

Cooper's Bay Condominium Association

Policies & Procedures (Accepted 8-14-99, Revised 8-3-15)

The following policies and procedures are a guide to the rules & regulations as outlined under the CC&R's for the Association. These guidelines are not meant to replace the CC&R's but to act as a condensed version. Owners are encouraged to provide a copy of these policies and procedures to all tenants and property managers with whom they are working.

1. Units will be occupied by single family only.
2. No trade or business can be run within the condominium units.
3. No trailer, camper, mobile home, recreational vehicle, commercial vehicle, truck (other than standard size pickup truck), inoperable automobile, boat or similar equipment may be parked on the premises.
4. All vehicles should be parked in the unit's garage. Parking spaces are limited. Garages are to be used for vehicles, not for storage. Extra vehicles and vehicles that do not fit in the garages are to be parked in the designated parking areas. The designated parking areas are provided south of building C, south of building B and south of the garbage hut near building B. Vehicles may be parked at the entrances to units temporarily only for loading and unloading. Improperly parked vehicles may be subject to a fine to the owner.
 - 4.1 Upon the first instance violation of parking regulations a notice will be placed on the windshield of the vehicle stating that the vehicle is in violation of the parking regulations of the condominium and that future violations may result in a fine levied against the owner of the unit. A copy of the notice of violation will be sent to the owner of the unit.
 - 4.2 Upon the second violation notice will be sent to the owner of the unit and a fine of \$50.00 per violation will be added as a special assessment to the monthly assessments billed to the owner of the unit.
 - 4.3 Temporary permission is allowed for daytime parking of workman's vehicles while performing maintenance and repairs to the condominium common area, restricted common area or individual units; provided and such vehicles shall not interfere with the passage of emergency vehicles or passage of the vehicles of any resident of the condominium or their guests
5. Signs: i.e. (For Sale or For Rent) may not exceed 18 inches per side. No signs are to be placed on the individual units. No handmade signs are allowed. A sign post, to be shared by all units, for sale or rent signs is provided at the entrance to Tobler Road.
6. No more than two usual and ordinary household pets such as dogs, cats or birds are allowed. No animal can exceed 25 pounds at maturity. Dogs must be kept on leashes when outside. Owners are responsible for cleaning up after their animal.

7. No alterations of radio, television or cable antenna systems are allowed. Satellite dishes are allowed provided they do not exceed 18 inches in diameter. No Citizens Band or other transmission antennas are allowed.
8. No unit will be rented for any period less than 6 months, i.e. vacation weekly and monthly rentals are prohibited. All owners with tenants must submit a rental form to the Association at the time of occupancy.
9. All rental agreements are subject to covenants, conditions, restrictions and limitations and uses contained in the CC&R's and Bylaws.
10. No exterior lines are allowed for clothing, rugs, or draperies.
11. No continuous, notorious & obtrusive use of equipment that is disturbing will be permitted without prior approval. Approval will be at the sole discretion of the Board of Directors.
12. Only window coverings, curtains, or drapes (with a white lining), shutters or blinds of a neutral color may be installed. No aluminum foil or similar material shall cover windows.
13. Garbage: All unit residents are required to use appropriate sized garbage bags and place all garbage within the provided containers.
14. Use of decks: Decks are for free standing furniture designed for outdoor use. Items may not be attached to the decks, rails or siding. Appliances such as refrigerators, washers, dryers, etc. are not allowed on decks. Hot tubs and other heavy items are also not allowed.
15. Wood decking may be stained or painted to a color of the owner's choice. All other painted surfaces must be painted to the colors designated by the Condominium Association.
16. Personal items and décor must be contained within the restricted common areas; no such items may be affixed, placed or installed in the Common Areas or to the Common Area walls.
17. Flags and Banners: No flags, banners or seasonal decorations shall be displayed. The America Flag may be displayed in accordance with the established Standards of Respect outlined in the Flag Code. The US Flag should be displayed only between sunrise and sunset. It should be illuminated if displayed at night. Tattered, torn or faded flags shall not be flown. (Find the FLAG CODE at <http://www.usflag.org/flaquetiquette.html>)