

Gateway Park Condominium Association



Rules & Regulations

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Gateway property management contact information:

Metro Group Management Corporation (**MGMC**)
2804 Orchard Lake Road, Suite 201
Keego Harbor, MI 48320

Phone: 248-745-7100 [After hours select "9"]

E-mail: metrogroup@mgmc.net

Website: www.metrogroupmanagement.com

Office

Hours: Monday through Friday 8:30-4:00

Introduction

Article VI, section 10, of the Gateway Condominium Bylaws, establishes the authority of the Board of Directors for Gateway Park Condominium Association, to establish reasonable regulations. The Rules and Regulations for the Gateway Park Condominium Association have been established to provide a structure for the operation and management of the residential community.

The purpose of the rules and regulations is to protect, maintain and enhance the value of the property. These rules and regulations provide a basis for protecting Co-owner's equity in the community and for enforcing the Condominium Bylaws on behalf of the Association. By purchasing a Condominium in Gateway Park, the Co-owner agrees to abide by the community's established rules and regulations.

Co-owners obligations include financial responsibilities and adherence to regulations. Condominium community ownership involves exclusive use of an individual Co-owner's unit and joint use of the common areas. As a resident, Co-owners have a right to enjoy the use of their property, but also have a responsibility to respect the rights of neighbors in the use of their property and the common areas.

Most of the governing regulations are set forth in the Master Deed and Condominium By-Laws adopted by Association members in 2000; other regulations are established by the Association Board of Directors as necessary. In the event of a contradiction between this handbook and the Condominium By-Laws, the Condominium By-Laws will take precedence.

While some regulations may seem restrictive, they are intended to protect Co-owner's rights as a member of the community. Repeated violations of the rules and regulations will result in fines as defined.

Please take time to become familiar with the information in this handbook and make sure that others residing in your unit as well as guests are also aware of the regulations. This handbook should be an ongoing reference when questions arise.

Revised 11/12/18

General Information

The business of the Association is conducted by an elected Board of Directors, who elects officers and appoints working Committee Chairs. A list of the Board of Directors is published in the communication following the Annual Association Meeting. Co-owners are eligible to vote for board members at the Annual Association Meeting. Voting is restricted to one vote per unit.

At the Annual Association Meeting, the Board of Directors review the upcoming budget, discuss plans and reports and considers other matters as necessary. The Board meets at least four times per year. If there is an item that a Co-owner wants discussed at a board meeting, contact a Board Member or the Property Management Company and have the item placed on the agenda.

Association Fees

Association fees provide for buildings, grounds maintenance, property and liability insurance on the buildings and grounds, water for sprinklers, outside lighting for common elements, legal and audit fees, management fees, and reserve funds for major property improvements or unforeseen emergencies.

Prior to each fiscal year, the Board of Directors develop the Association's budget. The proposed budget takes into consideration data from the past year, replacement reserve needs, inflation, and anticipated special expenses. Individual Association fees are then determined based on the total budget divided by sixty-six condominium units. Once the budget is determined, the information is distributed to Co-owners.

Association fees are processed through a bank utilizing payment coupons and envelopes provided or via electronic fund transfer for those Co-owners selecting automatic withdrawal. HOA fees are due the first of each month. A late fee will be charged for payments received after the 10th of the month. Fees will be assessed cumulatively on unpaid balances. The collection process will be initiated if an account is delinquent for a period of 30 days.

Co-owners that are delinquent are responsible for paying penalties, legal fees or charges for insufficient check funds. In general, Co-owners can avoid additional penalties or fees by not damaging outside walls or painted surfaces; keeping pets from damaging grass, trees or shrubs; properly disposing of items prohibited from normal trash collection; and by considerate use of common areas.

Occupation of Units

Condominium units can only be used for residential purposes. Co-owners may lease their units however, individual rooms cannot be rented. A lease is required for all unit rentals. The lease must comply with all condominium documents and state that the lessee will comply with all conditions of said documents.

A copy of the lease contract must be sent to the Property Management Company 10 days prior to signing by lessee. The lease must:

1. Be for a period of 12 months or more.
2. Require the lessee to comply with all condominium documents (i.e. By-Laws, Rules & Regulations)
3. State that failure to comply with the condominium documents constitutes a default under the lease
4. State that the Property Management Company on behalf of the Association, has the authority to terminate the lease or seek eviction of the lessee after (15) days prior written notice to the co-owner.

Co-owners are responsible for providing copies of all condominium documents to the lessee (By-laws, Rules & Regulations, etc.). The Co-owner must also keep the Association informed of his/her address, phone number and e-mail address. In addition, the Co-owner must provide the property management company with the name, address, phone number and e-mail address of the lessee.

Further, if a Co-owner who is leasing a condominium becomes delinquent in his/her payment of Association fees, the property management company on behalf of the Association, has the authority upon written notice to the lessee, to direct the lessee to deduct from any rental payments any arrearages and pay them directly to the Association.

Any additional expenses incurred related to monitoring, researching address or other information associated with leased properties will be charged to the Co-owner.

General Maintenance

Lawn Care

The Association is responsible for lawn care, which includes grass cutting, fertilization, pest control, weed control and maintenance of the underground sprinkler system.

Trees and Shrubs

The Association is responsible for maintenance of trees and shrubs within the condominium complex.

Pest Control

The Association has a contract for extermination services for ants, mice, wasps or other pests. Co-owners experiencing problems should contact the Property Management Company.

Snow Removal

The Association contracts yearly for snow removal. Priority is given to roads and driveways. Common sidewalks and individual walks are secondary. Steps and porches are last on the priority list. Co-owners with special needs should contact the Property Management Company for exceptions.

TV Reception

Residents must arrange for cable TV with a local provider. Television antennas or satellite dishes must be approved by the Board of Directors in writing via a "Modification Request" before installation.

Trash and Recycling

The earliest that trash and recycling can be left out for pick-up is **6 pm the day before the scheduled weekly pick-up**. The Association will provide a recycling bin for Co-owners who request one. Recycling bins must be left if a Co-owner moves out. The Association will only pay for one recycling bin per unit.

Rules Governing Trash and Recycling

1. Trash and recyclables should be placed near the end of driveways for pickup no earlier than **6 pm the day before** the scheduled pickup.
2. Garbage must be placed in sealed containers or tied black trash bags. Kitchen bags or shopping bags are **not permitted**. Loose or open garbage container are **prohibited**.
3. Garbage containers must have a lid and the lid must be secure on the garbage can when garbage is place out for pick up.
4. **Boxes must be broken down** and placed a in recycling bin a trash bag or secured with string or tape. NO garbage of any kind is to be left out loose at the curb.

Property Maintenance

The Maintenance and Repair chart displayed in this section is an informal reference guide designed to highlight whether a given matter is the responsibility of the Gateway Association or Co-owners. Situations may arise where the chart will not match, and a determination will need to be made by the Board of Directors.

Examples of potential conflict with repair maintenance responsibility chart

Bylaw governing provision - In the event the maintenance chart contradicts any provision of the Master Deed, Condominium Bylaws or the Condominium Subdivision Plan, the official condominium documents will control and govern the responsibility issue.

Exceptions - The maintenance chart establishes general statements of responsibilities that are subject to exceptions. Although the Association generally has no duty to maintain, repair or replace non-common element items, there may be situations where the Association's insurance policy covers the loss of the non-common item(s). After review and determination by the Board of Directors, the duty to make the repair or replacement may shift to the Association, but only to the extent of the money recovered from the insurer.

Duty to Perform vs. Duty to Pay - Situations can arise where a party having the duty to perform a repair or replacement may not have the duty to pay for the cost of the repair or replacement. For example, if a Co-owner negligently damages a common element (which is not covered under the Association's insurance), the Association will have the duty to make the repair or replacement, but the Association, after review and determination by the Board of Directors, will assess cost to the negligent co-owner. The maintenance chart assumes that the duty to perform goes hand in hand with the duty to pay, however, that is not always the case.

Shift in responsibility - If a Co-owner is granted permission to modify a common element, the Co-owner will in some instances, become responsible for future maintenance, repair and replacement at the Co-owner's expense via a Consent to Alteration Agreement.

Requests for maintenance

Requests for maintenance should be directed to the attention of the Property Management Company. For emergency situations or after business hours, contact Metro Group Management Corporation, 24/7, at **248-745-7100**.

Maintenance Item	Co-Owner	Association
Air Conditioner Plastic Pad	X	
Air Conditioner	X	
Appliances	X	
Attics		X
Basement floor	X	
Cabinets, kitchen/bath	X	
Ceilings (Board review required)	X	X
Deck, deck support structure/balcony		X
Decorative street lamps		X
Doors, unit interior	X	
Doors/storm doors, unit exterior front	X	
Doors - Painting exterior front door		X
Drywall, damaged from exterior		X
Drywall, damaged from within	X	
Electric service for common element		X
Electric, unit specific	X	
Electrical wiring leading to unit & within walls to distribution panel		X
Electrical wiring within unit	X	
Faucets	X	
Fireplace, venting, combustion unit	X	
Floor coverings	X	
Foundations/supporting columns		X
Furnace	X	
Garage door, perimeter seals and operator; maintenance, repair, replacement; painting exterior		X
Gas, service for each unit	X	
Grounds maintenance		X
Handrails	X	
Hot water heater	X	

Maintenance Item	Co-Owner	Association
Insurance, exterior		X
Insurance, interior	X	
Lawn irrigation system		X
Light fixtures within unit, porch/balcony/deck	X	
Light fixtures, exterior garage		X
Mailbox		X
Plumbing drains	X	
Pond (retention)		X
Porch, stairs front		X
Roofs, eaves, gutters, and downspouts		X
Sidewalks		X
Sidewalks, public		X
Sinks: bathroom/kitchen	X	
Streets, within complex		X
Sump pump in unit	X	
Sump system underground drainage lines located in the general common element		X
Telephony, gas, water, sewer/storm drains, telecommunications up to point of entry to unit/meters		X
Toilets	X	
Walls, perimeter (excl. windows/doors)		X
Walls, unit interior	X	
Water service		X
Window coverings	X	
Windows/storm windows	X	
Windowsills	X	

Modifications to Dwellings

The Associations Rules and Regulations are intended to preserve the aesthetic integrity of Gateway Park by requiring uniformity in style and appearance of windows, doors, patios/decks, garage doors, outside lights and landscaping.

Requesting Alterations or Modifications to General or Limited Common Elements

Any modification or alteration to the general or limited common elements must be approved prior to the work taking place. Alteration/Modification Request forms may be obtained by contacting the Property Management Company or visiting the website at www.metrogroupmanagement.com.

Alteration or modification requests will be presented to the Board of Directors for review. Written approval or disapproval will be provided to the Co-owner. Any modifications or alterations made to a unit that are in violation of Gateway bylaws, Associations Rules and Regulations or, not in compliance with an approved plan, will require restoration of the property to the original state at the Co-owner's expense.

Deck/Balcony: Decks must be maintained by Co-owners. Periodically, rotted wood needs to be replaced and decks must be power washed and sealed by Co-owner's every three to four years. *TWP 101 Cedartone* is the stain that must be used. Decks that are not in compliance with the stain requirements will need to be stripped and stained with the *TWP 101 Cedartone*. In addition, for safety reasons, **nothing** should be stored under decks.

Storm Doors: Co-owners may install storm doors. However, storm doors must be full glass view and painted Forest Green.

Landscaping and Plants: Co-owners may place seasonal flowers in appropriate areas around their condominium units and within reason, plant perennials. At the end of the season, co-owners are responsible for removing seasonal flower debris. The plants, shrubs and general landscaping in Gateway, is owned and maintained by the Association. Co-owners are not entitled to remove or alter the appearance of the plants around their condominium unit without approval of the Board of Directors. Co-Owners are prohibited from growing cannabis on porches in any common areas.

Air Conditioners: Each condominium has a central air conditioning unit. Co-owners are responsible for the upkeep of their air conditioning unit and the central heating system. Window air conditioners **are not** permitted. Co-owners are encouraged to cover their air conditioning units during the off season to help extend the life of the system.

Outside Lights: Outside lights are standardized throughout Gateway Park and the systems are maintained by the Homeowners Association. Co-owners should not alter or install outside lighting fixtures without approval of the Board of Directors.

Television Antennas/Satellite Dishes/Outside Security Cameras: Antennas, satellite dishes and security cameras, must be approved by the Board of Directors prior to installation. Television antennas and satellite dishes or multi-point distribution service antennas (less than one meter in diameter) may be installed on a Limited Common Element. No equipment can be installed on general common elements (e.g. roofs, building exteriors or lawn areas). All related wiring must enter the unit at a point no more than 12 inches above the existing grade.

Outside security cameras must be angled so that the camera(s) only focus on the Co-owner's driveway, entrance doors or deck. Co-owners who fail to adhere to the requirements may face allegations of invasion of privacy.

The Board of Directors reserves the right to inspect the installation of antennas, satellite dishes or security cameras to ensure compliance with the Rules and Regulations.

Association Regulations

These regulations are established under the auspices of the Master Deed and By-Laws of the Association. Violation of the regulations will subject a Co-owner to fine(s) as detailed in the "Fines" section:

1. Personal property including trash cans, cannot be stored in common or limited common areas.
2. Furniture and equipment consistent with ordinary use can be placed on decks, balconies or porches.
3. The temperature in individual condominium units must be maintained at a minimum of 50 degrees to avoid frozen pipes in the winter months.
4. Garage doors should always remain closed when not in active use.
5. Driveways, roadways, common areas and porches cannot be obstructed.
6. Bicycles, ATV's, scooters, motor vehicles, personal property such as, chairs, benches, tables cannot be left unattended in common areas.
7. Littering within the complex is prohibited. Co-owners are encouraged to be considerate and assist in removing debris where possible.
8. Open air drying, airing or shaking of clothes, carpets, towels, etc., in common areas is prohibited.
9. The use of outdoor carpet on front porches, steps or patios is prohibited.
10. Bug zappers are not allowed.

11. Patio and tiki lights may be used for a party but must be removed the next day.
12. Garden hose boxes or reels cannot be attached to the exterior walls of condominium units. Hose reels or hoses in general, must be stored in the garage. All hoses must have a spray nozzle and the water turned off when not in use.
13. Shepherd hooks can be used for hanging plants in the limited common areas.
14. Decorative items such as wreaths, gazing balls, wind chimes, and pixies, are allowed in limited common areas. These items should be limited and enhance the aesthetic look of the property. The Board reserves the right to maintain the aesthetic appearance and continuity within the community.
15. The use of portable sports equipment in limited common areas is permitted. Portable sports equipment cannot remain in limited common areas overnight. Portable equipment must be removed and stored inside condominium units by 10:00 pm each night.
16. Storage of items underneath decks is prohibited.
17. Furniture left outdoors must be secured to prevent damage to common or limited elements. Any damage caused by deck or patio furniture, or other personal property items, will be the responsibility of the condominium unit Co-owner.
18. **Propane fueled grills** are permitted. The use of grills is limited to decks or patios. Grills can be stored on decks or patios year-round. Propane tanks should be disconnected if a grill will not be used for an extended period.
19. **Propane fueled** chimineas are permitted (wood-burning chimineas are prohibited).
20. Garage sales are prohibited.
21. Flags are prohibited.
22. Signs, including for sale signs or advertisements in general are prohibited in common or limited common areas outside of condominium units.
23. Window coverings must be neutral (such as white or beige) from the exterior of the unit. If colored or patterned window coverings are in place, a neutral liner must be used to maintain the aesthetics of the community.
24. The ponds or other waterways are off limits to all activities.
25. Co-Owners are prohibited from growing cannabis on porches in any common areas.

Noise Regulations

Co-owners must respect their fellow Association members and keep noise levels reasonable.

1. If you are planning an activity where the noise level will be higher than normal, be courteous and inform your fellow Co-owners.
2. Activities that produce unreasonably noise levels whether in individual condominium units or in common or limited areas is prohibited.

Holiday Decorations

Holiday decorations are permissible however, they must comply with these guidelines:

1. Decorations may be installed two weeks before a holiday but, must be removed one week after the holiday except for the December holidays. December related holiday decorations can be setup 5 days before Thanksgiving and must be removed by January 15th.
2. Only non-blinking lights can be used.
3. Decorations **cannot be attached** to condominium units siding, trim or bricks.
4. Wreaths are permitted on the door or porch area.
5. Garland and lights may be used around the porch area.
6. Lights are permitted on the limited common trees and shrubs.
7. Lights and/or garland are allowed on deck rails.

Pet Rules

1. Co-owners may have household pets such as, small dogs, cats, rabbits, or other small animals that are customarily kept or housed inside dwellings. However, all pets must be registered with the Property Management Company and comply with any regulations mandated by West Bloomfield Township. Registration forms are available at the Property Management Company main office.
2. Co-owners are financially responsible for any damage caused by their pet(s) to limited or common elements in Gateway Park. The Association reserves the right to charge additional fees to Co-owners with pets to defray the maintenance cost associated with accommodating pets in Gateway Park.

3. Co-owners who rent out their condominiums are financially responsible for any damage done by a renter's pet to limited or common elements.
4. Only one pet per unit is allowed. Co-owners who desire more than the permissible one pet per unit must seek authorization from the Board.
5. Pets must be taken care of and not live in unsanitary conditions, be noisy or emit offensive odors.
6. Excessive noise from pets on a continuing basis, outside or inside a unit, is prohibited.
7. Pets are not permitted to run loose in Gateway Park. Co-owners are responsible and must have direct control of pets when outside in common or limited common areas. Any dog found unleashed in Gateway Park will be reported to West Bloomfield authorities. (**Note:** Any resident may notify the appropriate authorities)
8. Housing or tethering pets in common or limited common areas is prohibited.
9. Co-owners must promptly remove pet waste from common or limited common areas. Pet waste (including cat litter) must be disposed of in double leak proof plastic bags that are securely tied.
10. Exotic, savage or dangerous pets or animals are prohibited in Gateway Park.
11. The breeding of exotic, savage or dangerous pets or animals in Gateway Park is prohibited.
12. Any incident of biting or other injury involving a Co-owner's pet must be reported by the Co-owner and the individual(s) involved, to the appropriate city or county agency and to the Property Management Company.
13. The Property Management Company, operating on behalf of the Board, may, without liability to the Owner, remove or cause to be removed any pet or animal from a condominium if it is determined a Co-owner or Tenant is in violation of the restrictions imposed by this section.

Vehicle and Parking Regulations

1. The following vehicles cannot be parked or stored in common or limited common areas in Gateway Park:
 - House trailers;
 - Commercial vehicles;
 - Boats or boat trailers;
 - Camping vehicles or camping trailers;
 - Mobile homes;
 - Dune buggies;
 - Motor homes;
 - All-terrain vehicles (ATV's);
 - Snowmobiles or snowmobile trailers.
2. Co-owners must park their cars, trucks, motorcycles or scooters, in their garage or driveway. Parking in the street is not permitted except for loading or unloading purposes.
3. Parking in designated/guest parking areas by Co-owners is prohibited unless, a Co-owner has been granted permission by the Property Management Company to temporarily park in a designated area.
4. Co-owners who repeatedly park in designated/guest parking areas without permission, will be fined in accordance with the Fine Policy. In addition, island hopping from parking area to parking area to avoid parking enforcement is a violation of the Parking Regulations.
5. A vehicle parked in a designated/guest parking area for more than 48 hours without permission will be considered abandoned and may, with Board approval, be towed at the Owner's expense (See Vehicle Specific Fines).
6. The speed limit in Gateway Park is 10 miles per hour.
7. Parking commercial vehicles or trucks in Gateway Park is prohibited unless the vehicle is making deliveries, pick-ups or engaged in planned business activities.
8. Cars that have expired license plates or that are not mechanically operational, cannot be parked or stored in Gateway Park.
7. Vehicle repair or maintenance is prohibited in driveways, common and limited common areas.
8. Co-owners may wash or wax their vehicles in the garage or driveway of their condominium unit.

9. Co-owners will be financially responsible for damage to sod, sprinkler heads, trees or shrubbery, that is the result of a Co-owner parking or driving on the grass.

Complaints

The Property Management Company monitors compliance with Gateway Park Rules and Regulations. Written complaints submitted by Co-owners to the Property Management Company regarding violations of the Rules and Regulations must include:

- Nature of complaint
- Description of vehicle (make, color, license number), pet, etc. as appropriate
- Address associated with the incident, if known
- Date(s) and time(s) of incident(s)

Information provided to the property management company including the identity of the person submitting the complaint, will be kept confidential. However, if it becomes necessary to reveal the identity of the person who submitted the complaint, the co-owner will be notified of the necessity. Complaints regarding violations of the Rules and Regulations must be in writing. Phone or verbal complaints will not be acted upon.

Insurance Coverage

Common Elements of the condominiums are insured against fire and other perils covered by a standard extended coverage endorsement in an amount equal to the current insurable replacement value, excluding foundation and excavation costs. Such coverage also includes interior walls within units and the pipes, wires, conduits and ducts contained within the unit. In addition, it includes fixtures, equipment, and trim within units which were furnished with the unit as standard items. If proof of insurance is needed, a request should be directed to the Property Management Company.

The Associations policy does not cover improvements or additions that current or previous Co-owners have made to a condominium beyond the cost of the standard items initially provided by the builder, nor does it cover personal or household property.

The Associations liability insurance **only** covers personal injury and property damage that occurs in the common areas.

Each Co-owner must purchase condominium insurance to cover personal property as well as in unit improvements. In addition, insurance coverage must include liability for bodily injury or property damage that may occur within a unit. Since Co-owners are responsible for windows, glass breakage coverage is strongly encouraged. Co-owners are responsible for maintaining insurance coverage on their condominium units. The Association reserves the right to request proof of insurance at any time.

Emergency Entrance of Condominium Units

The Property Management Company, on behalf of the Association or its agents, has the right to enter a condominium unit without notice in the event of an emergency. Emergencies include, but are not limited to:

- Broken or frozen water lines
- Sewer backups
- Fire
- Leaking gas
- Life-threatening situations that could result in severe property damage
- Law enforcement matters

Gateway Park Required Co-Owners Documents

The following documents are required to be on file with the Property Management Company:

- Co-owner contact/emergency contact information
- Pet Registration
- Vehicle Registration
- Lease documents (if leasing your unit)

The required forms are available at the Property Management Company website:

Website: www.metrogroupmanagement.com

The required forms must be updated within 30 days whenever changes occur.

Assessment Policy

Fees and assessments are due the first day of each month. Other charges authorized by the Bylaws are due and payable when billed. The following fees apply to past-due accounts:

Action	Days Past Due	Consequences
Late charges/mailling notifying co-owner	15	\$50
Account turned over to collections for lien filing	90	Actual legal expenses
Foreclosure proceeding	30 days after lien	Actual legal expenses

Co-owners will be charged a \$25.00 fee for each check (subject to change depending on actual bank charges) that is returned for "non-sufficient funds".

Co-owners with a delinquent balance will receive a notice each month until the matter is referred to the Association's legal counsel. Delinquent payments received will be applied in this manner:

- First to late charges and interest charges
- Second to legal expenses, and costs of collection and enforcement
- Third to the delinquent monthly Association HOA fees starting with the earliest to latest in order of the due dates.

Note: A Co-owner in default cannot use common elements, vote, or run for a Board position.

Fine Policy

When a violation of a Rule or Regulation occurs, the Co-owner involved will receive a violation notice. The notice will explain what has occurred, the associated fine and the changes that are necessary to avoid future violations.

Co-owners who receive a violation notice can request to meet with the Board and discuss the matter. Requests to meet with the Board must be submitted in writing within **7 business days** of receipt of a violation notice.

The Board will schedule a violation hearing within **14 business days** after receipt of a hearing request. A Co-owner who elects to have an attorney present at the hearing must notify the Board and the Property Management Company **7 days** before the scheduled hearing. The Board will review the facts presented at the hearing and render a decision within **14 business days**.

Note: Business days are Monday – Friday and does include the weekends.

Payment of Fines

Co-owners must include the payment of fines along with the next due monthly Association HOA fee. Unpaid fines may result in a lien being placed against a condominium unit (See Assessment Policy). The following violation actions and fines apply:

- Written warning, violation notice or \$25 fine
- \$25 fine for the second infraction
- \$50 fine for the third infraction
- \$150 fine for each subsequent infraction

Vehicle Specific Fines

If it becomes necessary to tow a vehicle, the towing charges, associated costs and appropriate Association fines will be assessed against the Co-owner of the vehicle.

If a vehicle subject to towing is owned by a Tenant, and the condominium unit is not registered as a rental, all cost associated with the towing will be assessed against the Co-owner.

In situations where a vehicle in violation is not registered with the Association and research is required to locate the owner, the vehicles owner will be responsible for paying the research fee in addition to the charges associated with towing the vehicle.