

**OFFICE SUITES
RULES AND REGULATIONS**

1. Unless otherwise specifically defined herein, all capitalized items in these Rules and Regulations shall have the meaning set forth in the Condo Declaration to which these Rules and Regulations are hereby made a part of pursuant to Section 6.3.
2. The sidewalks, driveways, entrances, passages, courts, elevators, vestibules or stairways shall not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises demised to any Owner or occupant. The passages, exits, entrances, elevators, stairways and roof are not for the use of the general public, and the Association shall in all cases retain the right to control and prevent access thereto by all persons whose presence in the judgment of Association shall be prejudicial to the safety, character, reputation and interests of the Building and its Owners.
3. No awnings or other projection shall be attached to the outside walls or windows of the Building. No curtains, blinds, shades or screens or other items affecting the exterior appearance of the Unit shall be attached to or hung in, or used in connection with any window or door of the premises demised to any Owner or occupant, without the prior written consent of Association.
4. No Owner shall place objects against glass partitions, doors or windows that would be in sight from the exterior of the Building and such Owner will promptly remove any such objects when requested to do so by Association.
5. No bottles, parcels or other articles shall be placed on any window sills that would affect the exterior appearance of the Unit.
6. No planters, ash urns, waste receptacles, or other articles shall be put in front of or affixed to any part of the exterior of the Building or the other buildings in the Property, nor placed in the walkways, landscaped areas, vestibules or other public parts of the Building or the Property. (*Association approved ash and waste receptacles may be purchased by individual Unit Owners.*)
7. No entry mats, except *solid black rectangular mats*, are permitted at entries to the Unit.
8. No Owner shall bring or keep, or permit to be brought or kept, any flammable, combustible, explosive or hazardous fluid, material, chemical or substance in or about the premises demised to such Owner or the Property.
9. No Owner or occupant shall mark, paint, drill into, or in any way deface any part of the Property or the Building. No boring, cutting or strings of wires outside the Owner's premises shall be permitted, except with the prior consent of Association, and as Association may direct.
10. No animals of any kind (except Seeing Eye dogs or as provided for in the Condo Declaration) shall be brought into, kept in, or about the premises demised to any Owner.

11. No Owner shall cause or permit any unusual or objectionable odors to emanate from the premises demised to such Owner.
12. No space in the Building or the Property shall be used for manufacturing, for the storage of merchandise, or for the sale of merchandise, goods or property of any kind at auction.
13. No Owner and no employee, visitor, agent, or licensee of any Owner shall make, or permit to be made, any unseemly or disturbing noises or vibrations or disturb or interfere *with* other Owners or occupants of the Building or neighboring buildings or premises whether by the use of any musical instrument, radio, television set, broadcasting equipment or other audio device, noise, whistling, singing, yelling or screaming, or in any other way. Nothing shall be thrown out of any doors. No Owner and no employee, visitor, agent, or licensee of any Owner shall conduct itself in any manner that is inconsistent with the character of the Building as a first quality building or that will impair the comfort, convenience or safety of other Owners in the Building.
14. Each Owner must, upon the termination of its ownership, return to Association all keys of riser rooms and mailboxes, either furnished to, or otherwise procured by, such Owner.
15. All removals from the Building, or the carrying in or out of the Building or from the premises demised to any Owner, of any safes, freight, furniture or bulky matter of any description must take place at such time and in such manner as Association or its agents may determine, from time to time. Association reserves the right to inspect all freight to be brought into the Building and to exclude from the Building all freight which violates any of the Rules and Regulations or the provisions of such Owner's lease.
16. No Owner or occupant shall engage or pay any employees in the Building or the Property, except those actually working for such Owner or occupant in the Building or the Property, nor advertise for day laborers giving an address at the Building or the Property.
17. Association shall have the right to prohibit any advertising by any Owner or occupant which, in Association's opinion, tends to impair the reputation of the Building or the Property or its desirability as a building for offices and upon notice from Association, such Owner or occupant shall refrain from or discontinue such advertising.
18. No premises shall be used, or permitted to be used for lodging or sleeping, or for any immoral or illegal purposes or in any matter that, in Association's reasonable business judgment, threatens the safety of the Building or the Owners of the Building and their employees and invitees.
19. The requirements of Owners will be attended to only upon application at the management office of Association. Building employees shall not be required to perform and shall not be requested by any Owner or occupant to perform any work outside of their regular duties, unless under specific instructions from the office of Association.
20. Canvassing, soliciting and peddling in the Building or the Property are prohibited and each Owner and occupant shall cooperate in seeking his or her prevention.

21. If the premises demised to any Owner become infested with vermin, such Owner, at its sole cost and expense, shall cause its premises to be exterminated, from time to time, to the satisfaction of Association.
22. No premises shall be used, or permitted to be used, at any time, as a store for the sale or display of goods, wares, or merchandise of any kind, or as a restaurant, shop, booth, or other stand, or for the conduct of any business or occupation, which predominantly involves direct patronage of the general public in the premises demised to such Owner or for manufacturing or for other similar purposes.

23. No Owner shall clean any window of the Building from the outside.
24. With respect to work being performed by an Owner in its premises with the approval of Association, the Owner shall refer all contractors, contractors' representatives and installation technicians to Association for its supervision, approval and control prior to the performance of any work or services. This provision shall apply to all work performed in the Building and the Property including installation of telephones, telegraph equipment, electrical devices and attachments, and installations of every nature affecting floors, walls, woodwork, trim, ceilings, equipment and any other physical portion of the Building and the Property.
25. Association shall not be responsible for lost or stolen personal property, equipment, money, or jewelry from the premises of Owners or common areas.
26. Each Owner and all of Owner's representatives shall observe and comply with the directional and parking signs of the property surrounding the Building and Association shall not be responsible for any damage to any vehicle towed because of non-compliance with parking regulations.
27. No Owner shall install any radio, telephone, television, microwave or satellite antenna, loudspeaker, music system or other device on the roof or exterior walls of the Building or on common walls with adjacent Owners or in the Common Areas without prior written approval from Association.
28. Each Owner shall store all trash and garbage within its premises. No material shall be placed in the trash boxes or receptacles in the Building or the Property unless such material may be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage and will not result in a violation of any law or ordinance governing such disposal.
29. Each Owner shall give prompt notice to Association of any accidents to or defects in the Common Elements so that same may be attended to properly.
30. No Owner shall bring onto the Property or into the Building any pollutants, contaminants, inflammable, gasoline, kerosene or hazardous substances (as now or later defined under State or Federal law).

31. All Owners and Owners' servants, employees, agents, visitors, invitees and licensees shall observe faithfully and comply strictly with the foregoing Rules and Regulations and such other and further appropriate Rules and Regulations as Association or Association's agent from time to time adopt. Each Owner shall at all times keep the premises owned by such Owner, its employees, agent and invitees under its control so as to prevent the performance of any act that would damage the Building or *its* reputation or the premises owned by such Owner or could injure, annoy, or threaten the security of the other Owners in the Building or their respective employees, agents or invitees or the public.
32. Association may deny entrance to the Building and may remove from the Building any person or persons who appear to be or are intoxicated, or who appear to be or are under the influence of liquor or drugs, or who are in any manner violating any of the Building Rules and Regulations, or who present a hazard or nuisance to any other person. The reasonable costs incurred by Association for security services or other costs reasonably incurred by Association to remove any such persons shall be borne by the Owner whose employees, agents and/or invitees are so removed.
33. Association shall furnish each Owner, at Association's expense, with one (1) key to unlock the riser room door of their Building and three (3) mailbox keys. Any lost key shall be subject to a replacement charge as established by Association from time to time. Upon the sale of the Unit, each Owner shall be responsible for the transfer of keys to the new Owner.
34. Each person using the Parking Accommodations or other areas designated by Association where parking will be permitted shall comply with all Rules and Regulations adopted by Association with respect to the Parking Accommodations or other areas, including any employee or visitor parking restrictions and any sticker or other identification system established by Association. Association may refuse to permit any person who violates any parking rule or regulation to park in the Parking Accommodations or other areas and may remove any vehicle which is parked in the Parking Accommodations or other areas in violation of the parking Rules and Regulations. The Rules and Regulations applicable to the Parking Accommodations and the outside parking areas are as follows:
 - a. The maximum speed limit within the Parking Accommodations shall be 10 miles per hour; the maximum speed limit in other parking areas shall be 15 miles per hour.
 - b. All directional signs and arrows must be strictly observed.
 - c. All vehicles must be parked entirely within painted stall lines.
 - d. No intermediate or full-size car may be parked in any parking space reserved for a compact car; no bicycle, motorcycle or other two or three-wheeled vehicle, and no truck van or other oversized vehicle, may be parked in any area not specifically designed for use thereby.

- e. No vehicle may be parked (i) in an area not striped for parking, (ii) in a space which has been reserved for visitors or for another person or firm, (iii) in a aisle or on a ramp (iv) where a “no parking” sign is posted or which has otherwise designated as a no parking area (v) in a cross hatched area, (vi) in an area bearing a “handicapped parking only” or similar designation unless the vehicle bears an appropriate handicapped designation, (viii) in a area bearing a “loading zone” or similar designation unless the vehicle is then engaged in a loading or unloading function and (viii) in a area with a posted height limitation if the vehicle exceeds the limitation.
- f. Parking passes, stickers, or other identification devices that may be supplied by Association shall remain the property of Association and shall not be transferable. Association may require a deposit for each pass, sticker or other identification device. In addition, a replacement charge determined by Association will be payable by each Owner for loss of any magnetic parking card or parking pass or sticker.
- g. Each operator shall be required to park and lock his or her own vehicle, shall use the Parking facilities at his or her own risk and shall bear full responsibility for all damage to or loss of her or her vehicle and for all injury to persons and damage to property caused by his or her operation of the vehicle.
- h. Association reserves the right to tow away, at the expense of the owner, any vehicle that is inappropriately parked or parked in violation of these Rules and Regulations.

35. Association reserves the right at any time and from time to time to rescind, alter or waive, in whole or in part, any of the Building Rules and Regulations when it is deemed necessary, desirable or proper, in Association’s judgment for its best interest or of the best interests of the Owners of the Property.

36. Bicycles, motorcycles and other two and three-wheeled vehicles may only be stored or parked in areas designated from time to time by Association.

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Adopted February 12, 2004