

Spencer's Crest Condominium Association Rules, Restrictions & Policy Manual

Updated: November 2017

This manual is based on information from the Declaration of Condominium and the Association Bylaws on Spencer's Crest Condominiums Association and on the Board of Director's policies.

The information herein has as its basis the Association's Declaration and Bylaws; both of which were created under specific Missouri Statutes.

This manual is intended as a quick reference only. For exact wording, please refer to the Declaration and Bylaws.

Any errors or omissions do not void or amend any portion of the Declaration or Bylaws. The Board of Directors may revise the policies as permitted.

Referenced sections are from ARTICLE VI, USE RESTRICTIONS pages 36 through 50 of the Declaration. Unit Owners are encouraged to read ARTICLE VI in its entirety.

GENERAL INFORMATION

Monthly Assessment

Payment is due on the first of each month and must be paid by the tenth (10th) to avoid a late charge of \$15.00.

Make checks payable to Spencer's Crest Condominium Association and include your unit address on the envelope provided for mailing. The payment address is:

Spencer's Crest Condominium Association
P.O. Box 1274
Columbia, MO 65205

Automatic withdrawal is available. Request forms from the management office.

Management

The managing agent of the condominium is Community Association Management L.L.C. To report problems on the common elements (grounds, buildings, street, lights, pool, etc) owners should call the management office at (573) 499-4445 where voicemail is available 24 hours a day for non-emergency reporting. The after hours emergency only number is (573) 356-1196. Office hours are Monday-Thursday 9 a.m. to 5 p.m., Friday 9 a.m. to 3 p.m. The email address is info@camcolumbia.com. The physical address is 3700 Monterey Drive, Suite E, Columbia, MO 65203.

Resident Information Form

To better serve the residents of Spencer's Crest Condominium, the Board of Directors requires each unit to fill out a resident information form. The information on the form includes a listing of authorized occupants, authorized vehicles and emergency contact numbers. Information on the form will not be used for any purpose other than management of the condominium association. An annual update of this form must be submitted annually by February 1st. Failure to submit an updated form by this date will result in a \$50.00 fine being assessed. This form is available from the management company or from www.spencerscrest.com

Mailboxes

Neither the Board nor management has keys to the mailboxes. They are the property of the Post Office and the Post Office should be called if you cannot get the box open for any reason. You will need to state that you are the unit owner and not a renter. Phone number (573) 876-7844.

Land Lease Information

For land lease information contact:

Diversified Management
P.O. Box 76
Columbia, MO 65205
Phone (573) 445-2050

USE RESTRICTIONS

Referenced sections are from ARTICLE VI, USE RESTRICTIONS pages 36 through 50 of the Declaration. Unit owners are encouraged to read ARTICLE VI in its entirety.

UNIT OCCUPANCY AND USE

Section 1: Single Family Residence: Family is defined as 1) an individual or married couple and their children related by blood or marriage, or 2) a group of 3 unrelated persons. All authorized occupants should be listed on the annual census form.

Rental restrictions:

- Unit must be occupied by person or persons who signed the lease or rental agreement.
- Renters may not assign their rental rights.
- The lease form must be approved by the Board.
- Units may not be rented to undergraduates.
- Leases must refer to the Declaration and the use restrictions in Article VI and require that the tenant abide by all terms, covenants, conditions, provisions and restrictions of the Declaration.

Section 2: No Roomers or Boarders: No one may reside in the Unit other than the “family”.

Section 3: Home Occupation: Home occupations are permitted.

- Signs are not permitted.
- Employees are not permitted unless they live in the unit.
- No retail sales, no tools or equipment that would not be found in a customary household.
- Home occupation may not generate traffic.

PARKING

Section 5: Parking is limited to automobiles, vans, pickup trucks and similar utility vehicles and motorcycles.

- Vehicles in public view must be in good repair, free of visible damage or rust. Garages are for parking.
- No parking area may be used to store trailers, trucks, canoes, boats, campers, mobile homes, motor homes or anything other than operative automobiles used regularly (at least every twenty-four (24) hours).

Section 33: Garages may not be used exclusively for storage. There must be room to park one customary passenger automobile. **The garage must be used for parking before parking in the open spaces.**

Section 34: No vehicle may be parked in front of a garage.

Parking and Vehicle Rules

1. No parking is permitted at yellow-striped curbs.
2. No parking is permitted to block driveways or parking areas. No parking is allowed in front of garages with the exceptions of 1115 – 502 through 1115 – 507 which are recessed garages.
3. No long-term parking is permitted except in garages. Cars in the public parking areas and streets must be moved every 24 hours.
4. No parking of any vehicle that is not in good working condition or not properly licensed. (No flats, no leaking, no parts falling off, etc.)
5. No parking of trailers or recreational vehicles is allowed.
6. No commercial vehicle parking permitted.
7. No driving or parking is permitted on the grass, sidewalks or off the pavement.
9. No working on vehicles on the premises.
10. No parking in handicapped spaces unless a handicap tag or license plate is displayed.
11. No parking so that the front or rear of your vehicle obstructs the sidewalk (pulling too far over the curb).

EXTERIORS

Section 4: No additional structures of any nature shall be erected upon any common area, limited common area or within in the unit. This includes posts, fences, storage boxes, pet houses or pens, etc.

Section 7 : Signs: One professional FOR RENT or FOR SALE sign no more than 6 square feet in area or 4 feet tall may be displayed. Signs must be placed in the rock area nearest the unit.

Section 8: Exterior Wiring, Antennas or Installation: The unit owner must have permission from the Board of Directors for any exterior wiring used for TV, Satellite dishes, or cable. No air conditioner or other installation may protrude through any portion of the building. See the Board Policies section of this document for additional information.

Section 13: Open Fires: No fires are permitted anywhere on the property except for outdoor grills with a solid cover used for preparation of food to be consumed on the premises.

Section 14: No planting or gardening in the common area, except by the Association.

Section 15: No auto repair of any kind is permitted on the grounds.

Section 16: No awnings, storm doors, screen doors, fixtures, appliances that were not installed by the developer or approved by the Board.

Section 22: Outside Attachments: Nothing may be attached to the exterior of the building without the PRIOR written approval of the Board.

Section 28: Laundry: Towels, clothing, laundry and similar items may not be hung or kept on the patios, porches, breezeways, stairs or balconies.

Patio Ceiling Rules: Ground floor owners may install, with the Board's approval, panels such as Tuftex panels used as ceilings on patios. The panels must be white in color only and must be installed so that water run-off from the Unit above flows away from the building.

ACTIVITIES

Section 6: Nuisance: Unit Owners shall not allow illegal, noxious, noisy or offensive activities within the unit or anyplace on the grounds. No activity is permitted that will interfere with the rights, comfort, enjoyment or convenience of other Unit Owners.

Section 20: Activity Standards: No use or activity shall be permitted that will detract from the high standard and character of the Property.

Section 23: Children: Children may not play in halls, stairs, drives, roads or parking areas. Children shall not be left unattended on patios or decks. Children shall be under the control of an adult at all times.

Section 26: Noise Abatement: No noise shall be permitted to be transmitted to another unit. The Owner of the offending Unit may be required to take steps to alleviate noise transfer at his expense.

Section 27: The Board may limit the number of guests within the Common Elements and the use by guests of Common Elements.

Section 32: Recreational Vehicles: Regulates two, three and four wheel vehicles to non-recreational use and requires a suitable muffler for quiet operation on all vehicles.

PETS

Section 9: Livestock, Poultry and Pets: Pets are limited to 2 cats or 2 dogs or one cat and one dog.

Pet Rules:

- Pets may not disturb other residents.
- Pets may not be housed or chained outside or on patios or porches and left unattended.
- Pets may not run loose on the grounds. They must be under the pet owner's physical control when outside their Unit.
- Pet waste must be cleaned up from the ground immediately.
- Pet owners shall be responsible for damage caused by pets.
- No livestock, poultry or pets may be raised or bred in the unit or on the premises.
- Violation of Section 9 may result in required removal of the pet.

STORAGE

Section 10: Trash, Storage, Disposal: All trash shall be kept inside the Unit in containers designed for trash storage or placed inside the dumpsters provided. Trash cans are not allowed to be placed in the breezeways.

Section 11: Storage/Wood Stacking/Bicycles: Bikes, toys, tricycles, motorcycles, motorbikes and similar items may not be kept on patios, porches, balconies or outside the unit.

Section 17: Obstructions: There shall be no obstructions of any portion of the Common Elements nor any storage in the Common Elements without the prior written consent of the Declarant during the Declarant Control Period, and thereafter without the prior written consent of the Executive Board.

Section 30: Storage: No equipment may be kept or stored on porches, entranceways, balconies, porches, patios or on the exterior of the building or Unit other than patio and deck furnishings.

MAINTENANCE

Section 18: Maintenance of Unit: Each Owner shall maintain their unit in good order and repair. No alterations may be performed without prior approval from the Board of Directors. Owners are responsible for repairs to their external doors, windows and associated frames as well as their garage doors and frames, as well as any internal garage repairs.

INSURANCE RATES

Section 19: Nothing shall be done, stored or altered within a Unit or Common Elements that would cause increased insurance rates or cancellation of insurance. Note: Copies of the Association master policy are available from the manager. Owners must allow entrance into the Unit for the annual fire sprinkler inspection. All unit owners and renters are encouraged to consult their own insurance carrier to determine additional insurance needs. Owners may want to ask about an HO26 policy.

RULES AND REGULATIONS

Section 31: The Board may add reasonable rules and regulations that do not conflict with the Declarations or Bylaws.

ENFORCEMENT

Section 35: The Board may deny maintenance or services to any owner in violation, impose a fine of up to \$200 per week until violation ceases, deny access to the unit, enter the unit and abate the violation and/or terminate utilities services to the unit.

BOARD POLICIES

The following policies have been established by the Board as allowed in Section 31 of the Use Restrictions.

Window Treatments

The material used for window treatments must be specifically designed for the sole purpose as a window treatment and be of a neutral or light wood tone as viewed from the exterior of the unit. Neutral colors for the purpose of this policy are defined as white, off-white, beige, taupe and light natural wood colors. Window treatments must be consistent in color, style and direction of panels throughout an individual condominium.

Hot Tub Policy

Effective March 20, 2008 no new applications for a hot tub or spa will be approved.

Porches and Screened Porches

Written approval is required for screening. Owners wishing to screen in their porch must submit a written request for the Board's approval. Installation must be completed in strict conformity with existing screened-in porches. Shades/blinds are allowed on screened-in porches only with prior approval. Shades must be White, kept cleaned and well maintained. External fans or lights must be white and must also have the approval of the Board. Curtains are not allowed on screened-in porches or on decks. Furnishings must be outdoor type made for porch use.

Satellite Installation

All satellite installation must be approved in writing prior to installation. Satellites may be installed in limited areas and no additional wiring or holes may be put on the building. Satellites may not be installed in front of Unit windows. Failure to comply with the rules will result in required removal of the satellite, charges for damages and rescinding of permission for a satellite. The unit owner must approve a tenant's request for a satellite. A satellite installation application form available from the managing agent along with a refundable \$50.00 deposit must be submitted prior to satellite installation approval.

Pool Rules

- Those using the pool must have readily available their assigned pool card while inside the fenced pool area.
- Rules and age limits are posted in the pool area and must be observed by all residents.
- Persons with infections are not allowed in the pool area.
- No running or horseplay is allowed in the pool area.
- The pool opens at 9 a.m. and closes at 9 p.m.
- Children under the age of 14 and non-swimmers shall not use the pool unless accompanied by a responsible adult.
- Pets are not allowed in the pool or shelter area. All pets shall be leashed and under the pet owner's physical control when outside their Unit.
- No wheeled vehicles except baby carriages and wheelchairs are allowed.
- No food or tobacco items are allowed in the pool area but must be kept in the shelter.
- No alcohol permitted in the pool area.
- **ABSOLUTELY NO GLASS or BREAKABLE PLASTIC ALLOWED IN THE POOL AREA. This is a SAFETY RULE.**

Unit owners/residents who violate pool or shelter restrictions may be barred from use of the pool or shelter.

Pool Card Access Rules

- Each condo owner will be issued only one pool card
- The first access card will be provided to a homeowner at the expense of the Association; however replacement cards will be issued for \$50/card.
- Card access will be denied to both the pool area and restroom for those owners that are 30 days delinquent in association dues.
- Pool privileges can be revoked as a disciplinary action.

Shelter Use

Reservations may be made on a first come, first served basis by calling the management office. Management will make sure you have the usage rules. The shelter closes at 10 p.m. Anyone using the shelter whether reserved or not must clean

up after themselves and their guests and take your trash to the dumpster. No kegs or underage drinking are allowed. No amplified music is allowed.

Electric and Plug-In Hybrid Vehicles

Electric and Plug-In Hybrid vehicles may not be plugged in to standard electrical outlets located in garages. Owners must present professional installation plans and request permission from the Board of Directors to install a separately metered outlet or charging station within the garage. For any charging activity to take place in an outdoor setting, no electrical or other cables may be run across any sidewalk or other common element to prevent trip hazards. Additionally, any vehicles charged in an outdoor setting must be connected to a power source connected to an individual unit's electrical meter, not a meter paid by the association.

The Board of Directors will require any owner installing additional outlets or charging stations to provide the necessary insurance and indemnify the association for any damages arising from the installation, use or operation of the outlets or station.

Pets

Any dog or breed with a known propensity, tendency or disposition to attack unprovoked, to cause injury or to otherwise endanger the safety of human beings or domestic animals is not permitted on the property.