

RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME RULES AND REGULATIONS

DEFINITIONS.

The words used in these Rules and Regulations shall be given their normal, commonly understood definitions, provided that italicized terms shall have the same meaning as set forth in the Horizontal Property Documents unless the context indicates otherwise.

Horizontal Property Documents as defined in the Master Deed "...means and includes this Master Deed, the By-laws, the Rules and Regulations, and the Unit Deeds, as the same may be amended from time to time."

Property Manager as used herein refers to The Entity acting as agent and on behalf of the Regime and its Board of Directors.

INTRODUCTION.

In general, the Regime Board believes that Rules and Regulations should be kept to a practical minimum, and should be applied diligently and consistently to all Unit Owners. The overriding goal is to protect the integrity and harmony of the community, and to promote the safety and welfare of residents, guests and contractors.

These Rules and Regulations are subordinate to the Master Deed and its exhibits, including the By-laws. Unit Owners are expected to familiarize themselves with all aspects of those documents and to act accordingly. Rules and Regulations may be adopted to clarify the intent of the Master Deed or to add substance in its application to particular concerns of Unit Owners and the Regime.

Modification of Rules. In accordance with Amendment 5 to the Master Deed, these Rules and Regulations may be modified, repealed or amended by a 75% vote of the Unit Owners constituting a quorum at a duly called meeting for same. Except for situations deemed by the Board to constitute an emergency or require immediate action, proposed changes or additions shall be distributed in draft form to all Unit Owners at least thirty (30) calendar days before adoption by the Board.

Enforcement. As agent for the Board of Directors of the Regime, the Property Manager is responsible for ensuring compliance with all Horizontal Property Documents. The Property Manager may impose penalties as provided herein. Where the health, safety and welfare of Unit Owners, occupants, workers or guest is threatened, the Property Manager is authorized to take immediate action to remedy the situation. Cost for remedy of such situations will be assessed to the respective Unit Owner responsible for creating the threat.

I. COMMON ELEMENTS

Common Elements means "...that part of the horizontal Property Regime which is not part of the 36 Units (and the respective balconies, garages and patios associated therewith)..." "The Common Elements and Limited Common Elements may be used only for the furnishing of the services and facilities, and for the other uses for which they are reasonably suited and capable." (By-laws, Article VI, Section 12.A) "The Unit Owner shall not make any changes in structure, design, or color of common elements without the written consent of the Horizontal Property Regime Board to be granted or denied in its sole and absolute discretion." (By-laws, Article VI, Section 2.B.iii)

- 1.1 Obstructions. Sidewalks and Building entrances shall not be obstructed in any way. No baby carriages, bicycles, scooters, or other vehicles and no personal property (except as provided herein) shall be allowed to stand in any lobby, hallway, stairwell or other public area of a Building.
- 1.2 Smoking. Smoking is not permitted within the common area of any Building.
- 1.3 Lobbies: Lobby furnishings and accessories are the property of the Horizontal Property Regime, and may not be removed, changed, or rearranged without the written consent of the Horizontal Property Regime Board. Suggestions for changes may be made to the Advisory Committee of the Horizontal Property Regime Board in accordance with the attached "Guidelines for Decorating Hallways and Lobbies".

Exceptions:

1. Holiday door decorations are permitted for the period December 1 through January 5.
2. Units #200 & #300 in Building 5, and Units #100 & #300 in Building 6 have enclosed common rooms adjacent to the stairwell, elevator and entrance to Owner's Unit. These Unit Owners may decorate and furnish these lobbies pursuant to the guidelines in the "Guidelines for Decorating Hallways and Lobbies". Personal furnishings shall be removed by the Unit Owner upon moving, and the walls shall be restored to their original condition at moving owners expense. The Regime and its contractors shall not be held responsible for loss or damage to any personal property placed in these common rooms, nor shall the Regime be responsible for cleaning of these areas. The respective Unit Owner shall execute the Board approved Hold Harmless Agreement (attached), and accept full responsibility for injuries or damage that may be attributed to personal items.

- 1.4 Building Exteriors. Building exteriors may not be modified in any way, with the exception that modest displays of holiday decorations are permissible for the period from December 1 through January 5. Unit Owners must submit a Petition for Exception or Variation (procedure and form attached), and receive the approval of the Horizontal Property Regime Board to add any other adornments, to the building exteriors, and must execute a Hold Harmless Agreement (attached), accepting full responsibility for injuries or damage that may be attributed to such personal items. In order to preserve the terrace railing paint, no items (e.g. flower boxes) will be installed on or attached to the railings.
- 1.5 Yards and Grounds. Board approval is required for pots or planting containers by entranceways and garages, and the responsible Unit Owner must execute a hold harmless agreement in a form acceptable to the Board of Directors. Board Approval is also required for changes or additions to the landscaping, which shall consider maintenance costs beyond aesthetic or safety considerations. Pet owners should protect landscaping to the extent possible and must promptly remove all feces from common areas. The magnolia circle has been designated a pet free area.
- 1.6 Animal Controls. Article VII, Section h of the Master Deed which clearly states: “Only animals which are generally recognized as domestic pets, not to exceed a total of two per unit (exclusive of fish, gerbils, or like pets kept indoors at all times) may be kept and maintained in a Unit. All pets must be kept under the control of their owner and kept in such a manner so as not to become a nuisance or an annoyance to other residents within the Horizontal Property Regime Property.” The Regime follows the Greenville City Leash Law provisions and therefore once the dog departs the unit (e.g. departs from an exterior door of the unit), the above leash law and the Master Deed requires that all animals be on leash and under the control of owner or keeper. This is also true of all common grass and landscaped areas surrounding buildings - all dogs must be on leash in these areas. The magnolia circle has been designated a pet free zone. In South Carolina, pet owners are responsible for any damage caused by their pets, as well as pets of guests who visit their unit. Such pets are subject to the same restrictions as resident pets. The Board of Directors may require the permanent removal of any pet, if such pet is determined by the Board to be a repetitive nuisance or a danger to the community and its residents. Pet owners shall indemnify the association and hold it harmless against loss or liability of any kind arising from their pets.
- 1.7 Drones. The operation of Drones within the community is not permitted. Exceptions may be authorized by the Board for a qualified FAA approved operator for professional purposes (e.g. taking pictures for sale of a unit). Both the owner and the operator will submit a request for exception and a hold harmless agreement releasing the Regime from any liability.

- 1.8 Parking. The Regime has not assigned parking spaces to individual Buildings or Units. For good cause, the Board of Directors will consider the assignment of specific spaces, but not before inviting comment from all Unit Owners. Parking aprons behind garage entrances are for the exclusive use of the respective Unit Owner and shall not be blocked or interfered with in any way by other Unit Owners, their guests or contractors. No boats, trailers, recreational vehicles, or commercial vehicles may be parked on driveway aprons or within the open parking areas of the community. Parking aprons behind garage entrances may be used for grilling with a charcoal grill, hibachi or gas grill (butane or liquefied petroleum), provided Unit Owner cleans space, and removes grill from parking apron the same day. These grills will not be left unattended when in use to preclude fire or personal injury to others in the area. In the event that a community 'party' is planned, which involves all Unit Owners, the driveway may be used for the event, and returned to its original condition by the end of same day.
- 1.9 Roads and Driveways. Parking is not permitted except directly behind Unit Owner garages or within marked spaces. Vehicles or other impediments shall not block roads or driveways within the community. No parking is permitted in the circle to allow for arrival and departure of emergency vehicles. Owners must advise all visitors to park only in marked parking spaces.
- 1.10 Trash Carts. Unit Owners must use the trash carts provided by the Regime's contractor. Carts may be put outside garages on the day before pickup but must be put back into garages by evening of the day of pickup.
- 1.11 Satellite Dishes or Antennae. Exterior satellite dishes or antennae for the reception of television, radio, short wave radio, etc., signals are not permitted within common areas or on the exterior of buildings, including Owner terraces.
- 1.12 Cleanliness. Unit Owners shall remove newspapers and other printed matter from entranceways and lobbies as soon as possible, but no less than daily. Deliveries should be moved inside and preferably to the recipient's Unit as soon as possible.
- 1.13 Safety. No open fires or highly flammable materials are permitted within the Common and Limited Common Elements. Space heaters are not allowed in any Common or Limited Common Area.
- 1.14 Heating/Cooling of Common Areas. The Property Manager oversees the Regime's HVAC contractor, who is responsible for adjusting thermostats in common areas to maintain an approximate temperature of 78 degrees F in the summer and 68 degrees F in the winter.

- 1.15 Access to Mechanical Rooms. Unit Owners have been given access to the Water Valve Room so that cold water can be turned off in the event of an emergency in the Owner's Unit. Nothing shall be done to impede access to the mechanical equipment and an Owner shall not interfere with the operation of the fire sprinkler system or other equipment.
- 1.16 The Regime has made a commitment to use Light Emitting Diode (LED) bulbs throughout common areas, and any Owner lamps in common areas must also use LED bulbs and operate on a timer with limited service.

II. OWNER UNITS AND OCCUPANCY

- 2.1 Occupancy Restrictions. Units are limited to occupancy as a residence by single families. Article VII of the Master Deed defines members of a family as "... spouse, parents, parents-in-law, brothers, sisters, children and grandchildren." "Units may not be subdivided without prior written permission of the Horizontal Property Regime Board." Article VII (a) of the Master Deed specifically states "No transient tenants may be accommodated." Transient tenancy shall mean and include, but not limited to, vacation rentals such as AirBnB, HomeAway, etc.
- 2.2 Home Occupations. Home occupations are permitted to the extent they are allowed under the Municipal Code of the City of Greenville. However, there shall be no visible signs of commercial activity, including vehicular traffic in excess of that typically generated for residential purposes, nor may lobbies or hallways be used as a waiting area.
- 2.3 Minimum Temperature. A Unit Owner shall maintain a minimum temperature of 60 degrees F at all times within the living area of the Unit. Unoccupied units shall be maintained at 60 degrees F.
- 2.4 Access by Property Manager. As provided in Article VI, Section 1.C. of the By-laws, the Regime "...Board or its designee shall have the right of access to any Unit during reasonable hours of the day, and in the event of emergencies at any time,..." for legitimate purposes. Each Unit Owner shall provide the Property Manager with two keys, one of which shall be retained by the Property Manager and the other included in the Knox box for that Owner's respective Building. Unit Owners with private alarm systems shall provide the Property Manager with the code to disable the alarm. If the Property Manager accesses a Unit Owner's premises at the time the Owner is not present, the Property Manager shall call in advance to inform the Owner, and will leave voice mail if the Owner is not reached. In addition, the Property Manager shall leave a written notice of the date, time and reason for the visit. Unit Owners are responsible for providing the Property Manager with contact phone number. An Owner who changes locks or alarm

access codes is responsible for notifying the Property Manager at the time the change occurs and, if necessary, provide replacement keys.

- 2.5 Noise and Other Nuisances. No Owner or Occupant shall make or permit noises that disturb the peace and comfort of other Owners. “No nuisance shall be committed or allowed and the Unit shall not be used in any such manner as to be a source of annoyance or in any way interfere with the peaceful possession, enjoyment and proper use of the property by other occupants.” [Master Deed, Art. VII (c).]
- 2.6 Responsibility for Service Providers. Each Unit Owner shall assume full responsibility for contractors and other service providers by directing where they may park, hours of work, protection of Common Elements, and demeanor while on premises. Unless authorized in writing by the Property Manager, no contractor shall commence work before 7:30 AM, nor continue past 6:00 PM. The Unit Owner shall be responsible for cleaning any common areas soiled by the Owner’s contractor(s). Major Renovations will be governed by the attached “Process for Renovation & Remodel Approval for Owners and Contractors.” Unit owners are responsible to ensure elevator covers are used to protect elevator walls and floors whenever a service provider uses the common area elevators.
- 2.7 Cleanliness and Pest Control. Unit Owners shall maintain their Units, garages, and (if applicable) storage rooms in a clean state to prevent infestations of insects or other pests.
- 2.8 Safety. In addition to other safety considerations set forth herein, Owners shall be responsible for the security of their respective Buildings by ensuring that doors are properly shut and latched, by verifying the identity of visitors before admitting them to the Building, by protecting access codes, and by reporting suspicious individuals or circumstances to the Property Manager and municipal authorities. Electrical usage on any circuit in any Unit shall not exceed the capacity for which the circuit is rated. See attached Building Security System Policy.
- 2.9 Storage Rooms. Storage rooms were designed by the architect as a Building amenity, but have been pledged to specific buyers during the sales process. Since lighting for the rooms is provided through the Building panel and charged to the Regime, such rooms may only be used for storage. A Unit Owner shall submit a Petition for Exception or Variance (form and procedure attached), and receive written approval by the Horizontal Property Regime Board to use this space for other than storage, or to utilize electricity for other than lighting. Misuse of the space, or the electrical elements therein, that affect other units or the Common El-

ements is prohibited; any damage resulting from such misuse will be the responsibility of the Unit Owner.

- 2.10 Terraces, Maintenance. The Regime has accepted responsibility for the painting of exterior walls, ceiling and trim within the Terrace area and for the painting of railings and Charleston shutters. Repairs for any damage to these surfaces, normal wear and tear excepted, will be charged to the respective Unit Owner. Windows, doors, porcelain tile floors, fans, lighting, etc. are the responsibility of the respective Owner, and if repaired or replaced must adhere to the Building standard. First floor units which have stone steps from the terraces are responsible for maintenance and upkeep of the steps installed on the common area adjacent to the terrace. These stone steps were not part of the approved design of the community and have been added without approval of the Regime Owners. If an owner desires not to maintain the opening and steps, the Regime will seal the railing opening at the request of the owner.
- 2.11 Terraces, Furnishings and Use. Furniture, grills and other articles stored on Terraces should be respectful of the Building design and character as determined by the Horizontal Property Regime Board. Only electric grills or other electric cooking devices are permitted on Terrace. Charcoal grills or hibachis and gas grills (butane or liquefied petroleum) are not allowed. Terraces may not be enclosed. Owners shall be respectful of those below them in watering plants.
- 2.12 Windows. As provided in Article V(d) of the Master Deed, Unit Owners are responsible for all windows located within or opening from such Units. Although the Regime has not promulgated standards for window coverings, Unit Owners are asked to respect the Building design and character in selecting window treatments and, preferably, to select those that are white or off-white when viewed from the outside. The Regime is responsible for maintenance and cleaning of all common area windows to be accomplished annually or as needed at the sole discretion of the board.
- 2.13 Garages. To protect the security of the Building and its occupants, garage doors shall remain closed when not required for the parking or exiting of a vehicle. Garage doors and their maintenance are the responsibility of the Owner to which the garage is assigned.
- 2.14 Signs. As provided under the First Amendment to the Master Deed, “no signs of any kind shall be erected or placed in any Unit, Building or on the Horizontal Property Regime Property by a Unit Owner or occupant of a Unit without the prior written consent of the Developer and/or the Horizontal Property Regime Board...”

- 2.15 Cleaning of Clothes Dryer Booster Fans. The Regime Board has determined that in-line exhaust (booster) fans for clothes dryers constitute a potential hazard if not properly maintained. No less than biennially, the Property Manager shall advise that the servicing of booster fans and, if necessary, the cleaning of related exhaust ducts is due and the owner shall arrange for such cleaning at the owners expense and provide a copy of the completed invoice to the Property Manager.
- 2.16 Water Pressure Regulator Check. The Regime Board has determined based on recent incidents of water pipe failure, that unit water pressure should be checked at least biennially by a qualified plumber and adjustments/replacement of the regulator valve located in the 1st floor mechanical room be made by the plumber. Owners shall provide a copy of the paid invoice to the Property Manager when this check is complete.
- 2.17 Regime Fees. Regime fees are payable in advance as of the first day of the calendar month. By practice, the Property Manager has accepted payment on or before the fifteenth (15th) calendar day of the month, or the first business day thereafter, without imposing penalties for late payment. Unit Owners are encouraged to use automatic bank draft for the payment of monthly fees.
- 2.18 Sale of Unit – Contribution to Reserves: Upon the sale of any Unit, notwithstanding anything to the contrary in the Purchase and Sale Agreement for the sale of said Unit, the Unit shall be assessed an amount equal to two (2) months Common Expenses (the “Assessment”) applicable to the Unit at the closing of the sale of the Unit, to be placed in the reserve account for the Association. The Seller and Purchaser shall be allowed to designate the responsible party for the Assessment in the Purchase and Sale Agreement for the sale of the Unit.
- 2.19 Sale of Unit – Move In-Move Out Fee: Upon the sale of any Unit, notwithstanding anything to the contrary in the Purchase and Sale Agreement for the sale of said Unit, both Seller and Purchaser shall be assessed a charge of Five Hundred and No/100 (\$500.00) Dollars, to be placed in the account of the Association, to be used to defray the cost of any repairs to the Common Areas caused during the Seller’s move out or the Purchaser’s move in to the Unit. This assessment shall be non-refundable to the Seller and Purchaser, notwithstanding the cost of any repairs.
- 2.20 Leasing of Unit. The leasing of any unit is controlled by Section 5a of the By-laws and the attached Leasing Policy. All owners will comply with the these documents and ensure that all tenants comply with the Master Deed and Rules and Regulations just as an owner.

- 2.21 Renovation of Units. All owners will comply with the attached Renovation and Remodel Policy when performing any renovation of their unit. Failure to do so will result in a fine in accordance with these documents. Owners are required to follow these procedures for any renovation costing in excess of \$5000.

III. WATER TURN OFF POLICY

- 3.1 Garage Hose Bibs. On or about October 31, garage hose bibs will be shut down and professionally drained by a plumber and water to the bibs will be shut off in the mechanical room. If any owner turns the water back on, they must notify the property manager to have the bibs again winterized by a plumber at the owners expense. On or about April 1, the plumber will return to turn on all garage hose bibs and check for leaks.
- 3.2 Unoccupied Units. In the event that a Unit is unoccupied for a period of two (2) days or greater at a time, the Unit Owner shall be responsible for shutting off the water to his or her Unit from the mechanical room. Failure to do so will constitute an act of negligence and the Unit Owner will be liable for any resulting damages.
- 3.3 Rental Responsibility. Unit Owners are responsible for ensuring tenant and/or occupant compliance with this policy and will be held liable for resulting damages.

IV. INSURANCE

- 4.1 As provided for in Article VI, Section 3.A of the By-laws (Exhibit C to the Master Deed), the Regime is responsible for maintaining, to the extent available, "...fire insurance with extended coverage, vandalism and malicious mischief endorsements insuring the Horizontal Property Regime Buildings, including all of the apartment Units, and the bathroom and kitchen equipment and appliances initially installed therein by the Developer...in an amount equal to not less than 100% of the full replacement value of each of the Buildings..." This has been interpreted to mean that each Unit Owner should obtain comparable insurance for any upgrades over and above the base building design, appliances and equipment, as well as for personal property within the Unit, garage(s), storage room(s) or common areas.
- 4.2 Policies carried by Unit Owners for their own benefit must contain waivers of subrogation and provide "...that the liability of the carriers issuing insurance procured by the Horizontal Property Regime Board shall not be affected or diminished by reason of any Unit Owner's other insurance." (By-laws, Article VI, Section 3.G)

- 4.3 To verify that Unit Owners are insured for any claim against them emanating from an incident within the Common Elements, and to assure that those who have executed hold harmless agreements are adequately insured, each Unit Owner shall provide the Property Manager with a schedule of coverage evidencing personal liability coverage (per occurrence) of at least \$500,000 and medical payments coverage of at least \$5,000. Each Unit Owner shall provide a new schedule of coverage on or before the renewal date of their insurance.
- 4.4 “Nothing shall be done or kept in any Unit or in any of the Common Elements or Limited Common Elements that would increase the rate of insurance for the Property, except upon the prior written consent of the Horizontal Property Regime Board. No Unit Owner shall permit anything to be done or kept in a Unit, in the Common Elements or in the Limited Common Elements that will result in the cancellation of insurance on the property or the contents thereof, or that would be in violation of any Law.” (By-laws, Article VI, Section 10.B)

V. ADMINISTRATIVE PROCEDURES AND PENALTIES

- 5.1 Interpretation. To avoid unnecessary expense or inconvenience, Unit Owners or Occupants are strongly advised to confer with the Property Manager or the Board of Directors before taking any action that may conflict with Horizontal Property Documents, including these Rules and Regulations.
- 5.2 Delegation of Authority. The Horizontal Property Regime Board may appoint an individual, committee or other group to act on its behalf in administering various provisions of the Horizontal Property Documents. Such appointees shall act with the full authority vested in the Board, although the Board shall retain authority to review and act upon appeals of decisions rendered by its agents. All appointments made by the Board shall be communicated in writing to Unit Owners along with the effective date and description of the agent’s authority.
- 5.3 Consent in Writing. Any consent or approval required by Horizontal Property Documents must be obtained in writing before undertaking the action to which it refers. (Petition for Exception or Variation Procedure and Form, Hold Harmless Agreement attached)
- 5.4 Temporary Waiver. For good cause, a Unit Owner may apply to the Board via the Property Manager for a temporary waiver of one or more of the foregoing rules. Temporary waivers may not interfere with or materially impair the purposes for which the Horizontal Property Regime was formed, not present a material adverse risk to the Regime or other Unit Owners. If approved by a majority of the Board, a waiver shall be in writing and shall be distributed to all Owners advising them of

the Board’s action. Each such waiver shall be for a limited term and shall impose all conditions deemed appropriate by the Board.

5.5 Notice. Notice of violations shall be delivered by the Property Manager in person or by certified mail, except that failure to pay Regime fees by the scheduled date shall require no notice. Except for violations that threaten the health or safety of other Unit Owners or Regime property, notices shall afford a reasonable, but not generous, time frame for correcting the violation, after which penalties will be imposed without further notice.

5.6 Penalties. The Board has authorized the Property Manager to impose fines for violations of these Rules and Regulations or other provisions of the Horizontal Property Documents according to the following schedule:

Failure to pay Regime fees on schedule: ten percent (10%) of the total amount due, including unpaid penalties from prior months

First violation of other rules: Written Warning from Property Manager

Second violation of the same rule: \$50

Subsequent violations of the same rule: To be determined by the Board

5.7 Responsible Party. Penalties will be assessed against the Unit Owner whether the infraction is caused by the Unit Owner, occupant, guest, visitor, contractor, or other party. Payment of a fine shall not relieve the Unit Owner of correcting the violation.

5.8 Collection Expenses. All costs incurred to collect a penalty shall be charged to the Unit Owner. Failure to pay collection expenses shall be regarded as a violation in and of itself.

ATTACHMENTS

- Exceptions and Variations Procedure
- Petition for Exception or Variation Form
- Hold Harmless Agreement
- Common Area Decorating Policy - Guidelines for Decorating Hallways and Lobbies
- Renovation & Remodel Policy - Process for Renovation & Remodel Approval for Owners and Contractors.
- Leasing Policy
- Water Turn-off Policy
- Building Security System Policy

RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME

EXCEPTIONS AND VARIATIONS TO HORIZONTAL PROPERTY DOCUMENTS

Each Unit Owner, successor, lessee, occupant, mortgagee, or assign is required to observe all of the provisions of this Master Deed, the By-Laws, Rules and Regulations, and applicable laws and ordinances regulating use and occupancy of the Horizontal Property Regime... [Master Deed, Article VII]

This document sets forth procedures by which a Unit Owner may petition the Regime Board for an exception or variation to the strict application of requirements set forth in the Horizontal Property Regime Documents.

1. Any action to grant an exception or variation to the Horizontal Property Regime Documents shall be valid only if approved by a majority of the Regime Board at a properly constituted meeting. Such decisions shall be in writing and clearly state the nature of the exception/variation, all applicable conditions, and the period for which it is approved. A record of the decision shall be communicated to all Unit Owners.
2. The Property Manager shall be responsible for identifying and documenting all situations that do not fully comply with the Horizontal Property Regime Documents. The Property Manager shall contact the responsible party to resolve the issue or determine whether a request will be made to the Regime Board for an exception/variation.
3. A Unit Owner may report potential violations to the Property Manager, at which point it becomes the Property Manager's responsibility to assume ownership of the issue and to proceed accordingly. It is not intended that Unit Owners who report violations be identified in any investigation or proceeding.
4. A Unit Owner who wishes to petition for an exception or variation shall communicate their request in writing to the Regime Board along with the reason(s) supporting their petition.
5. The Regime Board shall act on the request only after all relevant facts are available. Where petitions affect a single Building, the Board shall endeavor to gather opinions from other Unit Owners in the structure.
6. In general, approval of exceptions or variations will be limited to the requesting party for only so long as they own their Unit. Thus, exceptions/variations do not run with the property and are limited to the current Owner. Subsequent Owners may petition for an extension of the exception/variation at the time of acquisition or subsequent to the purchase, although the buyer assumes the risk as to whether an extension will be granted.
7. The Property Manager shall maintain a current record of all exceptions and variations, including expiration dates.

RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME

PETITION FOR EXCEPTION OR VARIATION TO HORIZONTAL PROPERTY DOCUMENTS

(To be completed by Property Manager)

Building and Unit Number: 119-201

Unit Owner (per deed): Joyce Parks

Date of Notice to Unit Owner: 8/2/16

Nature of Violation: individual door mats. – The association has the standard door mats and can provide to you upon request.

(Attach and number additional sheets if required)

(To be completed by Unit Owner)

Date Submitted:

Signature of Legal Owner:

Nature of Relief Requested and Rationale (be specific)

(Attach and number additional sheets if required)

Approved by the Board: _____

RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME

HOLD HARMLESS AGREEMENT

(to be completed by Unit Owner)

_____ In consideration for being allowed to place personal furnishings and accessories (including wall/door hangings, doormats and planters) in lobbies, corridors and stairwells of the Common Elements of Ridgeland at the Park, I hereby release and hold harmless the Horizontal Property Regime and its contractors from loss or damage to any personal property placed in lobbies, corridors and stairwells. I understand that the Regime is not responsible for cleaning or maintaining said personal items.

I accept full responsibility for injuries or damage that may be attributed to said personal items.

Nature of personal furnishings to be added:

_____ In consideration for being allowed to place adornments (such as flag poles, window boxes, hanging plants) to the exterior of any building at Ridgeland at the Park, I hereby release and hold harmless the Horizontal Property Regime and its contractors from loss or damage to any said adornments. I understand that the Regime is not responsible for cleaning or maintaining said adornments.

I accept full responsibility for injuries or damage that may be attributed to said adornments.

Nature of personal adornments to be added:

_____ In consideration for being allowed to place pots or planting containers by entranceways and garages, or to make changes or additions to the landscaping (which shall consider maintenance costs beyond aesthetic or safety considerations), I hereby release and hold harmless the Horizontal Property Regime and its contractors from loss or damage to any said addition(s). I understand that the Regime is not responsible for maintaining said addition(s).

I accept full responsibility for injuries or damage that may be attributed to said addition(s).

Nature of addition(s):

Date Submitted: _____

Signature of Unit Owner: _____

Building & Unit Number: _____

Date of Board Approval: _____

(Date Petition for Exception or Variation was approved by Board)

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME ASSOCIATION, INC.**

COMMON AREA DECORATING POLICY

The undersigned, being the Board of Directors of RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME ASSOCIATION, (the "Board" and the "Association," respectively), do hereby consent, agree, authorize and resolve that:

WHEREAS, In accordance with Article III, Section 12 D the Board has the Responsibility for the operation, care, upkeep and maintenance of the Common and Limited Common areas of the Regime and Article VI, Section 2.B.(iii), a Unit Owner shall not make any changes in structure, design or color of common elements without the written consent of the Horizontal Property Regime Board to be granted or denied in its sole and absolute discretion.

WHEREAS, in an effort to clarify procedures for enhancement of the overall appearance of building hallways and lobbies, the Association seeks to provide a clear policy for such enhancements.

NOW THEREFORE, the Board hereby establishes the following Resolution regarding decorating of common area hallways and lobbies:

All enhancements to these areas will be done in accordance with the attached "Guidelines for Decorating Hallways and Lobbies" which was developed by the Board Appointed Decorating Committee.

The Board reserves the right to modify this Policy at any time in its sole discretion.

In order to facilitate execution, this Resolution may be executed in multiple counterparts, which shall together constitute one original instrument.

ADOPTED this 23^d day of APRIL, 2018.

By: 
Print Name: Richard O'Neill

By: 
Print Name: Suzanne Hardin

By: 
Print Name: Karen deBondt

By: 
Print Name: Michael Stokes

RIDGELAND AT THE PARK CONDOMINIUM ASSOCIATION
DECORATING COMMITTEE

GUIDELINES FOR DECORATING HALLWAYS AND LOBBIES

General Statement

Funding

Suggestions for Enhancing Lobbies and Hallways

Board Responsibilities

Unit Owner Responsibilities

PETITION FOR EXCEPTION OR VARIATION

Procedure

Form

HOLD HARMLESS AGREEMENT

October 2015

GUIDELINES FOR DECORATING HALLWAYS & LOBBIES

In order to establish and maintain a pleasing first impression, it is desirable to have updated, fresh, and harmonious décor in lobbies and hallways that is generally acceptable to all residents, and that creates a space that will be inviting, and in which people will feel comfortable. These Guidelines explain the general rules, recommendations, and procedures regarding updating lobbies and hallways and is designed to facilitate a smooth process for all parties involved. Proposed changes or additions must be reviewed by the Decorating Committee, which has been appointed by the Horizontal Property Regime Board, and must be approved by the Horizontal Property Regime Board.

The goal for decorating lobbies and hallways is to select designs that use neutral colors and styles that will appeal to the widest variety of people, and that coordinate with existing furnishings that may remain. As much as possible, the goal is to stay with the same basic furnishings in lobbies and hallways

FUNDING

The Horizontal Property Regime Board has established funding for changes to the décor of lobbies and hallways in the following ways:

- By the Horizontal Property Regime Board with available funds.
- By the Horizontal Property Regime Board through a special assessment to Unit Owners.
- By the Horizontal Property Regime Board through increased regime fees (requiring 75% approval by the Unit Owners).
- By the Unit Owners through submission of a Petition for Exception and Variation and Hold Harmless Agreement, and subsequent review by the Decorating Committee, and approval by the Horizontal Property Regime Board.

SUGGESTIONS FOR ENHANCING LOBBIES AND HALLWAYS

The Decorating Committee suggests the following be considered for enhancing/refreshing the lobbies and/or hallways:

- A. Area rugs. A rug pad is required so that the rug will stay in place, to help keep the rug flat, and to reduce wear and tear to the rug.
- B. Wall Art. Framed and matted paintings, framed and matted prints, mirrors, decorative fabrics, tapestries, objects of art, metal wall hangings, and clocks.
- C. Decorative object for console tables.
- D. Basket or metal container for holding newspapers/flyers.
- E. Plants, including plant container.
- F. Lamps.

Efforts shall be made to select furnishings that can handle wear and tear.

Decluttering shall be considered for a neat, clean, beautiful space.

Consistency in items selected for decorating/enhancing/updating lobbies/hallways in Buildings 1, 2, 3, 4, & 7 is encouraged. Consistency in items selected for Buildings 5 & 6 is also encouraged.

BOARD RESONSIBILITY

The Horizontal Property Regime Board is required by the Rules and Regulations to approve all décor in the hallways and lobbies.

- A. The Horizontal Property Regime Board is responsible for decisions regarding paint colors in common spaces (hallways and lobbies), and is responsible for funding said painting.
- B. The Decorating Committee will enlist the services of at least three (3) decorators / consultants to submit proposals in at least two (2) price ranges each for enhancements to the lobbies and/or hallways. Consultants will be invited to review Buildings 1 & 6, plus either Building 3 or 7 with members of the Decorating Committee. The consultants will be asked to submit proposals in writing, along with photos of their suggestions. The Decorating Committee will review all proposals, and will vote to approve, disapprove, or seek more information. Mock-ups or photos of Consultant's proposals will be displayed in each building for perusal by Unit Owners.
- C. Upon receipt of the Decorating Committee's recommendation, the Horizontal Property Regime Board is responsible for issuing the final approval.
- D. The Decorating Committee will review all **Petitions for Exception or Variation** submitted by Unit Owners. Upon receipt of the Decorating Committee's recommendation, the Horizontal Property Regime Board is responsible for issuing the final approval, and will sign and return the **Petition for Exception and Variation** to the respective Unit Owners. The Property Manager shall maintain a current record of all exceptions and variations.

UNIT OWNERS RESPONSIBILITY

Unit Owners who wish to submit a Petition for Exception and Variation and Hold Harmless Agreement for proposed changes and/or additions to the lobbies and/or hallways shall adhere to the following procedures:

- A. Present desired additions/changes to the Unit Owners in same building for comment and/or input.
- B. Fill out the attached **Petition for Exception or Variation Form**. The form shall contain specific information about what is being added or changed, the cost of said additions, and shall be dated and signed by the Unit Owner.
- C. Attach photographs of intended changes to the Petition.
- D. Work collaboratively with the Decorating Committee and the Horizontal Property Regime Board to ensure harmonious results.

- E. Complete the attached **Hold Harmless Agreement** releasing the Horizontal Property Regime from loss or damage to items added or changed in lobbies and/or hallways.

Unit Owners may be asked to participate in surveys to assist the Decorating Committee in making selections, and to provide feedback regarding changes and additions to the hallways and/or lobbies.

Reminder: Section I.3 of the Ridgeland at the Park Horizontal Property Regime Rules and Regulations states: "Furnishings and decorations in the Common Areas are the property of the Horizontal Property Regime Board." Items added to lobbies/hallways are a contribution to the Horizontal Property Regime, and shall not be removed.

10/2015

RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME

EXCEPTIONS AND VARIATIONS TO

HORIZONTAL PROPERTY DOCUMENTS

Each Unit Owner, successor, lessee, occupant, mortgagee, or assign is required to observe all of the provisions of this Master Deed, the By-Laws, Rules and Regulations, and applicable laws and ordinances regulating use and occupancy of the Horizontal Property Regime... [Master Deed, Article VII]

This document sets forth procedures by which a Unit Owner may petition the Regime Board for an exception or variation to the strict application of requirements set forth in the Horizontal Property Regime Documents.

1. Any action to grant an exception or variation to the Horizontal Property Regime Documents shall be valid only if approved by a majority of the Regime Board at a properly constituted meeting. Such decisions shall be in writing and clearly state the nature of the exception/variation, all applicable conditions, and the period for which it is approved. A record of the decision shall be communicated to all Unit Owners.
2. The Property Manager shall be responsible for identifying and documenting all situations that do not fully comply with the Horizontal Property Regime Documents. The Property Manager shall contact the responsible party to resolve the issue or determine whether a request will be made to the Regime Board for an exception/variation.
3. A Unit Owner may report potential violations to the Property Manager, at which point it becomes the Property Manager's responsibility to assume ownership of the issue and to proceed accordingly. It is not intended that Unit Owners who report violations be identified in any investigation or proceeding.
4. A Unit Owner who wishes to petition for an exception or variation shall communicate their request in writing to the Regime Board along with the reason(s) supporting their petition.
5. The Regime Board shall act on the request only after all relevant facts are available. Where petitions affect a single Building, the Board shall endeavor to gather opinions from other Unit Owners in the structure.
6. In general, approval of exceptions or variations will be limited to the requesting party for only so long as they own their Unit. Thus, exceptions/variations do not run with the property and are limited to the current Owner. Subsequent Owners may petition for an extension of the exception/variation at the time of acquisition or subsequent to the purchase, although the buyer assumes the risk as to whether an extension will be granted.
7. The Property Manager shall maintain a current record of all exceptions and variations, including expiration dates.

RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME

PETITION FOR EXCEPTION OR VARIATION TO HORIZONTAL PROPERTY DOCUMENTS

(To be completed by Property Manager)

Building and Unit Number:

Unit Owner (per deed):

Date of Notice to Unit Owner:

Nature of Violation:

(Attach and number additional sheets if required)

(To be completed by Unit Owner)

Date Submitted:

Signature of Legal Owner:

Nature of Relief Requested and Rationale (be specific)

Attach and number additional sheets if required)

Approved by the Board: _____

12/2010

RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME

HOLD HARMLESS AGREEMENT

(to be completed by Unit Owner / Owners)

_____ In consideration for being allowed to make changes or additions in lobbies and/or hallways of the Common Elements of Ridgeland at the Park, we hereby release and hold harmless the Horizontal Property Regime and its contractors from loss or damage to any items added or changed in lobbies and/or hallways. I understand that the Regime is not responsible for cleaning or maintaining said personal items.

We accept full responsibility for injuries or damage that may be attributed to said changes or additions.

Nature of changes or additions to be made:

_____ In consideration for being allowed to place personal furnishings and accessories (including wall/door hangings, doormats and planters) in lobbies, corridors and stairwells of the Common Elements of Ridgeland at the Park, I hereby release and hold harmless the Horizontal Property Regime and its contractors from loss or damage to any personal property placed in lobbies, corridors and stairwells. I understand that the Regime is not responsible for cleaning or maintaining said personal items.

I accept full responsibility for injuries or damage that may be attributed to said personal items.

Nature of personal furnishings to be added:

_____ In consideration for being allowed to place adornments (such as flag poles, window boxes, hanging plants) to the exterior of any building at Ridgeland at the Park, I hereby release and hold harmless the Horizontal Property Regime and its contractors from loss or damage to any said adornments. I understand that the Regime is not responsible for cleaning or maintaining said adornments.

I accept full responsibility for injuries or damage that may be attributed to said adornments.

Nature of personal adornments to be added:

_____ In consideration for being allowed to place pots or planting containers by entranceways and garages, or to make changes or additions to the landscaping (which shall consider maintenance costs beyond aesthetic or safety considerations), I hereby release and hold harmless the Horizontal Property Regime and its contractors from loss or damage to any said addition(s). I understand that the Regime is not responsible for maintaining said addition(s).

I accept full responsibility for injuries or damage that may be attributed to said addition(s).

Nature of addition(s):

Date Submitted: _____

Signature of Unit Owner(s): _____

Building & Unit Number(s): _____

Date of Board Approval: _____

(Date Petition for Exception or Variation was approved by Board)

08/2015

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME ASSOCIATION, INC.**

RENOVATION AND REMODEL POLICY

The undersigned, being the Board of Directors of RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME ASSOCIATION, (the "Board" and the "Association," respectively), do hereby consent, agree, authorize and resolve that:

WHEREAS, In accordance with Article III, Section 12 D the Board has the Responsibility for the operation, care, upkeep and maintenance of the Common and Limited Common areas of the Regime and Article VI, Section 2.B.(iii), a Unit Owner shall not make any changes in structure, design or color of common elements without the written consent of the Horizontal Property Regime Board to be granted or denied in its sole and absolute discretion.

WHEREAS, renovation and remodeling of individual units has an impact on adjacent units and the common elements of each building the board seeks to provide clear guidance to be followed by all unit owners within Ridgeland at the Park.

NOW THEREFORE, the Board hereby establishes the following Resolution regarding Renovation and Remodeling of individual units:

All unit owners (and tenants of leased units) will strictly adhere to the attached "Process for Renovation and Remodel Approval for Owners and Contractors".

The Board reserves the right to modify this Policy at any time in its sole discretion.

In order to facilitate execution, this Resolution may be executed in multiple counterparts, which shall together constitute one original instrument.

ADOPTED this 23rd day of April, 2018.

By: [Signature]
Print Name: Richard O'Neill

By: [Signature]
Print Name: Suzanne Hardin

By: [Signature]
Print Name: Karen deBont

By: [Signature]
Print Name: Michael Stokes

**RIDGELAND AT THE PARK
HORIZONTAL PROPERTY REGIME**

Process for Renovation & Remodel Approval

For Owners & Contractors

**Terms & Conditions Governing
Renovation/Remodel of Units**

September 14, 2015

RATP RENOVATION GUIDELINES

Individual unit renovation and remodeling, especially on a major scale, has an impact on common elements and neighboring units. This Guide explains rules, policies and procedures governing remodeling/renovations and is designed to facilitate a smooth process of change which will protect all parties involved. All renovations require Regime approval except for painting, wallpapering or carpeting. In the case of painting, wallpapering or carpeting, the Regime still requires appropriate insurance papers from these companies as well as a meeting between the company and the Property Manager.

BOARD RESPONSIBILITY

The Board of Directors is required to ensure that any work accomplished within the Regime shall be in accordance with filed plans and specification under which the Buildings were constructed. In order to protect the interests of the Regime, the Board acts in the following ways:

- A. The Board or a committee appointed by the Board, reviews the scope of work prior to approval by the Board of Directors and the commencement of any project. Following review, the Board will vote to approve, disapprove or seek more information about the application. However, an owner may submit changes for later approval if needed. Final approval will only follow submissions of adequate final plans and information with Board approval. Following approval, the Board will issue a Letter of Approval to the owner.
- B. The Board requires an impact fee of 3% of the project construction cost, for wear and tear on the common elements which occurs during construction. This fee is due at the start of the project, accompanied by a statement of the projected construction project cost, submitted by the owner. The impact fee will be reviewed by the Property Manager at the completion of the project, with appropriate adjustments. The fee will be used to increase the Reserve funds. The impact fee is not required for normal redecorating that does not include construction. The impact fee exclusions are as follows: 1) If the cost of a construction project is under \$5,000.00. 2) If damage is due to an insurable event. 3) If replacement of appliances and/or heating/cooling equipment is needed. All exclusions will be reviewed for approval by the Regime Board and Property Manager.
- C. Requires submission of proof of insurance coverage by owners and contractors.
- D. Management and the Board will review the project from time to time to ensure that the work is done in accordance with the submitted scope of work approved by the Board.
- E. Limits hours of construction Monday through Friday from 8:00 a.m. to 5:30 p.m. and limits structural born noise from 9:00 a.m. to 4:00 p.m. All noise must stop by 5:00 p.m. and workmen must be off property by 5:30 p.m.

OWNER RESPONSIBILITY

- A. Fill out the attached **Application for Remodel Approval**.
- B. Submit a scope of work and drawings for the project and submit it with the **Application for Remodel Approval**. Owners may want their contractor to generate a scope of work with drawings to submit.
- C. Provide proof of insurance.
- D. Provide the impact fee payment prior to commencement of work.
- E. Work collaboratively with the Regime's Property Manager to allow timely inspections.
- F. It is suggested that owners consider using a general contractor to look after all aspects of the remodeling project. This will insure fewer problems with subcontractors and in many cases will save time and money.
- G. The owner & contractor, in accordance with Ridgeland at the Park documents, is responsible to the Regime for any and all damages to the facilities as a result of this renovation.

CONTRACTOR RESPONSIBILITY

- A. Submit a Certificate of Insurance of Liability showing Ridgeland at the Park as an insured. Minimum coverage will be Public Liability Insurance for \$1,000,000.00, Property for the amount of improvement, Workers Compensation Insurance for \$500,000/\$500,000/\$500,000 and Automobile Liability for \$500,000. No insurance coverage shall be less than the minimum required by South Carolina law.
- B. Submit a work certificate/license for the City of Greenville.
- C. Submit necessary permits before any work begins.
- D. Meet with the Property Manager before work begins.
- E. Must use every means to minimize noise, including the use of a tile removal machine to minimize jack hammering.
- F. Provide copies of all City Inspection Reports reflecting that work has been accomplished within code.
- G. Perform Daily Clean-up of all common areas affected by the construction to include all debris, dust and equipment.
- H. Ensure that all debris around dumpsters is clean-up on a daily basis and that all debris is contained within the dumpster.
- I. Ensure that all subcontractors understand and comply with guidelines

RATP RENOVATION GUIDELINES

Application for Remodel Approval

I, _____ of unit _____, request Ridgeland at the Park Regime approval to permit the remodeling/renovation of our condominium unit in accordance with Ridgeland at the Park rules, requirements and conditions.

We have read, understand and agree to abide by the Regime rules, City of Greenville codes and any other requirements that the Board of Directors may warrant. We have been given this document and will follow the guidelines.

We understand that this application must provide sufficient information in the form of scope of work, design drawings and material specifications, to allow the Regime Committee, Board of Directors and professional consultant to assess the work and its affect on common areas and other units.

Signature(s) below confirm that the unit owner and contractor agree to indemnify and hold the Regime harmless for any damage to property or persons arising out of the work and/or any causes of action that arise from it.

Inspections or approvals by the Regime do not alter, diminish or eliminate the total responsibility and obligations of the Owner and the Contractor for the work and any damages or liabilities arising from it.

Unit Owner _____ Date: _____

Unit Owner _____ Date: _____

Contractor _____ Date: _____

Cost of Project: _____

Impact Fee of 3%: _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME ASSOCIATION, INC.
LEASING POLICY**

The undersigned, being the Board of Directors of RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME ASSOCIATION, INC. (the "Board" and the "Association," respectively), do hereby consent, agree, authorize and resolve that:

WHEREAS, Article III, Section 12(R) of the By-Laws authorizes the Board of Directors to adopt and amend Rules and Regulations; and

WHEREAS, Article VI, Section 5 governs the transfer or lease of Units; and

WHEREAS, the Association desires to set forth a rental policy for the purpose of preserving property values and to ensure compliance with FHA Condominium Project Approval.

NOW THEREFORE, the Board hereby establishes the following Resolution regarding leasing of Units:

1. No more than three Units may be leased at any time.
2. No Unit may be leased more than a total of thirty six (36) months within any consecutive one hundred twenty (120) month period.
3. Pursuant to Article VI, Section 5, all leases must be in the current form of apartment lease recommended by the Greenville Area Board of Realtors.
4. Leases shall be provided to the Board of Directors to be maintained on file. The Board shall not have the authority to approve or disapprove of tenants, only the format and content of the lease instrument.
5. All leases shall contain a provision acknowledging the Master Deed, Bylaws and Regulations of the Association and shall state that any violation thereof by the Tenant shall constitute grounds for eviction by the Association as Attorney in Fact for the Unit Owner.
6. Any Unit in violation of these Regulations as of the date of execution hereunder, must provide notice of such violation to the Association.
7. A \$750.00 administration and repair fee shall be due by the Owner upon provision of the lease to the Association at each change of tenancy. This fee covers the administrative tasks of reviewing and maintaining leases as well as incidental costs and repairs to Common Elements caused by moving in and moving out of tenants.

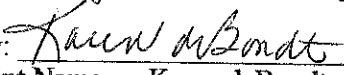
The Board reserves the right to modify this Policy at any time in its sole discretion.

In order to facilitate execution, this Resolution may be executed in multiple counterparts, which shall together constitute one original instrument.

ADOPTED this 23rd day of APRIL, 2018.

By: 
Print Name: Richard O'Neill

By: 
Print Name: Suzanne Hardin

By: 
Print Name: Karen deBondt

By: 
Print Name: Michael Stokes

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME ASSOCIATION, INC.**

WATER TURN-OFF POLICY

The undersigned, being the Board of Directors of RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME ASSOCIATION, INC. (the "Board" and the "Association," respectively), do hereby consent, agree, authorize and resolve that:

WHEREAS, Article III, Section 12(R) of the By-Laws authorizes the Board of Directors to adopt and amend Rules and Regulations; and

WHEREAS, Article VI, Section 2 outlines the maintenance obligations of Unit Owners and the Association; and

WHEREAS, in an effort to reduce the likelihood of bursting pipes and resulting water damage, the Association seeks to provide Unit Owners with a water turn off policy for preventative measures.

NOW THEREFORE, the Board hereby establishes the following Resolution regarding winterization maintenance and freeze prevention:

1. On or about October 31, garage hose bibs will be shut down and professionally drained by a plumber and water to the bibs will be shut off in the mechanical room. If any owner turns the water back on, they must notify the property manager to have the bibs again winterized by a plumber at the owners expense. On or about April 1, the plumber will return to turn on all garage hose bibs and check for leaks.
2. In the event that a Unit is unoccupied for a period of two (2) days or greater at a time, the Unit Owner shall be responsible for shutting off the water to his or her Unit from the mechanical room. Failure to do so will constitute an act of negligence and the Unit Owner will be liable for any resulting damages.
3. Unit Owners are responsible for ensuring tenant and/or occupant compliance with this policy and will be held liable for resulting damages.

The Board reserves the right to modify this Policy at any time in its sole discretion.

In order to facilitate execution, this Resolution may be executed in multiple counterparts, which shall together constitute one original instrument.

ADOPTED this 23^d day of APRIL, 2018.

By: 
Print Name: Richard O'Neill

By: 
Print Name: Karen deBondt

By: 
Print Name: Suzanne Hardin

By: 
Print Name: Michael Stokes

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME ASSOCIATION, INC.**

BUILDING SECURITY SYSTEM POLICY

The undersigned, being the Board of Directors of RIDGELAND AT THE PARK HORIZONTAL PROPERTY REGIME ASSOCIATION, (the "Board" and the "Association," respectively), do hereby consent, agree, authorize and resolve that:

WHEREAS, In accordance with paragraphs 2.8 and 2.13 of the Rules and Regulations, Owners shall be responsible for the security of their respective Buildings by ensuring that doors are properly shut and latched, by verifying the identity of visitors before admitting them to the building, by protecting access codes and by reporting suspicious individuals or circumstances to the Property Manager and municipal authorities.

WHEREAS, in an effort to enhance building security, the Association seeks to provide Unit Owners with a building security policy for preventative measures.

NOW THEREFORE, the Board hereby establishes the following Resolution regarding building security:

1. The Door Entry System (Telephone Access System) is maintained by the Property Manager. The system for each building provides each unit owner with a unique code which allows entry to the building without use of a key. This code should not be shared with vendors or outside personnel such as parcel service carriers. It is strongly recommended to carry a key for the entry doors in case of power failure.
2. The system is also set up that when a visitor or vendor dials your unit number on the Door Entry System, the system will dial the owner's telephone number (which the owner has provided at set-up), the owner then can press 9 on their telephone to let the visitor in or can go to the entry door to allow access.
3. With the implementation of this policy, owners will have a one-time opportunity to set a code (or retain existing code) and phone number for use within the system. All former codes will be removed from the system to ensure Building security is maintained.
4. It is highly recommended that you do not share your code with any vendors as this allows individuals unknown to the other building occupants easy access throughout the building. You should have your vendors dial your phone for access at all times to ensure you know who is in the building.
5. Garage doors should remain closed except for entry of vehicles or when someone is physically present in the garage so as to preclude entry of unauthorized personnel into the building creating potential security issues for all occupants.
6. Once the owners initial code and phone number is set in the system, any future changes requested by the owner will be at the owners expense as changes to the system do require a vendor service call.
7. Unit Owners' are responsible for ensuring tenant and/or occupant compliance with this policy.

The Board reserves the right to modify this Policy at any time in its sole discretion.

In order to facilitate execution, this Resolution may be executed in multiple counterparts, which shall together constitute one original instrument.

ADOPTED this 23^d day of April, 2018.

By: 
Print Name: Richard O'Neill

By: 
Print Name: Suzanne Hardin

By: 
Print Name: Karen deBondt

By: 
Print Name: Michael Stokes