 'MUST WIR UHOHFWHG DV QHFHVVDU\ WR FRP
WHUPV RI 'LUHFWRUV%ZKRU GHSLDQFVHGXV SHHHWLRXV
[By-Laws IV.5.(c)]

- 7KH VKRUWHU MUST EYDFDQGHVQ GHFUHDVLQJ R
2ZQHUV UHFHLYLQJ GLPLQ[By-Laws IV.5.(c)]XPEHUV RI YRWH

\$ 'LUHFWRU KROGKHRUJZLFWH UHQRVYVGRRLD UKLSODHFW
VXFFHVVURU KDV EHHQ HOHFWHG ~~BY-LAWS IV.5.(a)]~~ BGV R/R BGGWKIDW
PHHW[By-Laws IV.5.(a)]

5HPRYDO \$W DQ\ 5HJXODU RU 6SHMLDULWH HRW LQKJHR & R
2ZQHMAV UHPRYH ZLWK RU\ZRWWKRWLEJHFWREJG VDCRGJ VHOV
ILOO WKH YDFDQ[By-Laws IV.5.(a)]WKXV FUHDWHG

\$ 'LUHFWRU ZKRVH UHPRYDO KDV MUSTQESIURSRVHC
JLYHQ DQ RSSRUWXQLW\ ~~BY-LAWS IV.5.(a)]~~ DUG DW WKDW 0H

1RQ %LQGLQJ *XLGHOLQH V ~~BY-LAWS IV.5.(a)]~~ 5HVLJQDDWL DQ\ \$W'ILPHH
GHOLYHULQJ ZULV ~~BY-LAWS IV.5.(a)]~~ RWKHF BUMRLWVHJW
Corporation Act 13.1-859.A]

9DFDQFLHV 9DFDQFLHV LQ WKH %RDOGV K E HLDHWRG DEO
'LUHFWRU E\ D YR[MUST REHWIK B & RQ Q PIPD GLDWHO\ E\ YRW
WKH UHPDLQLQJ 'LUHFWRUV HYH ~~BY-LAWS IV.6]~~ DQK R XJRWKPH\ PD\ FR
IV.6]

\$ & R 2ZQHU WKXV HOHFWHG ZLOO \$QOYDODV D 'LU
0HHWLQJ RI WKH & SXQKDW DQFG DQ%RDUK R QGHU LWXV F
0HHW[By-Laws IV.6]

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

1RWLFH

1RWLFH RI WKH WLPH GDWH DQG ISIDEXHE OLVVHDFK
ZKHUH LW LV UHDVRQDEO\ DYDLQDEOH WZR 5D PDMRU
79.75.B]

- \$ & R 2ZQHUV HTXHVW WR EH QRBWLDI HSDRQ VDRD Q\ OHHW [Condominium Act 55-79.75.B]

1RWLFH LV 127 UHTXLUHG IRU WBYLDO LDO 2UJD

1RWLFH RI D 5HMSO EUH QHMYWQQWR HDFK 'LUHFWRU
OHDVW VHYHQ GD\ SULRU WBYLDO QDPHG IR

- ,I %RDUG OHHWLQJRU DDGH HWFHGXSHYDOLRDU W
DSSOLHV RQO\ WRWWBEMHKHIDGWLORONWMS DWKHO VFI
Laws IV.9]

1RWLFH RI D 6SHULDO QHMYDQJW OHDVW KRXUV
WKH OHHW [By-Laws IV.11]

1RWLFH RI D 6SHULDO QHMYDQJWR & R 2ZQHUV
FRQWHPSRUDQHRXVO\ ZLWK [Condominium Act] JLYHQ WR W
5579.75.B]

([FHSW IRU ([HFXWLYH 6HVVLQRQVSDFWDDVDQ & QF
PDWHULDQV IXUQWVSKHG WBGHUBYDMLQDVEOH IRU LQVS
2ZQHUV DW WKH VDPH WLPH DV WKH %RDUGRFXPHQWV
[Condominium Act 55-79.75.B]

:DLYHU RI 1RWLFH

%HIRUH DQ\ OHHWIRU ZKLVK HQ %RDUGR 'LVVHUHWK UUH
MAY LQ ZULWLQJ ZDLYH QHMYL EHH DQHGPEWGDHT XZDYLDGHU
KLV KHU KDYLQJ EHH [By-Laws IV.10] GXH QRWLFH

- +LV +HU DWWHQGLSQFHL DQVLRQ UDS DUNBNE E H RI WKH
GHHPHG D ZDL [By-Laws IV.10]R WLFH

,I DOO WKH 'LUHFWRUV DUH QHMYLQJRU GQ RVQLG HDQV
EXVLQV EHV WUDQVDFWH [By-Laws IV.10]DW OHHWLQJ

2SHQ OHHWLQJV \$MS% EDUHSOHWRQDQO & R 2ZQHUV
WKH %RDUG LV LQ [Condominium Act 55-79.75.B] [By-Laws IV.10]

7KH %RDUG & \$1127 RQM RRUWKHVV LQWRUPDO JDW
FLUFXPYHQW WKH RSH [Condominium Act 55-79.75.B] LUHPHQW

\$ & R 2ZQHUPDNH DQ DXGLR UHFRUGLQJ RI DQ\ SRL
OHHW [Condominium Act 55-79.75.B]

4XRUXP

\$W DOO 0HHWLQJV RI WKH %RDUGL WDXW B M FDU TWR UR
IRU WKH WUDQV DDF-VnLsRQ3RI EXVLQHVV

,I DW DQ\ 0HHWLQJ V RIMK B Q B RTDXRGHOP DLWRSJLMMX HRQV
WKR VH 'LUHFWRU WAZB B MRLXU S UMHK/HWQWHVQFQW W RVDV W
KRXUV DIWHU WKH WLPH IRU ZKL FBK-LWKM1R ULJLQDO F

- \$W WKH DGMRXUQH LQ H VHW Z KQBK P Q DEXVXEDW H GE B MW
WKH 0HHWLQJ R WAZJELQ DVOU\QFDDF WHG Z LBNKRSXW IXUW
IV.13]

&RQGXFWR RI 0HHWLQJV

9RWLQJ E\ VHFUHW IRU ZSHQ W H B VELDQO G R E M SW 2 + , %
IRU WKH HOHFV WLnRoQinRuh A211L79.75B]

\$Q DFW RI WKH PDMRULW\ RI WKHH\U H DF WRRUWXSPUE
SUHMHSQ WEH FRQVLGHUHG DV [B]DQW DFW] RI WKH %RDUG

7KH %RSDU S URYLGH D GHVLJQDWHG SHULRG RI W
DOORZ &R 2ZQHUV DQ RSSRUWXQLWA WR R WRPP&RQXQ R
[Condominium Act 55-79.75.D]

- 'XULQJ D 0HHWLQJ QDWD ZK/L B K PW W/HLO WMR V SHF LD LF
6SHFLDO 0HHWMAQJO LVPK MW %RKHU GR PPHQWV RI &R 2ZQ
OLVWHG RQ C WnKnhniDnA1G57D 75.D]

0LQXWHV RI DOOMUSR DEUHG UOHFRWLGCHG/ E B y-WnKsH 6HFU H
V.6]

- 7KH\ : ,// EH PDGH DYDLO [C WnKnhniDnA1G57D 79.74:1.B]

([HFXWLYH 6HVVLQRV

8SRQ DQ DIILUPDWLYH YRWH LQ R SHQS B H H M E Q O B
WKH SXUSR VH MRYUHV KHV V [LH]OX FRQY H Q R H U Q ([HFXWLYH
6HVVLQR WR ±

- FRQVLGHU SHUVRQ B H O L R B V \$ W W U V > &R Q G R @ / D Z
- FRQVXOW ZLW K C WnKnhniDnA1G57D 79.75.HJO
- GLVFXVV DQG FRQSVHLO G H L L Q F R Q L W U L D E W Y R Q Y I D Q G P D V
YLRODWLRQV RI WKH *RY [B]DQW DFW] RFXPHQWV DQG F
- GLVFXVV SHUVRQDO Q C WnKnhniDnA1G57D 79.75.R] 2ZQHUV

7KH %RSDU G H V W U L F W L W P D F R Q W I L G / H W B W L K R Q V R I V S H
V W D W H G L Q C WnKnhniDnA1G57D 79.75.C]

)ROORZLQJ DQ ([HFXWLYH 6HVVLRLQ QW KMDGHHQL VL
MUST EH DQQRXQFHG [By-Laws IV.10] VHVVLRLQ

)RU DQ DFWLRQ DGRSHWHVGRLO WIRHEXWVPP% RDIUHG WL
MUST IROORZLQJ WKH ([HFXWLYH 6HVVLRLQ WDNHFRQYH
YRWH RQ WKD*MUST* FWLRLQLWKLVEVWDQFH UH DVRQDE
RSHQ 0H*Conn. Code of Laws Act 55-79.75.C]*

3DUWLFLSDWLRQ E\ &RQIHUHQFH 7HOHSKRQH

'LUHFWRU SDUWLFLSDWH LQ D OHHWLQJ RI WKH %RI
FRQIHUHQFH WHOHPSXQLFDWLRLQPLDGGXEPUZIKMURHUA
SDUWLFLSDWLQJ LQ WKH OHHWLQJWRDRQVHL/DXQWVGHF
Laws IV.15]

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

2UJDQL]DWLRQ 0H*MUST* QJRQGHWRDIUGVW 0HHWLQJ ZLW
HOHF*By-Laws V.8]*

7KH SODFH DQG W*MUST* FEHWKHGHVWQH 'LUHFWRU
\$QQXDO 0HHWLQJ DW ZK*By-Laws V.8]* H\ ZHUH HOHFWHG

\$ PDMRULW\ RI *MUST* ZHRQH*By-Laws V.8]*

5HJXODU 0HHWLQJHWSLGHJRQVKEH%RIDGGDW D WLPH D
GHWHUPLQH E\ D PDMRULWV*By-Laws V.9]* RI WKH 'LUHFWRUV

\$W OHDVW 5H*MUST* DEHOKHHVGLGJULQJHDFK ILVFD
IV.9]

6SHFLDO 0HHWLQJV \$ 6SHFLDO 0HHWLQJ ±

MAY EH FDOOHG E\ *By-Laws V.11]* VLVGHQW

MUST EH FDOOHG E\ WKH 3UHVLVGHQW RU DWFODV
WZR 'LU*By-Laws V.11]*

\$FWLRQ E\ 'LUHFWRULQJZLSQRXFWDBQHDKDW D DHEHVMQ
WKH %RDEHG WDNHQ ZLWKRQVDBQWHVQLQJWKLDQKHVHWL
DFWLRQ LV VLJQHGHVLMUKHUKDWILDEHWHVQVEX.14] OOWKH

7KDW DFWLRQ ZLOO KDYH WKH VDPRIYRUFH DQG H
Laws IV.14]

Committees.

7KH 3UH*MAY* DSSRLQW &RPPLWWHHV WR DVVLVW LQ WK
DIID*By-Laws V.4]*

&RPPLWWHHMAYHEHULWKHU &R 2ZQ*By-Laws V.4]* 5HVLGH

&RPPL*MUST* HROORZ WKH UXOHV SUHVFULHGH IRU WKH

JLYLQJ QRWLF [Hon. Romi Pittman Act 55-79.75.B]

PDNLQJ DJHQGD SDFNHWV DQG PDWHHWVDOV IXUQL
DYDLODEOH IRU LQVSHFWLRQ [Hon. Romi Pittman Act 55-79.75.B]

KROGLQJ RSHQ [Hon. Romi Pittman Act 55-79.75.B]

UHFRUGLQJ PLQXWHV RI PHHWLQJ & RQGLQJ
\$QQXDO [Hon. Romi Pittman Act 55-79.75.B]

The Officers.

'HVLJQDWLRQ 7KH & RQGLQJ
WKH 6HFUHWDU [By-Laws V.1]

7KH RIILFHV RI 3UHVLGHQV & DQG
[By-Laws V.1]

7KH %RDLQ SRLQW DQ \$VVLVWDQW 6HFUHWDU\ DQ
DQG VXFK RWKHU RIILFHUV DV [By-Laws V.1]
\$VVLVWDQW 6HFUHWDU\ DQG \$UHVSRQVLRQ GRQRWUE
'LUHFWRUV [By-Laws V.1]

(OHFWLRQ ~~MUST~~ 2EHLFHUWHG DQQXDOO\ E\ HDFK QHZ
2UJDQLJDWLRQ 0HHLWHUHQDWWRK KRS [By-Laws V.2]

5HPRYDO \$QY2EHLFHUWHG HLWKHU ZLWK RU ZLWKR
VXFFHVVURU HOHFWHG E\ D PDMRU\ DQDURJOMKMLQ & DRUGWK
RU DW DQ\ 6SHFLD\ORJ [By-Laws V.3]

)LGHOLW\ %RDLQYUHTKLDURDW & DW DOO 2IILFHUV RI WK
UHVSRQVLEOH IRU & RXQFLO IXQ [By-Laws V.4]

7KH 3UHVLGHQW 7KH 3UHVLGHQWILL [By-Laws V.4]

+H 6KH KDV DOO JHQHUDO SRZHUG DQG GRQRWUEHLF
RI 3UHVLGHQW RI D SURSHU [By-Laws V.4]

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

• SUHSDUH DQG H[HFXW [Hon. Romi Pittman Act 55-79.57.B]
DQG REOLJDWLRQSDZLWLF XQDYSHE [Hon. Romi Pittman Act 55-79.57.B]

• XSRQ D YRWH RI WLZRHFKRUGVXRQ [Hon. Romi Pittman Act 55-79.57.B]
FRUUHFV PLVWDNHV HUURUV LQKRQ [Hon. Romi Pittman Act 55-79.57.B]
'RFXPHQWV 6XFK VXSSOHPHQWV DQGH [Hon. Romi Pittman Act 55-79.57.B]
WKH REOLJDWLRQZR [Hon. Romi Pittman Act 55-79.57.B]
LQFRQVLVWHQF\ RU DPE [Hon. Romi Pittman Act 55-79.57.B]

• DSSRLQW & RPPLWWHHV IURP DPRQJ & RQGLQJ
RI WKH & RQGLQJ [By-Laws V.4]

• DSSRLQW D SHUV ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
[By-Laws III.7]

+H 6MAY NOT VHUYH FRQFXUUH ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
7KH 3UHV LGLGHQW V '87,(6 LQFOXGH ±

• SUHVLGLQJ DW DOO P ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

• FDOOLQJ D 6SHFL ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
%RDUG RU D SHWLWLRQ VLJQHG EW ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
SUHVHQQWHG W ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

• SUHVLGLQJ DW DOO 0H ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

• FDOOLQJ 6SHFLD ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
ZULWWHQ UHTXHVW RI D ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
'LUHFWRU SHUV ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

7KH 9LFH 3UHV LGLGHQW

7KH 9LFH 3UHV LGLGHQW V '87,(6 LQFOXGH ±

• WDNLQJ WKH SOD ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
3UHV LGLGHQW LV DEVH ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

• SHUIRUP LQJ VXFK RWKHU GXWLHV ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
Laws V.5]

,I QHLWKHU WKH ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
DSSRLQW VRPH RWKHU 'LUHFWRU ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

7KH 6HF ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

+LV +HU '87,(6 LQFOXGH ±

• PDLQLQJ D QRWLFH ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
VWDWLQJ LWV S ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
2ZQHU DW OHDVWDQ EX ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

• NHHSLQJ WKH PLQXWHV RI DOO 0H ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
WUDQVDFWLRQV ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

• WDNLQJ FKDUJH RS ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
V.6]

• QRWLI\LQJ DOO &RV2 ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
[Condominium Act 55-79.81.C]

1RQ ELQGLQJ JXLGHOLQH 7KH 6HF ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~
&RX ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

7KH 7UH ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

+H 6MAY NOT VHUYH FRQFXUUH ~~RD P W G W D H U L Y H Q D D W K B I O S R P X H Q F W D Q J~~

+LV +HU '87,(6 LQFOXGH ±

- WDNLQJ UHVSQRVLELQW\ IRU RYHUVHHLQJ WKH NHHS LQJ RI IXGOSDQVGDQFC XUDV GLVEXUVHPPHQWV LQ ERRNV ~~By-Laws V.7]~~ LQJ WR WKH &R
- RYHUVHHLQJ WKH GHSRVLWV RI DVDDQFVQKH\QDQHG DQG WR WKH FUHGLW RI WKH &RKHGFLVQLQDQWVHFK EGH %R DQ ~~By-Laws V.7]~~

Compensation, Conflicts, and Liability.

&RPSHQVDWLRQ \$ 'LUHFWRU RU 2IILFH KDYH DQ ILQDQFLDO LQWHUHV\ WKH\ HQWLW\ LI

+H ~~MAH~~ EH UHLPEXUVHG E\ WKH &RXQFLO IRU UHDI RI SRFNHW H[SHQVHV LQFXU\ ~~By-Laws V.7]~~ EHKDOI RI WKH &RQIOLFWV RI ,QWHUHVW

\$ 'LUHFWRU RU 2IILFH KDYH DQ ILQDQFLDO LQWHUHV\ WKH\ HQWLW\ LI

- KH VKH LV UHODWHG WR WKD ~~By-Laws V.7]~~ E\ EORRG
- KH VKH LV D GLD ~~By-Laws V.7]~~ RI UHPSGSRFHURIDK &RQG SHUFHQW RI WKH HTXL ~~By-Laws V.7]~~ UHVW LQ VXFK HQWL

+H ~~MAH NOT~~ KDYH DQ ILQDQFLDO LQWHUHVW LQ DQ ZKRP RU ZKLFK ~~By-Laws V.7]~~ DQ WUDQVDFWLRQ ±

- KLV KHU LQWHUHVW WR WKH %RQVDFWLRU WKDW WUDQVDFWLRQ ~~By-Laws V.7]~~ UHG LQWR DQG
- WKDW FRQWUDFWXUHV ~~By-Laws V.7]~~ DQ WUDQVDFWLRQ WKH GPBMBULF RI WKRVH 'LUHFWRUV ZKR KD ~~By-Laws V.7]~~ XFK ILQDQFLD

1RQ %LQGLQJ *XLGHOLQHV

\$ 'LUHFWRU KDV DQ LQGLUHFW \$HUVRQDO LQWHU

- DQRWKHU HQWLW\ LQ ZKLFK KH ~~By-Laws V.7]~~ DQILQDQFLDO JHQHUDO SDUW ~~By-Laws V.7]~~ Act 871.B]

- DQRWKHU HQWLW\ RI ZKLFK KH ~~By-Laws V.7]~~ WUHFWRV WUDQVDFWLRQ DQGRWKVH ~~By-Laws V.7]~~ QDUGRHHG E\ 'LUHFWRUV RI ~~By-Laws V.7]~~

\$ FRQIOLFW RI LQWHUHVW WUDQVSRUWLRQ LVLWX
DSSURYHG E\ D PDMRULW\ RI WKRVH QDUJRWLF
SUHVHQW [New York Education Act 13.1-871.C]

\$ WUDQVDFWLRQLQ LKLEK DOYLUHGFWRRI KQWHDUFRQ
QRW YRLGDEOH W\HWKHV\VLZDFWVRUHVIRQW OH GLLVHFR
FRQIOLFW RI LQWHUHVW %ZDUVGNQRQSHUGRYR BXW OH DSS
WUDQVDFWLRQ ZDV [New York Companies Act 18.R.2.0]

/LDELOLW\ DQG ,QGHPQLI DFWLRQ 7KH &RXQFLO

KROG 'LUHFWRUV DQG 2IILFHUV IUHH DQG KDUPOL

- OLDELOLW\ IRU DQWV V\BNDL RH QFHFR SVR WRKHUZ
WKHLU RZQ ZLOOIXO PLVF [By Law VI.2]
- SHUVRQDO OLDEROLW\ FROKUDFWVRORWRW KH ERPI
WKHP LQ JRRG IDLWK RQ EHKDOI RI HWKHS&R XRF WK H
H [WHQW WKDW W\RLVH ULW PDWROV [By Law & R.2.2 ZQHUV

LQGHPQLI\ HYHU\ 'LUHFWRU 2IILFHURILW KH XGLQJ
&RXQFLO DJDLQV\ V\HQ\ DQGOXGO QHSHR QEQE OLIHXUU
E\ RU LPSRVHG XSRQ WKHP LQ FROKMLRSQ ZEMHKGD

LQFOXGLQJ VHWWOHPHQW RI WKDWKMX% WDRUG SWRFZH
KH VKH PD\ EH PDGH D SDUW\ E\ UDI DVRIQF WIREHRQJ
2IILFHU RI WKH &RXQFLO HWKHJDU EBU KRUL'V UDQF WIRU
WLPV VXFK H [SHQV\HW DWL] LQFXUUHG

- 7KLV ULJKW WR LQGHPQLILFDWLRQ V\RVZKQFKGGO WL
'LUHFWRU RU 2IILFHU RU IRUPHUW [By Law VI.2]
- 7KH %RDUGL LW FKRRVHV LQGHPQLI\ DQ\ HPSORV
&RXQFLO LQFOXGLQJ ZLWKRXW [By Law VI.2]

LQGHPQLI\ DQ\ 'LUHFWRU DULQVW IDQ\IGP DQ UHVXO
FODLPHG EUHDFK BULVGE BLIDURPGWKV SHFLDLO\ DLVRO
OHYLG E\ [New York Trade Association Act 55-514.A]

1RQ %LQGLQJ *XLGHOLQHV

7KH &RXQFLO LQGHPQLI\ DQ LQGLYLGXDO ZKR ZDV PD
SURFHHGLQJ EHFDXVH KH VKH ZKH DS ULVHFWGRQ DJDL
KH VKH FRQGXFWHG QKLRPGODKWKV DQO KH OLVHYOH GWRL
DFWLQJ LQ WKH VEKIV & LQVFLOH DWV R EHFOLIPVHQ & LVD
DFWLRQV [New York Corporation Act 13.1-876.A.1]

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

3\$57 21(

7KH &RXQFLO LQGHPQLI\ D 'LUHFWRU LQ D SURFH
ZDV IRXQG OLDEOH WR WKH &RXQFLO JRW KLDWDIOP SURV
SHUVRQDO EHQHILW ZD\ ~~With Employment Act 13.1~~ KLP KHU
876.D.1,2]

7KH &RXQFLO 6+28/' UGWRQLZKB 'SUHLYD DOV LQ G
SURFHHLGLQJ EURXJKW DJDLQVW KLP ~~with Employment Act 13.1~~ XVH K
UHDVRQDEOH H[SHR ~~with Employment Act 13.1~~ WKH SURF
Corporation Act 13.1-877]

7KH &RXQFLO LQGHPQLI\ DQG DGYDQFH H[SHQVHV WR
RU DJHQW ZKR LVR ~~with Employment Act 13.1~~ WR D 'LUH
Corporation Act 13.1-881.2]

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

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

3\$57 21(

VI. OPERATIONS, MAINTENANCE, AND IMPROVEMENTS

.H\ SRLQWV IRU &R 2ZQHUV
)RU WKH PRVW SDUW WKH *RYHUQV QZL WRF XPHQ WV GHDC
 RSHUDWLQJ PDLQWDLQ LQJHQH[DQG ULPSURVHRV HYHUWK
 VKRXOG SD\ SDUWRFWQB UG B W M H Q F H L L R W 2 Z Q H Q W K L Q X
 6HFWLRQ
 'HWDLOHG REMHFVLYRUV BQG BSRF HODXQFQV DQG PDLQW
 SURJUDPV DUH SUHV FULEHG E\ WKH G%RD B\$5RI 'LUHFWR
 7:2 3ROLFLHV 5XOHV DQG 5HJXODWLRQV '
)XUWKHU GHWDLOV KHUFRQVSHUEMLHQWV B J R Q W 0 D Q D G J H P H
 LQ RXU HPSOR\HHV GXW\ DVVLJQPHQWV

Operations and Maintenance.

5HVSQRVLELOLWLHV RI ~~MUST~~ &RXQFLO 7KH &RXQFLO
 REVHUYH DQG FDUU\ RXW DOO OBRV QRUZGRQDQFH
 KHUHDIUHU PDGH BODDXWRUHUWPOVWWRV \$OHQ DQSSOL
 +RX ~~Master Deed IX.B]~~

NHHS DOO &RPPRQ (OHPHQWV LQ ~~Master Deed~~ DQG V
 IX.B]

PDLQWDLQ UHSDLU DXJPHQW DQBRDNH JRRG D
 (OHPHQWV LQFOXGLQJ ZLWKRXW WLEX ~~MDGWLQJ~~ WKH
 Deed IX.C and Exhibit G, Property Maintenance Agreement 8]

UHSDLU UHQRY ~~DOVDF~~ HULHQWV ~~RU~~ ~~HOV~~ ~~RU~~ ~~ZL~~ ~~W~~ ~~B~~ ~~S~~ ~~Q~~ ~~D~~ ~~Q~~ ~~G~~ ~~V~~ ~~H~~ ~~U~~
 UHVLGHQWLDO \$SDUWPHQW ZKLFK ~~Q~~ ~~D~~ ~~Y~~ ~~M~~ ~~L~~ ~~R~~ ~~Q~~ ~~H~~ ~~V~~ ~~Q~~ ~~G~~ ~~D~~ ~~P~~ ~~D~~ ~~.~~
 RULJLQDWLQJ LQ RU WKUR ~~Q~~ ~~U~~ ~~W~~ ~~K~~ ~~H~~ ~~A~~ ~~&~~ ~~R~~ ~~P~~ ~~P~~ ~~R~~ ~~Q~~ ~~(~~ ~~O~~ ~~H~~ ~~P~~ ~~H~~ ~~Q~~ ~~W~~ ~~V~~ ~~]~~
 79.79.A.(ii)]

HVWDEOLVK DQG ~~P~~ ~~D~~ ~~Q~~ ~~Q~~ ~~W~~ ~~B~~ ~~U~~ ~~Q~~ ~~V~~ ~~W~~ ~~U~~ ~~X~~ ~~F~~ ~~W~~ ~~H~~ ~~U~~ ~~D~~ ~~G~~ ~~L~~ ~~P~~ ~~S~~ ~~U~~ ~~R~~ ~~Y~~ ~~I~~
 UHSDLULQJ RU UHSODFLQJ PHFKDQQ ~~F~~ ~~B~~ ~~B~~ ~~V~~ ~~H~~ ~~T~~ ~~X~~ ~~L~~ ~~S~~ ~~P~~ ~~H~~ ~~Q~~ ~~W~~
 SXUS ~~Master Deed Exhibit G, Property Maintenance Agreement 3]~~

PDNH EXLOG PDLQWDLQ DQG UR ~~S~~ ~~D~~ ~~V~~ ~~U~~ ~~F~~ ~~D~~ ~~X~~ ~~O~~ ~~G~~ ~~V~~ ~~H~~ ~~Q~~ ~~F~~
 VLGHZDONV DQG SDUNLQJ DUHDW ~~F~~ ~~W~~ ~~R~~ ~~D~~ ~~\$~~ ~~O~~ ~~H~~ ~~U~~ ~~B~~ ~~I~~ ~~Q~~ ~~H~~ ~~T~~ ~~L~~ ~~X~~ ~~L~~ ~~I~~ ~~.~~
 +RX ~~Master Deed IX.A]~~

PDLQWDLQ DQG NHHS LWV ODQG ~~D~~ ~~Q~~ ~~G~~ ~~V~~ ~~D~~ ~~E~~ ~~R~~ ~~X~~ ~~D~~ ~~G~~ ~~M~~ ~~D~~ ~~L~~ ~~F~~ ~~.~~
 RI \$OH[DQGLD +RX ~~V~~ ~~K~~ ~~H~~ ~~D~~ ~~Q~~ ~~G~~ ~~X~~ ~~W~~ ~~E~~ ~~H~~ ~~R~~ ~~B~~ ~~V~~ ~~W~~ ~~D~~ ~~E~~ ~~V~~ ~~H~~ ~~D~~ ~~Q~~ ~~G~~ ~~L~~ ~~Q~~ ~~W~~ ~~L~~ ~~Q~~ ~~.~~
 FRQGLW ~~Master Deed IX.C]~~

- NHHS DOO WUHHV VKUXEV DQGUHSDVDQ WKM KHIR Q
ZKHQHYHU *[Master Deed IX.D]*

EHIRUH FRPPHQFLQJ RU SHUPLWWLQJ FR QVWUXFV
\$OH[DQGULD +RXVHDQRVWLQJ HPRXULH W WRHREVDW QDFV
RID W\SH DQG LQ DQ DPRXQ *[Master Deed IX.D]* FMRU\ WR WK
FRQW *[Master Deed IX.D]*

- REWDLQ WKLV ERQGXUWRV D XVRKUSUMJHVLQVRLGRLEQX
[Master Deed IX.D]

- QDPH DV ³REOLJHV' FROOHFWLY HFO\ DDOS &RU2 ZDQ
[Master Deed IX.D]

- JXDUDQWHH FRPSOHUWLVWLQ RQ V XFKP HFOQD QOF DVU DRO
PDWHULDO PDQTV OLHQV DQG DOO RW &RHGH FROIDL PV
9LUJLQLD *[Master Deed IX.D]*

3RZHUV RI WKH &RXVHO 7KH &RXQFLO

HPSOR\ GLVPLVV DQG UHSODFH DLJQVSRZHQ/ HP
DQG UHVSRO *[Ordinance 55-79.80.A.1]*

PDNH RU FDXVH WR EH PDGH DGGISDURQD WKSU
&RPPRQ *[Ordinance Act 55-79.80.A.2]*

HQWHU DQ\ \$SDUWPHQW ZLWK RQ\ ZHFKURJHQ SULF
RULJLQDWLQJ LQ RU WKUHDWHQLQJ WZKH \$SCHUWIPWY
2ZQHU LV SUHVHQW *[By-Laws VII.6(a)(1)]* RU QRW DQG

HQWHU DQ\ \$SDUWPHQW WR DFFRPSDLWR VFKHG X
&RPPRQ *[By-Laws VII.6(a)(2)]*

- ,WV &R 2ZQHU *[By-Laws VII.6(a)(2)]*
VXFK *[By-Laws VII.6(a)(2)]*

5HVSRRVLELOLWLHV RI WKH %RDUG FDKWH% RSNHLS/ D
VXUYHLOODQFH RI \$OH[DQGULD +RXVHDQRVWLQJ WKH &RPPR
IV.3(a)]

6XEMHFW WR WKRYDORH ZVHQ & ROSTLDOU VDKH %RD
IRU WKH PDQDJHPHQW RI \$OH[DQGULSU R R XG HQSIXURVX
WKH GXWLHV RSHUDWLRQ UHPRYDQ \$DQWFRPSHQV
Laws IV.4]

7KH %RDUG XQGHUWDNH VHOI PDQDJHPHQW ZLW
RI &KDVH 1DWLRQDO %DQN 1 \$ DQG GRYLGHXROG %
ORQJ DV WKH\ DUH VPRHUW ZDWHKR W KHULPRUWWWRJFRQV
D WRWDO RI RIRWKHP \$SDUWPHQW YERWHIGRXSRQFR
PRUWJD *[By-Laws VII.6(a)(2)]*

7KH %~~MUST~~ FRQGXFWDW OHDVW RQFH HYHU\ ILYH WKH QHFHVVLW\ DQG DPRXQW RI HUDWDG YUHW WRTXL W FDSLWDO ~~[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~~ PDLQWDLQ KLV KHU RZQ \$SDUWPHQ ~~[Property Maintenance Agreement 8]~~

(YHU\ &R ~~MUST~~ SHUIRUP SURPSWO\ DW KLV KHU H PDLQWHQDQFH UHSDLUV DQG UHSDUWHPHQWV WZLWU &RPPRQ (OHPHQWV ORFDWHG WKHUWLSO HZDQGLD RI +RXVH LQ LWV HQWURQRUJLQW ~~[Master Deed XIV.A; By-Laws VII.2.(a)]~~

Improvements and Alterations.

5LJKWV DQG 'XWLHV RI &R ~~MUST~~ ZPHUHVLS &R YHZRHOWV RU DOWHUDWLRQV LQ KLV KHU \$SDUWPHQ ~~[Condominium Act 55-79.68(a)]~~

+H ~~MUST~~ DSSO\ LQ ZULWLIQ'JLWRF WKHV%ERDIURGRVR ~~[By-Laws VII.3.(b)]~~

-)DLOXUH E\ WKH %~~MUST~~ WRGLHV SLRQVWZLW XWRHFRQ SHUPLVLRQ IRU WKH ~~[By-Laws VII.3.(b)]~~
- 7KH &R 2ZQHUV RI &RPPHUFDO \$SDUWPHQ \$ LV ~~[By-Laws VII.3.(b)]~~

+H ~~MUST~~ QRWLI\ WKH &RXQFLO RI DQ\ LPSURYHPH \$SDUWPHQW KDYLQV DRYDOXH ZGHQHWLPDGRUDDW RD DJJUHJDWH LQFUHDVHG ~~[Master Deed XVI.B.4]~~ SHULRG RI W

,I KH VKH DFTXLUHV DQ \$SDUWPHQW DSRPHQW V LQWHUYHQLQJ ~~[Condominium Act 55-79.68(b)]~~ GRLQJ ZHDNHQV WKH VWUXFWXUH RWKGDPRPHRQ HV (OHPHQW ~~[Condominium Act 55-79.68(b)]~~

+H ~~MAY NOT~~ ±

- LPSDLU WKH VWUXFWXUDO LQWHUURLWDQRISRUWKLFR RI \$OH[DQG ~~[Condominium Act 55-79.68(a)]~~
- GLPLQLVK VRXQG R ~~[Master Deed XVI.C]~~ SUHVVLQR
- SDLQW RU RWKHUV ZHWHRFK DSSHH DUDQWPHRQ VKLRU KD RWKHU SRUWLRQ RIX \$OH[DQG ~~[Condominium Act 55-79.68(a); Master Deed XVI.G]~~

- LQVWDOO DQWHQQDV DLU FRQGYMFLRQBQJKXLQKWM
EDOFRQ\ RU WKDW SURWUXGHV WKURIX&R XDFLORPP
SULRU ZULWWHQ DSSURMDODKDXVI.EJHHQ JUDQWHG F
- HQFORVH KLV KHU EDOFRQ\ LQasZKReOVI.FU LQ SDU
+H 6KH PXVW XVH EKLRQH WXQGH QVGDNSW ZDOPWHUL

[Master Deed XVI.J]

Commercial Apartment-A.

5HVSQRQVLELOLWLHVI RIRWKHU&R DQZCSUBVZQQW ±\$ 7KI
&RPPHUFLDO \$SDUWPHQW ±\$ LV 5(63216,%/(IRU ±

2SHUDWLQJ DQG PDVQVQGQLHFRQKFILOP
\$SDUWPHQW ±\$ [Master Deed XIV.B]

DQ\ DQG DOO QHFGVDDLQWHSDDQFHQZQRWKHU RSH
VWUXFWXUDO ZLWKLQ &RPPHUFLDO.\$SDUWPHQW ±\$

DOO RI &RPPHUFLDO \$SDUWPHQW ±\$ [Master Deed XIX.W] LQLOLWLHV

- 6XFK XWLOLW MIST DEHGVI\$DVIDVHVO\ PHWHUHG IUR
XWLOLWLHV DQGOVHWRLFKM B WVLWVLEQWVDEOHS\$SDUWPHQW
&RPPRQ (OPHQWV DQG WKH [Master Deed XIV.B] PPRQ (OH

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

VII. FINANCIAL MATTERS

.H\ SRLQWV IRU &R 2ZQHUV
 7KHVH UHTXLUHPHQWV DUH PRVW WKH %RHOULGF DOW LFO OL QV
 \RX VKRXOG EH JHWKH DOW DOW DOW DOW DOW DOW DOW DOW DOW DOW DOW
 FRVWV RI RSHUDWLQJ DQG PDLQWDLQ DOW DOW DOW DOW DOW DOW DOW DOW
 DVVHVVHG WR PHHW WKRVH FRVWV
 \$ERYH DOO \RX VKRXOG \RX GHUJWW DOW DOW DOW DOW DOW DOW DOW DOW
 DUH OHYLHG XSRQ \RXU \$SDUWPHQW
 ,I HYHU \RX KDYH FDXVH WR GLVSKHW BLVDF KL D VFK DOW DOW
 DUJXH DERXW LW DIWHUZDUG ,IXWXHGHU FRUHHFW \RX
)LQDOO\ \RX VKRXOG EH VXUH WKOLWLRX DOW DOW DOW DOW DOW DOW DOW
 GXWLHV ZLWK UHJDUG WR LQVXUDQFH UHTXLUHPHQWV

Oversight.

'XWLHV RI WKH 7UHDVXUHU 7KH 7UHDVXUHU WKH 5(632
&RXQFLO V IXQG DOW DOW DOW DOW DOW DOW DOW DOW DOW DOW DOW

+H 6MUST RYHUVHH ±

- WKH NHHSLQJ RI IXQG DOW DOW DOW DOW DOW DOW DOW DOW DOW DOW DOW
ERRNV EHORQJLQJ [By-Laws K.F] &RXQFLO DQG
- WKH GHSRVLWV RI DOO PRQH\ DOW DOW DOW DOW DOW DOW DOW DOW DOW DOW
FUHGLW RI WKH &RXQFLO LQ VXFW [By-Laws E.VLGRUHLFW
E\ WKH [By-Laws U.G]

5HVSQRVLELOLWLHV 3RZHUV DQG 'XWLHV RI WKH %RHOULGF

7KH %RHOULGF HOHFW GHSRVLWRULHV IRU WKH &RXQFLO
YDOXDEO [By-Laws H.F]WV

7KH %RHOULGF

- UHTXLUH WKDW DOW DOW DOW DOW DOW DOW DOW DOW DOW DOW DOW DOW
IXQGV REWDLQ DGHTXDWH ILGHOLWV [By-Laws M.SRQGHV 7KH SU
SDLG E\ WKH [By-Laws O.F.]O DQG
- ERUURZ PRQH\ DV QHHGHG IRU WKH DOW DOW DOW DOW DOW DOW DOW DOW
LPSURYHPHQW RI \$ [By-Laws Q.U]D +RXVH

7KH %RHOULGF LV 5(63216,%/(IRU WKH &RXQFLO
2ZQH [By-Laws IV.3.(c)]

Assessments.

'XWLVH RI WKH & RXXQFLD VVWDE & RVIQ DLGG FROOHFW IUP
PRQWKO\ DVVHVVP HQWV DJDLQVW HBQKH\$SDUWPHQRWWR
&RPPRQ (OHPHQWV LQFOXGLQJ RSHWWRWPEQDQRDILXQVGLLQ
WKHLU RSHUWDEQRHQQWUHDVWYH) *Property Maintenance
Agreement 2; By-Laws VII.1]*

\$VVHVVP HQWV IRU &RPPRQ ([SHQVHV

\$VVHVVP HQWV IRU ~~MUST~~ FERHQ±H[SHQVHV

- DSSRUWLRQHG DPRQJ WKH & R 2ZQHUIVLDQFRUHLWQ
LQ WKH &RPPRQ ~~[By-Laws VII.1]~~ DQG
- FKDUJHG WR ~~W/Ky-Laws VII.1]~~ PHQWV

7KH DVVHVVP HQW IRU FRPPRQ H[SHQVHV G DV GIXH
HDFK ILVFDVY\HDUSDEGWDQG ZLOO QrupDOO\ EH ELO
LQVWD ~~[By-Laws VII.1]~~

- , ~~MUST~~ EH D FRQLQLQJ OLHQ X ~~SDUW~~ WKH \$SDUWP
VII.1.(c)]

\$GGLWLRQDO \$VVHVVP HQWV

,I WKH DVVHVVP HQW DGRSWHG E\ ~~FRHW&WKDFDWS~~
RSHUDWLQJ H[SHQVHV DQG VXVWDWQHW%H /DZVHWKHH
%RDU ~~MUST~~ HQDFW D QHZ VFKHGXOH RI DVVHVVP HQ
LQVXIL ~~[Colorado Film Act 55-79.83.E; Property Maintenance Agreement 2]~~

- ,I WKH QHZ DVVHVVP HQWDLQXW ~~SDUW~~ PHQW
PDGH GXH DQG SD\DEOH HDUOLHU ~~[Colorado
Act 55-79.83.E]~~
- 7KH %RDU ~~MUST~~ HFWHRLQGHG RU UHGXFHG E\ D PD
D PHHWLQJ RI WKH &RXQFLO ZLW ~~[Colorado
55-79.83.E]~~

6SHFLDO \$VVHVVP HQWV DQG 2WKHU /HYLHV

\$Q\ FRPPRQ H[SHQVHV ~~W/KDQIDVQRIWKFH\$SDUWP~~
E\ WKH FRQGXFWR OHVV WKDQ ~~SDUW~~ WPRQW H HQWEL
WKHLU OLFHQ ~~MUST~~ VERUVSGFLDQV DVVHVVP HQ DJDLQV
LQYROYHG LQ DFRUGDQFH ZLWK ~~WYFKUHQDVRQDEOH~~
'RFXPHQWV PD\ PDNH ~~[Colorado Act 55-79.83.B]~~

7KH %RDU ~~MUST~~ SRVH UHDVR ~~[Colorado Act 55-79.83.B]~~

\$Q\ FRPPRQ H[SHQVHKVWVKH/RDLQWHHQZQVW/LBQSDL
UHVWRUDWLRQ BQ\U/HBDDHBP&HQP/RQ E(HVSHHWD/OO\
DVVHVHVG DJDLQVW WKH \$SDUWPHQMQRZDKLFK WKI
DVLVJQHGDW WKH WLP H V[~~Condominium Act 57-79.3~~ZHUH LQFX

- (DFK &R 2ZQHU KROGLQJ H[FOXVLYHQJLJKWV RI X
(OHP ~~WOSW~~SD\ KLV KHU SUVRKUDWBDWKO DN VHVPHQW
&RXQFLO HVWDEOLVKHR ~~SHOQXDLORR DRUG HP B RQWRIO D~~
(OHP ~~HQW~~~~Deed VI.A]~~

,I WKHUV LV D VXE PHWHULQJ VHVWHEFLQV S O DFB
WKH UHVLGHQWLD ~~DOE \$SDS SRPHQVLRQ H S DDP R Q F VRKIG LQR~~
WR WKH DPRXQW RI HOHFWULFL ~~SDDFMPXDOOX X2WHIGHI~~
WKH FRVW ZLOO EH DSSRUWLRQHGGDIEUVRV ~~By D ODUHR~~
Laws VII.1.(b)]

\$Q\ VSHFLDO DVVHVPHQW RU RVHK ~~U /DZP GXO\~~
H J FKDUJHV LQ ~~WHS~~HEHWD ~~ODWR~~ EKDY ~~W HIGVDJDLQVW~~
RI WKH &R 2Z ~~QH-Laws IX.V.(d)]~~VHG

- 7KDW ~~MOST~~ ~~HQ~~DNH HIIHFW RQ WKH ILUVW GD\ RI WKH
PRUH WKDQ ILYH GD\ DIWHU GHOL ~~VXFK\ WSRI FLDH & R~~
DVVHVPHQW ~~H S HQ XH (d)]~~ OHY\

3RZHUV RI WKH ~~%RDUG~~ 7KH %RDUG

HVWDEOLVK VHUULFH FKDUJHV DJDRQVW DQ\ &R 2
DVVHVPHQWV GXH ~~RQ-Laws VIIK]~~WKHU \$SDUWPHQW

DVVHVV FKDUJHV ~~DHDLRQVW DQY & R OZUO RQJRI WKH~~
'RFXPHQWV IRU ZKLFK KH VKH RU KLV ~~VKWV IBLDWRH~~
LQYLWHHV ~~DUH D HHS RQ 57-79.3A.(ii)]~~

³ZKHQ DVVHVPHQWV DUH SD\DEOPH ~~WXUQWWRIOOP~~
UHPDLQLQJ XQSDLG LQVWDOOPHQWW ~~BIQDQGDVFDVHP~~
HQWLUH EDODQFW ~~RIXWKHQ VSHVDFRHZQHXUOGHILDLOW~~
WKH WLP ~~HO\ SD\PHQW RI WZR FRQVH H XWWDH~~
Laws IX.1.(b)]

HQIRUFH DQG IRUHFORVH D OLHQ ~~LNUWDIGVEIV WRKHC~~
ODZV RI WKH &RPPRQ ~~ZHDQXK(c)]~~RI 9LUJLQLD

'XWLHV RI WKH &R 2ZQHUV

(YHU\ &R 2ZQHU LV 3(5621\$//< /,\$%/(IRUEDOO DVV
WKH &RXQFLO ZKLFK EFRPH GXH ~~DQGRSDVDDQH DW~~
\$SDUW ~~PHQ Deed XI]~~

- 7KH KROGHU RI WLWOH WR DQ \$SDUWPHQW DQIURVW D PRUWJDJH RU E\ ~~RMKNOT~~ SHURKHOHGSGUVRQDOO\ UHV. DVVHVPHQWV GXH EXW XQSDLGUD\$SDUWPHQW KH KH
[Master Deed XI]

(YHU\ & R ~~MZSQ~~ HSD\ DVVHVPHQWV LPSRVHG E\ WKH WKH FRPPRQ H[SHQVHV RI \$OH[DQGURO HRSXVHLQFO SUHPLXPV RI UHTXLUHG LQVXUDQFH D\ D\ Q\ VZHGWEHUWKO % R D\ B\ Caws VII.1.(a); VII.1.(e)]

- 7KH & R 2ZQHU RI & RPPRQW E \$ DQV \$ \$ B B SWV LURQP WKL
[By-Laws VII.1.(a)]

(YHU\ & R ~~MZSQ~~ HSD\ ODZIXO VHUYLFH FKDUJHV HVWD IRU DVVHVPHQWV GXH RQ KLV KHBF\$SDUWPHQW URW GXH ~~BDWH~~ VII.7]

\$ & R 2ZQHU ~~NOT~~ H[HPSW KLPVHOI KHUVHOI RU EH H OLDELOLW\ IRU DQ\ DVVHVPHQW XSRQLPLW KHU \$SD H[SHQVHV E\ UHDVRQ RI ZDLYLQJ WKH & RPPRQ HQMF (OHPHQWV RU E\ DEDQGRQ\ ~~Master Deed XI~~ B\ Caws VII.1.(e)]

, I D & R 2ZQHU GLVSXWHV WKH D ~~MUST~~ QW LRVW DSDV WKH GLVSXWHG DV ~~WAV~~ VPHQW JW KH QDQFH VZH WK WKH FRQVLG ~~BDWH~~ VII.9]

/LHQV

7KH & RXQFLO KROGV D OLHQ RQ HYQWV \$SDUWPHQW DJDLQVW WKDW \$SDUWPHQW & RQ ~~MUST~~ LECH XPD \$FW SULRU WR DOO RWKHU OLHQV H[FHSW ±

- UHDO HVWDWH OLHQV ~~Condorminium Act 55-79.84.C~~ PHQW RU
- WKH OLHQ KHOG E\ DQ\ PRUWJDJHH RW WKH \$SDUW \$ LLL %\ /DZV 9,, F @

, Q RUGHU WR SHW KLEW L ~~BDWH~~ V\ D IRH ~~BDWH~~ EKHFD D VGHX DQG SD\DEOH ~~MUST~~ KHLORXZIFW Q WKH & OHUN V RIILFH RI & RXUW D PHPRUDQ ~~BDWH~~ XFL GFX\FVW D QG H V ~~BDWH~~ K Y H L I G H Q @ E\ V [Condominium Act 55-79.84.C]

7KH WRWDO DQQX ~~BDWH~~ DQV ~~BDWH~~ ZHQW V H R W FRVPHRQ DQ\ SHQ VSHFLDO DVVHVPHQW RU IHHV ~~BDWH~~ QG UR ~~BDWH~~ W W F K D Q W H SXUVXDQW W ~~MUST~~ KEH%D FRZQWLQLQJ OLHQ OHYLG D [By-Laws VII.1.(c); IX.1.(a)]

/LHQV IRU WKH D ~~BDWH~~ QX DEH DRP V H V H P H Q W L Y H R Q WKH HDFK ILV ~~BDWH~~ VII.1.(b)]

/LHQV IRU VSHFLDO DVVHVVP HQWRWKWKHIHHHSHDQGH
FKDUMUSTVEHFRPH HIIHFWLYH RQ WKH ILUVVQ VGD\ RI W
ILYH GD\V DIWHU GHOLYHU\ WR WKDHO&BV2ZQ/HVUP HQVQ R
H[SHQVH IHHABy-Basis R.K(D)UJH

7KH VDOH RU WUDQMUSTUHQWWDQJSSDKWPKHQV LHQ RQ
WKHUHRI ZKLFK EHFDPH GXH[S-Law R.U.McR] WKH VDOH R

- , **MAY NOT** UHOLHYH WKH \$SDUWPHQW IURP DQ\ DVVH
WKHUHFDLW\$HWI.(c)]

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'XWLHV DQG 5HVSQRVLELELQWLMUSTR] WKH &RXQFLO 7H

DSSRUWLRQ DPRQJ WKK &R L2VQ HUHHRV UPLG HEIWOUL F
XVHG LQ DOO RI WKH UHVLGHQW LQDOVSSDHUQV RQ QHDF KI
\$SDUW[B-Law VII.1.(b)]

FDOFXODWH DOO FKDUJHV IRU \$DHFWPHUHQV\ EXD\H
XSRQ WKH UHGLQJV RI VXE PHWHULWL QXWMD OED HGD W
\$SDUW[Virginia Administrative Code 20VAC5-305-40]

7HVWLQJ WKH 6XE OHWHULQUSTXLSPHQW 7KH &RXQF

KDYH D WHVWLQJ SURJUDP ZKRVH \$FULPSW D \$H SF
GHJUHH RI DFFXUDYLFGX OLVQVPHKWKHLLSQPHQW
Administrative Code 20VAC5-305-70]

HQJDJH D TXDOLILHG H[SHUW WR W/Migina UP DOO U
Administrative Code 20VAC5-305-60]

WHVW DOO VXE PHWHULQJ HTXLSFCHQ RI LVQK E FQ BRW
HGLWLRQ RI \$16, & [Virginia Administrative Code 20VAC5-
30570]

XSRQ UHTXHVW E\ D &R 2ZQHU WHQW KLK KHU \$S
HTXLSPHQW ZLWK &R2ZQBUJ\$ URRY LQWHZ LVQK Q RWX EK
PDGH PRUH IUHTXHQWO\ WKDQ RQFHHQ Virginia PRQWKV I
Administrative Code 20VAC5-305-80]

- ,I PRUH IUHTXHQW WHVWLQJ UHTXHH VDWGHG R/WK M
DPRXQW RI ZKLFK VKDOO QRW H[FHFGDWKHG RZLW R IV
D W[Virginia Administrative Code 20VAC5-305-80]

- 6XFK GMSRVLVEH UHIXQGHHG XQOHVV WKH SHUFHQ
HTXLSPHQW H[FHHG[Virginia Administrative Code 20VAC5-305-
80]

VXEPLW WR DQ\ &R 2ZQHU UHTXHK W LQHV DOWHW W
REWDLQHG ZLWKLQIWHZUR FRPSQVGDVJ WKH W HV W
Code 20VAC5-305-80]

% LOOLQJ 7KH &RXQFLO↑ WFSR QWUDFWHG % LOOLQJ \$J

5HDG WKH VXE PHWHULQJ ZLWKLQHGKUHHDGEXVLQH
GDWH RI WKH XW LQV W X P DYW CHU PHV 305-90]

5HQGHU ELOOV ±

- IRU WKH VDPH ELOOLQJ SHULRGRDWKWDV RI WKH
[Virginia Administrative Code 20VAC5-305-90]

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

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

- WKH GDWHV DQG UHDLGLQJV RI WKHQXLEPDBUW
HQQ RI WKH SHULRG *[Virginia Administrative Code 20VAC5-305-90]*

- WKH QXPEHU RI HQHUJ\ XQLWV FRQYPHG GXULQ
Administrative Code 20VAC5-305-90]

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

- WKH DPRXQW GXH IRU HOHFWULFLOQ FRQVWRMGO
DPRXQW *[Virginia Administrative Code 20VAC5-305-90]*

- WKH QDPH DQG DGGHUV V 9BUJLQHD \$ 921QQLVWUDW
9\$& @

- WKH QDPH RI WKH ILUP UHQGHULQDGHKHDGOWKH
SRLQW RI FRQWDFWLQJUT&R VZQRICOW BDFQW WKHLU
Administrative Code 20VAC5-305-90]

- DQ H[SOLFLW VWDWHPHQW WKDSDVKM EDVOSLVRQL
VHUULFH WR \$OWDQGHU *[Virginia Administrative Code 20VAC5-305-90]*

(VWLPDWHG % LOOLQV WELP DW H G H L Q G X Q O H V V WKH P
WDP SHUHG ZLWK LV RXW RI RUC H H H R D F F H V V WR LW
Administrative Code 20VAC5-305-90]

,Q VXFK FDMST WKH GEV W O Q F W O \ P D R N H G H V W L P D
Administrative Code 20VAC5-305-90]

(VWL P D S T H E V H E D V H G X S R Q R Q H RI WKH I R O O R Z L Q J

- SUHIHUDEO\ FRQWLP~~SLVDRQEG~~ ~~OLQHF~~ ~~SRU~~ ~~GLRG~~ LI V
SUHYLRXV FRQVXP~~SWLRQ~~ ~~Administrative Code 20VAC5-305-90]~~
- DV D PLQLPXP FRQVXP~~SWLRQ~~ GXULQ~~W~~ ~~WKH~~ ~~RSUH~~ ~~FH~~
2ZQHU KDV QRW OLYHG RQ ~~WKH~~ ~~Administrative Code 20VAC5-305-90]~~ IRU RQH
- LI SRVVLEOH LQ WKH LPPHGLDWH~~W~~ ~~XP~~ ~~SRUL~~ ~~RJ~~ ~~LQJ~~ F
GXULQJ WKH SUHFHGL~~Q~~ ~~Administrative Code 20VAC5-305-90]~~ LRGV

5HELOOLQJ

:KHQHYHU DV D UHVXOW RI WHVW~~IQW~~ ~~KDQ~~ ~~XEID~~ ~~BM~~ ~~W~~
RU VORZ EHF~~DX~~ ~~WH~~ ~~FDIOL~~ ~~EF~~ ~~FD~~ ~~W~~ ~~UR~~ ~~QU~~ ~~WEL~~ ~~D~~ ~~R~~ ~~X~~ ~~K~~ ~~H~~ ~~L~~ ~~R~~ 2ZQ
WKH FRUUHF~~W~~ ~~DPR~~ ~~XQ~~ ~~W~~ DV FDOF~~K~~ ~~D~~ ~~ML~~ ~~PH~~ ~~I~~ ~~R~~ ~~O~~ ~~D~~ ~~S~~ ~~W~~ ~~H~~ ~~G~~ ~~L~~ ~~V~~
WKH ODVW SUHYLRXV WHVW EXIW ~~L~~ ~~R~~ ~~R~~ ~~Q~~ ~~R~~ ~~V~~ ~~K~~ ~~D~~ ~~V~~ ~~H~~ ~~I~~ ~~R~~ ~~U~~ ~~Q~~ ~~F~~
RFFXSDQF\ E\ WKH H[LVWLQJ ~~&~~ ~~R~~ ~~2~~ ~~Z~~ ~~Q~~ ~~H~~ ~~U~~ ~~Z~~ ~~K~~ ~~L~~ ~~F~~ ~~K~~ ~~H~~ ~~Y~~ ~~H~~ ~~U~~
Code 20VAC5-305-40]

,I IRU DQ\ UHDV~~R~~ ~~Q~~ ~~U~~ ~~P~~ ~~D~~ ~~W~~ ~~K~~ ~~I~~ ~~R~~ ~~Q~~ ~~W~~ ~~K~~ ~~D~~ ~~W~~ ~~D~~ ~~P~~ ~~P~~ ~~S~~ ~~H~~ ~~L~~ ~~L~~ ~~Q~~ ~~J~~ WKH
DSSDUDWXV KD~~V~~ ~~H~~ ~~Q~~ ~~W~~ ~~X~~ ~~H~~ ~~D~~ ~~P~~ ~~R~~ ~~X~~ ~~Q~~ ~~W~~ ~~F~~ ~~R~~ ~~W~~ ~~H~~ ~~E~~ ~~M~~ ~~H~~ ~~Q~~ ~~F~~ ~~X~~ ~~W~~ ~~H~~ ~~Z~~ ~~K~~
&RX~~Q~~ ~~M~~ ~~E~~ ~~S~~ ~~T~~ ~~O~~ ~~H~~ ~~V~~ ~~W~~ ~~L~~ ~~P~~ ~~D~~ ~~W~~ ~~H~~ WKH ~~H~~ ~~O~~ ~~J~~ ~~F~~ ~~W~~ ~~K~~ ~~H~~ ~~L~~ ~~F~~ ~~Q~~ ~~W~~ ~~L~~ ~~M~~ ~~H~~ ~~S~~ ~~H~~ ~~V~~ ~~G~~ ~~X~~ ~~R~~ ~~I~~ ~~G~~ ~~F~~
UHJLVWUDWLRQ E~~S~~ ~~M~~ ~~H~~ ~~U~~ ~~X~~ ~~S~~ ~~H~~ ~~R~~ ~~Q~~ ~~W~~ ~~D~~ ~~O~~ ~~F~~ ~~F~~ ~~R~~ ~~O~~ ~~R~~ ~~Q~~ ~~Q~~ ~~G~~ ~~I~~ ~~X~~ ~~N~~ ~~G~~ ~~H~~ ~~F~~ ~~K~~ ~~H~~ ~~Y~~ ~~H~~ ~~U~~
VR HVWLPDWHG WR FD~~Q~~ ~~F~~ ~~R~~ ~~Q~~ ~~D~~ ~~Administrative Code 20VAC5-305-40]~~ FWHG EL

- 2Q WKDW EDV~~W~~ ~~S~~ ~~T~~ ~~W~~ ~~K~~ ~~H~~ ~~E~~ ~~&~~ ~~R~~ ~~2~~ ~~Z~~ ~~Q~~ ~~H~~ ~~U~~ ~~I~~ ~~R~~ ~~U~~ ~~W~~ ~~K~~ ~~H~~
IRU D SHULRG HTXDO WR RQH ~~K~~ ~~D~~ ~~W~~ ~~S~~ ~~U~~ ~~M~~ ~~K~~ ~~L~~ ~~R~~ ~~X~~ ~~M~~ ~~P~~ ~~H~~ ~~M~~ ~~V~~
VXE PHWHULQJ DSSDUDWXV EXWILQ ~~R~~ ~~R~~ ~~Q~~ ~~F~~ ~~M~~ ~~K~~ ~~W~~ ~~H~~ ~~R~~ ~~I~~ ~~U~~ ~~D~~
VLQFH RFFXSDQF\ E\ WKH H[LVWLQJ ~~&~~ ~~R~~ ~~2~~ ~~Z~~ ~~Q~~ ~~H~~ ~~U~~ ~~Z~~ ~~K~~ ~~L~~ ~~F~~ ~~K~~ ~~H~~ ~~Y~~ ~~H~~ ~~U~~
Administrative Code 20VAC5-305-40]

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\$GMXVWPHQWV LQ~~W~~ ~~A~~ ~~R~~ ~~E~~ ~~Z~~ ~~R~~ ~~D~~ ~~H~~ ~~N~~ ~~T~~ ~~Z~~ ~~E~~ ~~H~~ ~~Q~~ ~~E~~ ~~V~~ ~~H~~ ~~U~~ ±

- ELOOLQJ HUURUF~~V~~ ~~U~~ ~~H~~ ~~D~~ ~~H~~ ~~Q~~ ~~W~~ ~~R~~ ~~R~~ ~~O~~ ~~F~~ ~~P~~ ~~S~~ ~~U~~ ~~R~~ ~~S~~ ~~D~~ ~~W~~ ~~L~~ ~~R~~ ~~Q~~ ~~W~~
GLVFRYHUHG E\ ~~W~~ ~~K~~ ~~H~~ ~~&~~ ~~R~~ ~~2~~ ~~Z~~ ~~Q~~ ~~H~~ ~~U~~ ~~I~~ ~~R~~ ~~U~~ ~~W~~ ~~K~~ ~~H~~ ~~L~~ ~~F~~ ~~Q~~ ~~W~~ ~~L~~ ~~M~~ ~~H~~ ~~S~~ ~~H~~ ~~V~~ ~~G~~ ~~X~~ ~~R~~ ~~I~~ ~~G~~ ~~F~~
TXHVWLRQ RU GLV~~S~~ ~~X~~ ~~W~~ ~~H~~ ~~A~~ ~~R~~ ~~D~~ ~~Administrative Code 20VAC5-305-90]~~
- D FURVV PHWHULQJ VLWXDWLRQ ~~&~~ ~~R~~ ~~I~~ ~~G~~ ~~H~~ ~~V~~ ~~V~~ ~~9~~ ~~\$~~ ~~R~~ ~~U~~ ~~>~~ ~~9~~ ~~L~~ ~~U~~
@
- WKH XWLOLW\ DG~~M~~ ~~X~~ ~~O~~ ~~W~~ ~~V~~ ~~>~~ ~~W~~ ~~K~~ ~~H~~ ~~&~~ ~~R~~ ~~2~~ ~~Z~~ ~~Q~~ ~~H~~ ~~U~~ ~~I~~ ~~R~~ ~~U~~ ~~W~~ ~~K~~ ~~H~~ ~~L~~ ~~F~~ ~~Q~~ ~~W~~ ~~L~~ ~~M~~ ~~H~~ ~~S~~ ~~H~~ ~~V~~ ~~G~~ ~~X~~ ~~R~~ ~~I~~ ~~G~~ ~~F~~
@
,Q VXFK FDVHV ±

UHYLHZ WKH UHWXGWDWRD MWKDM D Q Q X D O O \ D Q G
5579.83.1.A.2]

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

7KH *HQHUDO 2SHUDWLQJ 5H V H S T Y H H V S F F R X Q W K D Q B & B
D *HQHUDO 2SHUDWLQJ 5H V H S T Y H H V S F F R X Q W K D Q B & B
4]

7KH *HQHUDO 2SHUDWLQJ 5H V H S T Y H H V S F F R X Q W K D Q B & B
Deed Exhibit G, Property Maintenance Agreement 4]

, **MUST** DW DOO WLP HV EH X Q G H U M A W K D F R Q W U R O R I
Exhibit G, Property Maintenance Agreement 4]

3RZHUV DQG 5HVSRQVLELOLWLHV RI WKH &RXQFLO

7KH & **MUST** L S 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 X D Q D E R I H W K R I W
& R 2 Z Q H U W P W B
4]

8SRQ DFFUXDO LQ WKH *HQHUDO 2SHUDWLQJ 5H V H S T Y H H V S F F R X Q W K
RI WKH FXUUHQW DQGXDO DPRXQW & RI 2ZQHUV P W B
& R X Q A Y O E \ D S S U R S U L D W L Q X H F W R Q K G L V G R S B W L W V I R
WKH O H Y H O [M a s t e r D e e d E x h i b i t G, P r o p e r t y M a i n t e n a n c e
Agreement 4]

8SRQ WKH VDLG DFFRXQW V I D O O L Q U G E H S R V Z L W X F K
MUST I R U W K Z L W K E H P D G H D W W K H H U D W H X Q W L O W
Deed Exhibit G, Property Maintenance Agreement 4]

5HLP E X U M S P H Q 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 U D X Z Q G M [M a s t e r D e e d
Exhibit G, Property Maintenance Agreement 4]

<HDU (QG 'LVS RV L) W Q B Q R S I W [W K H V H Q G D R I B D F K D P R X F Q D O
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 V H D M S W D W R W K D 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 ±

SODFHG LQ UH [B y L a w s M I I D (E) F R X Q W V

SODFHG LQ D V S H F L D O D F F R X Q W D O R Z E H O H Q S H Q R G H
WKH & R 2 Z Q H U W I I (d)]

FUHGLWHG DFFRUGLQJ WR HDFK & R R 2 Z Q 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 E L a w s P H (Q) W X Q W L O H [K D

GLVWULEXWHG [B y L a w s V H I & R] 2 Z Q H U V

Insurance.

5HVSRQVLELOLWLHV DQG 'XW **MUST** R I W K H & R X Q F L O 7 K

REWDLQ DQG PDLQWDLQ DW DOO ~~WLPWKV~~ LQVXUDQ
HQRUVVPHPHQW IRU ~~HHDV~~ ~~QGGGLWR~~ ~~RDD~~ H ~~RWHV~~ ~~GHGXF~~
LQVXUDEOH UHSODFPHPHQW ~~[Master Deed XIII.A]~~ \$OH[DQGGULD +

- 7KH SROLF\ RU SR ~~MUST~~ ~~FRQWIDLQV~~ ~~UXU~~ ~~DR~~ ~~BR~~ ~~PL~~ ~~QL~~ ~~XL~~
(QGRUVVPHPHQW IRU HDFK &R 2ZQHU ~~DQ~~ ~~FR~~ ~~QW~~ ~~KR~~ ~~HUP~~
XSRQ DOO RU DQ\ SDUW ~~Master Deed XIII.A]~~ PRQ (OHPHQWV

IURP WLPH WR WLPH DSSRLQW D ~~FXIXOL~~ ~~LHG~~ ~~V~~ ~~DS~~ ~~SE~~
UHSODFPHPHQW YDOXH ~~[Master Deed XIII.A]~~ GULD +RXVH

REWDLQ DQG PDLQWDLQ DW DOO ~~WLP~~ ~~VXU~~ ~~DR~~ ~~FS~~ ~~HU~~ ~~HK~~
FRYHULQJ DOO &R 2ZQHUV ZLWK UMS ~~BR~~ ~~FW~~ ~~WR~~ \$OH[D
LQVXUDQFH FRPSDQ\ ~~PLWK~~ ~~RL~~ ~~QL~~ ~~PR~~ ~~VR~~ ~~VL~~ ~~WM~~ ~~DO~~ \ WR
SHUVRQ DQG IRU LQM XU\ ~~WR~~ ~~HP~~ ~~DF~~ ~~HF~~ ~~LV~~ ~~GH~~ ~~QV~~ ~~RR~~ ~~UH~~
RFFXUUHQFH DQG ~~[Master Deed XIII.A]~~ W\ GDPDJH

REWDLQ DQG PDLQWDLQ DW DOO ~~WLP~~ ~~HD~~ ~~V~~ ~~DR~~ ~~UN~~ ~~PH~~ ~~Q~~
RWKHU VXFK HPSOR\PHQW LQVXUDQFH ~~DUU~~ ~~HET~~ ~~XW~~ ~~K~~ ~~H~~ ~~G~~ ~~E~~ \
&RXQF ~~[Master Deed XIII.F]~~

JLYH ZULWWHQ ~~QR~~ ~~Z~~ ~~OL~~ ~~F~~ ~~H~~ ~~R~~ ~~W~~ ~~R~~ ~~D~~ ~~E~~ ~~O~~ ~~H~~ ~~S~~ ~~U~~ ~~R~~ ~~C~~ ~~D~~ ~~R~~ ~~U~~ ~~W~~ ~~H~~ ~~K~~ ~~T~~ ~~X~~ ~~D~~ ~~N~~ ~~F~~ ~~O~~ ~~X~~
RI LQVXUDQFH REWDLQH G EY ~~Condominium Act 55-79.81.C]~~ DOI RI WKH &
79.81.C]

'XW\ RI WKH 6HFUHW ~~MUST~~ \ QR ~~K~~ ~~V~~ ~~L~~ ~~I~~ ~~G~~ ~~H~~ ~~F~~ ~~D~~ ~~F~~ ~~H~~ ~~K~~ ~~W~~ ~~D~~ ~~R~~ \ 2ZQHU SURF
ZULWLQJ RI DQ\ ~~UP~~ ~~K~~ ~~L~~ ~~D~~ ~~D~~ ~~J~~ ~~W~~ ~~L~~ ~~R~~ ~~Q~~ ~~F~~ ~~R~~ ~~I~~ ~~U~~ ~~W~~ ~~K~~ ~~H~~ ~~&~~ ~~R~~ ~~X~~ ~~S~~ ~~F~~ ~~F~~ ~~O~~ ~~D~~ ~~F~~ ~~V~~ ~~H~~ ~~V~~ ~~V~~
[Condominium Act 55-79.81.C]

&ULWHULD IRU WKH &RXQFLO V ~~MUST~~ ~~UP~~ ~~D~~ ~~I~~ ~~G~~ ~~F~~ ~~H~~ ~~W~~ ~~K~~ ~~K~~ ~~H~~ &RXQ
IROORZLQJ FULWHULD

- \$OO S ~~MUST~~ ~~F~~ ~~E~~ ~~H~~ ~~V~~ ~~Z~~ ~~U~~ ~~L~~ ~~W~~ ~~W~~ ~~H~~ ~~Q~~ ~~Z~~ ~~L~~ ~~W~~ ~~K~~ ~~D~~ ~~F~~ ~~R~~ ~~P~~ ~~S~~ ~~D~~ ~~Q~~ \ ~~W~~ ~~K~~ ~~D~~ ~~W~~ ±
- LV OLFHQVHG ~~WR~~ ~~L~~ ~~W~~ ~~K~~ ~~H~~ ~~&~~ ~~R~~ ~~X~~ ~~S~~ ~~F~~ ~~F~~ ~~O~~ ~~D~~ ~~F~~ ~~V~~ ~~H~~ ~~V~~ ~~V~~ ~~R~~ ~~I~~ ~~9~~ ~~L~~ ~~U~~ ~~J~~ ~~L~~
~~Deed XIII.B.1]~~

- KROGV D UDWLQJ ~~H~~ ~~B~~ ~~I~~ ~~E~~ ~~\$~~ ~~\$~~ ~~H~~ ~~V~~ ~~R~~ ~~V~~ ~~V~~ ~~E~~ ~~H~~ ~~Q~~ ~~V~~ ~~G~~ ~~D~~ ~~Q~~ ~~F~~ ~~H~~ ~~5~~ ~~H~~ ~~S~~ ~~R~~ ~~U~~
SROLF\KROGHU V UD ~~[Master Deed XIII.B.1]~~ RU EHWWHU

7KH &RXQFLO ~~MUST~~ ~~W~~ ~~K~~ ~~D~~ ~~G~~ ~~H~~ ~~W~~ ~~L~~ ~~K~~ ~~I~~ ~~Q~~ ~~H~~ ~~H~~ ~~F~~ ~~O~~ ~~X~~ ~~V~~ ~~L~~ ~~Y~~ ~~H~~ ~~D~~ ~~X~~ ~~W~~ ~~K~~ ~~R~~ ~~U~~
ORVVHV XQGHU ~~W~~ ~~L~~ ~~K~~ ~~H~~ ~~V~~ ~~I~~ ~~Z~~ ~~Q~~ ~~W~~ ~~K~~ ~~U~~ ~~V~~ ~~G~~ ~~F~~ ~~H~~ ~~F~~ ~~D~~ ~~O~~ ~~R~~ ~~I~~ ~~Q~~ ~~D~~ ~~O~~ ~~G~~ ~~H~~ ~~D~~ ~~S~~ ~~S~~ ~~U~~
KDYLQJ D VHFUXLW\ LQWHUHVW LQ ~~GR~~ ~~P~~ ~~D~~ ~~K~~ ~~H~~ ~~G~~ ~~&~~ ~~S~~ ~~B~~ ~~R~~ ~~Q~~ ~~I~~
(OHPHQW ~~[Master Deed XIII.B.2]~~)

7KH LQVXUDQFH FRYHUDJH REWDLQ ~~Q~~ ~~H~~ ~~V~~ ~~O~~ ~~D~~ ~~Q~~ ~~G~~ ~~P~~ ~~D~~ ~~L~~ ~~Q~~ ~~V~~
EH EURXJKW LQWRLQ ~~R~~ ~~Q~~ ~~V~~ ~~D~~ ~~Q~~ ~~E~~ ~~K~~ ~~V~~ ~~S~~ ~~L~~ ~~R~~ ~~G~~ ~~F~~ ~~X~~ ~~D~~ ~~W~~ ~~H~~ ~~E~~ ~~R~~ ~~Z~~ ~~Z~~ ~~Q~~ ~~G~~ ~~G~~ ~~V~~ ~~L~~
WKHLU PR ~~[Master Deed XIII.B.3]~~

7KH LQVXUDQFH ZDLYWHLXJ EURJDWLRQ ULJKWV DV
WKH &RXQFLO LWV GHOHJDWH LQDQV DQIGHV&RH2ZQ
UHVSHFWLYH VHUVDQWV DJHQWVHHMPSV&Deed
XIII.B.5]

(DFK RI WKH SROLFLHV RI LQVXUDQFH QFFHQWDLQHG
SURYLVLRLQV VWDWLQJ WKDW ±

- WKH SROLFLHV EH FDQFHONG LQYDOLGDWHG RU VX
FRQGXFWR RI RQH RU PRUH R[MWk Deed QIG&] LGXDO &R
- WKH SROLFLHV EH FDQFHONG LQYDOLGDWHG RU VX
FRQGXFWR RI DQ\ ZHILRH WKH &RXQFLO PZLQKRW SU
ZULWLQJ WKDW WKH &RXQFLO FXSHRKH ERQGXFWR
DSSURSULDWH WLPH WBS&Deed VIII.B.6)] XFK FXUH DQG
- LI WKH &RXQFLO FDQXFWR RRF XQH RMLH HW KRLQ HPISHO
DOORWWHG WLPHYWK EHSRQFH OWGOFU VXEVDQWL
ZLWKRXW DW OHDVW WHGDQRVSLRHWGR DOFORG WKH D
PRUWJDJHHV DQ&Deed XI.B.1)] V

7KH ,QVXUDQFH 7UXVWHH

7KH &RXQFLO RP WLPH WR WLPH GHVLJQDWH D ED
WKH &RPPRQZHDWK RI 9LUJL[QW&Deed XI.C], QVXUDQFH

- 7KH ,QVXUDQFH ZHILRH DQG KROG WKH DPRXQV
RU DOO RI WKH SROLFLHV RI LQVXUDQFH WKIHH VDPG
WKH FRVW RI UHSDRQ RU DQFHGRVSHQD B W FHQWU R
[Master Deed XIII.D]

- 7KH &RXQFLO LV 5(63216,%/(IRU WKH [QVQVDFH
ZKLFK DUH D FRPPRQ H[SHQW&Deed XI.C] DQGULD +RXV

,I KDJDUG LQVXUDQFH SHB FMRI SX USRV HUH &DLKHU
UHSODFHPHQW RUWKHFS&D/UWUPXFWL R EDQV & RPKHQ (C
&RXQFLO REWDLQ WKH SUORRI ZULHW&M-DQ ID S&DQYDDW W D
1\$ DQG +RXVHKROG %DQN)6% DFWLQH KRGGYHGX
ILUVW WUXVW VHFUXLW\ LQWHUWIMLV LWQWHWRHFRQM
RI WKH PRUWJDJHHV RI DQ\ \$SDUMPHIQWRUWV DGH
KHQ-Laws VIII.3.(b).5]

\$VVHVPHQWV

3UHPLXPV IRU WKH &RXQFLO V LQVXUDQFH FMRF BMLU
SDLG E\ WKH &RXQFLO EVX&KH[SHQV HDJDLQVW HDFK
VDPH SURSRUWLRQ DQG DW WKH VDPHQW HPHH[SHQWKM
WKH &RPPRQ (OHPH[QW&Deed XIII.D; By-Laws VIII.a)]

5HVSQRQVLELOLWLHV RMAWK SH% RD UGL PZKWH %RR DOLG ELO L
LQGLYLGXDO &R 2ZQHUV DWH (b) HVSQRQVLEOH

5HVSQRQVLELOLWLHV DQG 'XWLHV RI WKH &R 2ZQHUV

(YHU\ &R 2ZQHUV LV 5(63216,%/(IRU R QW B LQLQJ D

- VXFQ LQVXUDQFH RQ WKH FRQWHQW KLVRK KUV KHU SHUVRQDO SURSHUW\ LQVSRWHQGH QHQKHZPR XVHIT XLW KH D Q Master Deed XIII.G; By-Laws VII.8.(a)]

- VXFQ LQVXUDQFH RQ KLV KHU SHUVRQDOHQ CELDW KQ OLDELOLW\ LQVXU D Q FHZ QRU D QRE MDV MG HFR D PRSD U W H[SHQVHV DV KH [Master Deed XIII.G; By-Laws VII.8.(b)]

(YHU\ &R MZSQ H U

- ILOH ZLWK WKH &RXQFQOYD FRSD RQD KUD QFHU SRO \$SDUWPHQW ZLWKLQ [QD & NDed XIII.B.] LWV SXUFKDVH

- REWDLQ FRPSUHKHQVLYH OLDELOLW\HUVQF/DXV DQGH E\ DQ\ IDLOXUH RQ KLV KHU SDUW LRU DRQRWKXIS SDUW JXHVV LQ KLV KHU \$SDUWPHQW RUK IDQ O S F MWLVQRKL OLDELOLW\ DV WKH %RDUG [By-Laws VII.B.)] LPH WR WLPH

- QRWLI\ WKH &RXQFLO RI DQ\ LPSURWHKPDQLVQV DDG YDOXH LQ H[FHVV RI ZKHWKHUHQDGH D Q FRQHD YDOXH R [Master Deed XIII.B.4]

\$ &R 2ZQHUV NOT PDLQWDLQ LQVXUDQFH FRYHUDJH Z GHFUHDVH WKH DRXQFQOYD F K HDKOLJH QFHG S B OLG\ MW LW KDV LQ IRUFH RQ \$OH[DQGU MD PRYXVH.D] W DQ\ SDU By-Laws VII.8.(a)]

Mortgages.

'XWLHV RI WKH &RXQFLO 7KH &RXQFLO

PDLQWDLQ D ERRN HQWLWOHG 3DSDUWPHQW H Q F W H LQ ZKLFK DUH UHFRUGHG DOO PRUWJDJRU DQGU MD PRYXVH.D] W DQ\ SDU DGGUHVV RI WKH PRUWJDJRU DQGU MD PRYXVH.D] W DQ\ SDU VIII.1]

QRWLI\ WKH PRUWJDJRUHQHQBQKH H QH QZ QHRU WJRDJRU SD\ DVVHVVP HQWV DQG RI DQ\ ROK HDWGLR DQX QV GLQ *RYHUQLQJ 'RFXPHQWV WKDW [By-Laws VIII.2] FXUH G ZLWKL

'XW\ RI WKH &R 2ZQHUV (YHU\ &R 2ZQHUV KZUR JLYHV D \$SDUWPHQW QRWLI\ WKH &RXQFLO DOK O B Q D K HW KH D Q H G Q J W H DGGUHVV RI WKH PRUWJDJRH DQGU MD PRYXVH.D] W DQ\ SDU W DQ\ SDU

5LJKWV RI WKH ORLHQJ RJHQD DWVHQV DPHQV\$ DUHWEHQWK
VXERUGLQDWH WRGRPHVPRRWJLQHDQDQWD/IRIFWKMKPRUV
[By- Laws IX.2]

(DFK PRUMUSTJEHHQRWLILHG E\ WKH &RXQFLO RI DC
PRUWJDJRU LQ WKH SD\PHQW RI DWVHQV WPKHQWRUWRJD
REOLJDWLRQV XQGHPMQRVVRZKULQK'LRW GDUVHGZ
[By-Laws VIII.2]

\$Q\ PRUMADJXSRQ ZULWWHQ UHTXHVW WR WKH &

- LQVSHFW WKH ER\$OV [DQG WLFRRRVERRQHQV QRU
KRX [By-Laws VIII.3.(a)]
- UHFHLYH DQ DQQKDO DWGMWHPGQWBRQZLWK DQGULI
GD\V IROORZLQJ WKH [By-Laws VIII.3.(a)]H ILVFDO \H DU
- KDYH ZULWWHQ WROVLF RIRW KDO [By-Laws VIII.3.(a)]DQG RU
- GHVLJQDWH D UHSUHVHQWDWLYH [By-Laws VIII.3.(a)]

\$'237(' %< 7+(%2-\$518\$5<

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

3\$57 21(

VIII. ADMINISTRATIVE MATTERS

.H\ SRLQWV IRU &R 2ZQHUV
7KHVH SURYLVLQRQW &R 2ZQHUV
<RX DUH HQWLWOHG WR KDYH DFFS-XMUS R\RH WUKHODMWHIGFR
WR \RXU PHPEHUVKLS LQ WKH &RXQFLO
,I \RX DUH FRQWHP SODWLQJ VHOORQJ \RXU \$SDUWPHQW
WKRURXJKO\ IDPLOLDU ZLWK WKHLU PHQWV IRU D

Responsibilities of the Council.

7KH &R 2ZQHUV

NHHS GHWDLOHG FULFVRV DQ B IHVSKHQVHWR RSHU DDWILF
DQG DGPLQLVWUDWLRQ RI \$OH[DQGHDDGRXVHHSDSHF
H[SHQVHV RI WKH &RPPRQ (OPHQWVEDQRGUDRQQ RWKH
EHKDOI RI WKH &RXQFLO [Codebook Act 55-79.74:1.A]

NHHS DOO ILQDQFLDO ERRNV DQGOUHFFRHSWHG DF
DFFRXQWLQJ [Codebook Act 55-79.74:1.A]

UHGXFH WR ZULWLQJ DOO QRWLWKHUGHPDQGV E
FRPPXQLFDWLRQV GRQ\BY-LAWS GHU WKH %\ /DZV

PDLQWDLQ D ERRN HQWLWOHG 3DSUWPHQW BQFWUH
[By-Laws VIII.1]

ILOH DQ \$QQXDO 5HSRUW LQ WKHWRUH P ISUJLVFLDL E
5HDO (VWDWH %RDUG ZLWKLQ GHDWURSHHDFHKJDQWH
\$OH[DQGU [Codebook Act 55-79.93:1.A]

- 7KH \$QQXDO 5HSRUW FRPSDQLHG E\ D IL[HG IHH L
HVVDEOLVKHG E\ WKH 9L [Codebook Act 55-79.74.V.V] DWH %RD

'XW\ RI WKH 6HFUHWDS\ WDKH 6FKDUJMDRUI\ VXFK ERRNV
WKH %RDUG [By-Laws VIII.1] GHU

&R 2ZQHUV 5LJKWV

\$ &R 2ZQHU LQ JRRG VWDQGLQJ MARH [DPLQKHU DQW
FRS\ DW FRVW DOO ERRNV DQGHU&FRQGLVNHQSWOEXG
EXW QRW OLPLWHG WR WKH &RXQFLOJURHPVH UWDK
LQIRUPDWLRQ RI WKH &RXQFLO [Codebook Act 55-79.74:1.B] R\HHV

- 7KH UHMHFW IRU D SURSHU VSKLKHUHPDVEHHUV
WKH &RXQFLO DQGDQV RBUFSPIFK [Codebook Act 55-79.74:1.B]

- 7KLV ~~MUST~~ H[HUFLVHG ± GXULQJ QrupDO EXV
FRQYHQLHQW ORFDWLRQ XSRQOLYGHGDWMI\ZQLW
SXUSRVH RI WKH ~~HFDLHFVERDQG DOKHWS~~ FRUGV UHTX
[Condominium Act 55-79.74:1.B]

ORUWJDJHHV 5LJKWNTXSRQ ZULWWHQ ~~WVSDHFD~~ DQ\ P
DOORZHG WR ±

LQVSHFW WKH ER ~~\$OVH [DQG WLFRE & VERKQHQV~~ QR
KRX [By Laws VIII.3.(a)]

XSRQ ZULWWHQ UHTX ~~DOWD XGHEW FGHQDQD~~ FLDO VW
\$OH [DQGULD +RXVH ZLWKLQ GD\WH ~~DOORZLWH~~ V6KHH
DOVR ± 35LJKWV RI WKH ~~OR-Laws VIII.3.(a)~~ V' DW 3DJH

3RZHUV RI WKH &RXQFLO

3ULRU WR SURYQGERRSLOHG ~~IRH DAVGFSRWKH & RX~~
DQG FROOHFW D UHDVRQDEOH ~~FODUDG UOHDRBWQQV~~
H[FHHG WKH DFW ~~XDDOmitinAW 55-79.74:1.D)HRI~~

7KH &RXQFLO ~~WKKROG~~ LWV ERRNV DQG UHFRUGV IU
FRS\LQJ E\ &R 2ZQHUV RU FRQWUDFWHS ~~DUIFKQVBUWV~~
\HW LQFRUSRUDWHG LQWR WKH ~~REFXPHQWW ERQFMUD~~
[Condominium Act 55- 79.74:1.C.1]

- SHUVRQQHO PDW ~~WHULF SHODRQQRURVSHGV~~ PHGL
[Condominium Act 55-79.74:1.C.1]

- FRQWUDFWV OHD ~~VHVLDOQGVBDQVDEBARBPQV~~ FXUUH
QHJRW [Condominium Act 55-79.74:1.C.2]

- SHQGLQJ RU SUR ~~EBQRFLQWXPDSVLRQ~~ > &

- PDWWHUV LQYROYLQJ IRUPDO SUR ~~DOHGRLLQJV~~ EHIR
HQIRUFHPHQW RI *RY [Condominium Act 55-79.74:1.C.3]

- FRPPXQLFDWLRQV ~~ZCWWKOHADG-79.74:1.C.5)HO~~

- GLVFORVXUH RI LQIRUP ~~DWLRQDQD~~ 55L RODWLRQ RI
79.74:1.C.6]

- PHHWLQJ PLQXWHV RU RWKHU FR ~~HLGHRQV RD OV KH~~
% RD [Condominium Act 55-79.74:1.C.7]

- GRFXPHQWV FRPSLOHG IRU WKH &RXQ ~~WODRQ~~ WKH
([HFXWLYH ~~GHWHUPLQDQ~~ Act 55-79.74:1.C.8]

- LQGLYLGXDO &RK ~~ZDQ MUKV IRHVKXHUWLOQD~~ &R 2ZQHUV
Act 55-79.74:1.- C.9]

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

7KHUH LV QR VXE PHWHULQJ V\ VWHPZ DW \$ OHQD QG UVD
DSSOLHV (OHFWULF 6HU\LFH % LOO ~~MUST~~ 5HFRUGV 7KH &RXQFLO

NHHS DQG PDLQWDLQ WKH IROORZLQJ UHFRUGV ±

- D UHFRUG RI DOO VXE PHWHULQJ HTXLSPHQW V K & R X Q F L O
ORFD [Virginia Administrative Code 20VAC5-305-70]

- WKH UHFRUG RI HDFK WHVW PDGH RV WKH WKH QJ WKH
HTXLSPHQW WKH DQG QG V K I S U Q Q R E G H V W K H \ G D H W H F D I Q
NLQG RI WHVW PDGH E\ ZKRP WKH D F X H G F W H Q W D H G I U R
VXE PHWHULQJ HTXLSPHQW WKH D F X H G F D Q B Y H O
V X I I L F L H Q W G D W F D W L R R Q H R I P W W H Y F I D Q
Administrative Code 20VAC5-305-70]

- D UHFRUG RI DOO G W K B V S B Q G D E H X I U H Q D F R W W D Q G D
HTXLSPHQW [Virginia Administrative Code 20VAC5305-70]

PDNH WKH IRUHJRLQJ UHFRUGV D Y Z Q L H U D E O M W & R C
*HQHUDO 0DQDJHU V RIILFH GXULQJ G R W D P D I O E X V L Q H
&RUSRUDWLRQ &RPP [Virginia Administrative Code 20VAC5-305-70]

(OHFWULF 6HU\LFH % LOO ~~MUST~~ 5HFRUGV 7KH &RXQFLO

UHWDLQ IRU D PLQLXP SHULRG RIGVZKWKHWKBUV
FRPSXWDWLRQ RX S F R O W J H M L G H H Q W H L G E F S D L F W P H I Q W L F H
[Virginia Administrative Code 20VAC5-305-100]

PDLQWDLQ DQG PDLQWDLQ D Q G E H & H R T X Z I Q M U W W K H S I
IROORZLQJ UHFRUGV [Virginia Administrative Code 20VAC5305-100]

- WKH ELOOLQJ IURP WKH XWLOLWWKW B Q G K W K & R X Q F
SUHFHGLQJ [Virginia Administrative Code 20VAC5-306-100]

- WKH FDOFXODWLRQ RI WKH DYH U D H Q W F R R Q W S H D Q H
WKH SUHFHGLQJ [Virginia Administrative Code 20VAC5-305-100]

- WKH &R 2ZQHU V V X E Q G H E L H O U E D V E R Q W W K H G X W K H
SUHFHGLQJ PRQWKV RU WKH W H V U P [Virginia Administrative Code 20VAC5-305-100]

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

3URFHGXUHV

,Q WKH HYHQW RI DQ\ UHVDOH RIZD WUH W L H G H Q W L D
MUST REWDLQ IURP WKH &RXQFLO D 5HW D I S & W H K W D L M H
[Condominium Act 55-79.97.A.(ii)]

7KH &RXQFLO UQLVK WKH 5HVDOH &HUWLILFDWH Z
UHFHLSW RI WKH &R 2ZQHU PD\ EH OLDEOH [Condominium Act 5579.97.C.1]

7KH 5HVDOH M&STUMLFDXGMHWKH IROORZLQJ ±

D DQ DSSURSULDWHWW BWHFMOVQS \$UWXDQ RI V
DQG LI DSSOLFDEOH SXU [Condominium Act 55-6HFWLRQ
79.97.C.1]

E D VWDWHPHQW RI DQ\ H[SHQGLWXUH RI IXQG
WKH %RDUG ZKLFK VKDOO UHTXLWH DQ DUVHVPH
DVVHVPHQW GXULQJ WKH FXUUHQW FDORU\ WKH LPPH
[Condominium Act 5579.97.C.2]

F D VWDWHPHQW LQFOXGLQJ WKH DFKHJW RI
IHHV RU FKDUJHV FXUUHQWO\ LPSRZLHG E\ WKH &R
SXUFKDVH GLVSRHLDQFDORU DQ HPSDUWRIHQ WHDQG
&RPPRQ (OHPHQWV DQG W [Condominium Act 55-RI WKH DFF
79.97.C.3]

G D VWDWHPHQW ZKHWHHU HWKHLUHLIRU DFKHJW OLW
&R 2ZQHU PD\ EH OLDEOH [Condominium Act 55- RWKHU FKD
79.97.C.4]

H WKH FXUUHQW UHRUHD YH FDXG\ WKHU D V
WKH VWDWXV DQG DPRXQW RI DQ\ USRUHQRIUWH
IXQG GHVLJQDWHG IRU DQ\ V [Condominium Act 55
79.97.C.5]

I D FRS\ RI WKH &RXQFLO V FXUUHQW DEXJHW
E\ WKH &RXQFLO DQGW DFRSW RIIHQWV IROD QFL DQK F
ILVFDO \HDU IRU ZKLFK [Condominium Act 55-97.C.6] DYDLOD

J D VWDWHPHQW RWVWXQBWDQH SDGG QJ VXLV
MXGJPHQWV WR ZKLFK WKH &RXQFLORLXOB &DUW\ D
PDWHULDO LPSDFWRIHQ WKH ZRHOVLEHSDUWPHQW
EHLQJ SXU [Condominium Act 55-79.97.C.7]

K D VWDWHPHQW VHWVDOJFRFRWKZDUWLO SUR
XQLW RZQHUV E\ WKH &RXQFLO LQDQGLQJDEQ\ W
&RXQFLO DQG ZK [Condominium Act 55-97.C.8] HZRWXG QRG PEX
HDFK LQGLYLG [Condominium Act 55-97.C.8]

L D VWDWHPHQW WKDW DQ\ LPSURYHPHQWV RU
\$SDUWPHQW RU WKH /LPLWHG &RPPRQ (SHUHQWV
RZQHU DUH QRW LQ YLRODWLRQ [Condominium Act 55RYHUQLQ
79.97.C.9]

M D FRS\ RI WKH FXQG HXWH\ DQGV5DJODWLRQ
WKH &RXQFLO DQG W [Condominium Act 55-97.C.10] KHUHW

N D VWDWHPHQW RI ZKHWKHU \$OH[DDQV GULD +RX
ORFDWHG ZLWKLQ D GHYHORS PHQW RFXLDMWLRQ
[Condominium Act 55-79.97.C.11]

O D FRS\ RI DQ\ QRWLFH ZJQMHQV MCRWDKRE\ WKH &
FXUUHQW RULVHHQW\XQJDO\UHFRODWR 157097.C.12]

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

Q FHUWLILFDWLRQ WIKOHG VZKM & RWKQFV & QKFRQ , Q
&RPPXQLW\ & , & %RDUHGR UWKH HUHTDQLXDHG E\ RHFWRLRQ
WKH \$FW ZKLFK FOLUWIGILFDWHH RQKMLKIDGIGQB\QXIPHE &
%RDUG DQG WKH H[SLUDWLRQADN579.97.C.14]

R D VWDWHPHQW RI DQ\ OLPLWDWLRQ RQ WKH C
RFFXS\ DQ \$SDUWPHQW [Non-Dominum Act 55-79.97.C.15]

S D VWDWHPHQW VHWMLIQJWIRROWKL DDWLWQVRLRQ
WKH ULJKW RI D &RWZHQHODWR RIGWKSLODQOWGIGQSWBX
QRW OLPLWHG WR UHDVRQDEOH EHHV DQGE FWDLRQHU D
SODFHPHQW RU GLSDQD [Non-Dominum Act 55-79.97.C.16]

7KH SXUADVHEU PLW D FRS\ RI KLV KHU FRQWUDFW
UHTXHVW IRU DVWXHUPHQFWWSUDHYLQHWKHWKHWQDOKHG
FHUWLILFDWH UHPDLQ PDWHULDODDWBKDKQJHGDQRJWH
VWDWHPHQW VSHFLI\LQJ WKH FKDQJHV

- 7KH &RXQFLO : , // SURYLGH WKH SXUFKDVHU ZLWK
VWDWHPHQW ZLWKLQ GD\V DIWKHU &RKKQ FULFHLSW
- 7KH &RXQFLO UJH WKH SXUFKDVHU WKH VDPH IHH
2ZQHUV IRU D KDUG FRS\ 5HVDOHV & EFWXDLQDFWVHW

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3\$57 21(

IX. VIOLATIONS, DISPUTES, SANCTIONS, AND COMPLAINTS

.H\ 3RLQWV IRU &R 2ZQHUV
 (QXPHUDWHG KHUH DUH WKH UHPH &R 2ZQHUV DQF DQFWLRQ
 &R 2ZQHUV DQG WKH %RDUG IRU GLVSRQV ZUWKKWKR V H
 \$FW DQG WKH *RYHUQLQJ 'RFXPHQWWH DQG WKH SURFH
 WKHP
 ,I HYHU D VSHFLDO DVVHVPHQW XSURQ DRKIDU JH RU D
 \$SDUWPHQW WKDW \RX ZLVK WR GG WSKHQH ILSOH DVH SD\
 JULHYDQFH ZLWK WKH %RDUG

General Powers of the Council. 7KH &RXQFLO LV (032:(5(' WR WDNH
 UHPHGLDO DFWLRQV DJDLQVW DQG DQF S&R 12 ZOSUW Z & R M D W
 FRQGXFWRU WKDW RI DQ\ PHPEHU QD QWW KDIJH Q R X V H K F S
 JXHVWV RU LQYLWHHV YLRODWHV QW K R F & P Q R P L Q L X P \$ F V
 [Condominium Act 55-79.53.A]

Powers of the Board to Deal with Misconduct. 7KH %RDUG MAY EWV DJHQWV
 HQWHU WKH \$SDUWPHQW LQ ZKLFK FRP LWRW ZIGL FDK Q D Y
 VXPPDULO\ WR DEDWH DQG UHPRYHW UDXF W X U H & R V Z Q H U
 FRQGLWLRQ WKDW [By-Laws 1.3.(b)] YLRODWLRQ

XVH VHOI KHOS FQH W R W L W K H Z H V S R Q V L I S O H & R Z V R
 UHPRYH RU FXU [By-Laws 1.3.(b)] DWLRQ

DVVHVV WKH UHVSQRVLEOH &R 2ZQHUV IRU DVVHUR & W V
 2ZQHUV DULVLQJ Q N W O R F W Q R Q D K W R U H B V S K H U W R B U W Z K O R P
 LV UHVS [By-Laws 1.3.(d)]

DIWHU GXH QRWH F M L D Q G W S K U R U H V S R Q V L Y E L F W & R 72 Z Q D H Q
 IDLOV WR FRPSOW Z L U P K B Q W R I H W R M H [By-Laws 1.3.(e)] F X P H Q W

Disputed Assessments. ,I D &R 2ZQHUV GLVXWHV WKH DPRXQW R
 MUST ILUVW SD\ WKH GLVXW M G Y D L O V H D V J U L Q H Y D Q K H Q L W K V V
 'LUHFWRUV IRU [By-Laws 1.3.(f)] GHUDWLRQ

Powers of the Board to Deal with Defaults on Assessments. 7KH %RDUG
 DFFHOHUDWH WKH PDWXULW\ RI D F R Q Z Z Q M S R Q U K L P D K
 \$SDUWPHQW ZKHQ LQKHO DW D I O S P H E W M Q V Q G H E F O D Q F H V
 DVVHVVPHQW GXH DQG SD\ D E O H L P Q O X S O \ R H Q W R K W Z R I
 FRQVHFXWLYH LQVWDOOPH [By-Laws 1.3.(g)] Q\ WKUHH LQVWDO

1RWLFH WR ~~MUST~~ F E H M H H F WHG RQ WKH GHIDXOWLQJ
KLV KHU PRUW J ~~By Law IX.1.(b)~~ LI DQ\

LQ WKH QDPH RI DQG RQ EHKDOI RMX ~~PKHG & RXQ~~ RUO V X
GDPDJHV DQG IRU ~~[Condominium Act 55-79.51A, B] By Law IX.3.(c)]~~

HQIRUFH DQG IRUHFORVH WKH & R \2 ~~Z D G Q H U O S L H U P L R U V~~
E\ WKH ODZV RI WKH & R P ~~(By Law IX.D.(c))~~ WK RI 9LUJLQLD

7KH & R ~~MUST~~ HSD\ D UHDVRR ~~D E O H H U S O W D O P H Q W~~ IRU
SHULRG SULRU W ~~B Q X D O X G S R H Q W D R M U R V R E B M L R Q J W K H F~~
MXULVGLFWLRQ ~~(By Law IX.(c))~~ WKH VDOH

DSSO\ WKHVH SURY ~~By Law IX.1.(f), X.P.3.(d)~~ DWLYHO\

Special Assessments. 7KH % ~~ADD~~ DVHVU UHDVRRQDEOH FKDUJHV D
IRU YLRODWLRQV RI ~~Must be paid~~ R P /IDZLVXFR \$F3R OLFLHV 5XO
5HJXODWLRQV IRU ZKLFK KH VKH R ~~Q W L V J X H U W R X V L Q R O G~~
DJHQWV RU HPSOR ~~[Condominium Act 55-79.51A, B] By Law IX.3.(d)]~~

6XFK FKDUJHV DUH V ~~S MUST~~ DEHDFR ~~V O H W P H B O D V O G F K~~
IX.3.d]

7KH DPRXQW RI DQ\ FKDUJHV DVV ~~H S N G G H Q R H G D P R D H E~~
WKH & RXQFLO FDXVH ~~MAF NOI KH F Y L H R G D W L R Q D E X M Q J O H R I~~
SHU GD\ IRU DQ\ FRQWLQXLQJHR ~~V R P Q M D W R D E O V W U M O~~
2ZQHUV \$ ~~S O U W P H Q W 55-79.80:2.B]~~

& KDUJHV IRU D F ~~R A W O O X E H Q D V R I H V Q V I G~~ IRU D SHUL
H [FHHGLQ ~~[Condominium Act 55-79.80:2.B]~~

% HIRUH DQ\ VXFK FKDUJHV ~~MUST~~ LEHS RLVYHQ ~~W Q H R S B R Z V~~
WR EH KHDUG DQG WR EH UHSUHV ~~F O A W H I G A 55 F R X Q V H O E~~
79.80:2.B]

, I WKH & R 2ZQHUV ~~Q H T X K W V L L Q J Z E H U W U L P S R K H H G K D U K J H~~
FKD ~~MUST~~ EH VXVSHQG HG XQW ~~(By Law IX.B.d)~~ HDULQJ LV KHOG

1RWLFH RI VXFK ~~K H W U K H Q F K D Q F O X O L Q G V D O F W L R Q~~
LPSR ~~MUST~~ EH JLYHQ DW OHDVW ~~G MUST~~ LEHQDGYDQFH V
GHOLYHUHG WR WKH & R 2ZQHUV ~~C o n d o m i n i u m A c t 55 79.80:2.B]~~

7KH UHVXOW ~~MUST~~ WEH ~~G H O L Y H U H G~~ WR WKH & R 2ZQHUV
RI WKH KHDULQJ E\ ~~K D Q G R H E A c t 55 79.80:2.B]~~ UHG PDLO

, I D ODZVXLW LV ~~D O O H G F K F O D U H K H O D E O T~~ WLRQDO
DFFUXH DIWHU WKH ~~G O W H R Q A z k 1-79:2.B]~~ LV ILOHG

, I WKH FRXUW UXOHV LQ ~~D Y R E H R D W K H V & H R Q Q E R O~~
GDWH RQ ZKLFK ~~(Condominium Act 55-79.80:2.B)]~~ HG

Powers Reserved for the Council.

7KH &RXQFLO LV (032:(5(' WR DGRSWR3RVO WFKLDHW V5XXOSH
D &R 2ZQHU V ULJKW WR XVH IDL FOLLOL WFLVH V HRUY M/FHUY ISFUH
WKURXJK WKH &RXQFLO IRU QRQ SDH PWHQDQ RI G DVH \$DRA
[Condominium Act 55-79.80:2.A]

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

, ~~SHALL NOT~~ HQGDQJHU WKH KHDOWK VDIHW\ RU SU
WHQDQW ~~PC~~ ~~Condominium Act 55-79.80:2.A]~~

, Q WKH HYHQW WKDW WKH &RXQ F5LHQJ XDG RVS MRQ V XSFKR3R
IRU WKH VXVSHQVLRQ ~~MUST~~ &RQ VZQH UWK DWJ KWK M DLWH FW
JLYHQ WKH RSSRUWXQLW\ WR EH ~~KH~~ DUEGH DRUGH WRK IE H% B B
EH JLYHQ QRWLFH DQG WR EH ~~QR~~ WDL B G VFIUWK HIGU HRVX
DER[~~C~~ ~~Condominium Act 55-79.80:2.B]~~

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

\$OH[DQGULD +RXVH VXSSRUWV DQG ~~RR~~ PS ~~&R~~ PS ~~Q~~ DW ~~Q~~ W
3URFHVV' WKDW \$//2QG ~~86R~~ VZQH QW VD ~~QL~~ MLJ ~~DI~~ QV DGR HFU ~~DI~~ O
GHFLVLRQV' PDGH DJDLQVW WKHP E\ WKH ~~V~~ &RXQFLO (II
Code, Section 55-530(E)]

7KLV ~~3~~ &RPSODLQW 3URFHVV' LV DSSOLFDEOH ZKH
5HVLGHQW &LWLJHQ EHOLHYHV W ~~KD~~ W UWWKH B ~~R~~ ~~R~~ ODFUG
'LUHFWRUV KDYH ~~DK~~ W HGS S ~~B~~ Q ~~FD~~ UEDWH ~~RO~~ Z VR IRW KUH JXO
&RPPRQZHDOWK RS ~~S~~ OJ ~~VL~~ R ~~LD~~ R Y ~~HL~~ QV ~~QR~~ WKH \$OH[DQG

7KH ~~3~~ &RPSODLQW 3URFHVV' LV DYDLODEOH WR D
5HVLGHQWV &LWLJHQV XSRQ UHTXHVW

7KH ~~3~~ &RXQFLO &RPSODLQW ~~SHALL~~ PEHZD WKL DQ ~~VE~~ W H X E
5HFHSWLRQ 'HVN WR DOO &R 2ZQH ~~UHT~~ XHQV 5HVLGHQ

\$GGLWLRQDOO\ IRU RQH \HD ~~SHALL~~ FER S L ~~R~~ F ~~Q~~ X ~~Q~~ F ~~K~~ G ~~&~~
HYHU\ ~~3~~ 5HVDOH &HUWLILFDWH ' R W ~~B~~ H V ~~F~~ O ~~R~~ ~~V~~ Q ~~L~~ G ~~H~~ I ~~S~~ D ~~F~~
+RXVH

, QVWUXFWLRQV IRU GHOLYHU\ RIDW ~~KH~~ B ~~I~~ &RPOS OFDLPS
LQFOXGLQJ WKH &RPSODLQW)RUP ~~Z~~ Q ~~V~~ K ~~D~~ E ~~D~~ F ~~K~~ W ~~W~~ D ~~F~~
&RPSODLQW)RUP

\$OO FRPSOHWHG VLJQH ~~SHALL~~ QEG ~~F~~ R ~~V~~ M ~~G~~ G ~~&~~ R ~~P~~ H ~~S~~ O ~~B~~ L ~~Q~~ W ~~K~~ H
PHHWLQJ ~~D~~ ~~S~~ ~~A~~ ~~M~~ ~~K~~ ~~H~~ ~~%~~ ~~I~~ ~~R~~ ~~D~~ ~~H~~ ~~Q~~ ~~Z~~ ~~K~~ ~~D~~ ~~W~~ ~~D~~ ~~F~~ ~~W~~ ~~L~~ ~~R~~ ~~Q~~ ~~L~~ ~~I~~ ~~D~~ ~~Q~~ ~~\~~ ~~W~~ ~~R~~ ~~W~~ ~~D~~
&RPSODLQW :LWKLQ VHYHQ G ~~D~~ ~~W~~ ~~F~~ ~~D~~ ~~I~~ ~~Q~~ ~~U~~ ~~H~~ ~~U~~ ~~W~~ ~~K~~ ~~K~~ ~~H~~ ~~I~~ ~~%~~ ~~Q~~ ~~D~~ ~~D~~ ~~O~~
&RPSOD ~~SHALL~~ ~~Q~~ E ~~M~~ LQIRUPHG E\ ZULWWHQ QRWLRQ RI WKH

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

3\$57 21(

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

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 &RXC
3UHVHUYH DQG LQFUHDVH WKH YDO
3URSHUW\
6XVWDLQ DQG HQKDQFH WKH 5HVLG

72*(7+(5 : , 7 **"RULES AND REGULATIONS"**

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

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

3\$57 7:2

PART TWO – CONTENTS

TAB 100 – GENERAL PROVISIONS

SECTION 100 – ENACTMENT.....2

3 2 / , & <

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

5 8 / (6

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

5 (* 8 / \$ 7 , 2 1 6

- ± 'LVWULEXWLRQ RI 5HYLVLRQV
- ± \$GGLWLRQDO &RSLHV RI WKH 5HIHUHQFH 0D
- ± 6XSSOHPHQW DU\ ,QVWUXFWLRQV
- ± \$XWKRULW\ HW 5HH & RQFR IOWQXDO

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

3 2 / , & <

- ± &R 2ZQHUV† 5HVSRQVLELQW\
- ± ,QIRUPDO 5HVROXWLRQ

5 8 / (6

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

5 (* 8 / \$ 7 , 2 1 6

- ± *HQHUDOWLRQDO RQ \$SSDUHQW 9LRODWLRQV
- ± (PHUJHQFLHV

TAB 200 – ORGANIZATION

SECTION 200 – THE COUNCIL OF CO-OWNERS (THE COUNCIL).....11

32/, & <

± 2UJDQLJDWLRQDO 2YHUYLHZ

58/(6

± 'XWLHV RI WKH 3UHVLGHQW DQG RWKHU 2IIL

5(*8/\$7,216

± 'XWLHXL~~R~~IGW~~Q~~J 'UHFWRU

± 'XWLHV RI WKH 0DQDJHPPHQW \$JHQW

± 'XWLHV RI WKH 6WDII

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

32/, & <

±)XOO 3DUWLFLSDWLRQ

58/(6

± 3DUOLDPHQW DU\ /DZ

± 'HOLQTXHQWV

± 3UR[LHV

± 5HJLVWUDWLRQ

± 4XRUXP

± 9RWLQJ

± 0LQXWHV

± \$QQXDO 0HHWLQJ

5(*8/\$7,216

± 'XWLHV RI WKH 0DQDJHPPHQW \$JHQW

± 'XWLHXL~~R~~IGW~~Q~~J 'UHFWRU

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

32/, & <

± 'XWLHV

± 5HODWLRQV ZLWK &R 2ZQHUV

± 5HODWLRQV ~~ZLWK &R~~PH~~0~~EQ~~0~~IOV \$SDUWPHQW ± \$

58/(6

± 2SHQ 0HHWLQJV

± 1RWLFH

± 'RFXPHQWV

- ± 0LQXWHV
- ± 6SHDNLQJ
- ± 2UJDQLJDWLRQDO 0HHWLQJ
- ± 5HJXODU 0HHWLQJV
- ± 6SHFLDO RU (PHUJHQF\ 0HHWLQJV
- ± 2IILFHUV

5(*8/\$7,216

- ± 'XWLHXLQIGWQH 'LUHFWRU

SECTION 250 – MANAGEMENT.....24

32/,&<

- ± 0DQDJHPPHQW RI \$OH[DQGLD +RXVH
- ± 1R 6HOI 0DQDJHPPHQW

58/(6

- ± (YDOXDWLRQ RI WKH %XLOGGLQJ 'LUHFWRU
- ± (YDOXDWLRQ RI WKH 0DQDJHPPHQW \$JHQW

5(*8/\$7,216

- ± 7KH %XLOGGLQJ 'LUHFWRU¶V 4XDOLILFDWLRQ
- ± 7KH %XLOGGLQJ 'LUHFWRU¶V 'XWLHV
- ± 7KH 0DQDJHPPHQW \$JHQW¶V 4XDOLILFDWLRQ
- ± 7KH 0DQDJHPPHQW \$JHQW¶V 'XWLHV
- ± \$GGLWLRQDO 'XWLHV RI WKH 0DQDJHPPHQW

SECTION 260 – THE STAFF.....27

32/,&<

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

58/(6

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

5(*8/\$7,216

- ± 7KH %XLOGLQJ 'LUHFWRU¶V 5HVSQRVLELOLV
- ± 7KH %XLOGLQJ 'LUHFWRU¶V 'XWLHV
- ± 7KH)DFLOLW\ 0DQDJHU
- ± 7KH)DFLOLW\ 0DQDJHU¶V 'XWLHV
- ± 3HUIRUPDQFH (YDOXDWLRQ

SECTION 290 –THE COMMITTEES.....31

32/, & <

- ± 9DOXHG 6HUYLEFH
- ± /LPLWDWLRQV

58/(6

- ± 6WDQGLQJ &RPPLWWHHV
- ± 'XWLHV RI WKH &RPPLWWHHV
- ± &RPPXQLFDWLRQ ZLWK 0DQDJHPHQW
- ± 6XEFRPPLWWHHV
- ± 5HJLVWUDWLRQ (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 0DQDJHPPHQW \$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
- ± 5HVSQRVLELOLW\ 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 3URSHU\

± 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

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32/, & <

- ± &RPPRQ (OHPHQWV
- ± 5RXWLQH DQG QWHQDQFH 5HSDLUV
- ± 2WKHU 0LQRU 0DLQWHQDQFH
- ± &RQVHUYDWLRQ

58/(6

- ± \$FFHVV WR \$SDUWPHQWV
- ± 5HTXHVWV IRU 6HUULFH
- ± 6HUULFH IRU D)HH
- ± 6FKHGXOH RI 6HUULFHV \$PHQJWLHV)HHV
- ± 6KXWGRZQ RI 6HUULFH
- ± (OHFWULFLW\ 6XE 0HWHULQJ 6\VWHP
- ± 6ZLPPLQJ 3RRO

5(*8/\$7,216

- ± ,QVSHFWLRQV
- ± \$QQXDO 5HSODFHPHQW 5HVHUYH 3ODQ
- ± 'DPDJH WR DQ \$SDUWPHQW
- ± &DUH RI 3ODQWV
- ± ,QWHUUXSWLRQ RI 6HUULFH
- ± :RUN LQ \$SDUWPHQWV
- ± &RQVHUYDWLRQ
- ± 6XE 0HWHULQJ 6\VWHP

SECTION 430 – ADMINISTRATIVE PROCEDURES52

58/(6

- ± 7KH 0RUWJDJH %RRN

5(*8/\$7,216

- ± 8QXVXDO ,QFLGHQWV
- ± &RUUHVSRRGHQFH
- ± ,QYHQWRU\
- ± \$SDUWPHQWV
- ± 5HVDOH &HUWLILFDWHV
- ± 3HUVRRQHO \$GPLQLVWUDWRQ

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

SECTIONS 460 – CONTRACTING.....55

32/, & <

- ± \$XWKRULW\
- ± 3URIHVVLRLQDO 5HVSRQVLELOLW\

58/(6

- ± 5HVSRQVLELOLWLHV RI WKH %RDUG
- ± 'RFXPHQWDWLRQ
- ± &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/, & <

± 5HVSQRQVLELOLWLHV

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[DQGLD +RXVH)REV DQG .H\

± 7KH %LF\FOH 5RRP

± 5HVHUYHG \$UHDV

± \$SDUWPHQW .H\)LOH

± 9LVLWRU &RQWURO

± 6HFXULW\ 6HUylFH

SECTION 520 – FIRE SAFETY.....63

58/(6

± 5RXWLQH \$FWLRQV IRU 5HVLGHQWV

± 6PRNH \$ODUPV

± 6XVSHFWHG)LUH

± ,Q &DVH RI)LUH

± (YDFXDWLRQ

± 8QDEOH WR 'HSDUW

5(*8/\$7,216

± 5RXWLQH \$FWLRQV IRU 0DQDJHPHQW DQG 6

± 3UHSDULQJ IRU (PHUJHQFLHV

± ,QGLYLGXDO \$SDUWPHQW \$ODUPV

± ,Q DQ (PHUJHQF\

± %XLOGJLQJ 0DLQWHQDQFH 7HFKQLFLDQ 5HVS

TAB 600 – SERVICES AND AMENITIES

SECTION 600 – SERVICES67

32/, & <

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

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 – AMENITIES69

32/, & <

- ± 7KH 9LHZ

58/(6

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

5(*8/\$7,216

- ± 7KH 9LHZ
- ± 7KH 6ZLPPLQJ 3RRO

TAB 700 – USE OF THE PROPERTY

SECTION 700 – EXTERIOR.....76

32/, & <

- ± ([WHUQDO \$SSHDUDQFH
- ± 3HWV

58/(6

- ± 6LJQV DQG 3RVWHUV
- ± 6XVSHQGHHG 0DWHULDOV
- ± 3HWV

SECTION 710 – USE OF THE COMMON ELEMENTS.....78

32/, & <

- ± 3OD]D
- ± QG)ORRU

58/(6

- ± *HQHUDO
- ± (OHYDWRUV
- ± 7KH /RDGLQJ 'RFN
- ± 7UDVK 'LVS RVDO

5(*8/\$7,216

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

SECTION 730 – USE OF THE PARKING GARAGE.....83

32/, & <

- ± ([FOXVLYH 8VH
- ± 7UDQVIHU

58/(6

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

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

5(*8/\$7,216

- ± &RXQFLO¶V 6SDFHV
- ± *XHVW 3DUNLQJ
- ± (QIRUFHPHQW

SECTION 750 – USE OF THE RESIDENTIAL APARTMENTS.....86

32/,&<

- ± 2FFXSDQF\
- ± 5HVVULFWLYH &RYHQDQWV
- ± \$SDUWPHQW 0RGLILFDWLRQV 5HQRYDWLRQV
- ± 5HVLGHQWLDO 8VH

58/(6

- ± %XVLQHVV 8VH
- ± /HDVHV
- ± ,QIRUPDWLRQ
- ± 0RYLQJ)HH
- ± 'LVWXUEDQFHV
- ± 7LPH 5HVVULFWLRQV
- ± &RPSODLQWV RQ 'LVWXUEDQFHV
- ± %DOFRQ\ DQG ([WHULRUV
- ± \$SDUWPHQW 0RGLILFDWLRQV 5HQRYDWLRQV
- ± 6RXQG DQG)LUH 6XSSUHVVLRRQ
- ± &RQWUDFWLQJ

5(*8/\$7,216

- ± 5HJLVWUDWLRQ
- ± 'LVWXUEDQFH
- ± &RQWUDFWRUUV
- ± \$SDUWPHQW 0RGLILFDWLRQV 5HQRYDWLRQV

TAB 800 – COMMUNITY RELATIONS

SECTION 800 – INTERNAL COMMUNITY RELATIONS.....91

3 2 / , & <

± 3 UHYDLOLQJ \$WPRVSKHUH

5 8 / (6

± 1 HZVOHWWHU

± 3 UHVLGHQW¶V /HWWHUUV

± \$QQRXQFHPPHQWV

± /LWHUDWXUH

± 5 HVLGHQW &RPSODLQWV 6XJJHVVWLRQV DQ

± 6 RFLDO \$FWLYLWLHV

5 (* 8 / \$ 7 , 2 1 6

± 1 RWLFHV

± 5 HVLGHQW &RPSODLQWV 6XJJHVVWLRQV DQ

± &RQGRPLQLXP ,QVWUXPHQWV

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

SECTION 820 – EXTERNAL COMMUNITY RELATIONS.....93

3 2 / , & <

± 7 KH &RXQFLO¶V ,QWHUHVW

± &R 2ZQHUV¶ 9LHZV

5 8 / (6

± 7 KH &RXQFLO¶V 3RVLWLRQ

± 'XWLHV RILWKH \$RPHWLRQV &RPPLWWHH

± (PHUJHQFLHV

GLOSSARY.....95

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7 \$ % ± * (1 (5 \$ / 3 5 2 9 , 6 , 2 1 6

SECTION 100 – ENACTMENT.....2

3 2 / , & <

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

5 8 / (6

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

5 (* 8 / \$ 7 , 2 1 6

- ± 'LVWULEXWLRQ RI 5HYLVLRQV
- ± \$GGLWLRQDO &RSLHV RI WKH 5HIHUHQFH OD
- ± 6XSSOHPHQWU\ ,QVWUXFWLRQV
- ± \$XWKRULWDO 5HSHQVLRQV

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

3 2 / , & <

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

5 8 / (6

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

5 (* 8 / \$ 7 , 2 1 6

- ± *HQHUDO 5HSHQVLRQV
- ± (PHUJHQFLHV

SECTION 100 – ENACTMENT

32/, & <

)RUPXODWLRQ 7KH %RDUG IRUPXODWLVVDQGDGRSOWDU
LPSOHPHQWLQJ 5XOHV DQG 5HJXODSWRBSQLDDWHLWGHX
LWV REOLJDWIRYOHU&QGHURFKFHQWV

7KReference Manual LV D OLYLQJ2G,R,F,X6PH53W(6± DQG
5(*8/\$7,216 DUH FKHDFHJHGD DV WR GHDOLZLLRQVFKDQ
DQG 9LUJLQLD OHJDO UHTXLUHPHQWV

6FRSH 32/, &,(58/(6 DQGMAX*8\$7,216V DQ\ IDFHW RI
&RXQFLOV DIIDLUV LQFOXGLQJ ZLWKRXW OLPLWDWLV

D 2IILFLDO \$FWLRQV IRILFKHU %RDFULWRQHUVDFWWRUWV

E 7KH &RXQFLOV)LQDQFHV

F 2SHUDWLRQ 0DLQWRHJDFHWR BQW KPHS3URSHUW\

G 7KH 6DIHW\ DQG 6HFXULW\ RI WKH 3URSHUW\ DQG

H 6HUylFHV DQG \$PHQLWLHV 3URYLGHG IRU 5HVLGH

I 8VH RI WKH 3URSHUW\ DQG

J ,QWHUQDO DQG ([WHUQDO &RPPXQLW\ 5HODWLRQ

\$SSOLFDWLRQ 3RQILFLRIV WWDW%RD BGG BIXOHJHGHDIQG
REOLJDWLRQV RI &RQZQHLQF DQGLQHWKHFFHUWFRWVWV
&RXQFLO DQG WKH XODDULQRQWVIRVHUKHQ&RFXQIEYDQVHV R
FRQWUDFWRKHUHQUSHW DVIRKXJKRXLW WKL VROORZLQJ
XVDJH KDV EHHQ DSSOLHG ±

D XQGHU 32/, & < LV LQFOXGHG JXLGDQFHDIRKHWHKH %

E XQGHU 58/(6 DUH LQGHXZLGV KHZKLLFKHFKFHWRDUG
DQG LQGLYLGXDOHQDQZQHVKDDOQGRPSO\ DQG

F XQGHU 5(*8/\$7,216 DUHLHQFZKLGFKG0GQDOHPHQW DV
WKH *HQHUDO 0DQDJHU WKH 0DQDJVHPHQWQV\$JHQW
(QJLQH HU DQG PHPFKDORIIDLWKH6XQDO\ SHUIRUP

7R WKH H[WHQW WKLW%ROUDGFRLQDIBFVWJZDWWLDR
WKDW DFWLRQGVZLWKRW IRUFH

3XEOLFDWLRQ &RZQDUW DQSW7HXQQRDEBGRUWHQH
32/, &,(58/(6 DQG 5(18\$7WKHLU SXEOLFDQGLRLO LQ 7

+RXReference Manual WKReference Manual

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

58/(6

,QLWLDO (QDFWPHQW *Referend Kanha SHALL* RECH RHIMIKWLYH XSR
LWV DGRSWLRQ EP *WCKHU %RFDUJWILRHO* LRUFWHGHBLQW
ODWHU WLPD DV WKH UHVROXWLRQ PD\ VSHFLI\

\$PHQGPHQW RU 5H\$HD58/\$QR325/(*8MAY,2H DPHQGHG
RU UHSHDOHG E\ *WCKHU %RFDUJWILRHO* LRUFWHGHBLQW
\$Q DPHQGPHQW FEU WHHSHFDQYHKKDSDQD LWWXDFG RSDW
WLPD DV WKH *USHWIRQJ LML RFD* DVSHFLI\

6XVSHQVLSHALL7KHUR VXVSHQVLRQ RI DQ\ 58/(RU 5(*
ODLQWHQDQFH :KHQ *58/HURD* 32/,& \$7,21 LD PDHQRSVHG
RU UHSHDOHG E\ WKH *SHALL* DUJY LWKHWHKHF D H W DW HG 6HF
WKH FKDQJH DQG UHGOGHDFWMLWQHIRUXSX EXLW B MWL RCF W L
WKH %RDUG

\$Q\ VXFK FKDQJHOW *K B MGLVQQB W HSHVHG* 6HFWLRQ
Manual SULRU WR WKH QH [M \$CKX B BXCFWCKLVKDOO C
FRQFOXVLRQ RI WKDW 0HHWLQJ DQG FHDVH WR K

\$QQXDO 5HSRUW RI &KDQJHV \$W W *WKH \$HQDQ* LRUFWHGHBLQW
SHALL HQXPHUDWH WKH, *FKDQJH* W R G 25/(*8/\$7,216 WKD
KDYH EHHQ PDGH E\ *FRKHU %RDUJWILRHO* LRUFWHGHBLQW
FKDQJHV W *ODVR ZHGOVR HODSIV SIXIROLE DQMYR QHLG* 6HFWLRQ

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'LVWULEXWLRQ7KH5*HQLWU *SHALL* DGLDJM ULEXWH FRSLHV
UHVLVHG 6H *Referend Manual* RIWRKH YHU\ &R 2ZQHU DQG 7HQD
ILUVW 5HJXODU 0H *WDLU QJHRIHDK BFRDSWRHG* KDV EHHQ
,I D 6HFWLRQ KDW *KEH GQ VWLSHGXW HSDQJHG*
DQQRXQFLQJ WKH UHSHDO

\$GGLWLRQDOR&Rescl Manual RI: *WKH* VR UHTXHVWHG WKH *F
0DQD *SHALL* SURYLGH DGLLW *Referend Manual* FRSIDHW FRVWKH
FHQWV SHU SDJH H *QDRQ WR 2BQHURVWU VHFIXD LWWV LWQ W*
DQ\ \$SDUWPHQW (0H *Referend Manual* FRSLB V BUMH D VR DYD
DW FRVW XSRQ UHTXHVW

6XSSOHPHQWDU\ , *QHWHWDFWLBQDJHWHLJH B HURH GLD W W K*
RU SRVW VXSSOR *RQVHJUNDELOLVUW BFKIRH VKH LV*
UHVSQVLEOH HHJ D *SGR RQ HKUJHGH USURFOHGX* UHV S
DGPLQLVWUDWLRQ DQG URXWLQH PDLQWHQDQFH RI S
\$Q\ VXFK DFWLYL *WVHGK ZDVKELQ FRKHGX ERS H GRW ZLO*
H [LVWLQJ 32/,&,(6 58/(6 DQG 5(*8/\$7,216

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1R SDUW RI DQ\ VXFLQVWSSGWRERQWKO OY EHLQJSD
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QXPEHUG HONPHQ Manual RI WKH

\$Q\ VXFV VXSSOHFRQWDDO QHPVORFRWLKMHUPLQ
*RYHUQLQJ 'RFXPHQMQWHUDW\$SDUWKDU'XQLW '
UDWKHU WKDQ 3&RXLQRLZQHUDW\$GO'WKDQ 3DVVRF

\$XWKRULWDWR Reference Manual RISWFRPSOHWH DQG FXUUHQW
GLJLWDO ILOHGLWHLQGEDVBRSD Reference Manual RU DQ\ RILWV
6HFWSHAQVEH PDLQWDLQHG2DMFMKRI &RFRBIOQXG HU V
RI WKH 6HFUHWDDUDQ&VWQR&KRISW&WILFHQVWKH ODLQJ
DXWKRULWDWLYH FRS\ RI WKH 0DQXDO

\$ Reference Manual ILOHV VKDOO VYHEDFH HGWLSRQLFDOO

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SECTION 120 – ENFORCEMENT AND COMPLAINT PROCESS

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&R 2ZQHUV 5HVSROXDFILOLWR OZKHHO BK LERO BZICRHU UHV
FRPSOLDQFH ZLWK WKH *RYHUQLQJ 'ERFXP HQ VKV VE KKHU
KRXVHKROG KLV KRW KWHUQSDQUWR QDQ ZKORU ORG X KHI WR
SURSHUW\

,QIRUPDO 5HVROXSULDFQV L,FOVERO BU LQMDIDIF VGLRDCOWRZ L58 K
LQIRUPDOO\ IRUPDO SURFHHLGLQWX DW HRIQQ/L WLDWHG

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\$FWLRQ RQ \$SSDUHQSHQVLRQDZKLR QDVH\$HMDKRW WR RREH
2ZQHU RU D SHUVRQQRU ZKRUHDSREWHBODHQ\KSDURYILRQ
RI WKH *RYHUQLQJ WQV EREPHQKDWV SRKHV IDELV OHVWRQ RI
*HQHUDO ODQDJHULDWDFWLRQLGLRUGXIDH %RDUG DV D ZKF

6KRXOG WKH SRVVS\$SDOHQWRY LRYCHKDDMVDH QVFLR QV R
DQ\ 'LUHFWRU RWKHQWWVXQWW KLUV DW EIU LVKJDDO V
WKH 3UHVLGHQW V DWWHQWLRQ

7KH 3UHVLGHQW XSRVQ IOHDHU Q L Q DANKIDR QH Q/KUDDO
ODQDJHU LQKHV DODHW BWLRQ DQGHVHMN LW R EULQ
LQWR FRPSOLDQFH WKURXJK LQIRUPDO DFWLRQ

,I WKH PDWWHU KIDV V/KHQ3 VR VULGWRQOY VKDO
UHSRUW RI L W DM [WKUH%RODUG PHHWLQJ

,I WKH PDWWHU KGVWRRWKEH3HQBWHQRQWHV
KH VKH VKDOO IRUFVXQ LWHKHW D/CRODDIGSV R K
DQG FRQVLGHU WKH DOOHJDWLRQ

,I WKH PDWWHU LW GUR DVKWHQ WOLRHOWD%RD B GIXO B
%RDUG LV QRW VDXWLFRIPIHG IZW VPKDWHKOHFSWH FALD Q F K
OHHWLQJ WR KHDU WIKHG DFORQVLD WLRQ

+HDULQJV ,Q DGGLOLIRDE QIR V/R (BDDO\$ B B H Q / L Q J6/S R F WD
OHHWLQJ RI WKH %RDDUGGFDRQVHGG MUR VFORQHXDFWL EQ D B
2ZQHU RU WKRVI IRU ZKSPAKHEVHK HRVH WQIN S REQ WL E B H
IROORZLQJ VSHFLDO 5XOHV

7KH 6HFUHWDU\ \$RQVQDEJLY H & RV B B QHHUQW O HGDW
ZULWWHQ QRWLFH RI WKH KHDULQJ

7KH QRWLFH VIGD BOKEDQ G HROLVHQW E\ UHJLV
FHUWLILHG PDLQHTXHWXUHG UWRHW\$W UHVS
2ZQHU DW KLV KHW \$SDKWRFKQW B D VDUHVV D
GHVLJQDWHG WR DQ 2IILFHU RI WKH &RXQF

7KH QRWLFH VKDFOK H QXP H DQGW RHWK KH V DQF
PD\ EH LPSRVHG IRU WKH DOOHJHG YLRODW
7KH QRWLFH VKDFOK H QXP H DQGW RHWK KH V DQF
WR EH UHSUHVHVVHG DW GWHKHFRXQV LQJ

7KH %RDUG VKDOOG R WUSRWWIS RQHFRIDQDWRD WQ H
UHVSRQVLEOH &R 2ZQHU V IDLOXUH WR DSSHDU

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

7KH 6HFUHWDU\ VKDFOK H QXP H DQGW RHWK KH V DQF
WKH UHVSRQVLEOH &R 2ZQHU V IDLOXUH WR DSSHDU
2ZQHUV DQG 5HVLGH QWV GZLWKLQV HYZQJ WKH KHD

,I DOO LQIRUPDOY B YCH Q R P S O V R Q W H L Z R W B Y E W H K H Q & F
H[KDXVWHG DQG MIGHD Q R D G Y H K I V H D F W A L Q V P D K H F
JR WR WKH 9\$ 2IILFH Q W H W H K W W & R P R Q Q L W P D Q , & 2 I
K W W S Z Z G S R U & Y L P E J L Q V D D J R Y D Q G X V H W K H L U
FRPSODLQW DSSHDO SURFHVV

6DQFWLRQV ,I DRW H U G H H L L Q L Q W D M V D F W D W R I D W 6 S H H P L D
0HHLW L Q J F D O O H G K I R U % R K D W I S Q G S E W R D W D Q & G G L Z Y L G X
Z K R P K H V K H L V U H L R S R D W H L G O H S U K B Y L Q L L Q J ' R F X P K H Q W R A
W K H % R D W G N H R Q H R U P R U B F R W L V R Q W I R J O O Q Z I V G R V K H U
2ZQHU

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

7KH %RDUG PD\ DVVHRU D Q G & R V 2 Z Q H U V L Q J K R X W R X R
DQ\ DFW RU QHJOHFW IRU ZKLFK KH VKH LV UHVS

7KH %RDUG PD\ DVVHV V W K H & R 2 Z Q H U I B U F K D U J
V L Q J O H R I I H Q V H R D U F R Q S V H L Q X L D Q S H R W L H R Q V E R W R W R D
H[FHHG G D \ V

7KH %RDUG PD\ 2 Z Q X I L U W R V R M I L F Q G D Q J 7 H Q D Q W

7KH %RDUG PD\ LQLWLDWH DQG SXZLQV H V O R H J D O D
UHFYHU VXPV GXHL Q M X G E W D Y H V U R H V K I H U W R W P I R G A I
D Y D L O D E O H D W O D Z R U L Q H T X L W \

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*HQHUDO 0DQDJHUU \$ H Q W L B Q R R D D \$ S S Q V Q 8 S S S D O H H Q W L G
Y L R O D W L R Q R I W K H Q W Y H W K I H Q J H S W H M P I Q Q Y B I Q W L H J D W H V
F L U F X P V W D Q F H V D I G G H H U W W I R D E U L F H Q W R K U R R K P S O L L Q I R
D F W L R Q

6KRXOG LQIRUPDROU D F W W R V K I B L D S W R U F I Q W H Y I D R O O D W
0DQDJHU VKDOO R K D N P I D D V W H S I R W R W R K H V 3 L F K L L G H Q V

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7KH *HQHUDO 0DQGH HMXFK DOVLSUWHPDV WKH 3
UHTXLUH LQ GHSSIDQH QMWWKLRQB WLRQ

(PHUJHQFLHV ,Q DQ HZPHUJH QFHSH GHQRIPRNH WRUH OR
*HQHUDO 0DQDGHUVBJQKLVHGMWYBQMWHUQ\$SDWLVPHHQWV
QHfHVVDU\UWRFWIDYHHDFRWRQ

\$V DXWKRULJHG E\HGHXODDWDLRQD JWUFDV WDRXEH Y
WRZHG DQG RWK\$UVRVHXRHOYHGDURHEOURPV WKDV
YLRODWLRQV RI WKH *RYHUQLQJ 'RFXPHQWV

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SECTION 200 – GOVERNANCE STRUCTURE.....11

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± 2UJDQLJDWLRQDO 2YHUYLHZ

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± 'XWLHV RI WKH 3UHVVLGHQW DQG RWKHU 2IIL

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± 'XWLHXLQIGWQH'UHFWRU

± 'XWLHV RI WKH 0DQDJHPPHQW \$JHQW

± 'XWLHV RI WKH 6WDII

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

32/, & <

±)XOO 3DUWLFLSDWLRQ

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± 3DUOLDPHQWU\ /DZ

± 'HOLQTXHQWV

± 3UR[LHV

± 5HJLVWUDWLRQ

± 4XRUXP

± 9RWLQJ

± 0LQXWHV

± \$QQXDO 0HHWLQJ

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± 'XWLHV RI WKH 0DQDJHPPHQW \$JHQW

± 'XWLHXLQIGWQH'UHFWRU

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

32/, & <

± 'XWLHV

± 5HODWLRQV ZLWK &R 2ZQHUV

± 5HODWLRQV ZLWK RFRPHDZQDQV \$SDUWPHQW ± \$

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- ± 2SHQ 0HHWLQJV
- ± 1RWLFH
- ± 'RFXPHQWV
- ± 0LQXWHV
- ± 6SHDNLQJ
- ± 2UJDQL]DWLRQDO 0HHWLQJ
- ± 5HJXODU 0HHWLQJV
- ± 6SHFLDO RU (PHUJHQF\ 0HHWLQJV
- ± 2IILFHUV

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- ± 'XWLHXLQJWQH 'LUHFWRU

SECTION 250 – MANAGEMENT.....24

32/, & <

- ± 0DQDJHPPHQW RI \$OH[DQGLD +RXVH
- ± 1R 6HOI 0DQDJHPPHQW

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- ± (YDOXDWLRQ RI WKH %XLOGLQJ 'LUHFWRU
- ± (YDOXDWLRQ RI WKH 0DQDJHPPHQW \$JHQW

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

SECTION 260 – THE STAFF.....27

32/, & <

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

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- ± *UDWXLWLHV
- ± 2II 'XW\ (PSOR\PHQW

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

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- ± 7KH %XLOGLQJ 'LUHFWRU¶V 5HVSRQVLELOLV
- ± 7KH %XLOGLQJ 'LUHFWRU¶V 'XWLHV
- ± 7KH)DFLOLW\ 0DQDJHU
- ± 7KH)DFLOLW\ 0DQDJHU¶V 'XWLHV
- ± 3HUIRUPDQFH (YDOXDWLRQ

SECTION 290 –THE COMMITTEES.....31

32/,&<

- ± 9DOXHG 6HUYLEFH
- ± /LPLWDWLRQV

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- ± 6WDQGLQJ &RPPLWWHHV
- ± 'XWLHV RI WKH &RPPLWWHHV
- ± &RPPXQLFDWLRQ ZLWK 0DQDJHPHQW
- ± 6XEFRPPLWWHHV
- ± 5HJLVWUDWLRQ (OHFWLRQ &RPPLWWHH
- ± 6SHFLDO &RPPLWWHHV

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- ± .HHSLQJ ,QIRUPHG

**SECTION 200 – GOVERNANCE STRUCTURE
POLICY**

2UJDQLJDWLRQDO 2YHUYLHZ
 7KH &RXQFLO KDV XOWLPDWH UHVSRQVDEHOXFWH I
 7KH %RDUG LV WKH &RXQFLO UHVLQVRIQWDMWLY
 &RXQFLO E\ HVWDEOLVKLQJ SROMFLEW ZLHWK ONKWH
 JRYHUQLQJ GRFXPHQWV
 7KH %RDUG LV QRW DXWKRULJHG WSRUHYDIOPBQDJ
 RI DOO PRUWJDJHHV RI DOO \$SDQWPHQRWV \$V
 ODQDJHPHQW \$JHQW WR UXQ \$OH[DQGLD +RXVH
 7KH ODQDJHPHQW \$UHQWLVVUDIVSROGLUJDFW LQ W
 \$OO SHUVRQQHO ZRDNLLQJWRQSDHQDQWLD DRXVH U
 %XLOGLQJ 'LUHFWRU %' ZKR LV WLGHQVROH KLLDL
 LQFOXGHV HQJLQHHLQJ VWDII DQG ODQDJHPHQW
 7KH IROORZLQJ JUDSKLF UHSUHVHDOW \$OWKDIQRULH
 +RXVH

RULES-

'XWLHV RI WKH 3U2HVLFGHLOWE DQIG 3UMHWKHGH&RX Q EOOJ V
RIILFLDO SRLQW BJHFRQWDE WVRHUVWQDGHQW LQRJQ%ROGG RD
UHVROYLQJ TXHVMLGRQQJ I'ULRPH FWKRHUPHQ G VR \$JW QM 0DQD
+LV KHU GXMLHG IDU HV BHI G DQVGHW VHZ% O ODDZW LDQ 6HFV
XQGHU %RDUG RIF LIU FFGXPAUL HRW L\$SO DZU HL IDUW R\$ XGHV
LQ 6HFWLRQ

REGULATIONS

'XWLHV RI WKH %XKID GXLQJ G LQJF WRDULFGMFRUVILQ JOKH O% D
IRU DOO R\$QDDWLBQ DDDQDWLY PLHG DQ GHV D WR\$O V 7KH
%XLOGLQJ 'LUHFWRUH QM FIV F R QH LQ FWRHU% RVDUGY IRQ J R
'LUHFWRUV 6HH WLRQJHPHQW 6HEMUDQ UHVSQRVLEL

'XWLHV RI WKH 0DQDJPHQW \$JHQW VTKR QDDQVHPHQ
OLFHQVHG SURSHUW\ PDQDJPHQWUFRPQBQDO 6HH 6H
UHVSQRVLELOLWIDFW DZQW K\$EHU DFRQMDF VRXVH IRU V

'XWLHV RI WKH 6WDII \$OO VWDIILRQSODQGHSHZULROPKD
SODQV GHILQLQJ WKHLU UHVSQRVLELOLWLHV DQG GX

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

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)XOO 3DUWLF LSDWRLXUJ J FKH %QRG UGPNHGW XLOHOV I WDRVH BQ
HYHU\ &R 2ZQHU QW BGD LW HFKLSQDR RQL FLO

7R WKDW HQG WKR [%HRV UGRV RDO BL VBOZHQ RUV L
DQ\ 0HHWLQJ RI WKRH &R XEQ FZKL FKKVXFK SUR[LHV
GHVLJQDWHG ZL &R VEH &RH VZQJHQHG ZKURH WXVEW HUXH
LQ SHUVRQ

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3DUOLDPHQW DU\ QDZ QFHG LQX QV KVR FKH Q Buths QJW HGLWLRG
Order Newly Revised SHALL JRYHUQ WKH &R XEQ LVORLZK DFO WKH\ D
DSSOLFDEOH DQG FRQVLVWHQW ZLWK WKH *RYHUQLQ

'HOLQTXHQWV 1R &R FZQGHW ZKR VEH FRUGHW KQ QXHQGW
MAY SDUWLF LSDWH LQ &R QFHG V LQ QORIV WFKH QD PSDGPHQW
OHDVW KRXUV SULRU WR WKDW PHHWLQJ

3UR[LHV 7R HQV XQH DHTWR LQXJ RDI W/HKFU SHADQJ FLO WKH
VROLFLW D SUR[RHQW SHUVRQ \$SDRUW QJ

\$ SUR[\ VKDOO EH GHRU PQ ZW HFK RQCK DBOF DSHUM BDU
WKDW LQFOZIGH V LQ KVM URG QWR RQV ±

D WKH SUR[\ LV YRLG LI WKH IRUP &RV 2ZQW UV RJJ B G
SHUVRQ KDYLQJ DX &R HGRV V RQ VEH KIDQ &R HW KH &R 2

E WKH IRUP PXVW EH ILOHG ZLWK WKHP BHRU W W B U\
0HHWLQJ

F WKH SUR[\ PD\ EH UHYRNHG RQO\ E\ LWHWR B LMKHQJ
SHUVRQ SUHVLGLQJ B QHGUQR KHL IQ H V L K LPHK'HRU HWK D
DQG

G D EULHI H[SODQH FWL R QRR IOVHOY LQWU W KW HSGU R[\ XQL
)RU HDFK \$SDUWPHQW QV R LZO HVG KE\ 3VOKHV &R M Q W K K D C
6HFUHWDU\ D SUR[\ IRUP ex QJ F R QJ VSKUR [6 HIRWHW W QHU
&RXQFLO

5HJLVWUDWLRQ (OD QLE QV K &RU 2Z QRI QHHW D QJWR IQG
WKH &R QJ F LQ JLVWHU LQV SHUHWRLQJ JREJHWRLDH WKH V
DSSRLQWHG IRU LW WR FRQYHQH

7KH 3UHVLGHQW VMB B OVDIS B R LQ WY M RDOX QH JLVWUD
7KH 6HFUHWDU\ VKDOO ±

D SUHSDUH D UHJLVWHU ZLWKKFR\$SDPUMPKH D B HG \$
 2ZQHU 5HJLVWHU HDQIGQ53HU UVWHUHG E\ 3UR[\

E HQWHU LQ WKH 2ZQHUVWZUKRW B B MHWQRDS D MEO B\W
 UHDVRQ RI GHOLQTXHQF\

F IRU HDFK YDOLG SUR[\ IRUP UHFHLYJLGH WHQUMBU
 E\ 3UR[\ HLWKHU WKH 6HFUHWDU *ex officio* LR UQDWKMG
 QDPH RI WKH SHUMRGRUWKMDUW Z B SWR [QDPHG L
 IRUP DQG

G GHOLYHU WR WKHLVWJLVWVQGUDVOVKMDFHLYG HGR[\
 :KHQ D &R 2ZQHUVSHUVRQHU VHLJLVWUDU VKDOO ±

D UHWXUQ WKH &R 2ZQHUV SUR[\ IRGFWIUKNHVRKWK
 WKH FRUUHVSRQBILQVWHUWJLVWVSHUUVWHLVWHUHG E\

E UHJLVWHU WKH &R 2ZQHUVWKH UHQWVWHUJLVWVFKUHFQ LX
 3HUVVRQ DQG

F LVVXH WR WKH &R 2ZQHUV D EDOORWVWIRU OHDFWKLQD
 :KHQ D SHUVRQ GHVLJQDWRI GHEU DH&R 2ZQHUVWKH 6HFUHWDU *ex officio* GSHUJLVWVGHKLPVHOI KHUVH
 UHJLVWUDUV D UHJLVWUDU VKDOO ±

D YHULI\ WKH SUR[\ LPURHDSBR LQKMLQR 2ZQHUV SUR[\ V SU
 E UHJLVWHU WKH &R 2ZQHUV SUR[\ VURVKEUHQVWHUJLVWV
 FKHFN XQGHU 5HJLVWHUHG E\ 3UR[\ DQG

F LVVXH WR WKH SUR[\ D EDOORW DRUHWDEK LWHP V
 1R &R 2ZQHUV VKDROHEJLVWVGHKLPVHOI RUIH ZWLQK
 KH VKH DOUHDGWKDWGE EHQURHJLVWVZLWKRJWSUR[\ R N
 IRUP E\ ±

D UHWULHYLQJ LW DQG DQ\ EDOORW MHQULKVXHGHW
 KLV KHU SUR[\ DQG

E SHUVRQDOO\ QRWHIVLGLQWKRIYSHUWVGHVWHVHQRNV
 WKH SUR[\ IRUP
 7KH SUHVLGLQJ RIILFHUV LQLWVDEWRE WKH ISDV
 EHHQ QRWLILHG DVQDDVLRQRRIJYKURR 2ZQHUV LQ

4XRUXP 1R OHHWLQSHARL WKB &RDXQV LQQ\ EXVLQHVV X
 KDV EHHQ HVWDEWDWKLRQ ELQSHLUWRQ &RU2ZQHUV SUR[\ R
 OHDVW \$SDUWPHQWV H[FHSW DV SURYLGHG EHOV

6KRXOG D TXRUXP QRWKEHQ HVWDEWDWKLRQ HVHLOPHRZLQ
 DSSRLQWHG IRU DWLHQJWLQDOOV EHR BNDKHH SXURS RVH
 RI IL[LQJ D WKEFKZWRKHLQVDEOLVK D TXRUXP

7KH WLP H IL[HGVWVWVDDQH QR XUIOPH DRVH ULV DDQ\W
DSSRLQWHG IRU WKH 0HHWLQJ

9RWLQJ \$W DQ\ 0HHWLQJYRUW&R R BQVOR EDVHQWRQ
YRWH IRU HDFK \$SDUWPHQW RZQHG E\ KLP KHU

7KH LGHQWLW\ RMLV KH SDUWRQVFDVVDODDQ GHHPH
SURWHFWHG DV VXFK

1DPHG SUR[LHV VKROOVKBVS\$ DUKVPHRQWV\Q KH\ UH
DFFRUGDQFH ZLWK QVWKHL\$VWR JXIRMLPVOIMQZKPLFK V

8QOHVV RWKHUZLV% RDVUW KW HGDVW HWKHU YR WDO
DQ \$SDUWPHQW ZKR V H of \$ibR f\ KH VKH KROGV

D WR HOHFV WKR VHF FDQ G LVGDHW FR VZK RYRUWHWD BHIRU
YRWHV DV SUR[\ DQG

E WR VXSSRUW SRVLWLRQV WDNHQ E\ WKH %RDUG
0LQXWHV 7 KHALLQX FVXGH WKH 0HHWLQJ JV GDWH

WKH WLP H DGMRXUR HEG VD Q B W WKGLDQVDO V HPC WLQ
XQOHVV ZLWK GU GZQ DSRG D S \$HFRRLUZRQKRW KHDF

7KH 6HFUHWDU\ VV B D CG D X MK B DQVLMCEDVH D B G PDNH
HOHFVURQLF FR SHLHW ZL W KLOO & B DVZCRQ WIKW KFR P S
PHHWLQJ ZLWK WOXIGGIGDLV W/KIHQQQLQV & DRJHQGLD P
IRU DSSURYDO

7KH RULJLQDO 0LQXWHV RWRDHFV KH B IZ&RVK WKH U
2ZQHUV DWWHQGLQ \$ HWKVR QHRUW UG SDQGV M QFKH G E\
RWKHU UHODWHG GRFXPHQWV DVUM KH UYHFG HWDU
LQGHILQLWHO\DLR D XGEMUHWORIFRDRQW DRQG RIQWKK
SK\VLFDQ FXVWRG\ RI WKH %XLOGLQJ 'LUHFWRU

\$QQXDO 0HHWLQJ 0JKWLSQQR D WIK HE & RKKQF GDW D
FRQYHQLHQW ORD VWLW QRGZHW H QV WIK JH OUXDU\

7KH %RDUG 3UHVL B PIQV D V S Q B L Q V L U P D W W L Q J 1 R Y
HDUO\ 1RYHPEHU

D 1RPLQDWLQJ & KDLU W W R H W S R Q V F L W H B D R G L G G W H V
PHPEHUV H[SODIHQ UDIQ S R Q Q L Z H L O D V Q I G I T X J W W L P R I Q V
UHTXLHG DQG DFWLYLWLHV

E 1RPLQDWLQJ & KDR U F G B Z Q W H V O H W W K H U D W G Q J F D Q G
UHTXHVWLQJ GHWBURIGL F D D G O G D B S O U I F & W D R Q Z L W
UHVXPH DQG SKRWRDDWGV B B F W K H F D O R H O L V Q H Q B I \$

F & KDLU UHFHLYHV FLQQRULBDWHR/QDIOQRV R Q W L B H V L Q
6HFUHWDU\ DQG %XLOGLGHLLQ H D V R X D Q G P H H W B Q
SODFH FDQGLGDWHV LQIRUPDWLRQ LQ OREE\

2Q RU DERXW W QX DUUVWKGD6 HFIUHW B DFK W & DOO V H
2ZQHU DQ DGYDQFH QRWLFH RI WKH \$QQXDO 0HH
\$W OHDVW EXW QRV E HIRUH WKDQ \$ Q Q D O 0HHW
6HFUHWDU\ VKDOO P D H Q & R 2 Z Q H U L Y Q W H D F I R \$ S D O W
QRWLFH RI LWV WLPH SODFH D Q F P S Q Q S R G H E \ 7 K L

D D SUR[\ IRUP DQG E K R I J U B S M L K F R D C H W F D H G E R D D G H Z K R
PD\ KDYH SURYLGHG WKHP

E 0LQXWHV RI WKH SUHYLRXV \$QQXDO 0HHWLQJ

F WKH 3UHVVLGHQW\ UHSRUW

G WKH 7UHDVXUHU\ H F W H S R I L Q D Q E W D O S U W F W H R Q W V
)LVFDO <HDU DQG W G H 2 \$ H R D D G H Q J S Q R S R W) L R U F D O
<HDU DQG

H UHSRUWV RI WKH &RPPLWWHHV

The order of business SHALL EH ±

D 5ROO &DOO \$ PRWLRQ WR DFFHSDO O H J K L D V O Q D E W L
RUGHU

E 3URRI RI 1RWLFH RI WKH \$QQXDO 0HHWLQJ

F 0LQXWHV RI WKH 3UHVVLGHQW\ UHSRUW Q R W D Q Q R W R O D F F H S
GLVWULEXWHG G L V K D V C H V L Q R U G H U

G (OHFWLRQ RI ,QVSHFWRUV RI (OHFWLRQ

H (OHFWLRQ RI 'LUHFWRUV

I 5HSRUWV RI 2IILFHU\ V L G H S Q W H K D W K M S R W K W H G F K D Q
5HIHUHQFH 0DQXDO DV UHTXLUHG ED F F S W 5 X O
SUHYLRXVO\ GLVWULEXWHG G L V K D V C H V L Q R U G H U

J 5HSRUWV RI /HQGHUV\ 5HSUHVHQWDWLYHV LI DQ

K 5HSRUWV RI &RPPLWWHHV \$ PRWLRQ WR DFFHSDO O H J K L D V O Q D E W L
UHDG VKDOO EH LQ RUGHU

L 8QILQLVKHG %XVLQHVV

M 1HZ %XVLQHVV 0R WKLR Q R D U R G P S S W R D S R W H D U Q H [W
2SHUDWLQJ %XGJHW DQG WKH %RDUW\ R I D U U D Q J H
\$OH[DQGLD +RXVH VKDOO EH LQ RUGHU

N &R 2ZQHU &RPPHQWV DQG

O \$GMRXUQPHQW

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6KRXOG DQ \$QQXDOQCHH WRLLQ D E FNDRENDQTXW BXP SX
5XOH DQG WKHUH EIGQRR X X R H S PVDW V W R E W LWQH \$ C
VKDOO EH GLVSHWQ VHHGUZ LDQIG I W X H V F H B DVK G OVK HQ L
SURFHGG ZLWK WKH & R X Q E Q D V L Q F I O W B I L Q Q W K H D G I
2SHUDWLQJ %XGJHW IRU WKH HQVIX LQJH FLWRFDO W F
ILOO YDFDQFLHV DV WKH\ PD\ RFFXU

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'XWLHV RI WKH ODQDJPHQW \$ J S H O W Q T K W L O D W X H H P H
6HFUHWDU\ QR ODMRHH WKKDQWLKH B O S S R E H O W E G R R U V
&RXQFLO RI DQ\ &RQZLQ E O H Z K R R L S D L Q G L R I L S D W H E\ U
GHOLQTXHQF\

'XWLHV RI WKH %XLIQ KQJ ZLWKF W R K W K D H S A M D D I Q F H R
±

D DUUDQJH IRU WKHDXB RRQYFLQCHFWLWU E B FDRW L R Q
0HHWLQJ RI WKH &RXQFLO

E SURYLGH RU DUUDQJHF WLLR Q X D Q G U F H S V D V U W E K H W L R
6HFUHWDU\ PD\ UHTXLUH XQGHU 58/(6 DQG

F NHHS D VXSSO\ RI W H S H S H U G [E \ I R U K P W X D S E W H W R D U \ S
5XOH DYDLODE O H W W R K B R 5 B Z E B W L R Q 'HVN D

G WDNH FXVWRG\ B Q X M H V R B I L J L D C F K O O C H F L W L Q Q B I W K
VWRUH WKHP DV UHTXLUHG E\ 58/(

\$'237(' % < 7+(%2\$5' -8/<

SECTION 230 – THE BOARD OF DIRECTORS (THE BOARD)

32/, & <

'XWLHV 7KH %RDKUG DDGPILOQL VRW HVKUDV RJKQ FRO VQB D
PDQDJHPHQW RI \$OH[DQGULD +RXVH

&R 2ZQHUV DFFHSW H Q% RHOJGF DIEROSW RVK HWG/XW\ W
UHJXODU DQG 6SHBUHQ FLS-DWLQ JHM GF WLSR QO\ DQG
EH FRQYHUVDQW ZLWK WKH *RYHUQLQJ 'RFXPHQW
, Q YRWLQJ IRU RUDFRQSWHQVQL QJLW RUFWRKQX DIERES
SHUVRQDO UHVSRRQ MVRLOXLWLRIQJUV VODQJXDJH

5HODWLRQV ZLWK &R 2ZQHUV &R 2ZQHUV &R 2ZQHUV
RI WKH &R 2ZQHUV

0HHWLQJV RGI DWKH RSRHQWR &R 2ZQHUV

7KH %RDUG QHHGH DQGXV RHOVFLWLV VMLQSQHF[SWQ VV
IURP &R 2ZQHUV RWKHU 5HVLGHQWV DQG PRUWJ

5HODWLRQV ZLWK &R 2ZQHUV RI &R PDMU WVKHO VSDPHU
UHODWLRQV KLS ZLWK &R PDMU &R DZQ SIDKDPH ZQWK \$DWK L
&R 2ZQHUV RI 5HVLGHQWLDQ \$SDUWPHQW\ FRUPXQ
WKURXJK 6WDII MAY&R PDISV WRSVLDWH LQ DQ\ SDUW

58/(6

2SHQ 0HHWLQJV \$OO OSWLVW LEHU RSRHQWWR %DDU&R 2ZQ
5HVLGHQWV

\$ 0HHWLQJ PD\ EH FORVHG RQO\ XSLRQ DMLUPDWL
DVVHPEOH LQ ([HFXWLYH 6HVVLRSRUS RQHVRU PF
DWR FRQVLGHU SHUVRQQHO PDWWHUV

EWR FRQVXOW ZLWK OHJDO FRXQVHO

FWR FRQVLGHU FLOWUDWRQSRQ GLOWVHULRQQYR
WKH *RYHUQLQJ 'RFXPHQWV DQG

GWR FRQVLGHU WKH SHUVRQDO OLDELWLW\ RI D

7KH PRWLRQ VKDOO VWDWH WKH VSHFLILF
6HVVLRSRQ DQBUKHGQDQE WVKHHQLQXWHV

7KH %RDUG VKDGHUHWLVWLVWQV WIRGXWLYH
PDWWHUV VSHFLILFDOO\ VWDWHG LQ WKH

\$IWHU DQ\ ([HFXW %YR-D 6 6 VWKLRQO W KHFRQYH
VHVVLQR DQG YRWHL RQWKB\ (PHFVLRQY W DNH
ZKRVH VXE VWD QFQHD E KD QG HEQWULHDHG LQ W
VHVVLQR DQG LQ XFKHDFVQLRQHV K D B OV WDN
XQOHVV WKL V LV GRQH

1RWLFH 7K ~~SHAL~~ FUDXWDHU QRWLFW LPIHW B Q G S V B FH RI H
0HHWLQJ RI WKHW %FGD B G E\RO DHH S BQ UERRPU GHO HQ DWKHU
JDUDJH OREELHV

1RWLFH RIDDQR 6 S(HPFLU LIQQ FX KDHOV EH SRVWHG
FRQWHP SRUDQRHXFD S Z RW KGM B HWRR W UHFWRUV

'RFXPHQWV \$W OHG D VRF XPHQ WR/SIXR FIONRQOH GH WFRH SMU HR U
WKR VH WR EH XVHG RQ ~~SMALL~~ QE (H PFXGHL DY DHOVVE B B IRU
E\ &R 2ZQHUV DW WKKH GRFFX FVLRQ W D B UHUGIEWWRWLV EXWH

0LQXWHV 7KH 0LQXWHV RI ~~SMALL~~ 0LQH FVLRQJH RU WVK B D %R-D
FRQYHQHG DQG WKKH W LQDP B G MRR X ~~MOB~~ V U W KW RQDP B V H
SRVLWLRQV RI DQ\ YLVLWRUV LQWDLR/GXGFB G DQK B R D F
2ZQHUV RU RWKHUFR BPHF B WQL] B G G RUD Q LPVRKGLRQZ/Q XQ
SRLQWV RI RUGHU DQG DSSHDOV ZLWK WKH GLVSRV

ORWLRQV ZKHWHU WH [S B DFOLOV ERD VLRFRM BHH G S LQF W
DFWLRQV SURSRVHG RWHJ DWFRHS MF HR S B UHRUY HU HDGR
UHDILUP UHVFLQ G HF B SRVWGR QFH B QOR B W UHTXH
ZLVKLQJ KLV KHU FRPRIHQ MVRWG E B QPZOE PLWQ W WFR
WKH 6HFUHWDU\ IRU LQFOXVLRQ LQ WKH 0LQXWHV

7KH 6HFUHWDU\ M KD KD 0LQXWHWR W B B F% RFDHGW D Q
FDXVH WKHP WR EH SRVWHG ZKHUHI WFK LHQ FDDQ EG
DGYDQFH RI WKH QHJ [W B HUQ DEDJH B HRHQVQ XKS R QV R
WKHP SULRU WRQW KHF W%LRDQ B QV DW B DNL ROKHWPL RQ W F

7KH RULJLQDO 0LQ XMHWRQ JDVO OV B BHDV B MUH Z LWK V
GRFXPHQWV DV WKH 6HFUHWDU\ RDRJ V FIDG FRW GVKU
DQG SUHVHUYHG HLQGUH LQ RGMU WVRD B B V WKLH
6HFUHWDU\ DQG LQ W R K HR S B K B B B B WLFX WRU

6XEMHFW WR WKEK B JHDW B B EIXQLGW\ BHKW DGLQF WVKMD U
VHU YLFHV RI D V W W R L Q B S K I S D U L R J D W K H 0 L Q X W H

6SHDNLQJ ~~SHALS~~ HUSVFDQ DW DQ\ B R B W G QXQRML V KUHFRJG
WKH FKDLU H[FHSW WR VHHN VXFK UHFRJQLWLRQ

\$Q\ SHUVRQ VR UHF R V QD PHG RM KLOL V Q F D G G U H P J U N
TXHVWLRQV DQ G W D B Q Z H UWR WPK B X B K V D L U S H U V R Q

2UJDQL]DWLQJQ D Q H H H U W L W W & H H % R L Q J G B Q R \$ Q Q Z D Q 0 H H W
RI WKH &RXQFLO VD WUZK QFKZ OL UH O W W W B H D O Q VS U R E M V I F R
58/(LQFOXGLQV UHUT QLRUWLPFHQ W Q H Q F R I S H W Q D P H S W R Q U Q
EHORZ

7KH 0HHWLQJ VKD O W H E H K H G E \ Z L D W W H H O W W Q J H \$ Q Q X
WKH &RXQFLO

1RWLFH RI WKH 0 S H W W L Q G Z K W O D Q E H H O H Q E R S X O D R H L V
IL[HG E \ WKH FRQW H Q M E W J H Q Q G U Q I F Z Q U V

, I WKH FRQWLQXW Q G D Q G H Q W F I O V I Q Q H W K H
SODFH EHIRUH WKH \$ Q Q X D R X Q F I H O V H Q J D S I M R X U
VKDOO VR DGYLV I H L F W I K H Z K R I W I K G L O Q H R Q Q B X Q F H
SODFH D Q G Q R V K X O W O K E I H W Q H R T X I L F U H G

1R EXVLQHVV O R H F K W L U R Q W I R D Q H W L F H H U H V V K D O
WUDQVDFWHG

5HJXODU 0HHWLQJ V S H A R L X E O D K U H O H G W W Q W V P H V D Q G S O D
E \ W K H % R D U G L W L D R Q R U P H F O R U G M B O L Q W K H O L Q X W H V

7KH 6HFUHWDU \ VKDOO S U H S D U H W K M S B B H I Q G D O B
OLVWLQJ DOO L W H P V R I E X V L Q H V V S U R S R V H G E \

+H 6KH VKDOO Q G D I O W R Y H W K M W K I D Q R E L Q J ' L U
ODWHU WKDQ Q R I R Q H B I L Q K M X U L G H D W S I L Q Q L Q U '
D F F R U G D Q F H Z L W K 5 (*8/\$7,21 G

&RQVLGHU D W L R Q R G G R E X P H T Q W Q W L R F H W K F X G U M W U
E \ 5 (*8/\$7,21 G D Q G J Z K W R K U V K D Y H Q R W \ K W D R G D O
U H D G V K D O O E H H F Q H J W L H S G J R Y O D U % W R D W O L Q X J Q R I H W K I
W K L V 5 X O H L V Z D L Y H G E \ W K H % R D U G

, I D Q \ ' L U H F W R U M L Z O K H Q W D E H J S X O E D Q Q O H G W B Q R J U I G H
I R U W Z R V X F F H V V Q Y M S H J K R O D D O H W W W L H Q J S H L Q D D U
) L V F D O < H D U I R U Z K O I F K W K H G L G M H Q E D O U K H E G I S U H W K
% R D U G D U H V R O K W W R ' Q U H F T X R I U W L Q H J V W J Q D W L R Q

&KDLUSHUVRQV D Q G P H P E H U V R I & R W R L D W W W H Q G U
5HJXODU 0HHWLQJ V O H M S H L Q L J V O D W W K R R K V P I O H L W H U
& R P P L W W H H I V U H R V S R Q F R L E V I O G M U H G J U H V R D W K D O W O W K
X S R Q W K H P I R U L Q I R U P D W L R Q D Q G K W R % W B D W W K H
F R Q F H U Q V

7KH RUGHU RI EXVLQHVV S H A R L E H S H J X O D U 0 H H W L Q J

- D , Q W U R G X F W L R Q R I 9 L V L W R U V
- E & R P P H Q W V E \ D R Q Z Q W K U H U 5 H V L G H Q W V
- F \$ S S U R Y D O R I O L Q X W H V

G &RQVLGHUDWLRQ RI 5HSRUWV DQG RWKHU &RPPX
H 8QILQLVKHG %XVLQHVV
I 1HZ %XVLQHVV

J &ORVLQJ 5HPDUNW ~~EQ & R W Z Q H U~~5HVLGHQWV
K 0RWLRQ WR &RQYHQH LQ ([HFXWLYH 6HVVLRQ LI
L XSRQ UHFRQYHQLOQ ~~SJLQ O R V S H R Q W H S J U L R M G~~YWR LQ ([
6HVVLRQ DQG

M \$GMRXUQPHQW
\$EVHQW WKH REMHFUWLVRIQR% ~~DDU GR D D F W~~DNH GHF
JHQHUDO RURXQ ~~D Q D F R X V~~FRQVHQW

\$ SHULRG VKDOO EH VHW DVLGH ~~D V J W K X U L S H Q L Q~~
ZKLFK DQ\ 5HVLGHQW ZKR ZLVKHV WR EH KHDUG I
, PPHGLDWHO\ SULRURWB ~~5 H G J M K P O U Q P H H D W H Q V S R U R L U~~
WR WKH ([HFXWLK HD ~~6 H M M W R Q J R L I W K F D Q H & L V~~ WR EH
2ZQHU RU RWKHQ ~~5 H M L G S G D N Z E V K Y L B X R Q~~ D WRS
FRQVLGHUHG DW ~~E M K D W F R H Q W J H G I R K D O C D W~~ SXUS
2QO\ 'LUHFWRUV ~~J H G D I R Q E M K H S F R U S D W M H R U V G E E D R U~~
WKH %RDUG

7KH 3UHVLGHQW PD\ UHFRJQLJH DQFSLUFW ~~S R X U S G V D~~
RI SURYLGLQJ LQIB ~~E P D W K R Q U H M L X G H R W D Q~~WKH UHP
SHUVRQ VR UHFRG ~~G U J H G V K D O R O V E K H D~~3UHVLGHQW

,W VKDOO EH ~~R X K D V R I S H W G R O M R R~~ KROC
ORQJHU WKDQ QHFHVVDU\ WR SURYLGH W
HQJDJH LQ D FRO ~~O R T X S H Z L W R K D R Q~~ FWWHU
UHOLQTXLVKHG ~~N Z H W O R R W D M B L Q S E B L Q J~~
E\ WKH 3UHVLGHQW

6SHFLDO RU (PHUJHQF\ 0HH ~~M A Y C E J V F S G S H G L D O W K H H W U~~
RQ KRXUV ~~T Q R W L F D Q W (R H U D F K Q F L U C H F W F L O O H G~~ E\ WKH
3UHVLGHQW LQ DFFRUGDQFH ZLWK WKH FLUFXPVWDQ

\$ 6SHFLDO ~~0 E H W L Q D O X H L G E B Q W K R U V D U K W R Q H F U K H~~
ZULWWHQ UHTXHVW RI DW OHDVW WZR 'LUHFWRUV

2IILFHUV ~~S H A L L F E H U V O H F W H G E N U V R R H D P L R Q F W R K H V P H P E H U~~
WKH %RDUGV ~~D Q G L U H G S A D M L E H L O V W I R H O R Z V~~

7KH 3UHVLGHQW VKDOO ±

D EH WKH FKLRIILH ~~[H F X W R L W K H & R X Q F L O~~
E SUHVLGH DW ~~D K O & R I X Q W L Q J D V Q R G I R M~~ WKH %RDUG

F KDYH DOO RI WKH G H G X W I D H O V S V R Z B H G V D I D H W K V K B O I O F
RI 3UHVLGHQW RU D T S D V R S R H L V D W R Z O W O Q P D W B G Q W R E
SRZHU WR DSSRLQ W P R Q P L W K W H R V 2 I Z O R P U W D D Q G 5 H
KH VKH P D \ L Q K R L Q G K H H U P G L S F U R I S W L K D W F R Q R X B W W R V
WKH DIIDLUV RI WKH &RXQFLO

G KDYH WKH DXW K R L V I E W H V D L R Q L W R K H U O H D D Q G Q W G H F J B P P
WKH &RXQFLO WR H S H V D Q B S R X Q X H O Y F H V Q W W K D V Q W
3UHVLGHQW GHHPV LW Q H F H V V D U W W R M K H D R W K F R L
'LUHFWRUV SURPS F V Q I V L Q H R W P D Q B F W K H R W L R Q N I D Q Q

H EH WKH &RXQFLO P W V R I O F R R M I D F F L O Q Z L S B K I F W K R H U % D X Q G
WKH 0DQDJH P H Q W \$ J H Q W

([FHSW DV S U (R Y L G H G Q L R F S W K H U ' L U H F W R
GLUHFW RU D G P R J Q L L U K H F W K R I U % X L I O G I D D Q D J H
\$ J H Q W R U D Q \ P H P E H U R I W K H 6 W D I I R U
\$ J H Q W \ V H P S O R \ H H V

\$ Q \ ' L U H F W R U P D \ F R P P X Q L F D W H L Q I R U P
Z L W K W K H % X L O G H Q E H L U W H R W W K H D Q V D P I D
W K H 0 D Q D J H P H Q W \$ J H Q W D Q G L W V H P S O R

7KH 9LFH 3UHVL G H Q S V D V K H D O R D W W K H U B R U N P V I K G N Q V H D Q
G X W L H V Z K H Q H Y H O O V E H B I E N V I Q G H Q W X Q D E O H W R

, I Q H L W K H U W W K H B O H F H G 3 U H W R O P F O W W K H
% R D U G V K D O O D S S I B H Q W R V R W R B W W H R Q D G
E D V L V

7KH 6HFUHWDU \ V K D O O ±

D N H H S W K H 0 L Q X W H R I R M K D H O Q R C H J G V I Q D B O W K O H H H W Q X W
RI WKH &RXQFLO

E KDYH FKDUJH RI VXFK ERRNV DQG S G S H U V D V W K

F LQ J H Q H U D O S H V I R Q P L G O W W K H R O M K W D I B I I L F H R I 6
7KH 7UHDV R Q V L E V H R U R Y H U V H H L Q J ±

D W K H & R X Q F L O \ V I X Q G V D Q G V H F X U L W L H V

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

F W K H 0 D Q D J H P H Q W \$ J H Q W \ R X Q F L O \ P D W I R Q Q F L O O F
W L P H O \ P D Q Q H U D Q G

G W K H 0 D Q D J H P H Q W \$ J H Q W \ V N H H S L Q D O R C I U X H F O I D S Q V
D Q G G L V E X U V H P B Q Q J L Q Q W R R M K H E B R X Q F L O

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3\$57 7:2

:LWKLQ WKH VFRSRQ RLEKLOL WUH UWKH 7UHD
DXWKRULJHG WR FRDPOXQZEVW HW RH LDDQDJ
\$JHQW DQG WKH %XLOGGLQJ 'LUHFWRU

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'XWLHV RI WKH R%XL OIGL Q%JX'LOJHFW ±'LUHFWRU

D DWWHQG DOO 5HJXODDUGHH,WKQJDKH VFKHQRQ IRU
DWWHQG D 5HJXODDUGHH,WKQJDKH VFKHQRQ IRU
(QJLQHHU RU DQRWKHU PHPEHU RI WKH 6WDII

E SURYLGH RU DUUDQJHWIRU %REDK GQDS/PAKNG BUHF/WC
H J UHSURGXFWWRQRDGG FGLPH/QULE XFRUUHVSRQ
LQYHVWLJDWLRQV DQG UHFRPPHQGDWLRQV

F VXEPLW D ZULWWHQ UHSRUW WR WRHD%FRDSU GRHDF
HDFK FRPSODLQW UHFHLYHG

G

'XWLHV RI WKH ODQDJHPPHQW \$JHQW 7KH ODQDJH

D &UHDWH WKH %RDUGWDFKNDPHH HIRUL QJMLPQFQX GLQJ
\$JHQW UHSRUW ZKLFHQFRQLFHG DQGRUHFRRPPHQGH
SURSRVHG IRU %RDUG UHYLHZ

E RQ)ULGD\ SUHFHGMLQD BHWKCH VFRHUGO GLVWULE
'LUHFWRUV WKRVIK DGRFXPHQW VFRMLGHUHQDQW W

F FRQFXUUHQWUOG IZLVWKLWLVKWHFRQRVSL MNDH FHDQ
GRFXPHQWV WR EH FRQVLGHUHG DW WKH DSSURD
5HFHSWLRQ 'HVN ZKHUH WKH\ VKDSCRO 2EIQ HDU D LQORD E
ODWHU WKDQ ZKLFHQFRQLFHG UHFHLYHG 'LUHFWRUV

\$'237(' % < 7+2\$%' -\$18\$5 <

SECTION 250 – MANAGEMENT

32/, & <

0DQDJHPPHQW RI \$OH\$DHOGRULPHGR & V MHPW% N LDCG QM K'HL U
0DQDJHPPHQW \$JHQW

7KH %XLOGGLQJ 'L UKHF WRDUHGTVYD JH D VQRRU DDVO/Q JROD
E\ FRQWUDFW WR WKH 0DQDJHPPHQW \$JHQW

7KH 0DQDJHPPHQW \$JH%R DUHGTVYH D JDXQ RR YRHU HDG CE \P
LWV FRQWUDFW

1R 6HOI 0DQDJHPPHQW GR HXKGR%R R D Q GHU WD NQVWHDI GP DLQV
UHOLHV FRPSOHWHO\ RQ WKH %XLOGGLQW WR RHHF WRXUWH
HQIRUFH WKH SURYLVLQRV RI WKH *RYHUQLQJ 'RFXPH

58/(6

(YDOXDWLRQ RI MHPW%XSQQXDJOLP RQURU D ER X3W H VLY
SHALL SUHSDUH D ZULWRWKIQVHKYDU \$DWLRUPDQFH

7KH 3UHVLGHQW MKDOO DWXIEPQ W W WLE/HW%KRIDLUG K MW
UHFRRPPHQGDWLRQV IRU DFWLRQ

7KH 3UHVLGHQW Y D O D W L R Q L Z W K F W R H U % X Q G G L Q
FRXQVHO KLK K H U S R Q I R U P D Q F H

(YDOXDWLRQ RI WJHQVDSDQXPDQW \$RHRU DWRKW 6HS
3UHVS~~SHHQ~~ SUHSDUH D ZULRW WKH H D D O X B M L R Q \$ J H Q W
SHUIRUPDQFH ZLWKHUMHVS P V R I W L W V F R Q W U D F W

7KH 3UHVLGHQW MKDOO DWXIEPQ W W W W L E / H W % K R I D L U G K M W
UHFRRPPHQGDWLRQV IRU DFWLRQ

7KH 3UHVLGHQW V H K D O O X D W Y L R Q Z Z M H K W L Y H V S R Q K L
0DQDJHPPHQW \$JHQW K D O G R D G K Y L W K H O F I L U P V S H U

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7KH %XLOGGLQJ 'LUDHWRQV D G K H D Q X H F W R U L
D WKH VHQLRU PHPEHBI D G E \$ O S H D Q G U D D G + R X V H 6 V

E WKH VLQJORH S R L Q W E R R K Z F H L O W Q B H Q W \$ D H Q W H P

7KH %XLOGGLQJ 'L UHFWKRHU %R DXUG TVYH JSH QWHFWKRHU %XLO
UHVSQRVLEOH IRU

D RSHUDWLRQ DQG PDLQWHQDQFH RI WKH 3URSHUW
E VDIHW\ DQG VHFXULW\ SURYLGHG WR 5HVLGHQWV

F VHUYLFHV DQG DPHQLWLHV SURYLGHG WR 5HVLGHQWV

7KH %XLOGQLQJ 'LV HFWKRHU 3UKDVLG HDEVRIP \$RDVHGQW
RSSRUWXQLWLHV BQGGVKQDQUNHE SRXSRPFOBRG
RWKHU GHYHORS PHUHWWRW F XSURFQRWVHQLRQDOPV
WKDW PD\ KDYH DSSOLFDWLRQV WR WKH &RXQFLO

7KH 0DQDJHPHQW \$JHQWV 4XDOLILFDWLRQ 7KH 0D
OLFHQVHG PDQDJHPHQW ILUP XQGHU FRQWUDFW ZLW

7KH 0DQDJHPHQW \$VHQKHV%RDVGHV \$JHQW\$JMKHV 0DQ

SHALL ±

D GLVEXUVH SD\PHQWV IURXPQVKH RRRRSEMOVLRQG
DSSURYHG RU HPHUJHQF\ H[SHQGLWXUHV

E FROOHFW &R 2ZQHU \$NVLMVPHQXHW DQKHVWPD\ EH
&RXQFLO

F GHSRVLW DOO IXQGV FROOHFWHG LEQVRN DR IIVGKHU
0DQDJHPHQW \$JHQWV EKRHSGLQHWKMK&RXQFLOV
0DQDJHPHQW \$VHQWDOVIRXW KH &RXQFLO

G HVWDEOLVK WKH &RXQFLOV UHVWUWVWXRQG DDFG
PDLQWDLQHU VHWV SUNQSVLEWGOEHWKH %RDUG

H SUHSDUH \$RDVFLDO DHPRQWKO\ EDVLV

I SUHSDUH DQ RSDOOWDGGUDEXVJHW DQG UHVHUYH

J SUHSDUH DQQXDOO\ D UHFRPPHQGHG J\WVPI <HDU

K PDLQWDLQ WKH &RXQFLOV ERRNVVDFRQXQWV D
FHUWLILFDWLRQV WR RZRZHUW DOBQVGLQVDFXLDQV

L FRRSHUDWH ZLWKWKH LQRWGLS QMGSDUWGLRQWR I
ILQDQFLDO VWDWPHQW RU DXGRWDOQV DQ UHWX
UHTXLUHG WR EH ILOHG E\ WKH &RXQFLO

M DVVLVW WKRF%BDQGLXQF \$ULQVXUDDQFB PBYHLDGH
QHFHVVDU\

N DVVLVW WKH %RDVFLQVSIQDYLFGLQJ WKH 3URSHUV

O SURYLGH DW FRVW DQVZHWLQJPHQVDFIRWQGG UHV
HPHUJHQFLHV

P H[HFVWH DQG ILOHLDQD VSBFOFDQDQWDFHWXU
LQVWUXPHQWV

Q PDLQWDLQ DVHW RJIHQVNDW DGGVLEWVWVQWVFB
ZLWK WKH &RXQFLOIDRQHLQKGLHU SHULRGV

R SUHSDUH DQG WLP&HUV \$URVDFGHVWFRQVLYVHQLVJ
'RFXPHQWV DQG

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S DVVLVW WKH %XILQGLQJ 'VXHWVROQLHRIQWDDFVZRU
DQG LQ HWKXDXD VSLQRJSRVDOV

\$GGLWLRQDO 'XWLHV RI WKH ODQDRUHPHQWQJ\$JHQWLQ
GXWLHV OLVWHGLDERWHI & \$M TXKHWS \$HWQWODQDQEPHO
UHSUHVHQWHG DW PHHWLQJV RI WKH &RXQFLO %RDU

\$OO SHUVRQQHO ZRRHQMR \$JMQHW 0 \$QEMXFKW WKH 0
\$JHQW VKDOO HMD 0 0 WDKG DKSULFQANUDDOMHG\
SHUVRQQHO WR VDMTLXLU MPKHQWR DMG \$VHU RXU FRO

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SECTION 260 - THE STAFF

32/, & <

(PSOR\PHQW 7KH &RXQFLO ~~MAY SEORQVH N & FIG SVRU \$ R Q V LD~~
VHUYLEFHV IRU \$OHZ ~~ZQGU VDD QGX V HV LG~~ HEQWV DV UHTXL
5(*8/\$7,21

7KH &RXQFLO LV DQ HTXDO RSSRUWXQLW\ HPSOR
~~5HTXLUHG RI 6WDII U7KH P&HPXEQIFULV RB HVU KR U P W M K I H W R G X~~
HIIHFWLYHO\ DQGWWRXW [~~RIDELOH D D M X G D I K H R Z S I X G & R V W~~
2ZQHUV DQG 7HQDQWV WRJHWKHU ~~Z Q V K R W K H U U L Q D Y L L V~~

(ISHFWHG RI 5HVLGHQWV &R 2ZQHUEVH U7H Q ~~D X H W W V D Q G~~
RWKHU LQYLWHHVHDYH ~~M I S H F W D P G I W R R P E W H W \ R W R Z C H U G~~
DV WKH &RXQFLD ~~I U W R X H J K L E L W K H V R V D U G W K H P~~

&RPSHQVDWLRQ XKW XOHYRO ~~D V D G M A R U S H Q M B W L R Q~~
FRPSHWLWLYH HPSOR\PHQW SUDFWLGDV ~~I D R I G P W K H V Y I D~~
VHUYLEFHV

*UDWXLWLHV 7KH &RXQFLO FRPSHQ ~~S D W H R U P B E H U R I~~
WKHLU GXWLH ~~S H R W G R D W G N D I H P H P E M H V J U D W X L W L H V~~
SHUIRUPDQFH H[FHSW DW WKH ³\$QQXDO 'LVWULEXWLF

2II 'XW\ (PSOR\PHQW ~~0 H P A Y E U V H P I S O R H H G W D X U L Q J W K H~~
KRXUV E\ LQGLYLGXDO &R 2ZQHUV RU 7HQDQWV

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.QVXUDQFH %HQHIDV ~~V Q H J K R W % B D W I G Z M W B S J M K H V O V D Q H D J H F~~
DQG OLIH LQVXUDQFH EHQHILWV ~~V R E H U H F H L Y H G E A~~
6XSHUYLVLRQ 7KH ~~B V D I I F I O X V I X S H U D Y L E A H W W R U % X L O G L Q~~

7KH %XLOGLQJ 'LUHFWRU UHSRUWV WR WKH 3UHV
1R &R 2ZQHU RU 5 ~~H M E G H R W D K P R O O L D K H W W R U % R U O C~~
DQ\ RWKHU PHPEHU RI WKH 6WDII

3UDLVH RU 5HSULP ~~D Q S H V L G H 1 2 Q W U D Y D B Q H L Q F R X U K D I J H G W~~
3UHVVLGHQW RU ~~H F K H R % X R I O G Q L Q B H E K I R U H R S M U K I R G P D Q I F B~~
PHULWV SUDLVH RU UHSULPDQG

\$EXVH RU 'LVFRXURW ~~H W K H O G M P B H U D U H V H I Q F R K K H U D J X L G Q L R C~~
'LUHFWRU RI ~~D E X V R Q R W K G L S B B W U R M H & R G Z Q W U V P D Q G V V~~
WR GLYHUW ~~W G J H R X W R W K F D L W U D L V V L J Q H G G X W L H V~~

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7KH %XLOGLQJ 'LUHFWRU ~~V 7 K H V % R S Q V L E D D~~ 'LUHFWRU
UHVSRQVLEOH IRU ±

- D WKH HIILFLHQVHFRQRPWELDQ RSDQGLSDWDRQQ IRQJWKKH6
6WDII¶V ZRUN RHPJEDHQLYLQ R LGVRVWPKHDWL QZR UN V D Q G
H[HFXWLRQ HYDOXD¶W\$EUIRWB D IQFNHP D IQM KHLU GX
WUDLQLQJ K L Q U Q D Q G L V F U L S Q U L Q W D I I
- E PDLQWDLQLQJ VD LHW DMHFFRQHG LDVQLR Q Q K L P H Q M M & R F
VXVWDLQLQJ D Q G Q D F V Q Q H W K V V S H U X R G H Q Q M V ¶ T X D O L
- F HQVXULQJ WKDW W O W K H D S R O K Q W L V O R I X O I P D D Q L R U Q V L Q
SURPSWO\ QRWLI\LQJ WKH 3UHVLGHQWR G G V R K H
- G HQVXULQJ WKDW & R I Q Z V Q H P H H D V Q G K S H V K L H G E R X Q D F W O F
LQ D W L P H O \ P D Q Q H I U L S J R P K S W 3 U H Q V E G H Z K M Q Q Q H W
IDLO WR GR VR
- H GHDOLQJ ZLWK 5YHV LSGHREOV M PVRL Q M V R O D Q L R V K I R I D Q
\$OH[DQGLD +RXXV Q D R Q Q V W K H & R P S P R U D J W Q R P M I Q R W H E
SUREOHPV WR WKHU E W L V G H Q W L D Q G B % R D H G D V Q H
- I GHDOLQJ ZLWK W K G W D V R D J H Q P H Q W S W H E W G W E K H W Z R H U
PDQDJHPHQW FRQWUDFW WR EH GR D F W E \ W K H O D Q
DFFRPSOLVKHG LQ DQ HIILFLHQW S R F R V Q I R P L D D Q D
SUREOHPV LQ W K L W R J H W J H U G U S H V R L S S H Q V D Q G W K H
- J NQRZLQJ D Q G V X S S R R U W L K Q H W R E U S R K O L E V H H R U H W K F H L
ODQXDO D Q G
- K NQRZLQJ WKH 58/(K HV 5 H M H B H W K H L Q D V X L D Q W D I Q G P R
5HVLGHQWV¶ FRP B C 5 8 D Q G F B I Q Z L W Z K W K I R O S R L Q V L E O H
GLVFUHS D Q F L H V Q S L D R P S S V O R E I O H H S P R U L W K W K L M H V I H G B
D Q G W K H % R D U G

7KH %XLOGGLQJ 'LVUFRWRP¶X¶VO'GNDLH'±L UHFWRU

- D VFKHGXOH D Q G P R Q R Q W R U D V F M R Q R U S P I R U R W P L Q D J Q F R
V H U Y L F H V I R U W K M X F R X Q F W O R D Q Q G W W R D N I E V X Q H I H G H
FRPSOLDQFH ZLWK WKH *RYHUQLQJ 'RFXPHQWV
- E EH RQ GXW\ RU R Q Q E D B V D K H D V K O H D K I D F F I G H V L R Q D M K
6WDII WR DFW IRU KLP KHU
- F NHHS WKH 5HFHSWILSGHQLQW D Q Q Y L W H G H V D W O H S I O R Q H P H
Q X P E H U Z K H U H K H W K G D R O W H G G I V W J Q B D Q E H F R Q W
- G SRVW RQ WKH GRRU RI KLV KHU RIILFH ±
L WKH KRXUV GXUIF Q Q Z K H L F X O I D W Q V K E I R I I R K B G R U Q
ZRUNLQJ RQ WKH SUHPLVHV
LLWKH QDPH RI DQ\ 6WHDPIDR HKPEYHHUGKHVBUQDWHG V
KLP KHU LQ KLV KHU DEVHQFH D Q G

D QRWLFH WKDW HLWKHU KH VKBFRUH @ GOVLIQ QDWHC
HPHUJHQF\ E\ HLWKHU WKH 5HFHSWLRQLVW RU WKH
)DFLOLW\ 0DQDJHPHQW 6WDII ±

D DUH DSSRLQWHG DQG PD\ EH UHPRYHG E\ WKH %F
E UHSRUW WR WKH %XLOGGLQJ 'LUHFWRU DQG
F KDV GLUHFW FKDLOJHL QJQ'G HUHFWKRG %PDIL R SMULQWQQ
WKH &RPPRQ (OHPHQWV

7KH)DFLOLW\ 0DQDJHU ¶V 'XWAAHV ± 7KH)DFLOLW\ 0DQ

D EH RQ FDOO IRU GHDFLIHQJ ZLFWKHU WHPHDO XEVLGH VR
KRXUV RQ ZHHNGD\V 0RQGD\ WKURXJK)ULGD\

L 7KH WHUP (0(5*(1&, 6 DLW G KVLVQHML WQ BDUO\
WKUHDWHQLQJ OLIH RU SURSHUW\

LL7KH WHUP 21 &\$// EHLGHIDQYHG ODEON ZRWKLQ
GHDOLQJ ZLWK D ERQD ILGH HPHUJHQF\

LL5HVLGHQW FDOOX DRVL HQV UZLHOOF EHV LWD GH WR V
5HFHSWLRQ 'HVN

E RQ D URWDWLQJEEHGEV EV WKH SUXLVRQ FJ DOLQ HRFWRU
GHDOLQJ ZLWK H RQUJHQ ZLHNN R GEXV Q WLG D\ HYHQ
0RQGD\ PRUQLQJ

F LQ FRRUGLQDWLRQ GZHWKORSDQ DQH\$PHQXD O :RUN 30

G DVVLVW 0DQDJHPHQW WKH \$Q GKH G QSSHDDML QJ %XGJH
SHUWDLQV WR SQHQJHUYHQDL PDQ GWR ELSURRYQLQJQJ
\$OH[DQGLD +RXVH SURSHUW\ DQG IDFLOLWLHV

H PRQLWRU DQG NHHS UHFRUGV RI X\$QO[DVLGHUL BRG
+RXVH DQDO\]H WKRVH UHFRUGV DQG ZKLFKPPHQ
ZLOO PDNH WKDW FRQVXPSWLRQ PRUH HILFLHQW

I UHVSRRG LQ D WLBBO\ DZDG W W LVOL W WDFNLX HPHUJHQ
FRUUHFWLYH DFWLRQHD G G O D V Q J S S S R S E W K H % R W C
TXDOLILHG RXVVLGH DVVLVWDQFH

J UHVSRRG WR UHTXHVWV IRU DVVLVWDQFH HQIRUP 5
UHSDLUV DV DXWKRUL]HG E\ WKH %RDUG

L \$OO UHVLGHQW V QFFHO DVOICR UE HD PVLGHSWBRWKH OR
'HVN ZKHWKHU WWRXWLMQHDWURHQPHUJHQF\

LL5HVLGHQW UHTXHQV DRVL QRVQDIQFHUZHLOQ E H PD
RXW D ZRUN RUGHU DW WKH OREE\ 5HFHSWLRQ

LL\$VVLVWDQFH ZLOOQHQBHQBHQDGHZHGNGDULQRUNLQ
RUGHU RI ZRBNLSWGRU UHTXHVW

K PDLQWDLQ UHFRUGD/GRI EDLOQ UKRSXDUJ SHWK/RQHO
UHFRUGV WR LGHQWLI\DFRFRWON SUDRSDR R-SULLDLVQHDV
WKHP

L PRQLWRU ZRUN EHRQQVGRQH &LR \$SDUDWQFRQWUD
UHSRUWLQJ WR WKHQ% XILGGDQWL RLDJURWRWKPPIH'QVYH
DQG RWKHU 9LUJLQLD DXWKRULWLHV WKDW PD\ R

M SHUIRUP VXFK RWKH% &LGGW QHVLDJHFWRU PD\ DVVL

3HUIRUPDQFH (YDOOXDQQLRQ \$ERQXW \$SDQFH RIWHKHFISHU
PHPEHU RISSWLEH BMDIYDOXDWHG ZLWK UHVSHFW WR D
IRU WKDW 6WDXIH P%KREHGLQJ WUHFWRU

6XFK DQ HYDOXDVLDUQ HQKRXOV QRWDEKRWWDVI PHP
EHHQ HPSOR\HG OHVV WKDQ WKUHH PRQWKV

7KHVH SHUIRUPDQFH QHDEYHQBIBSRBQHWKWBQVH %R
FRQVLGHUHG E\ WFKMR%XILOGLUJL YLUDJWDVQVGHFQ VLF
SURPRWLRQ DQG DGMXVWPHQW RI SD\ UDWH

'XULQJ WKH SHUIRQPSQFFHNYDQDQWVODJLEHPEWE
EH FRQVLGHUHG IRU D ERQXV

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SECTION 290 – THE COMMITTEES

32/, & <

9DOXHG 6HUYLFHS 70 6 V& R 0Q 0LQOG GYB 0 X 0 0 L WIKG X B 0 R&UR
2ZQHUV ZKR YROXQWHHU WR VHUYH RQ LWV & RPPLWV
/LPLWDWLRQV 1RR & R P W W W M H P H R B H 8 G K D N F D X W K F D U S L W W
DQ\ DFWLRQ E\ DQ\ 6 Q V U D F H W P E U H U R U W W B N H S B Q N S R V L W
WKH QDPH RI WKH D & R X S C H F I L O L F H D J 0 6 S H D X 8 W (6 R U L J H G E \ W

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6WDQGLQJ & RPPLWV W H H V D S I S R L 3 0 W V L R G H X Q W W H H U V W R V
&KDLUSHUVRQV RI &RPPLWWHHV IRU WKH ±

- D \$HVWKHWLFFV
- E %XLOGLQJ
- F &RPPXQLW\ 5HODWLRQV
- G)LQDQFH
- H 0DQDJHPHQW
- I 6DIHW\ DQG 6HFXULW\
- J 6RFLDO \$FWLYLWLHV DQG
- K \$Q\ WHPSRUDU\ FRPPLWWHHV DV QHFHVVDU\
&KDLUSHUVRQV VKDOO W D S S R L Q H W D Y R F O K D E W I S W U F W L W
&RPPLWWHHV
9ROXQWHHU DSSRLQ & K G L D S H D U & R 0 P L W D N O 0 H F R Q W
IURP \HDU WR \HDU DW WKH 3UHVLGHQW V SOHDV
9ROXQWHHU DSSRLQ & R F P I D W W P H H P E H W K D Y 0 I F R Q P L
\HDU WR \H D U L D S W H W M R H Q \$ K S O H D V X U H
0HPEHUVKLS RI DOO &RPPLWWHHV VKDOO EH FRP
5HVLGHQWV \$OO 5HVLGHQWV DUH Z W O F R P H W R D
'XWLHV RI WKH (& R P P L W W D Q G H L W A L L & R P P L W W H D Q G D V V L V V
%RDUG LQ FRQQHFIV L B Q Z L W W K W & R X M K H 0 & Z P W K W Z K H F
FRQFHUQHG , Q S D U W S H H L O D U W K H & R P P L W W H H
L P H H W U H J X O D F U D O O D G L W W & K B L U S H U V R Q
L L U H Y L H Z U H S R U W F D W S 6 Q Q W L R Q S H F L U D O G R R D W V U
G R F X P H Q W V U H I H U H M G G W Q W L V R L E W W K R U H % 3 D Q G 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
L L U H F R P P H Q G W R F R X H Q W R D W R 6 E W K E X D G J H W H G I R
Z L W K L Q W K H & R P P L W W H H V V F R S H

LYSURYLGH D UHSRURW ~~EJWLOYLJKLVHLVQ~~ UWFRD W KH &
GLVWULEXWLRQLD~~H~~MR \$GQX~~IO~~ &RXIQLQJ DQG
Y LQYHVWLJDWH ~~DQRG~~ WGH SRQJ \$UWR E OWHPW ZLWKLQ
&RPPLWWHH~~T~~V VFRSWKHF ~~RQQ~~ ~~DOMLHQ~~QVZ \$W/KQW
%XLOGQLQJ 'LUHFWR~~H~~Q ~~WR~~HV(QDQ~~G~~H~~RD~~W~~KH~~UWRDV
GHYHORS RSWLRQV DQG DUULYH DW UHFRPPH

&RPPXQLFDWLRQ ZLW~~K~~ ~~PH~~~~DE~~H~~JH~~FRH QDWV \$HDQIGL ~~QJ~~ &RPP L
DXWKRULJHG WR ~~FR~~~~D~~~~Q~~ ~~DF~~QGV ~~K~~QLRQ ~~VR~~ ZLW~~Q~~ ~~Q~~ RACKFDWW
&RPPLWWHH~~T~~V VFR~~S~~HJ ZLW~~H~~FWR~~K~~H %RXUL ~~Q~~R~~G~~W~~KK~~DIQ6 WPHIPERL
%RDUG

6XEFRPPLWWHHV \$ ~~VMD~~ ~~Q~~R~~G~~L~~F~~Q ~~Q~~X~~E~~F~~F~~R~~P~~P~~L~~W~~W~~M~~H~~H~~V~~ DW WK
WKH &KDLUSHUVRQ

5HJLVWUDWLRQ H(~~H~~%W~~L~~R~~Q~~H &R~~P~~P~~K~~~~R~~~~Q~~~~M~~~~O~~H~~V~~L~~Q~~ JWR~~K~~H~~W~~K~~U~~H~~H~~ &
SHALL DSSRLQW &R 2ZQH UWRWFRD &R~~P~~R~~X~~W~~W~~M~~H~~H~~V~~ UHJLVWU
2ZQHUV DQG SUR[LHV DQG WR FRXQW EDOORWV

6SHFLDO &RPPLWW~~S~~H~~A~~L~~L~~ ~~D~~&~~S~~R~~L~~Q~~H~~W~~L~~Y~~R~~~~M~~~~Q~~~~H~~U~~W~~V~~X~~H~~F~~U~~K~~/ WSR~~R~~L
&RPPLWWHHV DV KHUV~~K~~WR~~G~~M~~M~~PLW~~Q~~ ~~H~~K~~L~~P%~~R~~E~~U~~Q~~G~~RUW

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.HHS LQJ ,QIRUPHG L~~O~~K~~I~~F~~W~~%~~R~~X~~L~~O~~D~~V~~Q~~U~~N~~S~~Y~~A~~L~~G NEH HRSVKHU 6W
&RPPLWWHH &KDLU\$~~H~~G~~H~~M~~F~~~~Q~~VR~~S~~Q~~H~~R~~Q~~U~~P~~V~~I~~ ~~Q~~R~~U~~R~~W~~W~~K~~L~~Q~~L~~W~~K~~H~~V~~F~~
&RPPLWWHHV DI~~R~~I~~D~~G~~L~~Q~~V~~ ~~W~~X~~H~~E~~H~~LS~~U~~W~~X~~Q~~E~~V~~O~~W~~R~~Q~~U~~R~~I~~S~~S~~
LWHPV WR EH FRQV~~G~~S~~U~~L~~R~~GJ ~~E~~V~~R~~W~~W~~K~~K~~%~~R~~I~~D~~R~~I~~W~~L~~Q~~W~~E~~P~~V~~Z~~I~~U~~
DGGUHV~~V~~HG

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SECTION 300 – RECORDS, AUDITS, AND REPORTS.....36

32/, & <

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

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- ± 7KH \$XGLWRU

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- ± 'XWLHV RI WKH \$XGLWRU
- ± \$XGLWRUUV \$GGLWLRQDO &RPPHQWV
- ± 'XWLHV RI WKH 0DQDJHPPHQW \$JHQW
- ± \$QQXDO 'LVWULEXWLRQ

SECTION 320 – ASSESSMENTS.....38

32/, & <

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

58/(6

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

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- ± (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 3URSHU\
- ± 7KH (PSOR\HHV¶ \$QQXDO 'LVWULEXWLRQ)XO

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- ± 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

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± &ODLPV

± \$VVLVWDQFH

SECTION 300 – RECORDS, AUDITS, AND REPORTS

32/, & <

%RRNV RI \$FFRXQW 7KH &RXQFLO PDLQVLDLQFL DOFRP
5HFRUGV

\$XGLWV 7KH &RXQFLO CHFLQVVIIDUHQDKDOWHG DQQXDOO\

5HSRUWV 7KH &RXQFLO \$XGLWVGOJLDVHQVQVHGOVDWHPHQW

58/(6

7KH \$XGLWRU SHALL HD \$RDUG DQG UHWDLQ D SURIHVV

\$XGLWRU

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'XWLHV RI WKH \$XGLWRU SHALL GHTWKHU \$XGLWRUWKHU ±

D WKH &RXQFLO V DQQXDO ILQDQFMDKH VWRXQFHQV
ILQDQFHV DQG

E WKH &RXQFLO V LQVXEDQFHWRWKUJHFWKLRQPHQ
;,,, RIMasterDeed

\$XGLWRU V \$GGLWLRQ P P & P P H P I W W H U S Q K G Q W R K H B W

RQ ILQDQFLDO VWDQFHPHQWU DQG HDWXURUFRQVLSDS

E\ WKH %RDUG LQ ([HFXW SHALL HMVHRQH DQR VXEKVKM KH

GLVVHPLQDWLRQ XQOHVV DQG XEWWKHV%HRDDIGH DSS

'XWLHV RI WKH 0DQDJH PHQW \$XGLWRU ±7KH 0DQDJH

D PDLQDLQ VXLWDEOH ERRNV RI DFRXQVORUHVK
D IL[HG DVVHW OHG JRIUFDVQGU MRDQVVDQGLVRE/KKHU

E SUHSDUH D ILQVQFLDIO PVDWKHFLQFOXGLQJ DW OH
L D EDODQFH VKHHW

LLVWDWHPHQWV RI UHYFDQKHUDEBLISVQVQGLV
DPRXQWV SD\DEOHQDQGHQHFBQYDIEGJHLDHQWUL

LLPRQWKO\ DQG \HDULWR RGDUMHYMQRPIQGJH\SHQVH
GHYLDWLRQV

F GHOLYHU DOO VXFH* M Q V D V H P H Q V W J W R Q M R U G L V W U

\$QQXDO 'LVWULEXWLRQ U R \$ X B V W R R S M D E V H S R U V Q D Q G L

6WDWHPHQW DQG DQHFRLPHQW DQRVGH/KHEHUHDVX

DQQRXQFHG DW WKH \$GGLWLRQV DLEKHWIQQWRB\2ZQKHU

WKH %RDUG PD\ GLUHFV

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SECTION 320 – ASSESSMENTS

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&KDUJHV 7KH &RGX WRL OD QVG HUGWT XMDCHQ WV R H DVLOP HF&D S
SURSHUO\ DVVH\SDHUGV B HDQVQ V7K HDVH \$LQ FOXGH ±

D WKH \$SDUWPHQW WVRD WKRH B WXHGF V CHQW\$ WQ XPDH \$W
WKH FRPPRQ H[SHQDHR RV \$ OHQDFOXG E QXPLVQ VXUD C
WKH FRVWV RI RSHOJD WULHCSJO DFDLQW W ER SURYQLQJQW K
&RPPRQ (OHPHQWV DQG SD\PHQWV WR UHVHUYH

E DQ\ 2WKHU &KDUJHV WKDW PD\ EH DG VHVHVG DJD

F DQ\ DFFXPXODWHG /DWH)HH &KDUJHHQFD VQHVVHG
SD\PHQW RI DVVHVHVG FKDUJHV

7KH \$QQXDO \$VVHQV FHW WWYQ\$ DQXBY& \$XQH VOPHCHW VV

D IXOILoo WKH UHDVRQDEOH H[SHFWDRIL B QM RIQ5H Y
\$OH[DQGULD +RXVH

E PDLQWDLQ RSHUDWLQJ DQG UHSODEHDMQHW WHKDIQ
WKR VH UHTXLUHG E\ WKH %\ /DZV DQG 9LUJLQLD

F SURYLGH IRU W KH GRIEFLKIDWILR B F OXGLKH &RXQFL
DGMXVWPHQWV RI 6WDII FRPSHQVDWLRQ

G SUHVHUYH DQG HQKDW FHW W KH W&PH QZQ/HQ \$QB[DQG

H SURYLGH IRU RSHUDWLSRDL UP DLHCSWHDJEDWLFHQW DRGG
LPSURYHPHQW RI WKH 3URSHUW\ DEQH FHVVDU\

3DUNLQJ *DUDJH \$QLOXD VVHVKH &BWXWUHEPXQHW DDQ
FDOFXODWHG SHD B HFRW DW IR IRR SWKHU WQWVS OHQ G QFDLQW F
WR HQVXUH WKH VBSHUR \$DLDW HROD QDGHRS DW KH SDUN

(OHFWULFDO ([SHQWLD SRHU WR RQFH OHFWULFDO H[SH
RZQHUV EDVHG XSRQ RVZQ WUKVILS LWK DUMW B EPHRWH ULQ
PHDVXULQJ WKH DEWXQ FWRXIDHON FVQMG LQ \$SDFKWUPHHV

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7KH %XGJHW 3ULRUH WRL B DFRK \$QKH BEXQ FSOR SRKH %R
DQ 2SHUDWLQJ %XBJHW KH W KH %XLBIRQLV IRDCK H B DLW H\$P V
WKH %XGJHW VKDOO SURYLGH IRU ±

D PDLQWDLQLQJ DFFRUGYDWHR DEDV B QG B URSHUW\
ODLQWHQDQFH \$JUHHPHQW DQG

E SD\LQJ WKH \$VVHVVPHQWV IRU WKRQH WLDQGHPSD
SDUNLQJ VSDFH WKDW EHORQJ WR WKH &RXQFLO

\$SSOLFDWLRQ RI %WRKDU% XG SHUR SRKHG \$SSURDYH & XEG JW
&RXQFLO RU VXFK RWKHU %X ~~SHALL~~ EDV WKKH EDRXLQ/RO
\$QQXDO \$VVHVPHQW \$ UDQF USKHO & R ~~Q~~ ~~E~~ ~~Q~~ ~~D~~ ~~O~~ ~~V~~ ~~K~~ ~~R~~ ~~I~~ ~~Q~~ ~~W~~ ~~V~~ ~~R~~ ~~D~~
<HDU IRU ZKLFK DGRSWHG

ORQWKO \ &RQGRPLQLXP)HH ~~SHALL~~ \$ G QGLDQ \$N G HVTXPDO
DPRQJ WKH WZHOYKH)LVFROWKMD B I T W D SK \$ \$SDUWPRQDW
VKDUH RI WKR VH LQFUHPHQWV W R J H W D H H Z S W R K H W K H
WKH YDULDEOH UFLFDLWJHFRIRUX F I G I E W U L R Q W K K E I \ S W K H F H
\$SDUWPHQW DQG ~~K~~ ~~V~~ ~~V~~ ~~H~~ ~~S~~ ~~E~~ ~~R~~ ~~S~~ ~~R~~ ~~K~~ ~~H~~ ~~W~~ ~~L~~ ~~R~~ ~~R~~ ~~F~~ ~~S~~ ~~W~~ ~~C~~ ~~E~~ ~~M~~ ~~E~~
FRQVWLWXWH WKDW \$SDUWPHQW T V ORQWKO \ &RQGRP

7KH ORQWKO \ &RQG ~~R~~ ~~H~~ ~~Q~~ ~~L~~ ~~Q~~ ~~E~~ \$ D H D I E V O H R I R I Q D W K H I L U
PRQWK

2WKHU &KDU ~~SHALL~~ &KDDVMVHG XSRQ DQ \$SDUWPHQW
UHQGHUG VXSSOLHU H X S H Q Q V K H Q V Q \$ S D R U W B H E Q W W K R U F
EHKDOI

³2WKHU &KDUJHV ` DUH GXH DQG SD\DEOH RQ GHP

5HVSRQVLELOLW \PIRQW B RIP & R Q Q G R 3 F D L Q H X P & K D H U J H D V Q G X 2 H V
RQ DQ \$SDUWPHQW V H W S F G R X E L V O I L W \ W R K H L W S K A D F L Z Q H U
~~NOT~~ DWWHPSW WR FROOHFW WKHP IURP DQ \ RWKHU SH
/DWH)HH &KDUJHV ZLVK FR ~~R~~ ~~S~~ ~~H~~ ~~Z~~ ~~L~~ ~~O~~ ~~D~~ ~~W~~ ~~H~~ ~~W~~ ~~K~~ ~~H~~ \$ I U R M L Q L L R Q I
&RQGRPLQLXP \$FW WKDW EHFDPH HGIHFWWIDYHO IRVKHXGOV
DPRXQW RI ILYH SHUFWHQW HG DW RD ED D V I H Q) H V H D Q D U J H
\$SDUWPHQW EHFDXVH RI WKH UHV & R Q V L R E P L Q & X P 2) Z H H
RU 2WKHU &KDUJHV SXUVXDQW WR 5(*8/\$7,21

'HOLQTXHQF\ \$Q \$S ~~S~~ ~~W~~ ~~W~~ ~~P~~ ~~E~~ ~~R~~ ~~V~~ ~~R~~ ~~Q~~ ~~V~~ ~~E~~ ~~R~~ ~~X~~ ~~O~~ ~~G~~ G H O L Q T X H Q
RI WKH WHQWK GHURH D E P P I R Q W K Q S H L & O Q K D P I R X Q W
RI WKDW PRQWK LQ H[FHVVR I

&KDOOHQJHV \$ & R 2 Z Q D O O Z K R D K U J H S D Q L V X O R W E \$ H Q G L O
±MAY ILOH ZLVK WKH OD ~~Q~~ ~~D~~ ~~R~~ ~~H~~ ~~X~~ ~~P~~ ~~J~~ ~~K~~ ~~Q~~ ~~W~~ ~~K~~ \$ I J H Q W H U D O O H Q D E D W R
DQ \ L W H P W K D W K H H V K H R E H D X M O H D K Z H H \$ \$ E G V X S R Q W K L

, I W K H L V V X H F D Q Q Z M H E H W U K H V & R Y 2 H Z G H E H F H Q G W W K H
\$ J H Q W W K H * H Q H O O O H I D H O D J W U W R K H K V L R Q D E U \$ I W Z
J L Y L Q J W K H & R 2 Z Q H U R D E H R S S R U G V X Q K W O O E H I L C

&ROOHFWLRQ \$W ~~W~~ ~~A~~ ~~R~~ ~~U~~ ~~S~~ ~~H~~ ~~S~~ ~~R~~ ~~L~~ ~~Q~~ ~~W~~ & R G U G H W D L Q D Q D W W R
WKH &ROOHFWLRQ \$WWRUQH\

(OHFWULFDO ([SHDQVME P,WWWKEHQJH NLDXFK HSPS DQ VSPHDCFW
 SHALL EH DVVHVHVG WKH FLRWWR RE WKH HWHPHG QWR DQKED V
 SURSRUWLRQDWH VODIHW URUFDKHHF SHPOREWHU WFKLWVZH VSH
 ZLOO EH DSSRUWRRRZHG D F UERDWH GOKSRIQ RZQHUVKLS
 ORQWKO\ 6WDWHPHLDQWW 3GDREI WFDGKJHPQVQW \$VJHQWD
 SHALL GHOLYHU WR WKH &BUZVZHHQWR DHDVFDVSHVPGQW RQ
 WKDW \$SDUWPHQVWKHDFERXVQVGDVRI WKH PRQWK

7KH VWDWHPHQWK VLDQDQFLDPI'SOE LZLQLLQJH QHHFW UWF
 VXE PHWHUHG WR \$SDUWPHQWV

\$W WKH ZULWWHQVUBFXQHW WRR2ZDQDQWUHHQDQDJH
 VKDOO VHQG FRSKQV RWELWHKHQWFRDQGRQDKHW RE
 GHVLJQDWHG UHGROOH DJHQVFRXKZWHUV WRGVRG &
 WKH H[SOLFLW XQGHUWRZDQGLQJLWFKDQRLZDHWKRH
 KLV KHU UHVSQMLLELGHWSRQVLELGHV\ IRU 3D\PH

7KH FRVWV RI DQ\ SRVWDJH DXWHGVVRHG W
 DJDLQVW WKH &RHZVQHDUJ V2\$VSDHUW&KDUJH

'HOLQTXHQF\ \$Q \$SDUWWRBQWLVVQDFA RSXQ GZLVWKLWQHVL
 GXH GDWH LVGGWKEHQDQDQWPHQV V\$JHQWD 3/DWH)HH
 &KDUJH' DJDLQVW WKDW \$SDUWPHQW

7KH ODQDJHPPHQW \$JHQW VKDOO VHQA VRRWKH &P
 DFRXQW LV GHOLGOTXHQDQRLVFWH RRI VQFH XGRQQW
 ODWH &KDUJH D RVBFAHG \$XVWVHDQWH &KDUJHV

%HWZHHQ WKH ILIVDHWQWEXGDQDQVGDVWRHHDFK P
 ODQDJHPPHQW \$JHQW WKH &QQLIOMH&RQDHFWRQ
 DSSURSULDWH DFWLRQ DOO \$SDUWPHQWV ZLWK D
 ZKLFK KDYH EHHQ VIKDQQTZLFWLQRZDQYFRQRQVXV
 SHULRG ZKLOH RZQZQEHUW \$HMDPFRQREQBUIHHGP
 IRU WKLVSXUSRVH

\$ GHOLQTXHQW \$SDUWPHQW PD\ EH UHIF
 \$WWRUQH\ HDWQPHUSWKDQWVWKHG E\ WKLVS
 5(*8/\$7,21 LIDVDSCHUWIPWQW \$VLPPLQHQ
 SULRULW\ RYHU EDVGHUWRHGVIRXVWRWVKHU U

7KH &ROHFWLRQ \$WWRXQVH\VIKDDODHQHSPRUDQGX
 SXUVXDQW WR WKHPHQVGRDQGLWRHLDQVXVPLFDV&R
 DV DSSURSULDWH RQ HDFK \$SDUWPHQW UHIHUH

7KH ODQDJHPPHQW \$JHQW 2WKDQDQ &KDVHUIHHV DQDQW
 RWKHU FRVWV UGVAQVHLOQF\ IWRDQDQW WKH \$SDUW
 DFRXQW LV GHOLQTXHQW

\$ GHOLQTXHQW &R 2ZQHU LPWH DWX SDU WSRHVREOH
SD\LQJ WKH IXOO DPRXQW /GXHH &RDXGLHGO UHRD G
SD\PHQW RI OHVPRXQW GKHVKDOO VUWRPHQW WK
FRQWLQLQJ

&KDOOHQJHV 7KH SDUJSHUPRISW \$JHQV HVWLJDWH DQ
QRQ GHOLQTXHQW &RWZQHU UKHV RKHORHMLFKYHOM DDVHWU
PDNH VXFK DGMXVDP SHURV ULVDWDH EHQGJHQGGDLQWLWQ I
&R 2ZQHU DQG WR WKH *HGHUDO ODQDJHU

7KH ODQDJHPPHQW \$UHQRV WKH OQRDUHGSXQ\HXQUHVR
DULVLQJ RXWKGFKDSDO(HQJH &KDOOHQJHV

2WKHU &KDUJHV 7KSHALQEILUDD DD \$SDHUWPHQW IRU D
UHQGHUHG VXSSOLHU HXSHQV KMGSDUURWPHQRVQ WDFP
RQ WKH GD\ VXFQGHUHG FMXSDUHQSHVHQXHQ LLQKFXGU URHG H

7KH DPRXQW ELOOHG VKDOO EH GXHHUDRQG VSDNDEO
ILUVW GD\ RI WKHEHUUQW PRUQW WWHKOD WLYHH ELDQD
UHQGHUHG

\$Q\ VXFK ELOO QRWVSDILGWZL WKOHL QJSDXHU MGDVOR
ODQDJHPPHQW \$JHQW2 WKHU QFKDXUJLRQVLDV WKH\ VS DU
PRQWKO\ VWDWHPHQW H\$IRU DWRLQDVEGHHYK RWRPDKHE
ELOO DV 2WKHU &KDUJHV

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SECTION 350 – BUDGETS, INVESTMENTS, AND FUNDS

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7KH 2SHUDWLQJ %XGJHW 7KH %XGJHVMHQLW RXQVGHG &ER
2ZQHUV DQG LQFOXGHV SURYLVLQRQV IRU ±

D WKH RSHUDWLRQ PDLQWHQDQFH DQSDLU UHSOD
LPSURYHPHQW RI WKH &RXQFLO¶V 3HUVRQDO 3UR

E WKH RSHUDWLRQ PDLQWHQDQFH &RXQFLO¶V 3HUVRQDO 3UR

F D FRQWULEXWLRQ WR WKH 5HSODFHPHQW 5HVHUY

7KH &DSLWDO 5HSODFHPHQW %XGJHMYLW I)XQGHG EG V
SHALL LQFOXGH FXUUHQW SURYLQDRIQPHQW QKFRGHU
&RXQFLO¶V 5HDO 3URSHUWVE DWHFGLQV/5HDO 3HUVRQDO
,PSURYHPHQWV WR 5HDO 3URSHUWLDO \$MXRQVHG QDW
WKH &R 2ZQHUV

7KH (PSOR\HHV¶ \$QXQGLVWUIDLQWDLQHGLW VYLHEK
JUDWXLWLHV WR RMKWGHWHIVRGHEHNDOR LUGDQRFGLZLWK
32/, &< *UDWXLWLHV

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2SHUDWLQJ)XQGV 7KH &RXQFLO¶V LEH¶V HRSCH UEDWLQHU QDQD
\$JHQW LQ D VHJUHQDWLWBGIDHFRXQD ZLWK D EDQN

5HVHUYH)XQGV 7KH &RXQFLO¶V LEH¶V VYHVVWHB IXQGH WKI
DSSURYDO E\ WKH 7UHDVXUHU LQWLDQDFFRXQW ZLWK

7KH &DSLWDO 5HSODFHPHQW 5HDO 3HUVRQDO 3URSHUWVE
\$JHQW DQG VXEPLWWHG WKURXJK WKH PLODQVQHFW &RPH
%RDUG

\$'237(' %< 7+2\$%' -\$18\$5<

SECTION 360 – INSURANCE

32/, & <

&RYHUDJH 7KH &R XVQFULDQ P B LCRV DILUOVHLEWIKIDW FVHKHHW V
VWDQGDUGV VHW EMaster Deed FOH ;,,, RI WKH

&R 2ZQHUV 2EOLJDIVL RQS/HFKVH &R XQHR E O LW B WPLRQW
LPSRVHG XSRQ WKHP EMaster Deed FDQG; \$UWLWOKH9,, 6HFV
WKH %\ /DZV

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&DVXDOW\ ,QVXUDQFH &RYHUDSHALR IPVKQVSDLRCS H Q WX UT
RI WKH 3URSHUWL DHJ DLQV R VORHDO SHQJLXUVDW B HL WM SIO D
YDOXH

7KH %RDUG VKDOO DW LQWHUYB SR LQRV JUDH W HW
D OLFHQVHG DSSUWKVHWHS B DGFHW FURV LUDW XH RI V
%HWZHHQ VXFK DSSG DLDADOWWKH WR RW RB UNHW Y
\$SDUWPHQWV H[FOXVLYH RI ODQGD OGUG B WHP RV
UHFHQW DVVHVPHQWV

&ULWHULD \$Q\ SROVKUBQSH RSHUFDWOLG EL Q/GK W &R X
LQVXUHU±

D WR SD\ XS WR WKH IDFH DPRXQW RIHWKHULQVXUD
FRLQVXUDQFH

E WR DGGUHV V FODLPV RQ WKH EDVLV RI UHSODFH
F LQ JHQHUDO WR PPHQW RMKSHUWHMSEHed, RI WKH

,QVXUDQFH 1RW \$YDLODEOH Master Deed LQWXDQDQDFHGH
FULWHULD HVWDEORVPHIGUEL B O H%ORHAGEH EDW DWKH
FRYHUDJH ZKLFK FROQRV SR DWLE O B WBRQC KRULHWVW DQ C

2WKHU ,QVXUDQFH SHALL %RDUG OLVK WKH DPRXQW RI
UHDVRQDEO\ QHFHV & B X Q FUR \$ WLVORMDPWWK KROORZLQJ
FDWHJRULHV

- D 3HUVRQDO 3URSHUW\
- E %XVLQHVV XVH R 63UDMDOWHP \$XW RPRELOHV
- F ,QWHUUXSWLRQ RI %XVLQHVV
- G (PSOR\HH 'LVKRQHVV\
- H 2IILFHUV DQG 'LUHFWRUV /LDELOLW\
- I ([FHVV /LDELOLW\
- J :RUNHUV &RPSHQVDWLRQ

&KDQJHV LQ &RYHUSHALL ZKFWG H F H B F M D & R 2ZQHU LQ ZU
FKDQJH LQ WKH &RXQFLO Q V W J R Q S K H U R M O D U W O 5 H H W L Q J R I
%RDUG IROORZLQJ VXFK D FKDQJH

\$XGLWRU Q V 'HWHUPL SHAWL R Q V 7 K M V 7 U L Q D K K V H K U U D Q Q X
WKH &RXQFLO W K U P I P R D V W L B Q F E I Q W K G N S W H G W W R R J W I K M K
&RXQFLO Q V Y Q H V X U J B Q F H W F I R Q J D Q \ G Z K D M L H Y Q F U L H U V R H R G M L
DFWLRQV P D \ E H Q H H G H G R U L V X Q G H U Z D \

&R 2ZQHUV Q V D X E I D Q L F W \ , (D S H A L L & R R E Z O C H L Q F R P S U H K H Q V I
O L D E L O L W \ L Q V X U D Q F H W V R R W R K Y H U X C M X M H G K E I \ & R Q 2 Z Q H
SHUVRQ R U S H W I R U Z K L F K K H V K H L V U H V S R Q V L E O H

&R 2ZQHUV Q V 2 W K H U , Q S H A U D Q F H U H V R S R Z Q H B O H I R U R E W
L Q V X U D Q F H R Q W K R H Q U W \$ S H D E R Q P M I Q S W R S W I K W U W R M I R U D Q G
H O V H Z K H U H L Q \$ O B I Q D Q B Q L D X F R X D V G G I L D E L L F Q L D Q S Q V X I R D
W K H \ P D \ U H T X L U H

7KH LQVXUDQFH VKDOO PHHW RULHLH F G H E G W K H O L
%RDUG IRU WKH FXUUHQW)LVFDO <HDU

(DFK &R 2ZQHU VKD O Q H U O O Z I D W O J M K E O I F R L S G X F I O D
S R O L F \ R I L Q V X U D Q F H P R O W K L L W K H I R S S W M Q V U H B U S
H O V H Z K H U H L Q \$ O H V D Q Q U W I L R X W H S X G B K D V H W R H U
D Q \ P D W H U L D O F K D Q J H L Q L W V F R Y H U D J H

(DFK &R 2ZQHU VK B Q B U O P W L D Q W J K H U * B W D Q P D L P S U R
E \ K L P K H U W R K L V K H U \$ S D U W P H G W W K R X Y L Q Q J G D Y
G R O O D U V

, Q V X U D Q F H 7 U X V W D H F R Q W U D F W X E H L D Z I G H D 9 L K H L Q F L X Q E D
R U W U X V W F R P S H A Q \ D S & R L Q R V D D G G U H W D L Q W K D W I L U
W R S H U I R U P W K H G X Q Q W \$ U R V L F O H I O Q G S \$ U W H L F O H ; ; 6 H F
\$ R I M a k e r D e e d

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

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&O D L P V 7 K H * H S H A U D S U H S D U J H U D Q G D G P L Q L V W H U D O C
F R Y H U H G E \ D Q \ L Q V X U D Q F H S R O L F \ R I W K H & R X Q F L O
% H I R U H I L O L Q J D Q \ F O D L P X Q G H U W K H & R X Q F L O D O V
O D Q D J H U V K D O O G L Q R R U R I W K L W 3 U H U V L Q W H Q W W R G F

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

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

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,Q DQ\ F DVH ZKHUEHH D V O H U W H P G X Q 6 H O T D Q \ R I W K
LQVXUDQFH SROLFDLGDJHWKMK*DHOH UDFOG H[SHGLWLF
DJJUHVVLYHO\ D V V L V R U V K Q D Q W 2 Z I Q H G R F O D H R W L C
DIIHFWLQJ WKH Q E R I G V V I D E X U L H S J D S U N S S W R Y S D G P H Q V
LQYRLFHV

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7 \$ % ± 0 \$, 1 7 (1 \$ 1 & (

SECTION 400 – OPERATION AND MAINTENANCE.....48

32/, & <

- ± &RPPRQ (OHPHQWV
- ± 5RXWLQH DOGQWHQDQFH 5HSDLUV
- ± 2WKHU 0LQRU 0DLQWHQDQFH
- ± &RQVHUYDWLRQ

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- ± \$FFHVV WR \$SDUWPHQWV
- ± 5HTXHVWV IRU 6HUYLEFH
- ± 6HUYLEFH IRU D)HH
- ± 6FKHGXOH RI 6HUYLEFHV \$PHQJWLHV)HHV
- ± 6KXWGRZQ RI 6HUYLEFH
- ± (OHFWULFLW\ 6XE 0HWHULQJ 6\ VWHP
- ± 6ZLPPLQJ 3RRO

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- ± ,QVSHFWLRQV
- ± \$QQXDO 5HSODFHPHQW 5HVHUYH 3ODQ
- ± 'DPDJH WR DQ \$SDUWPHQW
- ± &DUH RI 3ODQWV
- ± ,QWHUUXSWLRQ RI 6HUYLEFH
- ± :RUN LQ \$SDUWPHQWV
- ± &RQVHUYDWLRQ
- ± 6XE 0HWHULQJ 6\ VWHP

SECTION 430 – ADMINISTRATIVE PROCEDURES.....52

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- ± 7KH 0RUWJDJH %RRN

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- ± 8QXVXDO ,QFLGHQWV
- ± &RUUHVSRRQGHHQFH

- ± ,QYHQWRU\
- ± \$SDUWPHQWV
- ± 5HVDOH &HUWLILFDWHV
- ± 3HUVRQQHO \$GPLQLVWUDWLRQ
- ± *RYHUQPHQW 2UGHUV
- ± 2IILFLDO)LOLQJV
- ± \$XWKRUL]HG ([SHQGLWXUHV
- ± 5HFRUGV ± :KHUH .HSW
- ± \$FFHVV WR 5HFRUGV
- ± 'LJLWDO 5HFRUGV

SECTION 460 – CONTRACTING.....55

32/, & <

- ± \$XWKRULW\
- ± 3URIHVVLQRQDO 5HVSRQVLELOLW\

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- ± 5HVSRQVLELOLWLHV RI WKH %RDUG
- ± 'RFXPHQWDWLRQ
- ± &RQVWUXFWLRQ &RQWUDFWV

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

SECTION 400 – OPERATION AND MAINTENANCE

32/, & <

&RPPRQ (OHPHQW ~~WILL~~ ~~PH~~ ~~L&RX~~ ~~DIEQ~~ ~~OWKH~~ &RPPRQ (OHPHQW
FRQGLWLRQ FOHDQP ~~HDQ~~ ~~VI~~ ~~WRHWRK~~ ~~SL~~ ~~BI~~ ~~QW~~ ~~R\PH~~ ~~QDVQ~~ ~~B~~ ~~U~~
RSHUDWH WKHP LQWRX ~~FK~~ ~~DX~~ ~~B~~ ~~B~~ ~~Q~~ ~~H~~ ~~U~~ ~~L~~ ~~K~~ ~~H~~ ~~J~~ ~~W~~ ~~R~~ ~~T~~ ~~X~~ ~~K~~ ~~C~~ ~~H~~
5HVLGHQWV

5RXWLQH 0DLQWHQD ~~Q~~ ~~F~~ ~~H~~ ~~S~~ ~~D~~ ~~Q~~ ~~G~~ ~~V~~ (~~P~~ ~~S~~ ~~H~~ ~~F~~ ~~J~~ ~~R~~ ~~H~~ ~~U~~ ~~L~~ ~~Q~~ ~~M~~ ~~Q~~ ~~J~~ ~~U~~ ~~B~~ ~~V~~ ~~F~~ ~~R~~ ~~P~~ ~~L~~ ~~R~~ ~~R~~
SURYLGLQJ FHUWD ~~H~~ ~~Q~~ ~~E~~ ~~R~~ ~~X~~ ~~M~~ ~~S~~ ~~D~~ ~~H~~ ~~U~~ ~~D~~ ~~Q~~ ~~G~~ ~~M~~ ~~S~~ ~~H~~ ~~U~~ ~~J~~ ~~W~~ ~~P~~ ~~H~~ ~~I~~ ~~Q~~ ~~W~~ ~~L~~ ~~G~~ ~~X~~ ~~W~~
&RXQFLO SHUIRUPV VXFK PDLQWHQDQFH DQG UHSDLU

2WKHU 0LQRU 0DLQWHQD ~~Q~~ ~~F~~ ~~R~~ ~~I~~ ~~W~~ ~~R~~ ~~K~~ ~~W~~ ~~D~~ ~~M~~ ~~I~~ ~~T~~ ~~M~~ ~~&~~ ~~B~~ ~~S~~ ~~D~~ ~~E~~ ~~L~~ ~~O~~ ~~L~~
SURYLGHV PLQRU PDLQWHQDQFH DQG IRU ~~S~~ ~~H~~ ~~L~~ ~~D~~ ~~U~~ ~~R~~ ~~Q~~ ~~B~~ ~~E~~ ~~O~~ ~~F~~
IHHV

&RQVHUYDWLRQ ~~5~~ ~~P~~ ~~H~~ ~~L~~ ~~G~~ ~~V~~ ~~Q~~ ~~D~~ ~~Q~~ ~~G~~ ~~6~~ ~~R~~ ~~Q~~ ~~H~~ ~~F~~ ~~U~~ ~~D~~ ~~H~~ ~~F~~ ~~G~~ ~~R~~ ~~U~~ ~~R~~ ~~V~~ ~~X~~ ~~D~~ ~~U~~ ~~H~~ ~~H~~ ~~I~~ ~~O~~ ~~J~~
HQHUJ\ ZDWHU ~~D~~ ~~Q~~ ~~R~~ ~~W~~ ~~K~~ ~~H~~ ~~D~~ ~~E~~ ~~B~~ ~~Q~~ ~~X~~ ~~H~~ ~~E~~ ~~R~~ ~~P~~ ~~V~~ ~~R~~ ~~Q~~ ~~R~~ ~~I~~ ~~Q~~ ~~S~~ ~~H~~ ~~Q~~ ~~V~~
WR D PLQLXP

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\$FFHVV WR \$SDUWPHQW ~~S~~ ~~H~~ ~~A~~ ~~E~~ ~~K~~ ~~&~~ ~~U~~ ~~R~~ ~~R~~ ~~Z~~ ~~L~~ ~~C~~ ~~H~~ ~~H~~ ~~U~~ ~~W~~ ~~R~~ ~~K~~ ~~H~~ ~~7~~ ~~H~~ ~~Q~~ ~~D~~ ~~H~~ ~~Q~~ ~~D~~
0DQDJHU ZLWK GX ~~S~~ ~~O~~ ~~L~~ ~~F~~ ~~D~~ ~~H~~ ~~T~~ ~~X~~ ~~L~~ ~~U~~ ~~R~~ ~~H~~ ~~G~~ ~~M~~ ~~E~~ ~~R~~ ~~J~~ ~~C~~ ~~H~~ ~~L~~ ~~O~~ ~~\$~~ ~~S~~ ~~D~~ ~~U~~ ~~W~~ ~~P~~ ~~H~~ ~~Q~~ ~~W~~
, I HQWU\ FDQ RQOL ~~Y~~ ~~E~~ ~~H~~ ~~L~~ ~~Q~~ ~~D~~ ~~H~~ ~~6~~ ~~R~~ ~~E~~ ~~G~~ ~~H~~ ~~D~~ ~~G~~ ~~K~~ ~~D~~ ~~H~~ ~~O~~ ~~F~~ ~~S~~ ~~H~~ ~~R~~ ~~K~~ ~~H~~ ~~C~~
WKH QHFHVVDU\ FRGHV WR WKH *HQHUDO 0DQDJHU

+H 6KH VKDOO UHSODFH RU VXSSOH ~~H~~ ~~F~~ ~~H~~ ~~Q~~ ~~W~~ ~~D~~ ~~V~~ ~~R~~ ~~F~~ ~~W~~ ~~H~~
RQ KLV KHU \$SDUWPHQW LV LQVWDOOHG RU FKDC

5HTXHVV IRU 6HU ~~R~~ ~~L~~ ~~F~~ ~~H~~ ~~Q~~ ~~D~~ ~~R~~ ~~W~~ ~~2~~ ~~P~~ ~~Q~~ ~~H~~ ~~U~~ ~~W~~ ~~D~~ ~~X~~ ~~H~~ ~~F~~ ~~D~~ ~~N~~ ~~W~~ ~~K~~ ~~D~~ ~~H~~ ~~S~~ ~~D~~ ~~M~~
WR KLV KHU \$SDUWPHQW ~~Z~~ ~~R~~ ~~U~~ ~~N~~ ~~R~~ ~~S~~ ~~G~~ ~~H~~ ~~D~~ ~~L~~ ~~O~~ ~~B~~ ~~E~~ ~~E~~ ~~H~~ ~~V~~ ~~W~~ ~~K~~ ~~I~~ ~~R~~ ~~R~~ ~~X~~ ~~P~~ ~~J~~
H0DLQW RU ~~D~~ ~~S~~ ~~S~~ ~~O~~ ~~X~~ ~~F~~ ~~D~~ ~~E~~ ~~Q~~ ~~W~~ ~~O~~ ~~\~~ ~~D~~ ~~W~~ ~~B~~ ~~L~~ ~~O~~ ~~D~~ ~~E~~ ~~O~~ ~~H~~

, Q DQ HPHUJHQF\ ~~O~~ ~~X~~ ~~H~~ ~~K~~ ~~H~~ ~~)~~ ~~P~~ ~~R~~ ~~Q~~ ~~W~~ ~~D~~ ~~H~~ ~~V~~ ~~N~~ ~~3~~ ~~K~~ ~~R~~ ~~Q~~ ~~H~~ ~~Q~~ ~~X~~ ~~P~~ ~~J~~
WR REWDLQ LPPHGLDWH DVVL ~~Q~~ ~~D~~ ~~Q~~ ~~F~~ ~~H~~ ~~7~~ ~~K~~ ~~H~~ ~~)~~ ~~U~~
LPPHGLDWHO\ DQG ~~X~~ ~~W~~ ~~K~~ ~~W~~ ~~Q~~ ~~L~~ ~~E~~ ~~Q~~ ~~W~~ ~~H~~ ~~U~~ ~~K~~ ~~W~~ ~~K~~ ~~H~~ ~~D~~ ~~I~~ ~~H~~ ~~Q~~ ~~W~~ ~~V~~ ~~\~~ ~~V~~ ~~W~~

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MAY EH PDGH DYDLODEOH IRU D IHH ~~Q~~ ~~R~~ ~~W~~ ~~D~~ ~~E~~ ~~X~~ ~~S~~ ~~S~~ ~~B~~ ~~Q~~ ~~W~~ ~~E~~ ~~R~~
GHOLQTXHQW

\$Q\ &R 2ZQHU RU 7 ~~H~~ ~~Q~~ ~~D~~ ~~Q~~ ~~W~~ ~~F~~ ~~H~~ ~~M~~ ~~F~~ ~~I~~ ~~R~~ ~~L~~ ~~Y~~ ~~D~~ ~~Q~~ ~~J~~ ~~H~~ ~~&~~ ~~R~~ ~~K~~ ~~Q~~ ~~D~~ ~~O~~ ~~K~~ ~~F~~
LVV DJHQWV RU VWDII KDUPOHV ~~Z~~ ~~I~~ ~~R~~ ~~W~~ ~~K~~ ~~E~~ ~~Q~~ ~~W~~ ~~O~~ ~~D~~ ~~F~~ ~~O~~
KLV KHU \$SDUWPHQW RU SHUIRUPDQFH RI WKH UH

6FKHG ~~X~~ ~~O~~ ~~H~~ ~~RI~~ ~~6~~ ~~H~~ ~~U~~ ~~Y~~ ~~L~~ ~~F~~ ~~H~~ ~~V~~ ~~\$~~ ~~P~~ ~~H~~ ~~Q~~ ~~L~~ ~~W~~ ~~L~~ ~~H~~ ~~V~~ ~~)~~ ~~H~~ ~~H~~ ~~V~~ ~~'~~ ~~H~~ ~~S~~ ~~R~~ ~~V~~ ~~L~~ ~~W~~ ~~V~~

7KH %~~SHAL~~GLUHFV WKH %XPDGQWDLQUBQGRFDWHR DYD
 VFKHGXOH RI VHUYLFHV DQG DPHQLWZOHUSUBQGGHG
 7HQDQWV WRJHHWKHGHSRWRKWKSHALGFEHKDRIOHFWKHGV
6KXWGRZQ RI 6HUYLEFRUSZKLSKDDVXWLOWVWRZXVW EH
 EH FKDUJHG D IHH HVWDEOLVKHG E\ WKH %RDUG
(OHFWULFLW\ 6XE 0HWHULQJ 6\WVHP

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6ZLPPLQJ 3RROSHALHF%RDWDFW ZLWK D OLFHQVHG SR
 WR RSHUDWH DQBPRDJQSRDLOQDQGHVZLSGFOYLI B JHXD UTGD
 GXULQJ WKRVH WLPVH ZKHQ WKH SRRO LV RSHQHG IR

5(*8/\$7,216

.QVSHFWLRQV \$HERPSUHFVHLRQSHALWVH SHBSHUPVHG HY
 ILYH \HUV E\DLVHQBHQDQDQSHQVSRSHALWVRIW
 SHUIRUPHG E\WGHV(QHLSQHLVDDQW (QJLQHUU

7KH *HQHUDO 0DQDHHWKVKTDRDUSURDWRHQRSHGV RI
 DSSUDLVHULQVSHFVHLRW\UHSRUW

7KDW UHSRUWIRIDRQLFRJYHWHPKHQGSURYLGHVS
 UHFRPPHQGDWLRQV IRU DFWLRQ DV DSSURSULDV

D &RQGLWLRQ RI 6WUXFWXUDO (OHPHQWV

E &RQGLWLRQ RI WKH *DUDJHV DQG RWKHU 'ULYLQJ

F &RQGLWLRQ RI *URXQGV

G &RQGLWLRQ RI 0DFKDWLLFDDQDQGL\$PHQW

H &RQGLWLRQ RI /REEVHDOFDDVHVDQDQHRVHQRWV&R

I \$GHTXDF\ RI 3UHYHQWLYH 0DLQWHQDQFH

J)LUH +DJDVGDQGDHFXULW\ DQG

K 6SHFLILF 3UREOHPV RI 2SHUDWLRQ DQG RU 0DLQ

\$QQXDO 5HSODFHPHQW 5HVHUYH 30DQSHULWUQRWK
 %XGJHW DQ \$QQXDO 5HSODFHPHQWVXHOVGHUQJGXUDLQJ
 FRPLQJSHALUEH SUHSDUHGEPRKWW)HLQDQGHFRUGLQDW
 *HQHUDO 0DQDJHUDLVHQRDQDQGL7HFKQLRIRPLWVH%
 DQG WKH 0DQDJHPHQW \$JHQW DQGSUKRYDDXEPVWVH

7KH SODQ VKDOO HIGRPPRQDQVOKHHVHDEHPDLQW
 SHUIRUPHG GXULQJLVHQRDQDQJWHRYHWWKPHDWZLV
 FRVWV RI PDWHUHQDQRHSDUUVHSDOQDQGHVVRWKGW
 IRU LQ WKH %XGJHW IRU HDFK \HUV

7KH 5HSODFHPHQW 5HVVHUYH 3ODQ HDW[~~HSXWR~~HG
E\ WKH (QJLQHUU HPSDR\DQG LFCR ~~HWUWDFUR~~UD/Q ~~W~~
DSSURYHG E\ WKH *HQHUDO 0DQDJHU

7KH *HQHUDO 0DQDJHU ~~RDUGO~~ ~~EXNHUHS~~ ~~W~~ ~~CSUIRQ~~ ~~URHUPH~~
EHLQJ PDGH LQ ~~FDSUQ~~ ~~DQ~~ ~~H~~ ~~FRXQW~~ ~~W~~ ~~KH~~ ~~HUYH~~ 3ODQ

'DPDJH WR DQ \$SDUWPHQW & ~~R~~ ~~P~~ ~~R~~ ~~D~~ ~~Q~~ ~~Q~~ ~~H~~ ~~E~~ ~~G~~ ~~V~~ ~~D~~ ~~R~~ ~~H~~ ~~V~~ ~~X~~ ~~D~~ ~~R~~
DQ \$SDUWPHQW ~~Z~~ ~~D~~ ~~J~~ ~~H~~ ~~V~~ ~~H~~ ~~M~~ ~~S~~ ~~D~~ ~~R~~ ~~K~~ ~~H~~ ~~R~~ ~~U~~ ~~H~~ ~~S~~ ~~D~~ ~~L~~ ~~E~~ ~~V~~ ~~I~~ ~~G~~ ~~R~~
RWKHUZLVG ~~D~~ ~~R~~ ~~U~~ ~~E~~ ~~R~~ ~~F~~ ~~R~~ ~~H~~ ~~Q~~ ~~H~~ ~~[~~ ~~S~~ ~~H~~ ~~Q~~ ~~V~~ ~~H~~

,I WKH IDLOXUH RPHQW ~~L~~ ~~&~~ ~~R~~ ~~F~~ ~~D~~ ~~R~~ ~~Q~~ ~~H~~ ~~(~~ ~~R~~ ~~E~~ ~~Q~~ ~~G~~ ~~L~~ ~~W~~ ~~L~~ ~~R~~ ~~O~~ ~~X~~ ~~U~~ ~~H~~
DQRWKHU \$SDUWPHQW WKDW \$SDUWPHQW ~~R~~ ~~E~~ ~~\~~ ~~E~~ ~~H~~
IDLOXUH RU FRQGLWLRQ FRUUHFWHG

\$Q\ GDPDJH WR DQ \$SDUWPHQW ~~R~~ ~~R~~ ~~D~~ ~~&~~ ~~R~~ ~~F~~ ~~R~~ ~~Q~~ ~~H~~ ~~Q~~
(OPHQW VKDOO EH UHSDLUHG DW FRPPRQ H[SHQ

&DUH RI 3ODQWV 7 ~~S~~ ~~M~~ ~~A~~ ~~Z~~ ~~H~~ ~~E~~ ~~R~~ ~~V~~ ~~\~~ ~~O~~ ~~H~~ ~~D~~ ~~K~~ ~~J~~ ~~H~~ ~~U~~ ~~Q~~ ~~W~~ ~~H~~ ~~L~~ ~~R~~ ~~U~~ ~~D~~ ~~O~~
DUH PDLQWDLQH ~~Q~~ ~~D~~ ~~I~~ ~~C~~ ~~H~~ ~~V~~ ~~E~~ ~~S~~ ~~O~~ ~~D~~ ~~V~~ ~~R~~ ~~G~~ ~~L~~ ~~D~~ ~~R~~ ~~V~~ ~~L~~ ~~S~~ ~~O~~ ~~H~~ ~~D~~ ~~Q~~ ~~G~~ ~~P~~ ~~D~~ ~~L~~ ~~Q~~ ~~V~~
HQYLURQPHQW ~~I~~ ~~S~~ ~~Q~~ ~~W~~ ~~W~~ ~~H~~ ~~I~~ ~~Z~~ ~~D~~ ~~E~~ ~~F~~ ~~L~~ ~~H~~ ~~D~~ ~~Q~~ ~~G~~ ~~R~~ ~~Q~~ ~~W~~ ~~K~~ ~~H~~ ~~J~~ ~~U~~ ~~R~~ ~~X~~ ~~Q~~ ~~G~~ ~~V~~

7KH *HQHUDO 0DQDJHU VKDOO HQ ~~V~~ ~~X~~ ~~F~~ ~~H~~ ~~Q~~ ~~W~~ ~~K~~ ~~D~~ ~~R~~ ~~V~~ ~~W~~ ~~K~~ ~~H~~
EXLOGGLQJV DQG ~~D~~ ~~V~~ ~~K~~ ~~V~~ ~~V~~ ~~R~~ ~~I~~ ~~I~~ ~~S~~ ~~Q~~ ~~\~~ ~~V~~ ~~\~~ ~~H~~ ~~S~~ ~~D~~ ~~L~~ ~~E~~ ~~V~~ ~~I~~ ~~G~~ ~~H~~ ~~\~~ ~~D~~ ~~V~~
WKURXJKRXW WKH JU ~~R~~ ~~Z~~ ~~L~~ ~~Q~~ ~~J~~ ~~W~~ ~~K~~ ~~H~~ ~~D~~ ~~V~~ ~~R~~ ~~D~~ ~~\~~ ~~D~~ ~~E~~ ~~G~~ ~~D~~ ~~V~~ ~~L~~ ~~V~~ ~~S~~ ~~U~~

,QWHUUXSWLRQ RHI ~~U~~ ~~S~~ ~~D~~ ~~H~~ ~~O~~ ~~Y~~ ~~I~~ ~~D~~ ~~F~~ ~~O~~ ~~D~~ ~~J~~ ~~H~~ ~~L~~ ~~V~~ ~~C~~ ~~H~~ ~~X~~ ~~W~~ ~~D~~ ~~R~~ ~~V~~ ~~K~~ ~~I~~ ~~X~~ ~~J~~ ~~W~~ ~~G~~ ~~R~~ ~~V~~ ~~Z~~ ~~R~~
DQ\ VHUYLFH H JFRZDOLHU ~~D~~ ~~R~~ ~~Z~~ ~~H~~ ~~Y~~ ~~C~~ ~~H~~ ~~Q~~ ~~G~~ ~~V~~ ~~M~~ ~~O~~ ~~R~~ ~~D~~ ~~\~~ ~~S~~ ~~L~~ ~~R~~ ~~Q~~ ~~S~~ ~~H~~ ~~Q~~ ~~V~~
WKH &RXQFLO LIQMIK ~~H~~ ~~V~~ ~~K~~ ~~X~~ ~~M~~ ~~R~~ ~~G~~ ~~R~~ ~~Z~~ ~~Q~~ ~~U~~ ~~L~~ ~~V~~ ~~P~~ ~~X~~ ~~W~~ ~~J~~ ~~F~~ ~~O~~ ~~K~~ ~~F~~ ~~I~~ ~~G~~ ~~X~~ ~~O~~ ~~H~~ ~~G~~
PDLQWHQDQFH WULR ~~S~~ ~~D~~ ~~L~~ ~~U~~ ~~U~~ ~~G~~ ~~S~~ ~~V~~ ~~D~~ ~~E~~ ~~H~~ ~~R~~ ~~O~~ ~~P~~ ~~P~~ ~~R~~ ~~Q~~ ~~R~~ ~~O~~ ~~H~~ ~~P~~ ~~R~~ ~~I~~ ~~Q~~ ~~W~~ ~~V~~
RQH RU PRUH \$SDUWPHQWV

7R WKH IXOOHVWVH ~~I~~ ~~U~~ ~~H~~ ~~L~~ ~~E~~ ~~W~~ ~~S~~ ~~R~~ ~~X~~ ~~W~~ ~~G~~ ~~R~~ ~~O~~ ~~D~~ ~~Q~~ ~~S~~ ~~H~~ ~~W~~ ~~R~~ ~~R~~ ~~U~~ ~~P~~ ~~H~~ ~~C~~
UHTXHVWV RI LQGLYK ~~O~~ ~~D~~ ~~D~~ ~~O~~ ~~E~~ ~~R~~ ~~V~~ ~~Z~~ ~~Q~~ ~~H~~ ~~B~~ ~~O~~ ~~O~~ ~~H~~ ~~G~~ ~~V~~ ~~L~~ ~~R~~ ~~Q~~ ~~H~~ ~~Q~~
VKXWGRZQ DFFRPPRGDWHV PXOWLSOH UHTXHVWV

,I D VLQJOH VFKHG XOHG VHUYLFH ~~V~~ ~~K~~ ~~X~~ ~~W~~
E\ WKH &R 2ZQHUV RI PRUH WKDQ RQH \$S
\$SDUWPHQW VKDOO VKDUH HTXDOO\ LQ W
%RDUG IRU D VKXWGRZQ RI WKDW VHUYLF

([FHSW LQ FDVHV RI HPHUJHQF\ 5 ~~V~~ ~~K~~ ~~D~~ ~~O~~ ~~Q~~ ~~E~~ ~~H~~ ~~V~~ ~~R~~ ~~I~~ ~~D~~
JLYHQ QRWLFH D ZB ~~R~~ ~~N~~ ~~V~~ ~~R~~ ~~K~~ ~~B~~ ~~G~~ ~~X~~ ~~O~~ ~~R~~ ~~G~~ ~~K~~ ~~R~~ ~~M~~ ~~R~~ ~~Y~~ ~~W~~ ~~K~~ ~~H~~ ~~V~~ ~~K~~ ~~X~~ ~~V~~
\$SDUWPHQWV

\$SDUWPHQWV UHTX ~~L~~ ~~V~~ ~~L~~ ~~Q~~ ~~V~~ ~~G~~ ~~R~~ ~~Z~~ ~~Q~~ ~~F~~ ~~K~~ ~~H~~ ~~S~~ ~~I~~ ~~O~~ ~~H~~ ~~V~~ ~~E~~ ~~K~~ ~~V~~ ~~I~~ ~~G~~ ~~R~~ ~~Z~~ ~~E~~
'DPDJH WR DQ \$SDUWPHQW RU LWK ~~R~~ ~~R~~ ~~C~~ ~~R~~ ~~E~~ ~~Q~~ ~~V~~ ~~R~~ ~~V~~ ~~D~~
VHUYLFH VKDOO ~~K~~ ~~H~~ ~~&~~ ~~R~~ ~~X~~ ~~S~~ ~~D~~ ~~L~~ ~~E~~ ~~V~~ ~~I~~ ~~G~~ ~~H~~ ~~\~~ ~~D~~ ~~V~~ ~~R~~ ~~P~~ ~~R~~ ~~Q~~ ~~H~~ ~~[~~ ~~S~~ ~~H~~ ~~Q~~ ~~V~~ ~~H~~

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3\$57 7:2

:RUN LQ \$SDUWPHQW ~~WALL: EUNFBQVXBWNG~~ LQ WKH RUG
DUH UHF ~~WALL~~ ~~EHDO~~ GKHGXOHG RQ WKH EDVLV RI XUJHC

\$Q \$SDUWPHQW LQ ~~QZCHFK~~ ~~ZRMDNILVR~~ ~~BLD~~ ~~OHIG~~ ~~IRKUD~~
WLPV VSHQW LQ ~~TKQWW~~ ~~HUVKRRKH~~ ~~EDIMHIGPEU~~ ~~WKKWC~~
%RDUG SOXV ~~WKWURD~~ ~~SBQD~~ ~~VEODHQ~~ ~~GRPDWHULDOV~~

&RQVHUYDWLRQ R(~~QYLWR~~ ~~RQM~~ ~~QVDO~~ ~~OK~~ ~~SHLR~~ ~~PEHR~~ Q (OHPHQ
PDLQWDLQHG DW HFRQRPLFDO OHYHOV

&RQVLVWHQW ZLWK ~~FIRQWL~~ ~~GHOR~~ ~~ZORRQ~~ ~~VR~~ ~~IRVIKDOOX~~
SURYLGHG LQ WKHD ~~SDZ~~ ~~DLQ~~ ~~JW~~ ~~D~~ ~~DULE~~ ~~NO~~ ~~Q~~ ~~V~~ ~~J~~ ~~Q~~ ~~GGH~~
DUHDV

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SECTION 430 – ADMINISTRATIVE PROCEDURES

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7KH 0RUWJDJH %RRNZKSPQJ&YRZD HGUH R G VRJIDWU X R W RU
KLV KHU \$SDUWPHQW\ WKH *HQHUDO 0DQDJHU JLYLQ
D WKH QDPH DQG DGGUHV V RI WKH PRUWJDJH KROG
E WKH DPRXQW RI WKH GHEW VHFUXHG

5(*8/\$7,216

8QXVXDO ,QFLGHQWV SHALH NHHSUD OOR D ORD JDFUWLYLWLH
SODFH LQ DQG DURXQSHAWKH 3URSHUW\ +H 6KH
D UHFRUG LQ WKDWOORH D)QUHFDG OQSFHV BDA \$MPLRYWDD
RI D FDU E\ D WRZQQJGERV WUWDEDFH D QKRZQWLQJ
FRROLQJ HOHYDW R UH UZD W H U R U D QVORW H Q V K Q X V
E QRWLI\ WKH 3UHLWLGLHQW KRUXDQVORR ZVKA R X F X U H C
LQFLGHQW DQG

F PDNH D ZULWWHQ GHHSW UWI RMKM K M V H Q EGHQW VR G
&RUUHVSRRGHQFH 7SHALH HQHLDLQ W D H Q D B O D R Z X S D Q
JHQHUDO FRUUHVSRRGHQFH W O F X V B Q H W K H Z B R K D Q F W Z Z Q H Q G
FRQWUDFWRUV JRYHUQPHQSWALI I F H V D Q G R W K H U V
D UHWDLQ ILOHV RIFVXFRUFRUW HOHSRMDUHQD O QG U H H
E ZKHQ D FRQWUDFW VLKDIHQQVIZWHIGH Q Q F H K H S H F R W D H Q S C
WR LW D Q G G L V F D U X E M H O W F W R I W K W H D E S W B U D O R I

,QYHQWRU\ SHALI Q D L Q W H D L Q D F X U B H Q M U L V R Q H D O W S U R
RZQHGE\ WKH &RXQDFLO D Z O X H K R I U L J R U P R U H

\$SDUWPHQWV 7KHSHAWO H P U D L O W D Q Q J F X U U H Q W U H F R U G
\$SDUWPHQW LQFOXGLQJ DW OHDVW ±

D WKH QDPH RI WKH &R 2ZQHU
E WKH QDPH RI WKH 7HQDQW LI DQ\
F WKH \$SDUWPHQW V W H O H S K R Q H Q X Q E F B H D Q G W H
WKH &R 2ZQHU LI KH VKH UHVLGHV HOVHZKHUH
G DOO LQIRUPDWLRQ KWKK IFRQHTFRUORGLRF G K G X Q D W
LQIRUPDWLRQ RQ RZQFHUSDKLS\ ULQMKRPHQDFH \$ F S W
SDUNLQJ VSDFHV VWRUDJH VSDFHW YHKLFOH LQ
H WKH QDPH DQG DG B R O G L R J D Q G H S D U W D J M U R Q W R H
\$SDUWPHQW DQG WKH DPRXQW RI W G H E G H E W V H F
LGHQWLILHGWRV W K H R O R J L V Q J D J H % R R N

I DQ\ H[FHSWLRQDVOHYGURUDWLKHO\$SJDUDVPHQW DQG
J DQ\ ELOOV RXWVVS\$SQGWPHQWDOGWKHWKHUHIHUUHG
0DQDJHPHQW \$JHQW2WKLHUQ8FCDUJLRQVLDVWQHVS\$DU
PRQWKO\ VWDWHPHQW

5HVDOH &HUWLILFDWDHYZU&SROHQHQHHTLXQHV&R1ZRPHD VWI
*HQHUDO ~~SHDQ~~SDHSDUH D 5HVDOH &HUWLILFDWH IRU
DFFRUGDQFH ZLWK DSSOLFDEOH &RU1ZQIHU QDZWKDQG
ZRUN GD\ V RI UHFHLYLQJ KLV KHU ZULWWHQ UHTXHV

7KH IHH IRU SUW\$DLFLDQVHWKHD DDUQRW H[FHHG
,I WKH SXUFKDVH UHVQRW DHO XHDQDV HW WKH DVO PSUHQV
PDWHULDO FKDQOHVFIUQVHLW & W W V E D HL VDXHIGE R L
QRQH DVVXUDQFDHQV RGW & DYH H I LNE W R L V KWHSXUFK
GD\ V RI UHFHLYLQJ KLV KHU UHTXHVW DQG IHH

7KH IHH IRU VR GRLQJ VKDOO EH IRU
\$GPLQLVWUDWLYH FKDUJHV

3HUVRRQHO \$GPLQLVWUDW ~~SRQ~~ SKHH SDQHD JH PHHQW \$JH
DOO IRUPV UH\$RWMTXLDQG EHV D L V Q K V F R Q E F S V R P C H Q
SHUVRRQHO WR LQFOXGH WKR VH UGTLXIDUEHLGLWU EXQH
DQG 6RFLDO 6HFXULW\

*RYHUQPHQW 2UGHUV ~~SHAL~~ *WQH DDOO ODQD EHVVDU\ DF
HQVXUH WKDW WKHQ &R XQLPLHO FRP D Q U N V ZLWK HDTXOURUP
SODFHG RQ WKH 3URSHVWVD V H D R R U H X Q L L F R D S H W H Q
MXULVGLFWLRQ R V W K H % Q G H U Z O D W H U L V J R Q L E \ O H Q D V

2IILFLDO)LOLQJV 7 ~~SHAL~~ H E L U O V D L D Q D J H F R U G V R I D O O
SXEOLF DJHQFLHV & R Q E H L O D I R I U R W K H W S K H U L R Q L Q Q V Z K U F
HIIHFWLYH D PLQLXP RI VHYHQ \HDUV

7KH *HQHUDO ODQD D E O V K O L O Q W Z O H L Q Q Y L V U V X F K
UHQZHG DQG G L W H F D W G V X E D H F W H G R H V 6 K H F U H S S D E
RI WKH %RDUG

\$XWKRULJHG ([SHQ ~~SD~~ D Q U H D Q D Z I K H U *L H Q D X W W R E L % H R D U Z L
SULRU DSSURYDO WR LQFXU H[SHVD F H M R Q W H [F H H G L

,Q 3HPHUJHQFLHV Q D V K H U *L H Q E N D V O S U B I Q V I G V W C R R W Q F X
H[FHHGLQJ LQ RUGHU WR UHPHQJ KD]DUGRX
PDQLIHVW GDQJHU VR R O W R H D R R L S U R V E H O W X V S H Q V L F
QH F H V V D U \ V H U Y L F H W R W K H 3 U R S H U W \

3ULRU WR L Q K K K U L F Q U D H Q F \ H D [S H Q V H W
0DQDJHU VKDOO Q D N E I O H H Y H I L R U U W H D W R R F R Q I F
%RDUG

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5HFRUGV ± :KHUH .HSLVD +7RXIV \$IO5H D RGG O TDUSIUR SH U&RV
WKSSHALL EH KHOG DW WKRI & SXIFULG VX QORIV/GRIV KEU ZL
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5HFRUGV PDLQWDLR HIGWE \$ JHQWOD QDOO EH KHOG I
ODQDJHPHQW \$ JH QW VGR M \$ RM VWDRVQ RI WKH %RDU

7KH *HQUHDO ODQDLQH UDWKV O O & D SXIFULG V DIILFH
FRQWDLQLQJ FRSMHVRRU ISOVSHIFOMLRQH ERWKH 7UH
GHVLJQDWHG PHPEHU RI WKH)LQDQFH & RPPLWWH

\$FFHVV WR 5HFRUGV \$OO MAIFRU ZLVW KIFHOSV XWGRIVH9V
ODSHALL EH DYDLODE OHLR RUDIQ(G FRODLQJ ERDQMUOF V ZC
SXUFKDVHU RI DLQ \$ SCRUPPHOQ EX G XOH VM DKRRQJDE D G X
UHTXHVV

'LJLWDO 5HFRUGV H5PHFRUG DLQH GQEG IERLPSXOV B W D E D

:KHQ WKLV LV GRQH OWKH O H ER R Q D K DJDL
XQDXWKRULJHG DOLRQUBMS BRQY B B \VESFOVFKR B B V Q V
DQG HQFU\SWLRQ

'LJLWDO 5HFRUGV X \$ D O H X E D B D F M H G D K I H O B Z D V D
IURP WKH FRPSXWHUV RQ ZKLFK WKH 5HFRUGV DU

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SECTION 460 – CONTRACTING

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\$XWKRULW\ ([FHSWKZKHEUHHQXHW&QIEILWVIOH &ROHGDWHC
DXWKRULW\ WR HQ[HWKXHWQDFRQWUUDFKVLE&EXQV/LHOIDQGVMW
FRQWUDFWRUWVRHUUYHGGRRWKWH%RDUG
3URIHVVLQRQDO 5HWSRQVR ELSOLRSRHSBOWSDKDWLURQT RLU
DQG VSHFLILFDWLRQRVIDQIGHVKS VULYKWRQVEHDFWUV H
IRUPXODWHG DQG SHURURULPHGV EWSBOWBOM SHRSRQWL
WKHLU VXFFHVIXO RXWFRPH

58/(6

5HVSQRVLELOLWLFHSPM ZKXHU%RDHVSQRQDWBIGOEWS8/V G
5(*8/\$7,21 RU %RDXGLBRQSHAMHE%RDHVSQRVLEOH IRU
D 3UHSDULQJ %LG 'RFXPHQWV DQG /LVWV RI %LGGH
E (YDOXDWLQJ %LGV 5HFHLYHG
F 6HOHFWLQJ &RQWUDFWVQGV&RQHVXOWDQWV
G 'HWHUPLQLQJ :RKHNDGRGSZVRKHU &RQGLWLRQV
H (YDOXDWLQJ WKHR3QWUDFWRQFH BHDQWVVDQGG &
I 3D\LQJ ,QYRLFHWLIRIDFWRUNL6D\ \$FFRPSOLVKHG
'RFXPHQWDWLRQ (RQHSWLZKMUHLVHVSX#8\$W,HG E\ 58/
RU %RDUG BRQWODWVWQBLF&PHQWFXWHG E\ WKH 3UHV
QDPH RI WKH &RKQFDSQDQ&DZLWKWKH %RDUG
&RQVWUXFWLRQ &RQWUDFWKLV&RQWUDFWRQVWQKFWL
VHUYLHV 6+\$/ HPSDRHW\$RHULFSQRIQWMEWXW\$, \$I\$RU
RI DJUHHPHQW

\$Q DUELWUDWLRQ FODXVH VKDOO EH LQFOXGHG
7KH %RDUG VKDOO SURUH DQJRIQRO WWSHUYILFHRQ RI

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5RXWLQH 3URFXUHPHQW 7KH *HQHURQ UDRQDWLHQUH6BQ/
UHFXUULQJ SURFXUHPHQW RI VXSISQULHWHUPYDIEQWHQDQ
±
D &OHDQLQJ
E 3DLQWLQJ DQG 'HFRUDWLQJ
F 3OXPELQJ
G (OHFWULFDO :RUN

H &DUSHQWU\ DQG
I 3ODVWHULQJ

3D\PHQW 7KH 0DQDQSHALPFDQMH\$SBQFWHQW LQ D WLPHO\ P
LQYRLFHV IRU JR BGRFDXJG G HEU WLKFN VWRXQKIQ U VXDWMILM
GHOLYHU\ DQG R FHSWU IRUHRISVQRHULZBHXG DEW 5RQ RU
UHVROXWLRQ RI WKH %RDUG

3D\PHQW RQ LQYRLFHVS & QBYHUGF B QWVDF3WHH VIDGHHG
E\ WKH *HQHUDO 0DQDJHU

3D\PHQW RQ LQYRLFHM HFKXVHUG FERQWVDF B WVKH DUDOO
EH PDGH RQO\RDWRW WVKH G L*H QFW DO 0DQDJHU

1R SD\PHQW MXGJHG E\ WKH 0DQDJHBRQW\$OHQW
LQWHUHVW VKD DOW EVKPIDGLUHF[WV BQ RI WKH 3UHV

7KH 0DQDJHPHQWQ\$J DOW V K B O V LRUQ DVER HW KWHPV
DWWHQWLRQ RI WKH 3UHV LGHQW

:RUN /RJ 7KH *HQSHALDOPDQWHLQ D ORJ LQ ZKLFK HY
SURYLG LQJ VHUYLFBHVRISQURW\ D X R V Q G W K R G & R U D Q
LQGLYLGXD SHAL 2ZQG ULQ DQG RXW HDFK GD\ WKDW V
SURYLGHG VKRZLQJ WKH ±

D 7LWOH RI &RQWUDFW DQG RU 1DPH RI &RQWUDFW
E 1XPEHU RI (PSOR\HHV RQ WKH -RE DQG
F 7LPH ,Q DQG 7LPH 2XW

0RQWKO\ 5HSRUW 7KSHALPHUD DOW D DQ DJORJ RI DOO DF
WR ZKLFK WKH &RXQF 20 QHUV L QDGLYH D G V D D W L Q D Q L G V L G H U
PRQWKO\ UH S B U V D R \ S K R A P O H Q P W D V B H R U W K H & R X Q F L

5HFRUGV 7KH *HQSHALDOR D D Q W K H U R W L F R Q D O U B F W Y H R Z
WKH &RXQFLO LV D L S H S W R R L I Q F B O M F H X Q H U W K H U F R Q M U D
IRU WKUHH \HDUV WKHUHDIWHU

&RSLHV RI DOO V K F D O G H E F R K V O G D F W R W K H I R U I L F D L B
XVH

7KH RULJLQDOV R I S B O I L G F U D Z L R Q V F D Q G W B S B O D W H
PDQXDOV VKDOO E I H L U H S O U R B Q F R Q H U D R O H G X I U R L Q W K I
ZKLFK WKHVH G R Q X P H B F W D G B D I R O W K M K U H D H W H U H D

&RSLHV RI WKHVH GRFXPHQWW VKDOO E I
RIILFH IRU GDLO\ XVH

7KH RULJLQDOVVRIJ D D O D Z D W H U H D Q W D Q G V S H K L D I G O P E H Q F
D V V H P E O H G D Q G R F H D V G L B W I R U V H V F K U L S K O W L R G V B X U L
GRFXPHQWV UHPDLQ LQ H I I H F W D Q G I R U W K U H H

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&RSLHV RI WKH00 GRFKHP00W0 WKDH 211L
5HFRUG IRU GDLO\ XVH

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

7 \$ % ± 6 (& 85, 7 < \$ 1 ' 6 \$) (7 <

SECTION 500 – SECURITY.....60

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± 5HVSRQVLELOLWLHV

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± 6XVSHFWHG %UHDFK RI 6HFXULW\

± /REELHV

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

± \$SDUWPHQWV

± 6WRUDJH \$UHDV

± 9LVLWRUV

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± 'XWLHV RI WKH 5HFHSWLRQLVW

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

± 7KH %LF\FOH 5RRP

± 5HVHUYHG \$UHDV

± \$SDUWPHQW .H\)LOH

± 9LVLWRU &RQWURO

± 6HFXULW\ 6HUYLEFH

SECTION 520 – FIRE SAFETY.....63

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± 5RXWLQH \$FWLRQV IRU 5HVLGHQWV

± 6PRNH \$ODUPV

± 6XVSHFWHG)LUH

± ,Q &DVH RI)LUH

± (YDFXDWLRQ

± 8QDEOH WR 'HSDUW

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± 5RXWLQH \$FWLRQV IRU 0DQDJHPPHQW DQG 6V

± 3UHSDULQJ IRU (PHUJHQFLHV

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± ,QGLYLGXDO \$SDUWPHQW \$ODUPV

± ,Q DQ (PHUJHQF\

± %XLOGLQJ 0DLQWHQDQFH 7HFKQLFLDQ 5HVS

SECTION 500 – SECURITY

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5HVS RQVLELOLWLHV ~~Security~~ SRRQVSLGHEPDLQVUIRDJ +MRXHV H LV
EHWZHHQ 5HVLGHQWV DQG 6WDII

58/(6

6XVSHFWHG %UHDFKRLGHEWURW\6VQML5P1D7RQUWRDYL
VXVSHFW WKDWHWYKCGULFDXWRWVHRKSDZLEUHQREUWHDFKH
KLV KHU VXVSLFLRQV ZLWKRXW GHEOD\ WR WKH 5HFHS
RU WR WKH *HQHUDO 0DQDJHU

\$Q\ 5HVLGHQW ZKRIGFLVRRYEUHDNYDGLWFKLIQV RU
KLV KHU \$SDUWVHQVWHVGDVFORUHHISRVWLLWKR RKKH GHOD
\$OH[DQGLD 3ROLFH 3KROGI WKRQHWWRVWRKH WRI FVHK
*HQHUDO 0DQDJHU

/REELHV 5HVLGHQWV DQ ~~SMK~~ HLOWXKH \$OM [DQG ULDY E V
WKURXJK WKH PDLQ OREE\ RU D JDUDJH OREE\

5HVLGHQWV VKD ~~OO~~ GORXUHD ~~OO~~ GORREPEGBRGVVWRU
EHKLQG WKHP H ~~QD~~ WUQQJXV ~~QD~~ WKRQWHUG SHUVRQ

6KRXOG DQ\ SHUVRQ KR ~~RW~~] HQ RZ Q ~~WH~~ E ~~WH~~ E ~~ME~~ LOG
GRRU FDQ EH FORZ ~~HS~~ XQ ~~OR~~ FNHV ~~G~~ SHRMG ~~WR~~ W ~~KD~~ C
DSSDUHQW E ~~H~~ ~~F~~ ~~B~~ ~~S~~ ~~M~~ ~~WR~~ ~~Q~~ ~~W~~ ~~W~~ ~~H~~ ~~L~~ ~~P~~ ~~P~~ ~~H~~ ~~G~~ ~~L~~ ~~D~~ ~~W~~ ~~H~~ ~~O~~ \

5HVL ~~SHQWOT~~ XVH WKH GRXE ~~QH~~ Z ~~FR~~ ~~W~~ ~~W~~ ~~W~~ ~~D~~ ~~W~~ ~~B~~ ~~F~~ ~~L~~ ~~W~~ ~~W~~
IURP WKH PDLQ OREE\ H [FHSW DV DQ HPHUJHQF\

5HVL ~~SHQWOT~~ XVH WKH VWDLUZHOO H [LWV WR WKH
EXLOGLQJ 5HVLGHQWV ZKR VR XN HG ~~WR~~ ~~UR~~ ~~W~~ ~~HD~~ ~~WH~~ ~~L~~ ~~O~~ ~~W~~ ~~H~~
VHFXUHO\ ODWFKHG

5HVLGHQW NH\ V IRH ~~EV~~ ~~IR~~ ~~S~~ ~~V~~ ~~FR~~ ~~Q~~ ~~W~~ ~~U~~ ~~S~~ ~~X~~ ~~H~~ ~~I~~ ~~L~~ ~~S~~ ~~H~~ ~~G~~ ~~L~~ ~~G~~ ~~H~~ ~~Q~~ ~~W~~ ~~K~~
VKDOO KDYH DFF ~~W~~ ~~D~~ ~~V~~ ~~W~~ ~~K~~ ~~Q~~ ~~G~~ ~~R~~ ~~W~~ ~~K~~ ~~V~~ ~~W~~ ~~H~~ ~~S~~ ~~D~~ ~~U~~ ~~S~~ ~~F~~ ~~W~~ ~~L~~ ~~R~~ ~~R~~ ~~Q~~ ~~R~~ ~~V~~ ~~W~~ ~~R~~ ~~U~~
RU FDUGV DV DSSURSULDWH ZKLFRQZ ~~DO~~ ~~G~~ ~~D~~ ~~F~~ ~~R~~ ~~Q~~ ~~W~~ ~~U~~ ~~R~~ ~~O~~ ~~V~~

(DFK 5HVLGHQW 6V \$KH ~~S~~ ~~U~~ ~~R~~ ~~V~~ ~~H~~ ~~D~~ ~~V~~ ~~Q~~ ~~G~~ ~~L~~ ~~H~~ ~~G~~ ~~D~~ ~~R~~ ~~F~~ ~~H~~ ~~R~~ ~~W~~ ~~K~~ ~~H~~ ~~L~~
LWHPV DQG FRQWURO WKHLU XVH E\ RWKHUV

)REV VKDOO EH DVVLJQHG WR 5H ~~V~~ ~~L~~ ~~Q~~ ~~W~~ ~~V~~ ~~+~~ ~~R~~ ~~K~~ ~~R~~ ~~H~~ ~~D~~ ~~U~~
RIILFLDO OLV ~~W~~ ~~R~~ ~~W~~ ~~F~~ ~~R~~ ~~Q~~ ~~W~~ ~~U~~ ~~R~~ ~~I~~ ~~U~~ ~~H~~ ~~Q~~ ~~W~~ ~~D~~ ~~O~~ ~~X~~ ~~Q~~ ~~L~~ ~~W~~ ~~V~~

D 7KH UHVLGHQWV ~~V~~ ~~L~~ ~~K~~ ~~D~~ ~~F~~ ~~E~~ ~~W~~ ~~H~~ ~~F~~ ~~W~~ ~~V~~ ~~D~~ ~~Q~~ ~~R~~ ~~H~~ ~~W~~ ~~K~~ ~~H~~ ~~O~~ ~~R~~
% JDUDJH HQW ~~U~~ ~~D~~ ~~F~~ ~~M~~ ~~X~~ ~~Q~~ ~~V~~ ~~H~~ ~~F~~ ~~W~~ ~~D~~ ~~J~~ ~~H~~ ~~S~~ ~~R~~ ~~I~~ ~~O~~ ~~H~~ ~~Z~~ ~~Z~~ ~~K~~ ~~D~~ ~~H~~ ~~Q~~ ~~G~~ ~~W~~ ~~I~~

OLIHJXDUG LV SUHVHQW
5HVLGHQWV PD\ S ~~X~~ ~~O~~ ~~I~~ ~~F~~ ~~K~~ ~~E~~ ~~D~~ ~~H~~ ~~S~~ ~~D~~ ~~H~~ ~~G~~ ~~F~~ ~~R~~ ~~Q~~ ~~W~~ ~~R~~ ~~K~~ ~~O~~ ~~N~~ ~~D~~ ~~R~~ ~~E~~ ~~W~~ ~~R~~ ~~X~~ ~~R~~ ~~H~~
DQG WKH UHVLGHQWV ~~H~~ ~~Q~~ ~~W~~ ~~D~~ ~~P~~ ~~X~~ ~~V~~ ~~D~~ ~~Q~~ ~~S~~ ~~U~~ ~~R~~ ~~R~~ ~~Q~~ ~~O~~ ~~R~~ ~~D~~ ~~U~~ ~~F~~ ~~W~~ ~~D~~ ~~I~~ ~~F~~ ~~K~~ ~~I~~ ~~R~~ ~~U~~ ~~P~~ ~~D~~
VHFRQGDU\ IRE LVVXHG

D 5HVLGHQWV ZLOO EH UHVSQRVLE OH LROG IDYQ\GXDGG
XWLOLJLQJ WKH UHVLGHQW\ V VHFRQGDU\ IREV
E 6HFRQGDU\ IREV ZD OFHR Q OV RS WRKYR B GVKUD Q X HOGR
\$OO RWKHU DFFDFV\FH WRL B OH QEL\WLSLHLV\DWJ G FREQ\OL V S
ZKHQ QRQ UHVLGHQWV WDRU W KOF F IR FSDUDDV ER XWKH \$
UHVLGHQW

\$SDUWPHQWV ~~SHAEK~~ VHHFVXGHH QWV KHU RZQ \$SDUWPHQW
6WRUDJH \$UHS ~~SMALL~~ 5VNEE SUIQ WKH HQFORVHG VWRUDJH
\$SDUWPHQWV

9LVLWRUV \$Q\ 5HVLGHQW ZKR ~~SHAEK~~ QOHRD\YHDDSDUWV RQ
H[SHFWHG JXHVWV DW WKH 5HFHSWLRQ)URQW 'HVN

5HDO HVWDWH RSHKO Q Q XLHJ Q LLQ\ V RQW\K'HH V NI FHSW

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'XWLHV RI WKH 5HFFHSSWLRQ\ VVW ~~SMALL~~ 5VNEE SUIQ YURDQWL RHOV NV
PDLQ OREES ~~SHAEK~~ 6KH

D PRQLWRU WKH Q'CHRE RV VDIQIG PDDLNGI D'S SQRHSGHLO W H
E XSRQ REVHUYLQJ DQR QF URUP DOIR Q QRPW\Y\HWKID]D V
SROLFH

F PRQLWRU WKH DSSUR DWRK MKK HD Q G UGRNRHUG BFELELFXL V
WHOHYLVLRQ DDQV HVD FVMLR SSSDR SQRHGHG

L ZKHQ WKH DODUQJUM QDW V LJDQD VJHF Q BRQZD\ L
FORVHG WDNH DVS S URQSVXLDHW W KOF WUDRQO DQR U V

G XSRQ OHDUQLQJ RI D VXVSHFWHGLEDU+HDXFKHL Q WKH
HYLGHQFH RI FUQ PLOQ \$ Q DDFWPLHQ W \ LW R H G *LHQVH\WDC
ODQDJHU ,I KH VKRHWWD R Q DW Q H VHQ \$ O B CD Q D Q D DH
3ROLFH VKRXOG Q R VHLGLLHG V B OF D QOLQJ 3KRQH QX

&KDQJLQJ \$OH[DQGULD +RXVH)REV D QGHUBWLR Q MQRUY
EXLOGLQJ UHQRYDDULGR Q R DFXVDQ JHUKD QON G RRCJ W KW KH V
*HQHUDO ~~SHAEK~~ DSUBYLGH DW FRPPRQ H[SHQVH HDFK
5HVLGHQW ZLWK WZR+ QXVZH\$ QRE\ D QGHUW GRUYR FVKH W H D F
HQVXUH FRQWLQXHG DFFHVV WR W R O V K FWEHD\QDFH Q W EV
URRPV WKH VXQGZIFHQ DQ GH JXKHU S RLR\OSUH VHQW

7KH *HQHUDO ODQDJHU VKDOO SURVYLGUH DDFGHLWLF
GHYLFHV WR 5HVLGHQWV WDRU W KOF F IR FSDUDDV ER XWKH \$

7KH %LF\FOH 5RRP ~~SHAEK~~ %EF\ FQHS V RORPFNHG DW DOO V

7KH *HQHUDO ODQDJHU V F R D V W S B R D K D V Z K R
UHJLVWHUHG WR XVH WKH ELF\FOH URRP V K D W H U R

5HVHUYHG \$UHDV 7KSHALEHQVUXDQ H DQKDJM UKLV KHU RIIL
%XLOGLQJ 0DLQWHTQ DZRFUN QIRIRKQ LVFIDUQUR RW KMKHIOSEFRV
HTXLSPHQW URRP WKH ERLOHU UR RPUH D Q B FXW K B UD B E
XQDXWKRULJHG HQWU\

\$SDUWPHQW .H\)LOH 7KALL*VQIHUJXD 0 0 QDDJH \$SDUWPH
FRGHV HQWUXVWXHGGWB KWKH KSHUR F D D Q QWK B IO DX D G PLV
RQH WR DQ \$SDUWPHQW LSH WKGH QVWVQ MWK B XW PV K MLZ
WKH &R 2ZQHU RUD VHDQVQR UHLJFHGS ER FXKH QVWH UQLQJ

9LVLWRU &RQWSDRIO XSHO WYKLV LWVFXV QWW KHH D H SQVR Q QV
IR\HU WR UHTXHVW DGPLWWDQFH WR WKH EXLOGLQJ

&RQWUDFWRUV VKDOO EH DOORZHG Q% XDWGLQH DF
5HFHSWLRQ 'HVN ZKHUH WKH 5HFHSWLRQ ELZRUQK
DW DOO WLPHV

7KH *HQHUDO 0DQDJHU DQG WKH 5HFHSWLRQV WWR
SUHYHQW GRRU WR GRRU VROLFXWDWIL BQV WDSH C
H[FHSW IRU GDLO\ QHZVSDSHUV DQG GHVLJQDWH

6HFXULW\ 6HUYLESHALLKH SDMPURQVHG EHWZHHQ 3
QLJKWO\ E\ D XQLRUPHG VHFUXULW\ RIILFHU

7KH VHFUXULW\ RIDLQH UDGLZDOR RMBBWHQ FLHW DW D
WLPHV ZKLOH RQ GXW\

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SECTION 520 FIRE SAFETY

58/(6

5RXWLQH \$FWLRQV IRU 5HVLGSHQW VFRIRP &R RZQSHUURU
DQ\ DFW RU RPLVLRQ ZKLFK ZRKOQ ERQVWLWXWH

D VWRULQJ DQ\ZKHURXVQI \$EHSORGLMLHX+QR WK RQ WRKQ
SHUVRQDO DXWKRJDLV RGLQH HNDLUPKON QED PRDIE VKH
PDWHULDO

E IDLOLQJ WR FRPSO\HZLWKD&LWVHFDMLRQVQFHVIPCWWI
DODUPV DQG SURKQELWQVFKRVDRIHVKWIFHQMQJ R
VWRUDJH VSDFH DQG

F XVH RI JDVROLQHUNIDRVPDQHRJURLOVH WR OLJKV
ILUHSODFHV

6PRNH \$ODUPVSH&BL SZORFKUH DQGHLOVDDEO VQ WKHL
\$SDUWPHQWV LQ DFFRUGDQFH ZLWK WKH &LW\ RI \$O

6XVSHFWHG)LUHPHODV5HPRGHHQRWGHQVHFRMVDRIWKHUKH
SHALL QRWLI\ WKH 5HFHSWLRQLVW 3KRQO\QXPEHU

.Q &DVH RI)LUH QLDY5HVVKEDQVDSHLLH±H[LVWV KH
D DFWLYDWHVWKHUCHEODUP LQ WKHUCDOOZD\ QHDU

E LPPHGLDWHO\ QRWLI\ WKH 5HFHSWLRQLVW

(YDFXDWLRQ :KHQ 5HVLGSHQW ±KHDU WKH DODUP WK

D DOHUW RWKHU)ORRUS\$SULWRPERQWQVGRWKKH GDQJH

E OHDYH WKH EXLOGLQJ LI WKH\ DUH DEOH WR GR

L '2 127 RSHQ WKH KDWQZDKFRWRURKHXFK QRU
KDOOZD\ LI LW LV ILOOHG ZLWK VPRNH

LL/HDYH WKHLU \$SDUWPHQWV↑ GRRUV FORVHG D

LLHSDUW E\ WKH QHFDURVWQJVWVHLCZORUQEWRLWGH

WKHP LI WKDWFNMGZLZKOPRWIEOWKH\ 6+28/'

RWKHU RQH LI WKDW WRR LV ILOOHGRZLVKHLV

\$SDUWPHQW

LY'2 127 XVH WKH HOHYDWRUV

Y '2 127 JR WR WKH URRI

F 5HVLGHQWV H[LWLQJ RQ WKH 3LWWLGHVUZLHOV VLGH
FRQJUHJDWH RQ W BHWRS SRMLHWHHGLXDFD BRV LQVWU
HOVHZKHUH E\ D PHLDE HLU RI ' \$ O E [DVOFGUQWV \$)' 5H
H[LWLQJ RQ WKH BRV D KH6 BXULHCHVLOO G FHDQJW M U G W H Z
WKH SDUN XQORHVR H Q V W ZKXFWH G \ V Q J' I \$ R PR Q Q \ H I L
RWKHU GRRUZD\ LW KVRU SRQHF HRH G VORWHV O L R F V W U L X F C
RWKHUZLVH E\ \$)'

8QDEOH WR 'HSDURWH5HJVULGHWQWW ZORFNH G CEG IWKRVH
DUH XQDEOH WR QHJRWL D ~~SHOULD~~ KUH R D M D L U Q D W K X Q D V V I
\$SDUWPHQWV XQWLO WKH\ FDQ ELQ D W W K W V D H G L E Y D W K R I
ILUHILJKWHU DVVL ~~SHOULD~~ H H D F K 5 H V L G H Q W

D FDOO DQG WHG D V S B W F R S H U U D M S B W G K W L V K L H Q U W
\$SDUWPHQW QXPEHU

E KDQJ D VKHHW IURP W R K H H E V D O F R H Q D W R W B Q W W R Q U R X
OHYHO

F NHHS WKH KDOOZM G B R S H Q H R V E G D O S I R X Q G R W W K H
HGJHV WR NHHS W K R I Q V R B W F K R I X W H F W B X W V D V D Q D
GRRUV DV SRVVL E H O Y H E V W D Z I G H Q K W K W I P R N H V R X U F H

G RSHQ VOLGLQJ J O D H M K G R L R U V E X W R J O R D W R W W E K U H D N V
PDNLQJ LW L P S R V G L F E R O U V W R W R R Z L Q V K W K L I W V D

H UHPDLQ FORVHE U H R D W K H Q I O W R K U R X J K D G D P S F O R W

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5RXWLQH \$FWLRQV IRU 0DQDJHPHQWQ G O R G W K W D I 6 W T K I H
SHALL DW DOO WLPHV EH DOHUW WR WKH Q H M K W H Q F H R
&RPPRQ (OHPHQWV DQG \$SDUWPHQWV

7R WKH IXOOHVW) H U W H O W D S B V V L E D O R E H W K E L B L Q
GLVFRYHU\

6WDII PHPEHUV V * H Q Q H U D R W D Q D W K H) L S U R P S Y D O U G R I
WKDW WKH\ DUH XQDEOH WR HOLPLQDWH

7KH *HQHUDO 0 D Q G J H I U Q V K I D O G H L Q P Q I Q W K E D J D W S R L
WKDW KDV QRW EHHQ FRUHFHWG

7KH %XLOGGLQJ 0 D L Q W H Q K D O F H P T H L F K W V E Q X F L O R V H D
FRQWDFW ZLWK W K H H \$ O H U W R I G O W D P D N L Q Q J V X F K F I
SURFHGXUHV D Q G H E T X U S I P M Q U H G V D R H Q Q R W L K H L Q H R
DV DSSURSULDWH

7KH %XLOGGLQJ 0 D L Q W H Q K D O F H L Q H F S K H Q W W D P R O H G D O
HDFK \$SDUWPHQW W R Q W D V G H W R U H I E R S U H D E Q F H D Q
ZLWK WKH &LW\ RI \$ O H [D Q G U L D ¶ V F R G H

3UHSDULQJ IRU (PHUJHQFLS ~~SHALL~~ 7KH QVXIOHH WDKD W DVQKH HIE
LWHPV DUH NH ~~SRQ~~ DHW MV KW R5 E FHXS ~~WHIG~~ Q Q\ E DVH RI HPH
D D FRPSOHWH DQG ~~FXDUGHQ~~ W RV E O ~~OPROR~~ UW LQ WKH
(OHPHQWV DQG

E D FRPSOHWH DQQ ~~FXSUDFHL~~ W ~~QD~~ ~~HQ~~ ~~WV~~ ~~ERIRLQ~~ L O O
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. QGLYLGXDO \$SDUWPHQW \$ ~~OSHA~~ VS URYHL GHHQHQ ~~WDR~~ ~~PDW~~
& R 2ZQHUV DERX ~~W~~ ~~W~~ ~~D~~ ~~IDU~~ \$ ~~SCHWLP~~ ~~H~~ ~~D~~ ~~Q~~ ~~B~~ ~~X~~ ~~ORGZ~~ ~~WRK~~ ~~Q~~ ~~G~~ ~~H~~
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. Q DQ (PHUJHQF\ 7KH 5HFHSWLRQLRUV ~~ON~~ ~~SR~~ ~~Q~~ ~~L~~ ~~Q~~ ~~H~~ ~~D~~ ~~R~~ ~~I~~ ~~L~~ ~~Q~~
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ODLQWHQDQFH 7HFK ~~QLK~~ ~~H~~ ~~D~~ ~~Q~~ ~~D~~ ~~H~~ ~~Q~~ ~~D~~ ~~V~~ ~~K~~ ~~H~~ ~~S~~ ~~O~~ ~~M~~ ~~W~~ ~~R~~ ~~Q~~ ~~L~~ ~~V~~ ~~W~~ ~~K~~ ~~I~~ ~~L~~ ~~O~~ ~~F~~
UHPDLQ DW WKH ~~K~~ ~~H~~ ~~R~~ ~~Q~~ ~~L~~ ~~W~~ ~~X~~ ~~D~~ ~~W~~ ~~N~~ ~~L~~ ~~R~~ ~~Q~~ ~~V~~ ~~S~~ ~~H~~ ~~W~~ ~~P~~ ~~I~~ ~~X~~ ~~W~~ ~~W~~ ~~L~~ ~~B~~ ~~Q~~ ~~G~~ ~~U~~ ~~R~~ ~~P~~ ~~G~~ ~~W~~
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UHV L G H Q W V D Q G ~~T~~ ~~H~~ ~~Q~~ ~~V~~ ~~X~~ ~~H~~ ~~G~~ ~~L~~ ~~W~~ ~~K~~ ~~I~~ ~~P~~ ~~W~~ ~~W~~ ~~K~~ ~~H~~ ~~G~~ ~~H~~ ~~G~~ ~~D~~ ~~E~~ ~~R~~ ~~Y~~ ~~H~~ * 8 / \$
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7HFK ~~Q~~ ~~S~~ ~~H~~ ~~A~~ ~~L~~ ~~D~~ ~~Q~~ ~~P~~ ~~P~~ ~~H~~ ~~G~~ ~~L~~ ~~D~~ ~~W~~ ~~H~~ ~~O~~ \ ~~W~~ ~~D~~ ~~N~~ ~~L~~ ~~W~~ ~~X~~ ~~D~~ ~~U~~ ~~R~~ ~~Q~~ ~~R~~ ~~E~~ \ ~~W~~ ~~K~~ ~~L~~ ~~H~~ ~~W~~ ~~X~~ ~~H~~ ~~F~~
NQRZOHGJH RI WKH ~~E~~ ~~X~~ ~~D~~ ~~O~~ ~~G~~ ~~R~~ ~~Q~~ ~~J~~ ~~D~~ ~~Q~~ ~~G~~ ~~R~~ ~~E~~ ~~V~~ ~~S~~ ~~W~~ ~~H~~ ~~R~~ ~~I~~ ~~D~~ ~~Q~~ ~~L~~ ~~D~~ ~~V~~ ~~R~~ ~~Q~~
'HSDUWPHQW +H ~~6~~ ~~K~~ ~~H~~ ~~O~~ ~~Z~~ ~~L~~ ~~O~~ ~~V~~ ~~W~~ ~~X~~ ~~D~~ ~~W~~ ~~L~~ ~~R~~ ~~Q~~ ~~S~~ ~~H~~ ~~O~~ ~~D~~ \ ~~L~~ ~~Q~~ ~~V~~
WKH 5HFHSWLRQLVW RQ ZKDW WR ~~K~~ ~~D~~ ~~S~~ ~~R~~ ~~M~~ ~~V~~ ~~W~~ ~~D~~ ~~R~~ ~~W~~ ~~R~~ ~~H~~ * ~~H~~
5HVLGHQWV +H ~~6~~ ~~K~~ ~~H~~ ~~6~~ ~~V~~ ~~D~~ ~~D~~ ~~I~~ ~~D~~ ~~O~~ ~~W~~ ~~R~~ ~~R~~ ~~D~~ ~~F~~ ~~R~~ ~~V~~ ~~R~~ ~~S~~ ~~W~~ ~~G~~ ~~H~~ ~~P~~ ~~F~~ ~~K~~ ~~H~~ ~~Q~~ ~~H~~ ~~F~~ ~~V~~ ~~K~~ ~~M~~
\$V VRRQ DV WKH VLWXDWLRQ SHU ~~P~~ ~~H~~ ~~W~~ ~~W~~ ~~R~~ ~~K~~ ~~U~~ ~~H~~ ~~V~~ ~~K~~ ~~S~~ ~~H~~ ~~Q~~ ~~Q~~ ~~D~~ ~~D~~
EXLOG L Q J O R X G V L ~~S~~ ~~H~~ ~~I~~ ~~U~~ ~~L~~ ~~R~~ ~~G~~ ~~W~~ ~~H~~ ~~X~~ ~~S~~ ~~H~~ ~~D~~ ~~W~~ ~~H~~ ~~V~~ ~~D~~ ~~V~~ ~~D~~ ~~S~~ ~~S~~ ~~U~~ ~~R~~ ~~S~~

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SECTION 600 – SERVICES.....67

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- ± 5HFHSWLRQ 'HVN
- ± 6WRUDJH 6SDFHV
- ± 0DVWHU 79 &LUFXLWV
- ± 2WKHU 6HUYLEFHV

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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 6XQGHN

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- ± 7KH 9LHZ
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SECTION 600 – SERVICES

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7KH 5HFHSWLRQ 'HVN 7KH 5HFHSWLRQ 'HWND DO WKLP H
VHFXULW\ PHDVXER PDQGLVFDVWLFHQDE ZHWK 5HVLGHQWV

6WRUDJH 6SDFHV 7KH 5HFHSWLRQ 'HWND DO WKLP H
WR XVH DQG VHFXUH RIQWKHDQDQGLVFDVWLFHQDE ZHWK 5HVLGHQWV

0DVWHU 79 &LUFXLWV 7KH 5HVLGHQWV \$OH[DQGULD +RXVH
+RXVH V PDVWHU WHODQG WLRQFHQDQGLVFDVWLFHQDE ZHWK 5HVLGHQWV

2WKHU 6HUylfHV 7KH 5HVLGHQWV \$OH[DQGULD +RXVH

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1HZVSDSHUV 5HVLGHQWV \$OH[DQGULD +RXVH IRE NH\

%LF\FOHV \$OH[DQGULD +RXVH IRE NH\

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'XWLHV RI WKH 5HFHSWLRQ 'HVN LQ WKH PDLQ OREE\ DW

D QRW OHDYH WKH LPPHGLDWH DUHD VHUylfHV IRU 5HVLGHQWV

E QRW DOORZ DQ\ RQH RYHU DQG OHVW DQWV XDKHG DUHD EHKLQG WKH 5HFHSWLRQ 'HVN

F SODFH KDQG GHOLYHUHG PDLO QHMLVH VPRLOH WKH PHVVDJH ER[RI WKH DGGUHVVHH V \$SDUWPH

G UHFHLYH SDFNDJH DQG VHUylfHV \$OH[DQGULD +RXVH IRE NH\

H DFFHSW DQG RU VLJQ IRU DQ\ LQVXUH GHVWULFHV WKH DGGUHVVHH

I XSRQ SHUVRQDOO\ H Q WR JQQ GL Q U R D H F B H S D G L V R I Q L W W V
QRW WKHUHE\ GLV VGXDFLVHNG DGR P WRW W K B R S E X L E H Q
UHPRWH FRQWURO RI WKH GRRU DQG

J XSRQ EHLQJ VDW LQWLVHG B M DV S H W K R L G R I Q V Z K R P V D
UHJLVWHUHG LQ WKH 3\$GPLWWDQS B U P P R I Q W D Q G C
UHOHDVHR W K H D W H S H W V R Q

6WRUDJH RQ /HYHO % ~~SHAKH~~ NHOHSUD S H O D Q D Q H Q W U H F
\$SDUWPHQW WR Z G L F W R H D F J H H C S D F R I V I H V D V V L J Q H G

,I WKH *HQHUDO 0DQDJHU GHWHUP W R H D Q W K D W D
\$SDUWPHQW LV E H S H O U P X V M G R Z L W K R X M R U R D J Z I Q H U
VSDFH VKDOO EH RSHQH G D Q G H P S W L H G

%HIRUH WKH FRQWHQWV RI W K H V W R U D J
*HQHUDO 0DQDJHU H D W R D O O E P H N H I B U W W R
WKH RZQHU RI WKH XQDXWKRULJHG FRQW

,I RZQHUVKLS R D Q W K R I F E B V G H Q W W V P L Q H G
GD\ V W K H * H Q K D O O G D Q S B M H R I W K H I
PRQLHV UHDOLJHG R U L R B K K D O K H E H V R G H S R V
&RXQFLO V D F F R X Q W

7KH %LF\FOH 5RRP 7K ~~SHAKH~~ Q P D L Q O V D D Q D D J H U H J L V W H U R
ZKR VWRUH WKHL ~~SHAKH~~ H Q O M H + W K V K H W K H % L F \ F O H 5 R
E\ UHJLVWHUHG 5 H X V L I G H Q W M R D Q G B I F S X U S R V H

7KH *HQHUDO 0DQDJHU VKDOO LVVX H H J D Q W L G U H Q W L
5HVLGHQW IRU H D Z K V K I H F A F O R H V M R V I R I P Q W K H % L F
\$QXDOO\ G X U L Q J L O K W K P R Q W K H B L O S O S I Q D W H W K V K
% L F \ F O H 5 R R P D Q F G F O H P V R Q R V D E H D E U L L F O J W D R O D G L H F D

%HIRUH D E L F \ K E H * H L Q H U H D F O R Y B D N H W D U V K D
UHDV R Q D E O H H I W R K U H V Z R H D U V I R H I U W K D L Q Q D X
E L F \ F O H

,I WKH RZQHU RI WKH E L F \ F O H L F D Q Q R W
GD\ V W K H * H Q K D O 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 L J H G R I G R E Q J V K D O O
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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7KH 9LHZ 7KH UGHQWR LHSRLOQRPLQW NRP, HQWV DV 3
3DUW\ 5RRP' ZDV RULJLQDOO\ QDPHQ WKH *HUNHGR
&OLIIRUG 'UDNH 8QLQMHGR 6V D WSHVLD M G UHZKIRG M QWYR
&RXQFLO IURP WR Drake Roqr ZDV WKFRGHOHG DQG E
YRWH UHQRPHHG DV

58/(6

8VH RI 7KH 9LHZ ~~7KH~~ XVLH ±
D DV D PHHWLQJ SORFH XE W ZKLFK & RXQFLO V RIILFLD
E IRU HYHQWV VSRQVRUH E\ WKH &RXQFLO RU LWY
F DQG IRU SULYDWH OQRWLVHMLRU VDFLKHULQJV
G DV D GD\URR EOXVWKH XQRHQEN [UHVLG HQWV
6SRQVRUV (YHURBU LDVWKHUSO WYCEFKHS BQHZR UHG E\ D
5HVLGHQW &R 2ZQHURU ~~MSQ~~ DEHWSKWKDWDIOOGLSYLGHXHO
9LHZ WKURXJKRXW WKH SURFHGG ~~SHAV~~ BHKDW KH VKH
UHVSRQVLEOH IRU ±
D WKH EHKDYLRU OQWDFWLFER BWRHVG WQFKIKQF
9LHZ DQG HOVHZKHUH LQ WKH EXLOGLQJ DQG
E DQ\ LQMXULHV WR SWRVRQSHDQV BDFV JHHEW OH
FDXVHG E\ REMHFVVJ & HRS SHIGFER KQW BHZ EDOF
/LPLWDWLRQV BQYDWHKSDIUSMH W H KIR QILHGH WR 7
9LHZ ~~SHQ~~ NOT H [WHQG WR RWKHUDSRXWM RH [B B W OGU
WKH UG IORRU UHVWURRPV
1R PRUH WKDQ SHUVRQV VKDOO HQW SUPH HQW L
7KH 6ZLPLQJ 3RRO SRHOVZQBPLQV V XWHVRXWGLQJRU
H [FOXVLYH XVH BQDRQ VZQ HDQG WKHLU JXHVWV
\$OO SHUVRQV HQW BURLQJ WKHU SWRORR ROK HMKD B D
ULVN
1R PRUH WKDQ VQV IURP QILHGH \$SDJXPHVQW LQ
VKDOO EH DOORZHG WLVQWKH VSRH SHDFH OH [FHSW E
DUUDQJPHQW ZLWK WKH *HQHUDO ODQDJHU
\$GXOW KRWWV VKDQV KIHUFH/SB QPHQDQW KJXHV WK
(YHU\ JXHVW VKDOO EH DFFRPSDQLHG BKKILSRH
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7KH SRRO ~~DUR~~ ~~W~~ ~~D~~ ~~E~~ ~~H~~ ~~K~~ ~~D~~ ~~O~~ ~~O~~ ~~V~~ ~~H~~ ~~U~~ ~~H~~ ~~G~~ ~~E~~ \ ±

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EDQGDJHV RU

F SHWV RI DQ\ NLQG VHXYRIQ ~~Z~~ ~~W~~ ~~K~~ ~~Q~~ ~~U~~ ~~R~~ ~~Z~~ ~~V~~ ~~H~~ ~~O~~ ~~U~~ ~~H~~ ~~D~~ ~~V~~ ~~W~~ ~~U~~ ~~D~~ ~~L~~ ~~Q~~
3HUVRQV XVLQJ RUUEHDL ~~Q~~ ~~K~~ ~~L~~ ~~O~~ ~~O~~ ~~W~~ ~~R~~ ~~K~~ ~~Z~~ ~~N~~ ~~E~~ ~~S~~ ~~E~~ ~~R~~ ~~U~~ ~~K~~ ~~D~~ ~~H~~ ~~K~~ ~~V~~ ~~R~~ ~~R~~ ~~O~~
G HFRUXP

D 7KHUH VKDOO EH ~~Q~~ ~~R~~ ~~U~~ ~~H~~ ~~X~~ ~~V~~ ~~O~~ ~~L~~ ~~L~~ ~~Q~~ ~~J~~ ~~S~~ ~~E~~ ~~X~~ ~~O~~ ~~V~~ ~~S~~ ~~O~~ ~~D~~ ~~E~~ ~~D~~ ~~Q~~ ~~B~~ ~~H~~ ~~R~~
DQ\ RWKHU ~~N~~ ~~R~~ ~~O~~ ~~R~~ ~~U~~ ~~L~~ ~~Q~~ ~~V~~ ~~W~~ ~~K~~ ~~H~~ ~~S~~ ~~R~~ ~~O~~ ~~D~~ ~~U~~ ~~H~~ ~~D~~

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G 5DGLRV DQG FHOD ~~S~~ ~~K~~ ~~R~~ ~~V~~ ~~K~~ ~~D~~ ~~O~~ ~~O~~ ~~V~~ ~~C~~ ~~E~~ ~~H~~ ~~K~~ ~~Z~~ ~~O~~ ~~V~~ ~~R~~ ~~R~~ ~~J~~ ~~K~~ ~~Y~~ ~~R~~ ~~O~~ ~~X~~
WKDW RWKHUV DUH QRW GLVWXUEHG

H 1R IRRG VKDOO ~~Q~~ ~~E~~ ~~H~~ ~~Q~~ ~~V~~ ~~K~~ ~~H~~ ~~P~~ ~~S~~ ~~R~~ ~~I~~ ~~R~~ ~~O~~ ~~D~~ ~~U~~ ~~H~~ ~~D~~

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SODVWLF ± QRW JODVV ± FRQWDLQHUV

J 3DSHUV DQG RWKHU UHIXVH VKD ~~O~~ ~~R~~ ~~Y~~ ~~E~~ ~~L~~ ~~G~~ ~~I~~ ~~G~~ ~~S~~ ~~R~~ ~~V~~ ~~L~~ ~~W~~ ~~K~~
SXUSRVH

K)RRWZHDU DQG ULVE ~~D~~ ~~E~~ ~~O~~ ~~H~~ ~~R~~ ~~U~~ ~~D~~ ~~R~~ ~~V~~ ~~K~~ ~~H~~ ~~O~~ ~~U~~ ~~V~~ ~~D~~ ~~X~~ ~~Q~~ ~~D~~ ~~D~~ ~~O~~ ~~R~~ ~~P~~ ~~E~~ ~~M~~ ~~K~~ ~~Z~~
SRRO DUHD

L 'ULSSLQJ EDWKLQH ~~H~~ ~~M~~ ~~X~~ ~~L~~ ~~K~~ ~~V~~ ~~D~~ ~~O~~ ~~O~~ ~~Q~~ ~~R~~ ~~E~~ ~~V~~ ~~K~~ ~~E~~ ~~H~~ ~~H~~ ~~S~~ ~~O~~ ~~H~~ ~~L~~ ~~Y~~ ~~P~~ ~~L~~ ~~W~~ ~~R~~ ~~U~~ ~~M~~
KDOOZD\

7KH 6DXQD %DWKVS ~~H~~ ~~A~~ ~~M~~ ~~H~~ ~~E~~ ~~V~~ ~~D~~ ~~R~~ ~~S~~ ~~H~~ ~~Q~~ ~~E~~ ~~D~~ ~~W~~ ~~K~~ ~~O~~ ~~O~~ ~~W~~ ~~L~~ ~~P~~ ~~H~~ ~~V~~ ~~I~~ ~~R~~ ~~U~~ ~~V~~
2ZQHUV 7HQDQWV DQG WKHLU JXHVWV

\$OO SHUVRQV XVMQGRWKR ~~V~~ ~~V~~ ~~X~~ ~~V~~ ~~O~~ ~~D~~ ~~H~~ ~~E~~ ~~D~~ ~~W~~ ~~R~~ ~~Z~~ ~~Q~~ ~~U~~ ~~L~~ ~~V~~ ~~N~~

*XHVWV XVLQJ WKH VDXQD EDWKVVVKDOO EH DFFI

&KLOGUHQ XQGHUKDO ~~O~~ ~~H~~ ~~D~~ ~~U~~ ~~R~~ ~~W~~ ~~R~~ ~~X~~ ~~V~~ ~~H~~ ~~H~~ ~~F~~ ~~H~~ ~~S~~ ~~W~~ ~~D~~ ~~Z~~ ~~K~~ ~~H~~ ~~D~~ ~~E~~ ~~D~~ ~~W~~
DFFRPSDQLHG E\ DQ DGXOW

7KHUH VKDOO ~~Q~~ ~~E~~ ~~H~~ ~~Q~~ ~~V~~ ~~K~~ ~~H~~ ~~P~~ ~~S~~ ~~R~~ ~~I~~ ~~R~~ ~~O~~ ~~D~~ ~~U~~ ~~H~~ ~~D~~ ~~E~~ ~~D~~ ~~W~~ ~~K~~ ~~V~~

7KH 6XQG HFN SHALL EXHIBIT IRU WKH H[FOXVLYH XVH
7HQDQWV DQG WKHLU JXHVWV

\$OO SHUVRQV XVKDOO ER VROGWHFWKMLU RZQ ULV

*XHVWV XVLQJ WKH DFKRPHFNQVLEDO WKHLU KRVV

3HUVRQV RQ WKH VXQGHFRORVZLORUPEKHUHYHRI GH

D 7KHUH VKDOO EH QZUHXVCOLOQJ SEXGKOWSXOUELDQBHR
DQ\ RWKHU NLQG RQ WKH VXQGHFN

E 7KHUH VKDOO EH QR VPRNLQJ RQ WKH VXQGHFN

F 5DGLRV DQG FHOO RSKRKHDFGEYHKNZVQRXJKYROX
WKDW RWKHUV DUH QRW GLVWXUEHG

G %HYHUDJHV PDWFRQVURWKH VXQGHFNWSDURYLUGHG
SODVWLF ± QRW JODVV ± FRQWDLQHUV

H 3DSHUV DQG RWKHU UHIXVH VKDOO YELGEGSRVLWK
SXUSRVH

I)RRWZHDU DQG URVEDI/OHRU DRUPKHURVXQVKDORPEMKZ
VXQGHFN

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7KH 9LHZ 7KH *HSHALD VFOHQXJHU DQG PDQDJH WKH X

:KHQ VFKHGXLQJ XVKH RWHKHURWKO RIRMKFLDO EXV
&RXQFLO WKH *HQHUDO ODQDJHU VKDOO ±

D FROOHFW WKH IHKH IDRRXQFKVXKDWKEDG EHMCKHVW
%RDUG

E FROOHFW D GHSRVLWDLQDWKEHDIRPQWDEGLDQBG

F HQVXUH WKDW WKH VSRQVRULQJ & BQQZOHFFRSUWVH
WKH SURYLVLQRV RI 58/(

7KH GHSRVLW VKDOO DREVW DRSIOLOUGDORQWRWIKISDZLV
UHVWRULQJ 7KH 9PHZDQGXUQVVKHQLWR DCKGILDFLO
FRQGLWLRQ SULRLFV RWWZDVXVH VHRUZYHGV DRQDQWR
FOHDQLQJ UHSDIRQLQJ RDCKGHUHSVWVWVDMITWKEH3GU
FRQVHTXHGFH RI VXFK XVH

,I WKH GHSRVLW H[FHHGV QKHH WRDMDO R
EH UHIXQGHG

,I WKH WRWDO RI VXFK FRVWPHQWHIRGV
ZKLFK 7KH 9LHZ ZDVOLEHVBUOGBGVKDU WKH
DFFRUGDQFH ZLWK 5(*8/\$7,216

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7KH 6ZLPPLQJ 3RRODQ ~~QDHH*HQDHFWDQQA JKLVKFWOCLIRJX DWU~~
SHALL FRQWURO WKH XVH RI WKH SRRO DQG DFFHVV W

7KH SRRO DUHO ~~DVKDQOEHWRIS~~ SHE\ WKH %RDUG

\$FFHVV WR WKH ~~SRRO DW WDI G RDQO QZKHQ XID U & DLO~~
RQ GXW\

7KH SRRO VKDOO EH FORVHG ±

D GXULQJ DQ\ ~~QHDQ\VMORHPW~~ DQG

E DW DQ\ RWKHU ~~WLLRQ B WWKKHOGQNH XIDU GDRD JMKH~~

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SECTION 700 – EXTERIOR.....76

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± ([WHUQDO \$SSHDUDQFH
± 3HWV

5 8 / (6

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

SECTION 710 – USE OF THE COMMON ELEMENTS.....78

3 2 / , & <

± 3OD]D
± QG)ORRU

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

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± 0LVFHOOHQHRXV
± (OHYDWRUV DQG /RDGLQJ 'RFN
± 5HVHUYHHG \$UHDV
± 3OD]D 'ULYHZZD\V DQG 3DUNLQJ

SECTION 730 – USE OF THE PARKING GARAGE.....83

3 2 / , & <

± ([FOXVLYH 8VH
± 7UDQVIHU

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± 'RRUV
± +HDGOLJKWV

- ± 6WDQGLQJ
- ± ,GOLQJ
- ± 8QDWWHQGHG 9HKLFOHV
- ± 6SHHG /LPLW
- ± 3DUNLQJ
- ± 3HUVRQDO 3URSHUW\
- ± 7UDQVIHU
- ± 5HQWDO

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- ± &RXQFLO†V 6SDFHV
- ± *XHVW 3DUNLQJ
- ± (QIRUFHPHQW

SECTION 750 – USE OF THE RESIDENTIAL APARTMENTS.....86

32/, & <

- ± 2FFXSDQF\
- ± 5HVVULFWLYH &RYHQDQWV
- ± \$SDUWPHQW 0RGLILFDWLRQV 5HQRYDWLRQV
- ± 5HVLGHQWLDO 8VH

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- ± %XVLQHVV 8VH
- ± /HDVHV
- ± ,QIRUPDWLRQ
- ± 0RYLQJ)HH
- ± 'LVWXUEDQFHV
- ± 7LPH 5HVVULFWLRQV
- ± &RPSODLQWV RQ 'LVWXUEDQFHV
- ± %DOFRQ\ DQG ([WHULRUV
- ± \$SDUWPHQW 0RGLILFDWLRQV 5HQRYDWLRQV
- ± 6RXQG DQG)LUH 6XSSUHVVLRRQ
- ± &RQWUDFWLQJ

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± 5HJLVWUDWLRQ

± 'LVWXUEDQFH

± &RQWUDFWRUV

± \$SDUWPHQW 0RGLILFDWLRQV 5HQRYDWLRQV

SECTION 700 – EXTERIOR

32/, & <

(IWHUQDO \$SSHDUDQFH 7KH H[IWHUHRURRIG\$OH[DXQGHU
DQG XQDXWKRULJHG DOWHUDWLRQ

~~3HWV~~ 3HWV ~~DOUR~~ZHG WR LQXV~~DU~~DU~~GH~~SHZHDVFKI ~~WKH~~HHQMR\F
3URSHUW\E\ 5HVLGHQWV

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6LJQV DQG 3RVWHUV 6LJQV SRVP~~D~~~~W~~~~S~~~~H~~~~A~~~~L~~~~D~~~~Q~~~~Y~~
EH SRVWHG LQ RU DURXQG \$OH[DQGLD +RXVH H[FH:

D WHPSRUDU\ VLJQ[~~S~~~~GH~~~~F~~~~H~~~~Q~~~~W~~~~D~~~~U~~~~Q~~~~R~~~~R~~~~O~~~~H~~~~S~~~~E~~~~D~~~~U~~~~R~~~~R~~~~Q~~~~Z~~~~L~~~~W~~
UHQRDWRQ RI DQ \$SDUWPHQW DQG

E RWKHU VLJQV DXWKRULJHG E\ 5(*8/\$7,21

6XVSHQGHG ODWHULDOV /DXQGU\OFORW ~~W~~~~K~~~~Q~~~~X~~~~J~~~~W~~~~H~~~~D~~
GHRU~~S~~~~H~~~~L~~~~L~~~~Q~~~~L~~
RU RWKHU ~~U~~~~H~~~~V~~~~W~~~~R~~~~I~~~~U~~~~S~~~~R~~~~S~~~~D~~~~U~~~~W~~~~P~~~~H~~~~Q~~~~W~~~~H~~~~&~~~~R~~~~P~~~~P~~~~R~~~~Q~~~~(~~~~D~~~~E~~~~P~~~~S~~~~C~~~~R~~~~O~~

3HWV 3HWV RQ ~~V~~~~E~~~~G~~~~U~~~~R~~~~D~~~~E~~~~S~~~~X~~~~V~~~~R~~~~I~~~~S~~~~R~~~~J~~~~H~~~~Z~~~~I~~~~R~~~~U~~~~K~~~~U~~~~E~~~~V~~~~L~~~~L~~~~G~~~~H~~~~Q~~~~W~~
EXLOS~~S~~~~H~~~~A~~~~L~~~~L~~~~Q~~~~L~~ EH VXSHUYLGH ~~D~~~~Q~~~~D~~~~E~~~~D~~~~U~~~~H~~~~I~~~~G~~~~W~~~~I~~~~R~~~~U~~~~D~~~~Y~~~~R~~~~L~~~~G~~~~GL~~~~V~~~~W~~
5HVLGHQWV DQG WKHLU JXHVWV

:KLOH LQ DQ\ &RPPRQ ~~G~~~~O~~~~F~~~~F~~~~P~~~~W~~~~Q~~~~W~~~~K~~~~D~~~~O~~~~N~~~~E~~~~M~~~~R~~~~Q~~~~U~~~~D~~~~L~~~~H~~~~C~~
VKRUW OHDK EIGU ~~G~~~~V~~~~Q~~~~G~~~~K~~~~I~~~~D~~~~O~~~~O~~~~E~~~~K~~~~D~~~~O~~~~O~~~~G~~~~H~~~~F~~~~R~~~~I~~~~G~~~~S~~~~D~~~~L~~~~Q~~~~H~~

5HVLGHQWV ZLWK ~~S~~~~H~~~~R~~~~X~~~~W~~~~D~~~~S~~~~G~~~~W~~~~K~~~~D~~~~E~~~~N~~~~D~~~~E~~~~O~~~~F~~~~F~~~~S~~~~H~~~~F~~~~W~~~~H~~
DQG FRPPRQ VHQVHO ~~Z~~~~K~~~~D~~~~O~~~~V~~~~X~~~~V~~~~Q~~~~R~~~~U~~~~W~~~~R~~~~K~~~~W~~~~M~~~~W~~~~V~~~~&~~~~R~~~~P~~~~P~~~~R~~~~Q~~
5HDVRQDEOH UHTI ~~H~~~~V~~~~W~~~~X~~~~O~~~~I~~~~R~~~~R~~~~S~~~~H~~~~W~~~~K~~~~R~~~~H~~~~V~~~~K~~~~R~~~~U~~~~S~~~~H~~~~W~~~~K~~~~L~~
HQWHU WKH HOHYDWRU VKDOO EH KRQRUHG

5HVLGHQWV DFFRPS ~~D~~~~Q~~~~R~~~~I~~~~G~~~~P~~~~O~~~~S~~~~H~~~~M~~~~V~~~~W~~~~K~~~~D~~~~E~~~~O~~~~S~~~~H~~~~O~~~~H~~
+RXVH YLD WKH % ~~H~~~~D~~~~J~~~~H~~~~R~~~~O~~~~R~~~~Z~~~~E~~~~F~~~~X~~~~R~~~~Z~~~~L~~~~Q~~~~H~~~~D~~~~V~~~~R~~~~Q~~
HPHUJHQF\ WKH\ PD\ EH SHUPLW ~~Q~~~~H~~~~G~~~~R~~~~E~~~~R~~~~E~~~~\~~~~H~~~~Q~~~~W~~~~H~~~~U~~
*HQHUDO ODQDJHU ~~E~~~~D~~~~\~~~~D~~~~D~~~~V~~~~R~~~~H~~~~W~~~~H~~~~P~~~~S~~~~V~~~~U~~~~S~~~~E~~~~D~~~~O~~~~R~~~~U~~~~V~~~~D~~
GXULQJ FRQ ~~U~~~~V~~~~K~~~~R~~~~%~~~~Z~~~~R~~~~D~~~~U~~~~D~~~~J~~~~H~~~~D~~~~U~~~~H~~

*XHVVV ZLWK SHRV ~~R~~~~E~~~~D~~~~U~~~~H~~~~I~~~~H~~~~S~~~~W~~~~K~~~~W~~~~H~~~~G~~~~H~~~~R~~~~V~~~~X~~~~H~~~~[~~~~F~~~~H~~~~S~~~~D~~
WKDW WKH\ PD\ ~~L~~~~Q~~~~H~~~~V~~~~E~~~~K~~~~D~~~~O~~~~G~~~~L~~~~H~~~~Q~~~~W~~~~I~~~~E~~~~G~~~~V~~~~Z~~~~K~~~~H~~~~Q~~~~D~~~~L~~~~H~~~~O~~~~V~~~~I~~~~R~~
PD\ DOVR XVH WKH PDLQ OREE\

3HWV LQ WKH PDLQ OREE\ VKDOO EH FDUULHG DW
1R SHW VKDOO ~~Q~~~~V~~~~E~~~~R~~~~I~~~~W~~~~K~~~~R~~~~X~~~~J~~~~K~~~~W~~~~I~~~~F~~~~O~~~~R~~~~R~~~~U~~

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5HVLGHQWV ZKRSHM[V FLQV M KHK Q HUPJSW E U SR R G X & D
ZDVWH OHIW E\ WCKW H USH W V RYSHUJESDUGVLRQ DVQ
RWKHU ZD\ V FRQI RUF P WRI WKKH RULWLFDS \$ DM [DQ GWU
FRQWURO RI SHWV

3HWV VKDOO QRMHE&R R P RUC (O H B H Q W S B WNK HU WK
\$OO SHWV NHSW LHQV \$KHQ O CEHU U B J RQXW H H G ZLWK

5HVLGHQWV VKDOO DUQLRQ D G YD Q H F H R Q S H Q M V J X W D W L Q
RYHUQLJKW RU ORQJHU

3HUVRQV NHHSLQJ \$ R W W H L Q K S O O H Q P O Q K W D D I L G H Q V U H
RU KHDOWK FHUWLHITXD W H G B V W P R A U B B W \ R I \$ O H [D

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SECTION 710 – USE OF THE COMMON ELEMENTS

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3OD]D \$OO QRQ ZDONLQJ DUHDV RI WKH SOD]D DUH X
QG)ORRU 6SDFH LQ &RPPRQ (OHPURV L R @ D/GKH Q
DYDLODEOH XQGHU OHDVH IRU WKXQLQD VDW D B Q DHTXR S P

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*HQHUDO

5HVLGHQWV DQG O W KEHL S URKSHUWA V D KQWL UQI G V Z KH Q
OREELHV KDOO ZD V]DH O HQYD WR EUVHDWLRQDO DUH I
5HVLGHQWV VKD O F O Q B WD O H V D Y E I E D F O V H R U V R W S S I L Q
DUWLFOHV RI S H L Q V R K B & S P R S Q U O W H P H Q W V
5HVLGHQWV V E D O F O H R W L E U L R Q W K H P D L Q O R E E \\
5HVLGHQWV VKD O O D Q H R W Z E D O L Q R E O Z H B U E H N O H Q D W K
KDOOZD \ V R U V W D L U Z H O O V
5HVLGHQWV *groZekyRark* D N R P H L W K H S H A D U D J H W O B Q E \
WKH *promptly* ' W R W K H O R F D W L R Q I U R P Z K L F K W K H \ Z H
5HVLGHQWV VKD O R O U Q R W K H H U R Z L G A B Q Q L U H E D O

(OHYDWRUV

5HVLGHQWV DQG W K R U H H U R V S R I Q R V L S O N H W K O J O X V H
HOHYDWRUV R Q O \ H V R H W U D Q G S R K H U L U S H B W R Q B Q E
GHVLUHG L Q H W K O I Z E L W O G L Q J
5HVLGHQWV DQG W K R U H H U R V S R I Q R V L W O H R W K B I O V X
*HQHUDO O D Q D J H U T H V S Y L F Y H D O H Y O H W R K U W R V P R R Y
HTXLSPHQW VXSSOLHV DQG RWKHU PDWHULDQV
5HVLGHQWV VKDOO G P R Y L Q W R X M H R R E G R A R S S D U W P H
EHWZHHQ WKH K Q X U V B I O S R Q B D \ W K B R S W K R Q L G D
KROLGD \ V R U D V D X W K R U L J H G E \ W K H * H Q H U D O O I

([FHSWLRQV WR V D K L W K S B U I J P I G \ G E H H W R V
XQH[SHFWHG FLUFXPVWDQFHV 5HVLGHQW
*HQHUDO O D Q D J H U V D E O H H D W B \ H J S O S R L Q W K H
UHTXHVW DQ H [F H S W L R Q

7KH /RDGLQJ 'RFN Q Q Z H B N H D Q G J H P H O V Z D W B J W K H * H
5HVLGHQWV DUN DW WKH O R S X G L S R V G I R E N Z I B W K W K J W K H L
7UDVK 'LVSRVDO

5HVLGHQWV PD\ XH\HLQVWHHWBFBPKRBRHJWVR IGLVSRV
RI VPDOO SDFNDJHVKROGQBURZDVKRHFVZKIDFK ZLOO
ZLWKRXW FORJLQJ WKH FKXWHV

5HVLGHQWV VKDOO SODFH JDUEDJQNWSDWSRVDQQR
XQLWV LQ VWURQLHSWBNMFWHEDUMVDCGHMRKHPGLHSF
FKXWHV

5HVLGHQWV VKDOO SODFH NLWWWLOFLVWJHU DQGVO
WKR VH EDJV RQWUKHVKOURRPRFIXVBNPWWKDOFO NLWW
OLWWHU EH GURSSHG GRZQ WKH FKXWHV

5HVLGHQWV VKDQ [HWDEH ZFVSDVSRIOQHDDVQO\ RQJWJK
IORRUV RI WUDVK URRPV

&R 2ZQHUV KDYLQJ Z\$SDUQVPOHQWQ WKTNDLHUQVXUH
FRQWUDFWRUV UHFROYHEBDOGS LZHFSW BDCGPRWIDIU
GHEULV IURP WKMKEHXLGGLQBHYHOHYDWRU

5HVLGHQWV VKDQOGRWDGHSRWHLWEIJJBLWJ REJMRVA
RU DQ\ IODPPDEOH IPDQHLQUL DOX LHWDCS/ISDFIKXWHLQ

5HVLGHQWV VKDQOXVHHRVQOH EHVVDZH\$Q DQGH KRXU

30

5HVLGHQWV VKDKOZKQRKV FODQOYD VHSRVLV
FKXWH GXULQJ WKBPRUKR XWKHRQWDXVK UR

,Q DFFRUGDQFH ZLWK \$OH[DQGU LDQWVWV&BDOFLC
SODFH PDWHULDOV WR EH UHF\FORHSODQVGLFQEDJV
VW\URIRDP OLJKWVEXLQEFRQWDELQWVWVSWBXUSRIGH
RXWVLGH HDFK JDUDJH % % OREE\

\$FFHSWHG UHF\FODEOH PDWHULDOV LQ
LQFOXGH

- D \$OO SODVWLFVERBOWDWHV DIQGVMLXWHVP
- E \$OO JODVV ERWBOHWHDQGWBIULWHPV
- F \$OO PHWDO EHYHUDJH DQG IRRG FDQ
- G 1HZVSDSHU ZLWK LQVHUWV
- H 0DJD]LQHV FDWDORJV DQG SKRQH E
- I -XQN PDLO LQFOXGLQJ HQYHORSV ZLV
- J 3DSHUERDUG FHUHDO FUDFNHU ER[
HJJ FDUWRQV
- K %URZQ SDSHU EDJV
- L &DUGERDUG ER[HV IODWWHQHG

2OG ESMW HEUL B ODFH LQ WKH FRQWDLQH
WKDW SXUSRVHQRVQKWKH WD%OHVREELHV
5HF\FODEOH SDSHU LWHPV FQVWQVR EH
WUDVK URRPV ORVW\$SDRUVFQV RORRUV
\$GGLWLRQDO LQIRUPDWLRQ RQ UHW\FOL
RI \$OH[DQGLD ZHEQGLWLD JZD DQVXUFHU

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OLVFHOODQHRXV

7KH LQWHULRU & DQRQX(OGHFHQVUH 312 602.,1*` D
5HVLGHQWV DQG 6SWRIK IPELVEHIG VUDPHDDUKWLFQJ R U
WREDFFR SUHQREWLVHVQ FDKLOURRP KIDOHYZDVRUV
VWRUDJH URRPV UHVWURRP VDXQDSDQV L7KH 9

7KH 5HFHSWLRQLVW XSRQ REVHURYLQDQR \$HEULRQ
LQ DQ\ &RPPRQ (OHPHQW DUH QR[LHQXVQLQG H FHQ
GLVRUGHUO\ RUPQSDQZ\XOH SRKIDVWRSW/KHQ*IRQFD
ODQDJHU RU LI WKH LHQQRVOLDDQGLRWWKOH DYDL
\$OH[DQGLD 3ROLFH

7HOHSKRQHV DQGDRLQWHLQBELDWWLPHVRIQLQ[SHQV
FRQGXFWLQJ WKH &RXQQLORW EXVQVHQVIRUVSHEV
PHPEHUV RI WKH 6RUDIRW5KHVLG HCFWES W HDV ODXWIKRO

,I D OHDVH RI VRS BEH &SXUVSDRQLVWVHWK DWOVKEH
ELOOHG IRU HOSLFRYULIGHDO EXHWK HCFHRIXQ RLLO \$WKLHV
(QJLQH HU VKDOO HGBSWKIF QHWQHJHJDFKDFRQWK
SRVVLEOH DW WKH LVQLPV\WKKHPVLXVPHWHH W HDGGQU
WKH ODQDJHPHQW \$JHQW

(OHYDWRUV DQG /RDGLQJ 'RFN

7KH *HQHUDO ODQDJHU DQGLDQRVWVIRUJLVFKH XVH R
HOHYDWRU

3DUNLQJ DW WKH ORDGLQJ GRFNORVQDGLQJEHDSGUP
XQORDGLQJ RSHUDWLRQWREHWSZHQDQGLDQKH 30 ORQG
WKURXJK)ULGD\

7KH ORDGLQJ GRFN PD\ EH XVHG EV5HQ/LGHQWV V
ZHHNHQG GD\V SULRUFWRWK80FODWGHUQDGOVKEH UD
ORDGLQJ GRFN GRRUV ORFNHG

3HUVRQDO XRYLGHGDEW MKIS &RSQVHO IRU
RI ZDVKLQJ FDUV LV KHUHE\DXWKRULJHG

5HVHUYHG \$UHDV H7KH DQGLDQRVWVIRUJLVFKH I*HQVWVQGHU
ODQDJHU V VXSHUYLVLRQ ±

D WKH *HQHUDO 0DQDJHU V RIILFH
 E WKH DUHD RI WKH 5HFHSWLRQ 'HVN
 F WKH %XLOGGLQJ 0DLQWHQDQFH 7HFKQLFLDQ V ZRU
 G WKH URRI H[FHSW IRU WKH VXQGFHN DQG VZLPPH
 H WKH HOHFWULFDO HTXLSPHQW URRP
 I WKH ERLOHU URRP DQG
 J DOO RWKHU &RPPRQ (OHPHQWV KRXLVQJ FRPPRQ

3ODJD 'ULYHZD\V DQG 3DUNLQJ

\$OO YHKLFOHVDH QWUHQWUWKH \$SDUHQWVWKDQDGR
 PDUNHG 3,1' RU (1755Y&(EDWKH GULYHZRU PDUNH
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7KHUH VKDOO EH QR SDUNLQJ LQWKHHSKOH]G URLWKH
 WKDQ WKH VHYHQ GHVLJQDWHG SDUNLQJ VSDF

7KH GHVLJQDWHG SDUNLQJ VSHDFH FORV
 VKDOO EH UHVMURHG WKH BFO XMLPHH XVH
 HPHUJHQF\ YHKLFOHV

2QH GHVLJQDWHG SDUNLQJ FSDRUKDO
 WKH H[FOXVLYH SXHG SHUKDQGLSDUNLQJ Y
 EHDULQJ RIQLFDDWDLRQKRI KDQGLFDS

9LVLWRUV WSDKMPHQWGHSDSDQV LQ V
 VKDOO UHJLVWHU ZLWK WKH)URQW 'HVN

D 7KH 5HFHSWLRQGWKMKDDOHUHQB WLF
 UHJLVWUDWLRQH WKH QREHDQRI MLKH
 SDUNHG DQG WKH \$SDUWPHQW QXPE
 YLVLWHG RU RWKHU ZIRUHWKHVSRQVFO
 SDUNHG

5HVLGHQWV SDUNLQJ LQ WKHMH VSDFHV
 5HFHSWLRQLVW NQRZ ZKHUH WKH\ ZLOO E

%HWZHHQ \$0 DQG \$0DVZHYHHQ SDGDLQDWLHGDOO
 SDUNLQJ VSDFHV RHWGHVLWQDQHWKFRUHHPHUJHQF
 EH OLPLWHG ±

D WR 9LVLWRUVWKIROQRWHPRUHKRXUV DQG

E WR 5HVLGHQWVWKDQWRWPEQXWHV

%HWZHHQ 30 DQG \$0DVZHYHHQ SDGDLQDWLHGDOO
 VSDFHV RWKHU WKDQ WKH RQH GHVKDQDWHG IRU
 OLPLWHG ±

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D WR 9LVLWRUVR@WL'JQNLDO@XQUHVWULFWHG
E WR 5HVLGHQWVHWRDQRWPEQXWHV

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SECTION 730 – USE OF THE PARKING GARAGE

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([FOXVLYH 8VH 7KH H[FOXVLYH XVOFRIXG LOXPVWKUHGLJ
UHQW WKDW XVEHWOR QJWRQOV WRDCH &RR XZQH O RU WR
7UDQVIHU ,I DQ \$SDUWPHQW ZLWKRDJ QXPEHUZLG HS DU
WUDQVIHU VHDG Q Q OLLJKML RQV NZLQVKVSHV SHFDW WRV
QHZ &R 2ZQHU

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'RRUV 5HVLGHQWV GULY LQ JULY 1987 6WRUEHWWKH GR
PDUNHG ,1 RU 3(17H \$G Q LYLQK R X W R D V K B W D H D W H W
SHALL GR VR E\ WKH GRRU PDUNHG 287 RU 3(;,7 '

+HDGOLJKWV 5HVLGHQWV SHALL NOT BE USED FOR ANY OTHER
ORZ EHDP

6WDQGLQJ 5HVLGHQWV FDU ZLWK WKH WKHLU FDU GRRUV FO
DQG DFWL DW WKH WKHLU FDU ON THE WKHLU FDU GRRUV FO
LQ XVH

.GOLQJ SHALL NOT BE USED FOR ANY OTHER PURPOSES
WZR PLQXWHV

8QDWWHQGHG 9H SHALL NOT BE USED FOR ANY OTHER PURPOSES
GULYHZD\ IRU D Q H D V R D G L I Q Q F R U E X Q G R B G L Q J D W D O

1R FDU VKDOO EGRQ MD FND R W H V Q D H G V D W D Q \ V

6SHHG /LPLW 5HVLGHQWV PRYL SHALL NOT BE USED FOR ANY OTHER PURPOSES
VSHHG QRW WR H[FHHG ILYH PLOHV SHU KR XU

3DUNLQJ SHALL NOT BE USED FOR ANY OTHER PURPOSES
VSHFLDO DUUDQQH PWHQPV H G V H Z K U N Z L W B W K E H * H Q R D G
ODQDJHU 3 SHALL NOT BE USED FOR ANY OTHER PURPOSES

5HVLGHQWV VKDOO QRW SDUN LQ DW XHQXPEHUHG
SHUPLVVLRQ RI WKH &R 2ZQHU KDYLQJ H[FOXVLYH

3HUVRQDO 3UR SHALL NOT BE USED FOR ANY OTHER PURPOSES
PRWRU YHKLFOHO E L F F B W H L Q R W K H S D U B L Q W U D Q D H F H Q
ZLWK WKH *HQHURD YH Q L D F J O H U V R R W A L L N O T Q H [O V B Q B S H U
LQWR GULYLQJ ODQHV

7UDQVIHU ,I D &RR 2ZQH Q VZ HWK K V W F I O X V L L Y I K V X W H R R W I O
QXPEHUHG SDUNLQ &R 2ZQH U W Z K B Q Z L M K M K D W R U D E K X L U V
WZR &R SHALL NOT BE USED FOR ANY OTHER PURPOSES
D WUDQVIHU H P S O R F I U Q E H G K E \ I R U K B S U S B U E I B M D W K D W
IURP WKH *HQHUDO ODQDJHU

7KH \$PHQGPHQW LV QRWDULJHG DQGDVIGJQHG E\ W
8SRQ H[HFXWLRQ REWKRWDKPRIQVRIHQORH BZQWUHV FR
SXUFKDVHU VKRQVOKH H&FLWVGRIL V\$ QZHMVQKHUUBIDWRH VAS
UHFRUGV DQG VKRQVOKH SD B YLDGQHDWHRVWVWUHGKIDYFLHQ B
GRQH VR

7KH *HQHUDO ODQDKHH \$ +ZD \$67 (XS \$SDW,H *WV\$ & (ILO
DQG QRWLI\ WKH ODQDJHPPHQW &RP SDQWRWRKRSZGD
WKH FKDQJH LQ Q\$DEHUV RRRS ERQVQWHDQ G
DSDUWPHQWV

5HQWDO &RQZDQWQXPEHUHG SDUNLQJ VSDFHV RQO
7HQDQWV

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&RXQFLO V 6SDFHV 3DUNLQJ \$HYS EFHSDLQWHG ZQW K W
LQVFULSWLRQ &281& / 2) &2 2:1(56' ±

\$W KLV KHU GLVFUHQDQJH UWPCH PHQHUWSDHFWV SDU
DYDLODEOH IRU XVH E\ PHPEHUV BYHW WWH G FMD W FR U
5HVLGHQWV RQO\

*XHVW 3DUNLQJ 7KH NZQQVSDHFWHQGQSDWR RWRRQK% 3287
DQG DORQJ WKH DQ\$ OW B EVRPHLW KHXVHG IRU JXHVW S

6XFK XVH PXVW EH VSRQVRUHG E\ DEHFVKLQJHQG Z
WKH IHH FXUUHQWO\ VSHFLILHG E\ WKH %RDUG

(QIRUFHPPHQW 7KH SHADH HQ QOXDQW JKHUW ±

,I D YHKLFOH LV IRXQGV & BUNJHG VZKHUQWQ QD DHD
QXPEHUHG SDUNLQJ H WSDZHHG IDZ DM KDQDQGV D QZ QHU
H[SHQVH

3HUVRQDO SURSHFWWR B W KIKU FOKIO QDFUWO HD QGULW
FRQWHQWV IRXQGDQDWKHS DQDQ LEH UHPRYHG

\$ UHDVRQDEOWL H IWRKHWRVZR HLGVRQDQOH SU
EH PDGH ,I WKLW FDQQRW EH GRQH ZLWK
VKDOO EH GLVSRVHG HRD QDQGDQRPVQKHVC
GHSRVLWHG WR WKH &RXQFLO V DFFRXQV

8SRQ EHLQJ DGYLVHGHQDQ WRZLZVKHU[ROXVLYH XV
QXPEHUHG SDUNLQJ QLFQSDH BDKDWH S HZHPVKR/XWQK L
WKDW VSDFH WKH *HQWUWUQDQDQJH VVKNVIXO
SHUVRQ UHVSQRVLEORH RRMHWLKM YVKKDFQ HK D YRIZ HVG
DZD\ DW LWV RZQHU V KDJDUG DQG H[SHQVH

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3DUNLQJ 6SDFH 7UDDQV IHDQDJKHU *ZLQD\$ 6X\$G DWH WKH \$
3\$5.,1* 63\$&(ILOH DQG QRWLI\ WKH 0DVQKHHP HPRV & R
ELOOLQJ WR VKRZ WKH FKDQJH LQ WKHP E/HIO R H S DQGL
DSDUWPHQWV

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SECTION 750 – USE OF THE RESIDENTIAL APARTMENTS

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2FFXSDQF\ \$Q \$SDFXSPHHCWRQD\ E\ DHSLWUW &R XZQZQ
 NQRZQ WR KDYH WKH &R 2ZQHUTV SHUPLVVLRQ WR RF

5HVWULFWLYH &RLYHQLDYQHWFR YHKQDQHWVQDUPHH DQOV RDYFDHGO
 WR WKH &R XGQ QJOO LLQIFJQ WLRQ

\$SDUWPHQW 0RGLWLIFDQWL RQR/G LHLQFDYDQDQV DULQ \$DQU \$S DV
 WR WKH H[WHQW QWRH\LRQV QRMH YH QZQD R HV&RHP PXRQF WL
 (OPHQWV RU RWKHU \$SDUWPHQWV

5HVLGHQWLDO 8VWR\$SDFXWPHGQSVLQPDUDLO\SIRUS BMMVGH

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%XVLQHVV 8VWR\$SDFXWPHGQSVLQPDUDLO\SIRUS BMMVGH
 SUHVFULEHG E\ WPKH QRYHLSQLRQJL GMRX WVK WKE BUQRML GR
 RU LPSRVH XQGXH EXUGHQV RQ WKH VWDII

/HDVHV &SHAZIQND VHDVH UHVLGHQWLDO \$SDUWPHQW
 ,QIRUPDWLR SHAFHQRMH WVKH *HQHUDO 0DQDJHU RI F
 LQIRUPDWLRQ SURVLGXFK DFW DQRYHP RRG X W HWRK BFFR
 UHTXLUPHQWV RI 6(&7,21 5(*8/\$7,21

0RYLQJ)HH %\ IRQP DQ FURHUORQX WQI SOKLF LPW QX WILWLQQ
 58/(WKHSFARD WGRP WLPH WR WLPH VHW WKH DPRXQW
 FROOHFWHG HDFK WLPHV DL QWRV RPHQXW RI DQ \$SDUW

'LVWXUEDQF SHALB HDVLRGHCQ WVKH SULRME RWLQ \$SDUWRV BHC
 XQZDQWHG VRXQGV VXFK DV WKR VH IURP ±

D UDGLRV VW QGHRXV L79DQ LQ VWUXPHQWV

E ORXG RU ERLVWHURXV FRQYHUVDWLRQV RQ EDOP

F EDUNLQJ GRJV DQG

G VODPPLQJ RI GRRUV

7LPH 5HVWULFWSHRQ VFR5QH VQGHRVSD ULQ PMKQML W \$ WVKH
 \$0 WR 30 0RQGD\ WKURXJK)ULGD\W HIFD XQQLQJ
 ZRUN LQ WKHLU \$SDULWPHVQKD ZRHEKSRZ HRW WWRIOXVH RI

&RPSODLQWV RQ 'LHVQXV EZKQFBNH 5HLVQXUEPHGQMQ VVKH
 DFWLYLWLHV RI RWKHLW 5XVIVQVQRVUHS BQWRXK B JHGV W
 WR WKH *HQHUDO WQDQ DVHQRRVU D YDHLQDQGHLD VBR OLFHH \$

%DOFRQ\ DQG ([W SHALR BVEV BHWYHGW QM VROORZLQJ UXO
 DQG DSSHDUDQFH RI \$OH[DQGDULD +RXVH ±

D 1Rlighted cigarette´ RU DQ\ RWKHH WKMWRZV VRKD O O ERZH
IURP D E~~Special Note~~ 9LRDOWLRQV RI WKLW 58/(KDYH
SUREOHPV DQG LQFUHDVHG FRPPRQ WILSHIQWHW IR

E *DVROLQH NHUROVXILQH V R D OOL QRMU E E OXW IRG W R \ O I
EDOFRQ\

F 1R S DSHUV RU ~~DW~~KFRX ~~D~~EMHF ~~V~~ O R ~~Z~~ V R M KED\OOWEHR C
VWRUHG RQ D EDOFRQ\

G /LJKW IXUQLWXUH WKLSDO RECH EVDHFRUHQZHQDG D LQVW V

H 1R REMHFWV RWKQW WDKQG KKHDXEAK R/KOHO O FERQ SE
LQ VXFK D PDQQHUH WYKDEVO HW KUHR FD WIK HR E/W UHHW OH

I :LOG ELUGV DQG RWKHU ZLOGOLIH VKDOO QRW EH

J :DWHU IURP EDOF ~~R~~QWSEH ~~D~~ O O R ~~Z~~ ~~D~~ O W R D O X F R R I H W
&R 2ZQHUV DQG RVDIOU QHW LQH/VMDV O K\$VOMU RWOXUM
EULFN ZRRG SHELQV FRVHRWKOH D QW EKD OF E Q H OX Q C
SUHYLRXVO\ DSSURYHG E\ WKH %RDUG

7KH &R 2ZQHU RI DQ\ \$SDUWPHQW LH[WHUHEU DXW
ZDOOV SURYLGH ~~S~~SKURW H ~~R~~Q ~~E~~\ ~~S~~IKHMR DRUG WIKDVO
SXUSRVH

7KH %RDUG VKDOO IURP WLP E \WR WLP H
&R 2ZQHUV RQ H[WHULRU ZDOOV RI \$SDUW

&R 2ZQHUV DQG RVDIOU QHW LQH/VMDV O KRWQ HW ZLUHV
WHOHYLVLRQ RU UDGLR DQWHQ QDW PD EKER Q Q LRV
GHYLFHV RQ WQH \$S[DWHUPLRQWR R D XSRQ PDQQ CEHD OF
WKDW SURWUXGHRUWKOARZD O OVR KHWKIRHUEXLOOQLQJ F

&R 2ZQHUV DQG RWKIDLD QRW GHQFVSRUHWL R Q ERDIOF
EDOFRQ\ LQ DQ\ ZD\

\$SDUWPHQW ORGLWLEFDQWL ROR/ SRHQZQZIKRRUKSHVVKHR QVI R
UHVSRQWDLQ ~~SRVIL~~ EDINH PRGLILFD ~~S~~SRQW PWRQ W L Z L W KUR XW V X E
DQ ³\$OH[DQGGULD +RXVH 5HQR YDWLRQ % \$SSGRQ DO 7UDI
'LUHFWRU 5HQR YDWLRQ X UHIT XE R DV V V F S U S R Y U D D J U , D S K R
DQG DSSO\

7KH %RDUG VKD ~~S~~SOLFMD WISRO W K W K E C L V G D R Q R I
, I WKH %RDUG RLU WFKMR%XD D V G L Q J O R W R V K H H V % S R Q U G
DQ DSSOLF DWLRQ ZD MOKLQH V G D O R Q E W H V W X W H G W F
SHUPLVLRQ WR SURFHHG ZLWK WKH SURSRVHG F

6RXQG DQG)LUH 6XS SMLL/VELR QDGR FMRDQQW HULRU ZD
DQ \$SDUWPHQW WIKDWW ZRXFXQG GLPULQHUM VXSSUHVVR

&RQWUDFWLQJ \$ &RF VZVQ HRU ZKFRG E RQFMU DSDUW P Q KW V
SHALL UHTXLUH KUDF WRU FRQWR R I & R X Q W L X L T G H D X Q U H Q I W
FRQWUDFWRUV PDNLQJ VXFK DOWHUDWLRQV

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5HJLVWUDWLRQ 7K SHALL QHQVXO H D V K D U M U H Y H U \ 5 H V L G H
\$SDUWPHQW L O F O G L O X H F K L V O G L W H U H J L V W H U H G ±

D DV D &R 2ZQHU XSRQ SURRI WKDW \$SHUHWFOHQWYDQ
ULJKW WR XGVS DGHMLQJQ D S D F H V RU

E DV D 7HQDQW XSRQ SDUWHV HQVDWILQ Q D R O E G Q D Q B B
ZLWK \$57, &/ (; 9, 6 (& 7, Maste\$ DeRl WKH

F DV D JXHVV XSRQ SURRI WKDW KILV & R H D Z R F F U X S D O
WKH 7HQDQW

2FFXSDQF\ RI D UHWLGHQ WIKDOO \$ SOR WHE HVDUJDRZLH
KDV EHHQ DFFRPSOLVKHG

\$ P R Y L Q J I H H L Q W K O \ D P S R K F L W L F S U D O V E K H % R D U G
FROOHFWHG EHIRU O E R Z H K G X W R I P R O V K L H Q S D R B W F R X Q W
DV UHTXLUHG E\ 58 HUDW B G G L O G X 7, 21, 21 5(*8/\$

'LVWXUEDQFH 8SRQV URFDH LGYLLQW XDUEEDOS R D Q D J K H U * H R Q H
KLK KHU UH SHALL H R Q V D V E W H W K H D O O H J H G R I I H Q G H U D
WKH VRXUFH RI O C H U H T S R I U W W W M D F O L W W X U F E D X Q F H R E H V

6KRXOG WKH GLV WSRUE D Q E H W E R W K W K H D Q H O D O O D Q
SURPSWO\ UHSR K M 3 W K H V L P O H W Q W H U R W F 2 F W L R Q X Q G H
58/ (

, I W K H * H Q H U D O O D Q D K I W O H K W F U D X Q G H I R U W K H G L V
W K U H D W H Q L Q J R V L X Q Z D Z I X D Q V R V W M F H D F W E R Q G R
K H V K H V K D O O V X P P R Q W K H \$ O H [D Q G U L D 3 R O L F H

&RQWUDFWRUV 7K MAY HQHURZO SUDRSHUHQE R Q G H U D F W R U V
EULQJ PDWHULDOWHQWR R O W R D S S O U H V E H S R V Z H D H W H U
KH SHALL 127 SHUPLW ZRUN WR VWDUW EHIRUH \$0

+H 6KH VKDOO HQWRXSH D Q E V D Q E U N H V M G I Z F E U X N L O G V
EHIRUH 30

([FHSW IRU HPHUJHQFLHV KH VKH E K D O O Q R W S H
FRQWUDFWRUV L R P \$ S D U M P H I R Q W R U R O Z H H N H Q G V
K R O L G D \ V

\$SDUWPHQW O R G L W L F R O W L R Q W K H Q R Y F V R X Q V R Q D R R D R U G
2ZQHU V D S S O L F D W L F R O W R Q F D L N H K L W K H U H S H U D W P H Q V
O D Q D S H A L L D G Y L V H W K H & R 2 Z Q H U R I W K H % R D U G V G H

%HIRUH SHUPLWWKQJ*ZQHUNDVOR0DQHDJWWVWK DGCHS RF
VSHFLILHG LQ WUKHQWRVDFKHTGXDX RI GHSRVLWV
:KHQ WKH ZRUN LV *FRQSDOHVHDDQG HUKWHDVGHVQML
GDPDJH UHVXOWLQJ HUSDR UHMGKDXOHWKH VXSRLWV
DIWHU GHGXFWLQJ WKH FRVW RI VXFU UHSDLUV
,I WKH WRWDO RI VXFU FRVWV H[DJHHG WVKDCHGELSD
WKH \$SDUWPHQW IRU WKH H[FHVV LQ DFFRUGDQF
,I WKH FRUULGRYLEHWZHHQWKH ZRQJWVZR\$SIDLWV
EHLQJ GRQH UHTXHUHQH\$WROVH\$V\$DHWVWKDOO UH
FRQWUDFWRU WR SODFH SURWHFWLYH SDQHOB R
7KH *HQUHO ODXQDJHWWKHKDQYUUDFOVRU
SURWHFWLYH PDWHULDQV DW WKH HQG R
7KH %XLOGLQJ ODLQWHQDQFH 7HFKHFLFLVDDQV KURO
HQVXUH WKDW LW R XIVHV V\$DQGDQJULDIHQHG EHWKQ
VHUFLFHV WR RWWKH \$SURSWPHIQVFRVQV RQVRV &
6WDII PHPEHUV ZKDKOFRQVSHUDWRMLVGRQNLQJ LQ
KRZHYHU LI D 6WHDILVPHPEHUV MGVHPLDQ HVKHHQG
FRQWUDFWRU VKDOO EH FKDUJHG DFFRUGLQJO\

\$'237(' %< 7+(%2\$5' -8/<

7 \$ % ± & 20081, 7 < 5 (/ \$ 7, 216

SECTION 800 – INTERNAL COMMUNITY RELATIONS.....91

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± 3UHYDLLOLQJ DWPRVSKHUH

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± 1HZVOHWWHU

± 3UHVVLGHQW¶V /HWWHUUV

± \$QQRXQFHPPHQWV

± /LWHUDWXUH

± 5HVLGHQW &RPSODLQWV 6XJJHVWLRQV DQ

± 6RFLDO \$FWLYLWLHV

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± 1RWLFHV

± 5HVLGHQW &RPSODLQWV 6XJJHVWLRQV DQ

± &RQGRPLQLXP ,QVWUXPHQWV

± 7KH \$OH[DQGLD +RXVH 5HIHUHQFH ODQXDO

SECTION 820 – EXTERNAL COMMUNITY RELATIONS.....93

32/, & <

± 7KH &RXQFLO¶V ,QWHUHVW

± &R 2ZQHU¶V 9LHZV

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± 7KH &RXQFLO¶V 3RVLWLRQ

± 'XWLHV RILWKS H&RQV &RPPLWWHH

± (PHUJHQFLHV

SECTION 800 – INTERNAL COMMUNITY RELATIONS

32/, &<

3UHYDLOLQJ \$WPRVSRMWHUWKBIQ&B WQERWS DIQGHDRV HFQV
FRPPXQLW\ DPRQJ WKH 5HVLGHQWV

58/(6

1HZVOHWWHSHAZK BX%ERDUG D QHRZUPO&RV WZHQHWR BQWKH
KLJKOLJKWV RI 5HRJXWDHU %REWGQDQGRPWREUL QDMWHW
7KH 3UHVLGHQWORO V&SR%QDUG 'V KZQWBUWRU RWH
SUHSDUH WKH QHZVOHWWHU

3UHVLGHQW V /HWWLHFHV WKRIP3 WHTAHEWR LW RXHWKH %R
3'HDU 5HVLGHQW' RU GHMDW HURV 2ZQ EPULQWHUMVRW WSHV
FRPPXQLW\

2WKHU 'LUHFWRUU WPHWUWVRQ RDXRSURM ZLKWHLUQ V
VSHFLDO UHVSQRQVLELOLWLHV

\$QQRXQFHPHQWV M&QF&R YZHQHWRWLFHHRHQW D QJHFOQW L
DIIDLUV RI WKH &RUXDQ LOD QDRJ MUK HRLD QMLKHWPH E X W LHR Q
LQ WKH PDLQ OREE\

7KH *HQHUDO ODQDJHEWFDG &RQZHQHWHU UHTXHVW
3UHVLGHQW RIS&KIR YDROE BIRRUH DG LVWULEXWLRQ

/LWHUDWXUMAX &RQZHQHURPPHURIDSR VVMEFOHD WQW HUH
5HVLGHQWV WR WKHIRHUQGILVDVUULEKWLQLOWEHUDHMDXVH RW
ORFDWHG LQ WDKHGJUDQRIE%LHV

5HVLGHQW &RPSODLQGV &R RPHJHGMQGRW DUDJHIG WR
VXEPLW FRPSODLQWRUDRGP R M QJHW GHRVQROJV ZLWK FRO
\$OH[DQGULD +RXV\$HUGUPHQ FHW DRIG R B UVPKDSU \$XUGSRQ
WKH 5HFHSWLRQ 'HVN

6RFLDO \$FWLYLWLHV SHAKH BSRIDQ&R/RPFLD W HFWLYLW
SOHDVXUH RI 5HVRGGQWKH DRS SRFHWRQFILW DIX WR PLQ

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1RWLFHV 7KH *HSHU DPO DQW DUDQG FRQWURO WKH X
D 2)), &,\$/ EXOOHWLQPEBROLDGMHQ JMDKHQHYDRMRELVVRU
SRVWLQJ PLQXWHVLQIRPWL BHQHDQG RGRRPPWKWHHR
DQG WKH *HQHUDO ODQDJHU DQG

E DQ 812)), &,\$/ EXOOHWLQ ERDUG LQHWKH IEDWHPDU
ZDQWHG RU IRU VDBHSBQQRQDQ HPHQWVROQMV RUVH
IRXQG DUWLFOHV RDQSRWLEHU PHQWVHVV WR 5H

7KH *HQHUDO 0DQXDWKRLV] HGH WPRE SYDWAR QR WRLEHV
OREE\ GRRUV DQG HOVHZKHUH DVHQJFHVVDU\ W
'DWH 7LPH RI WKH WVRWHB BQGW&LQPHV LBIHQWWHUH

7KH *HQHUDO 0DQDEHWHV KDOOWE HV WYQVDDW LRRQV
SURYLGHG E\ WKH %LHFWGR ULVQ GLY LRGKEDW' BRJ ZQH
DXWKRULJHG XQGHU 58/(6 ± LQFOXVLYH

7KH *HQHUDO 0DQDEHWHV KEDPHDQVWRV QDWWKHUHWX
JDUDJH OREELHV DVXUTX DDEHLHYG G LRRPHU & R 2ZQH
GLVWULEXWLRQ UD X QSHUY 58H

5HVLGHQW & RPSODLQV & RPPHQWLRQV HQHUDO 0D

D SURYLGH DW WKH 5HFHSWLRQ 'HVN LRUPV RQ ZKL
FRPSODLQVV VXJJHVWLRQV DQG FRPPHQVV XQC

E ZKHQ FRPSOHWHG HBUVFWLHU RPSWHV LERHW BQGH
DSSURSULDWH WVRVUDRWHB BQDEHVV LQWKJ FRPSO
5HJXODWLRQV

& RQGRPLQLXP , QVWUXPHQV SHALL BHR YLGHU DOF B SQ B JHW

Master Deed LQFOXGLQJ LWV / QZVELEXV WVRVE BAKH RWKHU
) LQDQFLDO 'RFXPHQW RFXPHQWYHU QDQGYH 'RFXPLQLQVWU D
WR HDFK QHZ & R 2ZQH ZKRR DQD \$SHV LMM R HGMQ V QDWWER
RI FHQWV SHU SDJRSZKR BHTXHMW GRFXPHQVV

7KH \$OHJDQGULD +RXVH 5HIHUHQF SHALL QSDROY LGKH D' HQ

FRPSOHWH DQG XS WR GDWH FRS\ BHZ & R 2ZQH UZKFR
WDNHV WLWOH WRG QDWSLRQDOPFRSL HPCQWV BHFUR VSDJH
DQ\ & R 2ZQH RUMAH WLRGH B WX B KW 7KSHALQ HUDO 0DQD
SURYLGH LQIRUPDV LQCG 5WR LGRH QZVWRUR QKIF UH HCG HOH
2QO\ FRS\ RI WKH 5HIHUHQFH 0DQXDO PD\ EH YLHZH

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SECTION 820 – EXTERNAL COMMUNITY RELATIONS

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7KH &RXQFLO¶V , QMOH KBVWD Q7 KE VBRXENFD \$ QEDQF DFXWM
RU RWKHU H[W HKI QFKOPLQ K W LKDXWHL DQ QZPSD FVR XVOH \$OH
LPPHGLDWH QHLJKER SKRBSBUWR YZOXUHV RR SHVK BHZQV
&R 2ZQHUV¶V 9LHZV &R 2ZQHUV ZKR ZLWRK SXRE ODFNH WI
DXWKRULWLHV DUR HQFVRKHUJHLGDVOR RGR ZQVFR RMLQH U
2ZQHUV KROGLQJ WKHLU YLHZV

58/(6

7KH &RXQFLO¶V 3RSHALRQQ VIKGHW RDQGSURSRVDO EHI
DXWKRULW\ RU RWWKML HQWVKHUV DQ V LKQW KR QVD WR DLVLC
SRWHQWLDQ &R \$DFWOF¶Q MQMHUHVW

7KH %RDUG PD\ UHRHW VVK&RSPURQR WDFG WWDHMLIRQV
LWV FRQVLGHUDWLRQ DQG UHFRPPHQGDWLRQV

,I WKH %RDUG GCHVRSUPLRQH R IWKIDHE SODSDFVD O ZRX
DGYHUVHO\ RU BFWHMLKFL DQ Q FIDPSR \$ S QWHH B HVW
VXSSRUW WQHWSURSRXVQ OLO¶V QDPH

7KH %RDUG VKDOO WDNH QR SRVLWE QF LLQ VVKH &
XQOHVV D VLJQLILFDVQ VR IFV RFRQR LQVQH B O YLHGF OHI

'XWLHV RI WKH &RPPXQLWY &R P B H V W HSHALZKH &R PPLWWHH

D PRQLWRU WKH DFWLYLWLHV RI

L WKH \$OH[DQ GULD &LKVHU &RXEDQILFH DDXVGRKU
MXULVGLFWL DQ GRVY BU+ B Q VH DQG

LLSULYDWH DVVRFLQ WLV RQ X VDLRQ VHWKHWDL W K DVKIH
&RXQFLO RI &R 2ZQHUV

E EULQJ WR WKHR Q RDQGS¶V RSV WDIQ V W KHU B GRXSV LDR Q
RI ZKLFK PLJKW HDGILDFWH V K M XLPUR X QGR QJ QHLJKE
2ZQHUV¶V SURSHKUH Z Y O OXUHV RR SHV L GHQWV

F UHFRPPHQG VSHFLWLKH SRDVLWILRQW DFKHRZL RDKUG PL
UHVSHFW WR WKHUSDQF SRRID V KHQ WR DQDQ O¶V LQWH
UHSUHVHQW WKH Q RFX Q R MDQESH R WVKH V X LQVWL
FRQVLGHULQJ SUKRS R M DSRV Q ELZKK BV WDNHQ SRVL
FRPPXQLFDWLQJ SVRKH V&LRRQF VOR¶V WKR VH ERGLHV

(PHUJHQFLHV 6KRVXIOFD QWREH WLR B H DFFDFURQ VLG H IUDHW WR
WKH &RPPXQLW\ 5HOD¶V LURQVR &R FRIGV W HRIQLV WVKWH &R
DXWKRULJHG WRLW D R Q DQS XEOL &R V R W L O V Z Q V R B R Q
SRVLWLRQV SUHYLRXVO\ WDNHQ EFLVKH %RDUG LQ W

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

3\$57 7:2

*/266\$5<

7KH WHUPV GHILQHG KHUH DUH XVHVG FLDQ WKH DOLPHQ & DVORZV M
WKH\ DUH XVHG DV H[SOLFLEWO\ GHILQHG

Apartment \$Q\ RI WKH UH WLFHQWLRQ WLRO \$SKHU & RPPH
\$SDUWPHQW ±\$ RR \$VHH [DQG WUDHUP FRU
WR XQLW DVLXVHGLDQ & RQGRPLQLXP \$

Assessment 7KH DPRXQW RI D FKDUJH OHYLG E\ R
&RXQFLO XSRQ RQH RU PRUH \$SDUWPH

Assessment, Additional \$Q \$VVHVVPHQW IRU SHQRV OHYLG E\
%RDUG XSRQ GHWHUPLQLQJ WKDW WK
LQVXILFLHQW PRQRYSHUQW M RR WKH
(UURQHRXVO\ UHIHUHG WR DV D 6SH

Assessment, Annual \$Q \$VVHVVPHQW IRU SHQRV OHYLG E\
&RXQFLO DW LWV \$QQXDO 0HHWLQJ

Assessment for Common Expenses \$Q \$VVHVVPHQW WR RHP SHHQW FRPPI WKH &

Assessment, Special \$Q \$VVHVVPHQW IRU &RPPRQ ([SHQVHV
WKDQ DOO RI WKH \$SDUWPHQW WKHWO\ WR
³\$GGLWLRQDO \$VVHVVPHQW´

Auditor \$ SURIHVVLQRQD DFFRXLQW GQEIWKH & R
H[DPLQH DQG UHSRUW RQ LWV ILQDQF

Board 7KH %RDUG RI 'LUHFWRUV RI WKH &RX
FRUUHVSRQG WYHRR³HUHQX DV XVHG LQ
&RQGRPLQLXP \$FW

By-Laws ([KLELW Master Deed DIV DPHQG HG DQG UHV
WKH &RXQFLO RQ 'HFHPEHU

**Building Facilities Manager/
Building Engineer/
Maintenance Technician** 7KHVH WHUPV UHQGUYW &XVOR VRSHUDW
PDLQWDLQLQJ WKH &RPPRQ (OHPHQW
FRRUGLQDQG WKH FLDHQWDRSHUDWLRQ
PDLQWHQDQFH RI DOO QHFHVVDU\ EXL
+9\$ & 7KH\ UH SRUW ILQWLRQW 'LUHFWRU

Collection Attorney

\$Q DWWRUQH\ RU ODZ ILUP UHWDLQHG
GHOLQTXHQW \$VVHVVP HQWV

Co-Owner

7KH RZQHU RI DQ L\$S DUHWPHQRW UHVS RQ
XQLW RZQHU HD9L XJ/HGL DQ & RQGRPLQLX

Commercial Apartment

&RPPHUF LDO \$SDUW BHLQW E\$ OWB BWRV V
IURP WKH IURBQRWRH \$OVHJ DQGHU LD +RXVH

Committees

(DFK &RPPLWWHH ZLOO DGYLVH DQG D
FRQQHFWRQR ZLVRK WVKR &R DQIDLOJ ZLW
WKH &RPPLWWHH LV FRQFHUQH G

Common Element

\$Q\ RI WKH *HQHOB B H&RPPRQ \$OH[DQG
+RXVH ZKLFK FRQWLVR IR\$ OHQ DQG GULD
RWKHU WKDQ \$SDUWFOHGVWVWKRQ/ HV \$ DV
LQ **Master Deed** DV 3/LPLWHG &RPPRQ (OHP
\$OH[DQGGULD +RXVH W KKLW HUPJ LW WKH
LWV XVDJH QIQW &RQ GRPJLQLXP \$FW

Condominium Fee

\$Q \$VVHVVP HQW DJDLQVW DQ \$SDUWP
DOORFDWHG VKDUH RI WKH \$QQXDO \$V
\$GGLWLRQDO \$VVHVVP HQWV IRU WKH
6SHFLDO \$VVHVVP HQWV IDOORFDWHG
HOHFWULFLW\ FKDUJHV DQG LWV \$VVH
DQG DQ\ DFFXPXODWHG /DWH &KDUJHV

Condominium Instruments

\$ FROOHFWLHYHUW QLWV B W KWRJHWKHU
ZLWK WKH %\ /DZKL B LQGV RWHFRU GHG ZL

Council

7KH &RXQFLO RI \$OHQZ Q BUVDR +RXVH 7
WHUP FRUUHVS RQGV DWR R KQDWLRZQH G
9LUJLQLD &RQGRPLQLXP \$FW

Director

\$ &R 2ZQHU ZKR FVDN GE W/RQDIQGHV FXU
VHUYLQJ DV D PHPEHU RI WKH %RDUG

Executive Session

\$ FORVHG VHRVLRQ RDVQ HIG% E\ YRWH
PHHWLQJ WR FRQVLGHU VWDWHG PDWV

Financial Manager

7KH %RDUG V 0DQDJH PHQW \$JHQW IRU
OLFHQVHG PDQDJH PHQW ILUP WKH)LQ
VHUYH FRQFXUUHQWO\ DV WKH 0DQDJH

Fire Emergency \$Q DFWXDO RU VXVSHFWHG ILUH

Fire Hazard \$Q\ FRQGLWLRQ ZKELXFKHZ W\ROV KFR Q WFUL
RI D ILUH RU FRQVWLWXWH DQ DGGLW
RU WKH 3URSHUHQWLRI WKILUH

Fiscal Year ODUFK WKURXJK)HEUXDU\

Building Director 7KH RQ VLWH PDQDJHPHQW WHDP RYH
DQG ILQDQFHV RIX\$OHQ\ D QGHG E\ +WKH %
'LUHFWRU 7KH QMH'U B\ F\ R UODG *HQH
ODQDJHU PD\ EH Q\HDE Q Q WQH WFKLD/ GRF
6HH VHFWRQ ZIRU WQH RYKDLQLRI FRI

Governing Documents \$V XVHG *Reference Manual* WKH & RQGRPLQLXP
, QVWUXPHQWV DQ WKH BRGLFH XODW
\$V GHILQHGLQ *Master Deed* DZWKHWKH
/DZV DQG WKH 5XOHV DQG 5HJXODWLF
\$V GHILQ *Master Deed* WKH %\
/DZV WKH 3URSHU\ ODLQWHQDQFH \$
UHJXODWLRQV H\ R\XWLRQV BRGLFH & F

Insurance Trustee \$ 9LUJLQLD EDQN RU WUXVW FRPSDQ\
WR UHFHLYH KRROGQ V\Q SD\$SOHDX QGH
&RXQFLO\ V LQVXU BRGLFH V\H VXOW RI
FRQGHPQDWLRQURW \$OHQD QG USD +RX
DXWKRULW\ ZLWK WKH SRZHU RI HPLQ

Late Fee Charge \$Q \$VVHVPHQW DJDLQVW DQ \$SDUWP
&RXQFLO RQ DFFRXQW SD\ BHOWQRXWQF
\$SDUWPHQW V & R\ Q BRGLQ WKPHU & KDUJH

Limited Common Elements

7KH QXPEHUHG SDUNLQJ VSDFHV LQ &I
\$ LQFOXGLQJ WKH JDUDJH DQG WKH HO
OREE\ DQG HOHYDWRU PDFKLQH URRP
\$SDUWPHQW±\$V WKH **Master Deed** V GHILQH
WKHUH DUH ~~LQVWUXNHP RI~~ (OHPHQWV R
\$OH[DQGGULD +RXVW ~~WKFKWVXP~~ ~~GLHIRUV~~
LQ WKH 9LUJLQLD &RQGRPLQLXP \$FW
SRUWLRQ RI WKH ~~FRPHYRQGHICHPWQW~~ [U
XVH RI WKR VH ~~XQVWVW~~ ~~WR~~ ~~RRUH~~ E
WKDQ DOO RI WKH ~~RZ~~ ~~\$~~ ~~DUW~~ ~~WKQ~~ ~~\$~~ ~~F~~ ~~'~~ H
DOORZV WKH WHUP WR EH XVHG DV GH
,QVWUXPHQW ~~UZR~~ ~~W~~ ~~L~~ ~~Q~~ ~~W~~ ~~S~~ ~~H~~ ~~Q~~ ~~G~~ ~~V~~ R
Deed ¶V GHILQLWLRQ

Management Agent

\$ SURIHVVLRQDO OLFHQVHG SURSHUW
E\ WKH %RDUG ~~HWRSV~~ ~~W~~ ~~U~~ ~~L~~ ~~R~~ ~~Q~~ ~~H~~ ~~Q~~ ~~C~~ ~~P~~ ~~D~~ ~~Q~~
RI WKH EXLOGLRQ ~~R~~ ~~Q~~ ~~7~~ ~~K~~ ~~V~~ ~~G~~ ~~R~~ ~~S~~ ~~H~~ ~~Z~~ ~~L~~ ~~W~~ ~~K~~ ERV
DQG UHPRWH SHUVRQQHO ZRUNLQJ IRU

Manual

7KH ~~Alexandria House Reference Manual~~ 7KH 5XOHV DQQ
5HJXODWLRQV ~~U~~ ~~B~~ ~~W~~ ~~X~~ ~~I~~ ~~R~~ ~~O~~ ~~W~~ ~~K~~ ~~H~~ ~~L~~ ~~Q~~ ~~W~~ ~~F~~ ~~O~~ ~~X~~ ~~G~~ ~~H~~ ~~G~~
WKH *RYHUQLQJ 'RFXPHQWV

Master Deed

7KH **Master Deed** IRU \$OH[DQGGULD +RXVH DV I
LQFOXGLQJ ([KLELWY \$DQG * /DQG 5HF
RI WKH &LW\ RI \$OH[DQGGULD 'HHG %R
WHUP FRUUHVSRQG ~~D~~ ~~W~~ ~~R~~ ~~V~~ ~~H~~ ~~G~~ ~~H~~ ~~E~~ ~~Q~~ ~~D~~ ~~W~~ ~~D~~ ~~W~~ ~~9~~ ~~R~~
&RQGRPLQLXP \$FWG ~~Z~~ ~~H~~ ~~K~~ ~~P~~ ~~H~~ ~~U~~ ~~G~~ ~~H~~ ~~W~~ ~~R~~ EH LQFC
WKH WHUP FRQGRPLQLXP LQVWUXPHQ

**Meeting of the Board,
Emergency**

\$ 6SHFLDO OHHWLQJ RI WKH %RDUG KH
HPHUUHQF\

**Meeting of the Board,
Regular**

\$ PHHWLQJ RI W ~~Q~~ ~~H~~ ~~F~~ ~~R~~ ~~D~~ ~~U~~ ~~G~~ ~~D~~ ~~O~~ ~~F~~ ~~H~~ ~~O~~ ~~Z~~ ~~L~~ ~~W~~ ~~K~~ \$
,9 6HFWLRQ RI WKH %\ /DZV

**Meeting of the Board,
Special**

\$ PHHWLQJ RI W ~~Q~~ ~~H~~ ~~F~~ ~~R~~ ~~D~~ ~~U~~ ~~G~~ ~~D~~ ~~O~~ ~~F~~ ~~H~~ ~~O~~ ~~Z~~ ~~L~~ ~~W~~ ~~K~~ \$
,9 6HFWLRQ RI WKH %\ /DZV

**Meeting of the Council,
Annual**

\$ PHHWLQJ RI WKH &RXQFLO KHOG DQQ
ZLWK \$UWLW ~~D~~ ~~R~~ ~~I~~ ~~Q~~ ~~,~~ ~~,~~ ~~R~~ ~~6~~ ~~H~~ ~~F~~ ~~K~~ ~~H~~ %\ /DZV

**Meeting of the Council,
Special**

\$ PHHWLQJ RI WCKHG &LRX Q FIEG UFDQ F H Z
\$UWLFOH ,,, 6HFWLRQ RI WKH %\ /DZY

Office of Record

ODGLVRQ 6WULHDHVL \$DLQ DQ G\$JQ\ RI V
SULQFLSDO

Officer

2IILFHUV RI WKH &RXQFLO 127 RI WKH
RWKHU 2IILFHG VP DV DASHR L%QVD U7KH SUL
2IILFHUV DUH WKH 3UHVVLGHQW WKH 9
6HFUHWDU\ DQGRWIKHKRZHHYVHXUWWDW L
9LUJLQLD &RQGRPLQLXP \$FW WKH WHU
PHPEHU RI WKIHL %RDDQ &IRW KH &RXQFLO

Other Charge

\$Q\ FKDUJH DVV E V\$SDU W JPHLQW W VKHU
&RQGRPLQLXP)HH 6XFK D FKDUJH PDV
DFFRUGDQFH ZLWK D 5XOH RU D 5HJXC
WKH ODQDJHPHQW \$JHQW RU E\ WKH %
2WKHU &KDUJHV L Q R O XGHU Y KDHU UHQG
VXSSOLHV IXUQLVKHG RU RWKHU H[SH
&RXQFLO RQ WKHR \$SDU WFKHDW W V DFUF U
&RPPRQ (OHPHQWVR UD Q GRFKDWLQJ SUR
RI WKH *RYHUQLQJ 'RFXPHQWV

Policy

\$ GHFODUDWLRQ SR OLVKH I&RXQ FLOO JVG R
WKH %RDUG VSHFLILFDOO\ DQ\ QXPE
SURYLVLRQ DLQXHG XLOGW KH WKH KHDG I
32/, &< LQFOXGLQJQVOX B B B LQDWH
RU DOO VXFK \$UWLYHQLR \$V3ER Q QHXVD
GHFODUHV D JR DQ R U W U I X Q B DPHQ
XVHG LQ WKH OFDQSLDQD QILYDVRXQ LQ D
JHQHUDO VHQVH

Property

7KH \$SDUWPHQWV DQG WKH &RPPRQ (

**Property Maintenance
Agreement**

([KLELW MawerDedKH

Record

\$Q\ ERRN GRFXPH QWOOLHFWLRQ Q B WDH
PDLQWHQDQFH LV UHTXLUHG E\ WKH *R
DSSOLFDEOH ODZ

Regulation

\$ VWDQGLQJ R UGG HIRYRIUW K G J V%DRFDWLKYL W
&RXQFLO¶V FQ GSWDDIF WFSUHV LD QFDOO\ D
QXPEHUNG HOHPHLQ/W HRG ISO RYKLV WDDQ XO
WKH KHDGLQJ 35(*BQSF7QXIGLQJ DOO SUR
VXERUGLQDWH W KRHUGHWUWL RUODDITD M KE
WRJHWKHU W2KH 5(XU8/\$7KH %RDUG¶V
DUUDQJHPHQWV IRU WKH PDQDJHPHQW
7KH WHUP LV DOV(RX)DOH ZIDISQ WKKHLJDWL
LQ D PRUH JHQHUDO VHQVH

Resident

\$Q\ &R 2ZQHU 7HQDQW RU RWKHU LQ
OHJLWLPDWHO\ UHVLGHV LQ DQ \$SDUW

Rule

\$ VWDQGLQJ R UGG HIRLQWQH \$ B DYLOHJ
REOLJDWLRQV RI &R 2ZQHUV RU 7HQDQ
QXPEHUNG HOHPHLQ/W HRG ISO RYKLV WDDQ XO
WKH KHDGLQJ Q F 58/G6'QJL DOO SURYLVL R
VXERUGLQDWH W KRHUGHWUWL RUODDITD M XF
WHUP LV DOVR XZH W KRX W KFD S DW DDDJ
PRUH JHQHUDO VHQVH

Section

\$ VHSDUDWHO\ SWKOLV B G DSD UWS HRLIL
DQ\ SDUW RI WWHID B G XDDOLVGH Q HDGLQ
QXPEHUNG 6HFWLRQ RI WKH 0DQXDO

Staff

\$OO RQ VLWH B G WRRQ Q H S SRUWV \$OH[D
+RXVH HLWKHU O SDW MP M L W H R FDU X \ RX
DQG DURXQG WKH 3URSHUW\

Tenant

\$ 5HVLGHQW Z KSD W W B M Q W W L K H Z \$ K L F K K H
UHVLGHV IURP LWV &R 2ZQHU

Undivided Interest in the Common Elements

\$ &R 2ZQHUV¶V RZQHUH V L Q L W K H DOO WKH
(OHPHQWV
7KLV LQWHUHV D V H R S S R H W W I H R Q D V V X Q G
VHQVH WKDW QR &RPPRQ (OHPHQW FD
SRVVHV VHG H[FOXWLDY B D O E \ W K Z H & R 2 Z

\$'237(' % < 7+2\$%' -\$18\$5 <