

LeTort Meadows, A Townhome Planned Community

Rules and Regulations

1 GENERAL

- Letort Meadows Homeowners Association ("Association"), acting through its Executive Board, has adopted the following Rules and Regulations ("Regulations"). These Regulations may be amended from time to time by resolution of the Executive Board.
- Wherever in these Regulations reference is made to "Unit Owners," such term shall apply to the owner of any Unit, to their family, tenants whether or not in residence, servants, employees, agents, visitors and to any guests, invitees or licensees of such Unit Owner, their family or tenant of such Unit Owner. Wherever in these Regulations reference is made to the Association, such reference shall include the Association and any Managing Agent when a Managing Agent is acting on behalf of the Association.
- The Unit Owners shall comply with all the Regulations hereinafter set forth governing the buildings, public areas, drives, recreational areas, grounds, parking areas and any other appurtenances.
- The Association reserves the right to alter, amend, modify, repeal, or revoke these Regulations and any consent or approval given hereunder at any time by resolution of the Executive Board.

2 ENFORCEMENT

All unit owners, their tenants and guests must abide by the Declarations, ByLaws, and the Association Rules and Regulations. The Executive Board may levy fines upon Unit owners for violations of the Declaration, By-Laws, or Rules and Regulations. Unit owners shall be responsible for ensuring compliance with the Declaration, By-Laws, and Rules and Regulations by their guests, licensees, relatives, employees, and any other persons whom they invite or otherwise cause to be upon the premises, and penalties for such violations by such persons may be levied against the Unit owner. Failure to do so may result in the following:

1. A first offense may result in a written warning notice. Unit owners will have 10 days to correct the violation and/or contact the Management Company.
2. A second offense or failure to comply with corrective action may result in an additional notice and \$25 fine
3. A third offense or failure to comply may result in an additional notice and \$50 fine
4. Additional repeated offenses or continued non-compliance may result in the Board seeking corrective action on the Unit Owners behalf and a \$100 fine. The cost associated with any corrective action taken by the Board will be the responsibility of the Unit Owner. Should the violation continue or recur after the date specified in a fourth letter, a \$100 fine will automatically be assessed every month until the violation is corrected without need of letter or additional notice.

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Once the violation is rectified, the homeowner should inform the management company or Executive Board by sending in a picture of the remediation so that automatic fines are not imposed on the account.

Owners who lease their home are responsible for their Tenants' actions and any resulting fines.

Any fine that is not paid in full within 30 days will be subject to the late fee policy.

Unit owners are entitled to a hearing to dispute a notice and must submit the request within 14 days of notice (date of letter).

AN EXEMPTION TO ANY OF THE RULES AND REGULATIONS WILL BE CONSIDERED BY THE EXECUTIVE BOARD UPON SUBMISSION OF REQUEST IN WRITING.

3 RESTRICTIONS ON USE

1. No part of the Community shall be used by or through a Unit Owner for any purpose except housing and the common purposes for which the Community was designed, except for such accessory uses as may be authorized by the Executive Board pursuant to Article IX of the Declaration. Each Unit shall be used as a residence for a single family, its servants, and guests.
2. There shall be no obstruction of the Common Facilities. Nothing shall be stored or placed on the Common Facilities without the prior consent of the Executive Board except as provided herein or as expressly provided in the Declaration or Bylaws.
3. Nothing shall be done or kept in any of the Units or the Common Facilities which will increase the rate of any insurance policy maintained by the Association without the prior written consent of the Executive Board. No Unit Owner shall permit anything to be done or kept in their Unit or on the Common Facilities which will result in the cancellation of any insurance policy maintained by the Association, or which would be in violation of any public law, ordinance, or regulation. No gasoline or other explosive or flammable material may be kept in any Unit, storage area or Common Facility, except that Unit Owners may keep small amounts of gasoline in appropriate containers for use in snowblowers and similar lawn care equipment. No waste shall be committed on the Common Facilities.
4. All garbage, trash, and recycling must be disposed of in a proper manner consistent with all applicable regulations of the Borough of Carlisle and any other governmental entity with jurisdiction over the Community. No garbage or trash or containers therefore shall be visible from the exteriors of the Units except on that day of the week designated for the collection and removal of garbage and trash. All garbage or trash containers should have a lid that can be closed or should be properly secured in a bag or bundled. No trash or trash containers may be placed or otherwise stored on any exterior part of a Unit or in any Common Facilities or Limited Common Facilities. Notwithstanding the foregoing, trash and recycling containers may be placed curbside before dusk on the day immediately before the designated pickup day and must be removed by the end of the designated pickup day. The Association reserves the right to designate one trash removal service for the

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Community. In that event, each Unit Owner will be billed directly by the trash removal service.

5. Except in any recreational areas designated as such by the Executive Board, no playing or lounging shall be permitted, nor shall bicycles, toys, benches, chairs, or other articles of personal property be left unattended in public areas, parking areas, or elsewhere on the Common Facilities. Only items such as patio furniture and grills may be stored on patios, porches or decks; all other items of personal property, including but not limited to garden hoses (unless neatly coiled or stored in a hose holder), trash containers, empty/unused planters, bicycles and toys, must be stored in the garage or otherwise within the Unit, as applicable.
6. The water closets and other water and sewer apparatus shall be used only for the purpose for which designed, and no sweepings, matches, rags, ashes, or other improper articles shall be thrown therein. The cost of repairing any damage resulting from misuse of any of such apparatus shall be borne by the Unit Owner causing such damage.
7. Each Unit Owner shall keep their Unit in a good state of preservation, repair and cleanliness and shall not sweep, throw, or permit to be swept or thrown therefrom, or from the doors or windows thereof, any dirt or other substance.
8. Nothing shall be done in any Unit or on the Common Elements which may impair the structural integrity of any Building, or which may structurally change the building nor shall anything be altered or constructed on or removed from the Common Elements, except upon the prior written consent of the Executive Board.
9. At the discretion of the Board, no unlawful, immoral, improper, noxious, or offensive activity shall be conducted in any Unit or on the Common Facilities, nor shall anything be done therein which may be or become an annoyance or nuisance to the other Units or occupants. No Unit Owner shall make or permit any disturbing noises in the buildings or do or permit anything which will interfere with the rights, comforts, or convenience of other Unit Owners. All Unit Owners shall keep the volume of any radio, television or musical instrument in their Units sufficiently reduced at all times so as not to disturb other Unit Owners.
10. No "For Sale," "For Rent" or "For Lease" signs shall be maintained or permitted on any part of the Community except in the mulched beds in front of the Unit. Signs should not be larger than four square feet in size (two feet by two feet in dimensions).
11. White or off-white backed draperies or curtains or white or off-white blinds acceptable to the Executive Board must be installed and maintained on the windows of a Unit. No window treatments with a colored surface facing the exterior of a Unit are permitted without the prior approval of the Executive Board.
12. No permanent affixtures are allowed without architectural approval, this includes window a/c units and clotheslines. Any removable exterior decorations should be neatly maintained and kept in good condition. Seasonal/holiday decorations should be removed within 2 weeks of the end of the season or holiday.
 - a. Additions, alterations, and improvements to the exterior of Units and any Limited Common Facilities appurtenant thereto may be made by Unit Owners only in accordance with the provisions of Section 6.1 and Article IX of the Declaration. The

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purpose of those provisions is to ensure that the overall architectural character and exterior appearance of the Community is maintained. A Unit Owner may submit a written request to the Executive Board for approval of a proposed exterior addition, alteration, or improvement pursuant to Section 6.1 of the Declaration. The Unit Owner shall provide the Executive Board with sufficient information, including plans, specifications, materials, colors, and any other information reasonably necessary for the Executive Board to render a decision.

13. Inflatable wading pools will be allowed as long as the homeowner fills out the Pool Application form (attached) and receives Board approval.
14. Only gas-fueled/charcoal grills or gas-fueled fire tables shall be permitted. No wood grills, firepits, or other open flame containers may be used. Grills and fire tables should be used an appropriate distance away from the building to prevent damage to the siding. When not in use grills and fire tables must be covered. Any damage that results from the use of a grill or fire pit is the sole responsibility and expense of the Unit Owner or Tenant.

4 PET RULES

15. No animals, except small, domestic animals such as dogs, cats and birds shall be kept in any unit, not to exceed two (2) per unit, without first obtaining the prior written consent of the Executive Board. Nothing contained herein shall prohibit a Unit Owner or occupant from keeping a seeing-eye dog or other animal assistant in their unit. Permitted animals kept within a Unit may only be kept as pets and/or as animal assistants and not for any commercial purposes. No pet may be housed or maintained anywhere within the Community except inside a Unit.
16. A Pet may be maintained in a Unit so long as it is not a nuisance. Actions which will constitute a nuisance include, but are not limited to, abnormal or unreasonable crying, barking, scratching, unhygienic offensiveness, aggressiveness, or running loose in the Community.
17. Pet owners are fully responsible for personal injuries and/or property damage caused by their pets.
18. Pets shall be permitted to be walked on common sidewalks, on service walks appurtenant to the pet owner's Unit and in any such areas of the Common Facilities as the Executive Board shall designate from time to time for that purpose, and on no other portion of the Common Facilities. No Unit Owner shall be entitled to house any animal life on any portion of the Common Facilities, including Limited Common Facilities appurtenant to a Unit. No Unit Owner may erect or install any fencing (including without limitation any pet control fencing system installed partially or entirely underground), gates, dog houses, animal enclosures, animal stakes or animal runs or use any Limited Common Facilities or Common Facilities for the purpose of securing a space either temporary or permanent for any animal. Pets must be accompanied by an individual and maintained on a leash at all times. No animals, including cats, shall be allowed to be unleashed or to roam freely about any Limited or Common Facilities. Unit Owners shall be responsible for cleaning up,

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removing, and discarding in proper receptacles all animal excrement produced by their animal immediately when walking the animal.

5 STORAGE

19. All personal property placed in any portion of the Community shall be at the sole risk of the Unit Owner, and the Association shall in no event be liable for the loss, destruction, theft or damage to such property.
20. Patios are intended for recreational and leisure purposes, such as outdoor seating, gardening, and decoration only. Patios shall not be used for the storage of any items, including but not limited to, furniture, appliances, tools, equipment, personal belongings, or any other materials.

6 PARKING

21. Unless otherwise authorized by the Association, the parking areas may not be used for any purpose other than parking automobiles. No buses, trucks (except small pick-up trucks), trailers, boats, jet skis, recreational, commercial or oversized vehicles shall be parked anywhere within the Community other than wholly within a Unit Owner's garage. The Association shall have the discretion to determine what constitutes a commercial vehicle and shall notify Unit Owners of its interpretation in the same manner as a change to these Rules and Regulations. All vehicles must have current license plates and registrations and must be in operating condition. No vehicles shall be parked in the Community with conspicuous "For Sale" signs attached. No leakage of gas, oil or antifreeze shall be permitted. If such leakage does occur, the responsible Unit Owner must immediately clean the area affected and shall be liable to the Association for any expenses incurred by it in cleaning or repairing as a result of such leakage.
22. All Unit Owners shall observe and abide by all parking and traffic regulations as posted by the Association and by municipal authorities. Street parking is only allowed on the side of the street without posted "no parking" signs. Vehicles parked in violation of any such regulations may be towed away at the Unit Owner's sole risk and expense.
23. Vehicle parking is permitted only in designated areas, and parking so as to block driveways or trash receptacles is not permitted. If any vehicle owned or operated by a Unit Owner, any member of their family, tenants, guests, invitees or licensees shall be illegally parked or abandoned in the Community, the Association shall be held harmless by such vehicle owner and/or operator from and against any and all damages or losses that may ensue, and any and all rights in connection therewith that the owner and/or operator may have under the provisions of state or local laws and ordinances are hereby expressly waived. The vehicle owner and/or operator shall indemnify the Association against any costs or liability which may be imposed on the Association as a result of such illegal parking or abandonment and any towing or other consequences thereof.

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7 ENTRY INTO UNITS

24. The Executive Board or any Managing Agent, and any contractor or workman authorized by the Executive Board or the Managing Agent, may enter any Unit after reasonable notice and at any reasonable hour of the day (except in case of emergency in which case entry may be immediate and at any hour of the day) for the purpose of exercising and discharging their respective powers and responsibilities, including without limitation inspecting such Unit for the presence of any vermin, insects or other pests and for the control or extermination of any such vermin, insects or other pests. The Association shall have the right to enter a Unit without prior notice to Unit Owner in the case of an emergency to alleviate damage to the Unit, an adjoining Unit, or the Common Elements.
25. Employees and agents of the Association are not authorized to accept packages, keys, money (except for Community assessments) or articles of any description from or for the benefit of a Unit Owner. If packages, keys (whether for a Unit or an automobile), money or articles of any description are left with the employees or agents of the Association, the Unit Owner assumes the sole risk therefor and the Unit Owner, not the Association, shall be liable for injury, loss or damage of any nature whatsoever directly or indirectly resulting therefrom or connected therewith. The Association does not assume any responsibility for loss or damage in such cases. Deliveries requiring entrance to a Unit will not be accepted without the prior written permission of the Unit Owner accompanied by a written waiver of all liability in connection with such deliveries.

8 ASSOCIATION

26. All charges and assessments imposed by the Association are due and payable on the first day of each calendar month, unless otherwise specified. Payment shall be made at the Community's principal office or other designated address by check or money order, payable to the Association. Cash will not be accepted.
27. Complaints regarding the management of the Community or regarding actions of other Unit Owners shall be made in writing to the Executive Board or Managing Agent, as applicable. No Unit Owner shall direct, supervise or in any manner attempt to assert control over or request favors of any employee of the Association, its contractors or any Managing Agent employed by the Association.

9 CONSIDERATION IN USE OF UNITS

28. All persons shall be properly attired when appearing in any of the public areas of the Community.
29. All radio, television or other telecommunication equipment of any kind or nature installed or used in each Unit shall fully comply with all rules, regulations, requirements or recommendations of the Board of Fire Underwriters and the public authorities having

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- jurisdiction thereover, and the Unit Owner alone shall be liable for any property damage or personal injury caused by any radio, television, or other electrical equipment in such Unit.
30. Unit Owners are cautioned against excessive use of soaps and other detergents in their appliances or plumbing apparatus which may cause a burden on the waste disposal system. Detergents and soaps shall be used only pursuant to the manufacturer's directions.
 31. Unit exterior doors and garage doors shall be kept closed and secured at all times except when in use.

10 OTHER

32. The planting of plants, flowers, trees, shrubbery, and crops of any type is prohibited anywhere on the Common Facilities unless done in an attractive manner consistent with an overall landscaping plan for the entire Community, and subject to the decision of the Executive Board as to all questions of aesthetics and standards of proper maintenance and upkeep. No planting may be commenced by a Unit Owner anywhere within the Community without the prior written approval of the Executive Board.
33. Unit Owners shall assist the Association in ensuring that trees, shrubs, grass and other landscaping plants that are seeded, planted and/or installed within the Common Facilities as part of the initial construction of the Community remain healthy and become fully established by watering such plants from time to time as may be necessary.
34. No fences, trellises, arbors, alterations or additional improvements of any kind may be erected or placed by a Unit Owner around or on the Common Facilities, including Limited Common Facilities, without the prior written consent of the Executive Board.
35. The installation or use of kerosene heaters or other unvented petroleum product fueled heaters in any Unit is prohibited.
36. Snow removal from patios, porches and decks is the responsibility of the Unit Owner.
37. Unit Owners are encouraged to restrict burning candles, especially scented candles, for extended periods of time because some may be responsible for a phenomenon known as "ghosting". The term "ghosting" describes dirty streaks or smudges on interior surfaces, including walls, furniture, window blinds, television or computer screens and carpeting, especially along the walls and in the corners. These streaks or smudges, which are often mistakenly attributed to the air handling system, are the responsibility of the Unit Owner. Unit Owners must operate fireplaces installed within the Units in strict accordance with manufacturers specifications and instructions at all times. Improper use of fireplaces may also be a cause of "ghosting."
38. Water beds shall be permitted, but ALL water damage to any portion of the Community shall be the responsibility of the Unit Owner in which the water bed was located when the water damage occurred, and the expenses incurred to correct all such damage shall be paid for by the Unit Owner of the Unit in which the water bed was located when the water damage occurred.
39. All stormwater management facilities, wetlands and easement areas within the Community as depicted on the Plats and Plans and the Subdivision and Land Development Plan shall

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be utilized, protected, preserved and maintained by the Association in accordance with applicable local, state and federal requirements and the Community Documents.

11 RENTAL RESTRICTIONS

40. Unit owners who wish to lease their units must submit a written request and receive written approval from the Executive Board. This approval must be requested and received for each new lease. Subleasing will not be allowed.
 - a. The request should include a copy of the intended lease agreement with the Association's Tenant Information Lease Addendum form.
 - b. Approval may be denied or revoked should the unit owner become 90 days delinquent with the Association, or the tenant(s) incur excessive (as determined by the Executive Board) violations of the governing documents.
41. A unit is considered a rental when it is occupied by someone other than the unit owner regardless of whether rent is being charged or collected. An exception will be allowed for immediate family members which are defined as parents, children, or siblings.
42. No unit shall be leased without a written lease regardless of whether rent is being charged/collected.
43. No lease shall have an initial term of less than one (1) year. Month to month terms will be allowed for renewals with the same tenant(s) only.
44. The unit owner should supply a copy of the executed lease as well as the name and contact information of the tenant(s) within ten (10) days of execution. For tenants remaining under a renewal term after the current lease has expired, unit owners will be contacted annually to confirm that they have the same tenants.
45. It is the responsibility of the unit owner that the property be maintained in compliance with the governing documents. Violations of the governing documents and any fines that may arise are the responsibility of the unit owner. Excessive non-compliance as deemed by the Executive Board may result in eviction of the tenant.
46. The maximum number of units that may be leased by a unit owner to a tenant shall be 30.
47. Units established as rentals exceeding the limit of 30 and predating the enactment of this rule (06/01/2024) shall be granted grandfathered status until either the transfer of title to a new unit owner or the current owner's occupancy occurs. They shall also be deemed to have obtained written approval from the executive board to operate as rentals. Units that have been grandfathered are still subject to all of the rental restrictions established herein and approval may be revoked as outlined above.

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12 OVER THE AIR RECEPTION DEVICES (“OTARDS”)

1. As directed by Congress in Section 207 of the Telecommunications Act of 1996, the Federal Communications Commission (the “FCC”) adopted the Over-the-Air Receptions Devices rule (the “FCC Rule”) concerning governmental and nongovernmental restrictions on viewers’ ability to receive video programming signals from direct broadcast satellites, broadband radio service providers (formerly multichannel multipoint distribution service), and television broadcast stations. Certain OTARDS shall be permitted to be installed within certain portions of the Condominium as set forth in the following Rules and Regulations, which are intended to comply with the FCC Rule.
 - I. DEFINITIONS: Except as expressly set forth herein, the terms Contained herein shall have the meanings ascribed to them in the Condominium Documents and the Pennsylvania Uniform Condominium Act (the “Act”).
 - A. “Antenna” means any device that is used to receive direct broadcast satellite service, including direct-to-home satellite service (“DBS”); or to receive video programming services via multipoint distribution services, including multichannel multipoint distribution services, instructional television fixed services and local multipoint distribution services (“MDS”); or to receive television broadcast signals (“TVBS”); or to receive or transmit fixed wireless signals via satellite or other than via satellite (“FWS”). A mast, cabling, supports, guide wires, conduits, wiring, fasteners, or other accessories necessary for the proper installation, maintenance and use of an Antenna shall be considered part of the Antenna.
 - B. “Common Elements” means those portions of the Condominium either described in the Act as being Common Elements or described in the Declaration or in the Plats and Plans as being Common Elements. By way of example and not limitation, Common Elements within the Condominium include the exterior surface and full thickness of Perimeter Walls in a Building, including Perimeter basement walls, all portions of the roof, gutters and downspouts of a Building, and all lawn areas and landscaped areas within the Condominium.
 - C. “Exclusive Use Area” means the Limited Common Elements appurtenant to a Unit as described in the Declaration and the Plats and Plans, subject, however to the provisions of these OTARD Rules and Regulations. By way of example and not limitation, balconies, patios, porches, decks and stoops appurtenant to a specific Unit are Exclusive Use Areas for that Unit.
 - D. “Fixed Wireless Signals” means any commercial non-broadcast communications signal transmitted by wireless technology to and/or from a fixed customer location. Examples include wireless signals used to provide telephone service or high-speed internet access to a fixed location. Fixed Wireless Signals do not include, among other things, AM/FM radio, amateur “Ham” radio, Citizen’s Band (“CB”) radio and Digital Audio Radio Services (“DARS”) signals.
 - E. “Mast” means a structure to which an Antenna is attached that raises the Antenna height.
 - F. “Owner” means a Unit Owner or, for the purposes of these OTARD Rules and Regulations only, a tenant lawfully entitled to occupy a Unit within the Condominium.

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- G. "Telecommunications Signals" means signals received or transmitted by DBS, TVBS, MDS, or FWS Antennas.
- II. INSTALLATION REQUIREMENTS:
- A. ANTENNA SIZE AND TYPE
- i. DBS, MDS, TWBS and FWS Antennas. DBS, MDS, and FWS Antennas that are one meter (39.37 inches) or less in diameter or diagonal measurement or TVBS Antennas, regardless of size, may be installed by an Owner in accordance with these.
 - ii. Antennas That Transmit Signals. All Antennas that can transmit signals, including FWS Antennas, must be labeled to provide notice of radio frequency ("RF") safety hazards and reference the applicable FCC-adopted limits on RF exposure. In addition, all such Antennas must be professionally installed as required pursuant to Section I ©(5) below.
 - iii. Prohibited Antennas. All antennas not specifically included within the definition of Antennas set forth above or otherwise covered by the FCC Rule are prohibited.
- B. LOCATION
- i. Inside Unit. If acceptable quality signals may be received by placing the Antenna inside a Unit (within the Unit Title Lines as described in the Declaration and Plats and Plans) without unreasonable delay or unreasonable cost increase, then the Antenna must be installed within the Unit.
 - ii. Acceptable Alternate Locations. Subject to the provisions of I (B)(1) above, Antennas shall be installed solely in the following locations, which are listed in decreasing order of preference:
 1. Inside the Unit;
 2. Within the boundaries of the Limited Common Element Exclusive Use Areas as designated in the Declaration and Plats and Plans; provided however, that no installation within an Exclusive Use Area shall create a safety hazard. By way of illustration and not of limitation, installation upon a Limited Common Element service walk appurtenant to a Unit that creates a safety hazard shall be prohibited.
 3. Subject to the prior written approval of the Executive Board in accordance with Sectio©(C) below, on certain locations within the Common Elements.
 - iii. Unacceptable Locations: Encroachments. Except as otherwise provided herein, Antennas shall not encroach upon any portion of the Common Elements, any other' Owner's individual Unit or Limited Common Element, or the airspace of another' Owner's Limited Common Element or the air space of the Common Elements. By way of example and not of limitation, an Antenna may not be installed so that it extends out beyond a patio or deck and into, on or over any portion of the Common Elements. Except as otherwise provided in Sections II (B)(2) above and VII (C) below, no Antenna of any size may be placed or installed on the Common Elements, even if

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acceptable quality signal cannot be received from inside a Unit or within an Exclusive Use Area appurtenant to a Unit.

- iv. Shielded From View. Antennas shall be in a place shielded from view from outside the Condominium or from other Units to the maximum extent possible; provided, however, that nothing in this rule requires shielding where an acceptable quality signal cannot be received or in such a manner that unreasonably increases the cost of installation.

C. INSTALLATION ON LIMITED COMMON ELEMENT EXCLUSIVE AREAS

- i. In General. Antennas shall be no larger nor installed higher than is necessary for reception of an acceptable quality signal. Installation must comply with all applicable Codes, take aesthetic considerations into account, and minimize the aesthetic and structural impact to the exterior and structure of the Owner's Unit, Limited Common Element Exclusive Use Areas, or Common Elements, as applicable.
- ii. Property Damage. All installations shall be completed so that they do not materially damage the Common Elements, Limited Common Elements or individual Units, or void any warranties of the Association or other Owners, or in any way impair the integrity of any Buildings or structures within the Condominium. Installation of an Antenna on a Limited Common Element Exclusive Use Area does not convert the Limited Common Element to individual property or otherwise cause it to fall within a Unit's Unit Title Lines.
- iii. Preferred Locations. Subject to Section II (B) (1) above, to the extent an acceptable quality signal can be obtained, the following Limited Common Element locations are the preferred locations and installation sites listed in decreasing order of preference:
 - 1. On the floor of a balcony, if any, below the railing.
 - 2. Within the boundaries of a balcony, patio, porch, deck, or stoop, without extending outward on, over or above any portion of the Common Elements.
 - 3. Attached to a railing, if any, on a balcony, patio, porch, deck, or stoop, but only in such a way that no part of the Antenna extends beyond the boundaries of such balcony, patio, porch, deck, or stoop.
- iv. Installer Qualifications. To protect the interests of the Owner and the Association, it is recommended that any installer other than the Owner should be licensed, if required pursuant to applicable laws, bonded, and insured. Insurance should meet the following minimum limits:
 - 1. Contractor's General liability (including completed operations); \$1,000,000; and
 - 2. Workers' Compensation: Statutory limits, it is recommended that the Owner have the installer provide the Association with a copy of the installer's license, if applicable, and insurance Certificate prior to installation, if installation will be at a location other than inside the Unit. This recommendation is intended to ensure that Antennas are installed in a manner that complies with building and safety codes and manufacturer's instructions, and to protect the interests of the

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Association. Improper installation could cause damage to structures or pose a safety hazard to the Condominium's residents and to Condominium or personal property.

- v. Securing of Antennas. Antennas must be secured so that they do not jeopardize the soundness or safety of any structure or the safety of any person at or near the Antennas, including damage from wind velocity.
- vi. Drilling of Holes; Common Elements. No Owner, resident or other installer shall be permitted to drill, put, or make holes into the exterior building walls, any portion of the roofs of a Building (including porch roofs) or any other portion of the Common Elements, or to otherwise penetrate through the Common Elements, without the prior written consent of the Executive Board, in its sole discretion, and if such consent is given, the penetration shall be properly waterproofed and sealed by the installing party in accordance with applicable industry standards and building codes. This rule is intended to prevent structural damage to the building and residences from water infiltration and vermin or insect intrusion. The Owner shall be responsible for repair of all damages caused by their, or their agent's installation, maintenance or removal of the Antenna and related equipment and/or any related penetration through Common Elements or Limited Common Elements.
- vii. Use of Existing Coaxial Cable. If the Owner currently subscribes to cable services and desires to use the existing coaxial cable that serves only such Owner's Unit for the installation of an Antenna, the Owner's use of the existing cable is at the Owner's sole risk, and the Association shall not be responsible for any resulting damages or claims, The Owner must provide notice to the current cable service provider as required by the cable provider before attempting to splice or connect to the existing cable, and must comply with the cable service provider's requirements.

D. MAINTENANCE REQUIREMENTS

- i. Owner Responsibility. Owners with Antennas are responsible for all related maintenance, repair and replacement obligations and associated costs, including, but not limited to, the following:
 - 1. Place (or replace), repair, maintain, and move or remove Antennas, to include, without limitation, when needed for the Association to do required maintenance, repair or replacement to any portion of the Condominium the Association is required to maintain, repair and/or replace, including to any Limited Common Elements Exclusive Use Area;
 - 2. Repair damage to any property caused by Antenna installation, existence, maintenance or use;
 - 3. Pay medical expenses incurred by persons injured by Antenna installation, existence, maintenance or use;
 - 4. Reimburse residents or the Association for damage caused by Antenna installation, maintenance or use or the failure to perform any necessary maintenance, repair or replacement;

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5. Restore Building components at Antenna installation sites to their original condition;
 6. Maintain all seals for any penetrations Created in relation to the installation of the Antenna;
 7. Maintain, repair and replace any attachments associated with installation of the antenna; and
 8. Repaint or replace Antenna if the exterior surface of the Antenna deteriorates or becomes an eyesore.
- ii. Maintenance Affecting Common Elements. Owners must obtain the consent of the Executive Board prior to performing service or maintenance on the Owner's Antenna if such service or maintenance may potentially affect or involve the Common Elements.
 - iii. No Safety Hazard. Owners shall not permit their Antennas to fall into disrepair or become a safety hazard, Owners shall be responsible for Antenna maintenance, repair and replacement and the prompt correction of any safety hazard.
 - iv. Repair of Detached Antennas. If an Antenna becomes fully or partially detached, the Owner shall remove or repair such Antenna within forty-eight (48) hours after such detachment. If the detachment threatens safety, the Association may remove the Antenna immediately at the expense of the Owner if the Owner does not do so immediately.

E. SAFTEY

- i. Compliance Standards. Antennas shall be installed in a manner that complies with all applicable local, County, state and federal laws and regulations, any applicable FCC requirements, and manufacturer's instructions. Owners shall, prior to installation or as soon thereafter as reasonably possible, provide the Association with a copy of any applicable governmental permits that are required for safety reasons. Masts that extend more than twelve (12) feet above the roofline may be subject to local permitting requirements. In addition, upon request, the Owner shall make available to the Association a copy of the Antenna manufacturer's instruction/safety manual.
- ii. Proximity to Power Lines. Unless the above-cited laws and regulations or the requirements of a utility service provider require a greater separation, Antennas shall not be placed within fifteen (15) feet of power lines (above-ground or buried). The purpose of this requirement is to prevent injury or damage resulting from contact with power lines.
- iii. Obstructions. Antennas shall not obstruct access to or exit from any Unit, walkway, ingress or egress from an area, electrical service or other utility service equipment, or any other areas necessary for the safe operation of the Condominium. The purpose of this requirement is to ensure the safety of Condominium residents and personnel and the safe and easy access to the Condominium's utility service areas.
- iv. Grounding. Antennas shall be permanently grounded in accordance with the manufacturer's specifications to prevent electrical and fire damage.

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- v. Professional Installation. Professional installation of all Antennas recommended. Only professional installers shall install any Antenna capable of transmitting signals, including FWS Antennas. The purpose of this requirement is to minimize the possibility that the Antenna will be placed in a location that is likely to expose Condominium residents and guests to the transmit signal at close proximity and/or for an extended period of time.

III. ANTENNA CAMOUFLAGING:

- A. COLOR. To the extent available, Owners shall purchase their Antenna in a color that most closely matches the Color of the structure to which the Antenna will be installed, or in the alternative, shall paint their Antenna so that the Antenna blends into the background against which it is mounted, so long as the painting of the Antenna will not void any warranties or prevent the reception of an acceptable quality signal.
- B. SCREENING. Camouflaging Antennas through inexpensive, visually attractive screening is required if Antennas are visible from the street or other Units, so long as such camouflaging does not prevent the reception of an acceptable quality signal and provided that the Owner follows the requirements set forth in Article V of the Declaration in connection with making any such screening additions, alterations, or improvements to the Condominium.
- C. WIRING. Exterior Antenna wiring shall be installed to be invisible to the greatest extent possible from other Units, the Common Elements or the streets and parking areas, so long as this requirement does not impair the installation, maintenance, or use of the Antenna. By way of example and not limitation, an Owner can hide the wiring by using vinyl tubing that matches the color of the surface on which the wiring is installed, or such other camouflaging tubing, devices, or methods consistent with all applicable industry standards and manufacturer's instructions and Warranties.

IV. MAST INSTALLATION:

- A. HEIGHT ENCROACHMENTS. Mast height may be no higher than absolutely necessary to receive acceptable quality signals, Masts that extend more than twelve (12) feet above the roofline may be subject to local permitting requirements, in no event shall masts encroach upon the Common Elements, any other Owner's individual Unit or Limited Common Element, or the airspace of another Owner's Limited Common Element or the air space of the Common Elements. By way of example and not limitation, a mast cannot be installed so that it extends out beyond the balcony or patio or deck and into, On, or over any portion of the Common Elements. Masts that extend beyond an Exclusive Use Area are prohibited.
- B. PRIOR NOTIFICATION; APPROVAL. A mast that is consistent with the requirements of Section IV (A) above may be installed subject to the ordinary notification process set forth below. Masts that extend more than twelve (12) feet in height above the roofline must be approved by the Executive Board before installation in order to ensure that safety concerns posed by wind loads and the risk of falling antennas and masts are properly addressed and/or in the event that any cables, wires or other devices used to stabilize such a mast are to be affixed to any portion of the Common Elements, Applications for masts requiring Executive Board approval

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must include a detailed description of the structure and anchorage of the Antenna and the mast, as well as an explanation of the need for the proposed mast. In addition, the Owner making the application must furnish a copy of any local permit that may be required in connection with the installation of such mast along with the application. If the installation of such a mast that is otherwise consistent with Section IV (A) above will pose a safety hazard to Condominium residents, guests, and personnel, then the Executive Board may prohibit such installation, and the notice of rejection shall specify these safety risks. Nothing herein requires the Executive Board to approve any masts that violate the requirements of Section IV (A) above.

- C. PROFESSIONAL INSTALLATION. Masts extending twelve (12) or more feet in height above the roofline must be installed by a licensed (If required pursuant to any governmental requirements) and insured contractor so as to minimize safety concerns posed by wind loads and the risk of falling Antennas and masts.
- V. ANTENNA REMOVAL
 - A. If an Owner's Antenna is removed for any reason, then the Owner must restore the property on which the Antenna was installed, at their cost and expense, to the condition that existed prior to the installation of the Antenna. The Association may, in its discretion, perform such work on behalf of a non-performing Owner, and all costs and expenses incurred in connection therewith may be assessed against such Owner as a Special Assessment.
- VI. ASSOCIATION MAINTENANCE OF LOCATIONS UPON WHICH ANTENNAS ARE INSTALLED:
 - A. IN GENERAL. If Antennas are installed on property that is maintained by the Association, the Owner retains responsibility for Antenna maintenance. Antennas must not be installed in a manner that will increase maintenance costs for the Association or for other residents. If increased maintenance or damage occurs as the result of the installation, maintenance or use of an Antenna, the Owner is solely responsible for a such costs.
 - B. TEMPORARY REMOVAL OF ANTENNA. If maintenance or repair requires the temporary removal of an Antenna, the Association shall provide the Owner with no less than ten (10) days prior written notice of the need for the temporary removal of the Antenna. The Owner, at their sole cost and expense, shall be responsible for removing the Antenna before maintenance begins and replacing the Antenna afterward. If the Antenna is not removed in the required time, then the Association, in its discretion, may do so at the Owner's expense. The Association shall not be liable for any damage to Antennas, or any related equipment, seals or wires caused by the Association's removal, in an emergency situation, prompt removal may be required by the Association or may be done at the Owner's cost.
- VII. NOTIFICATION PROCESS; PRIOR APPROVAL:
 - A. PRIOR NOTIFICATION. Any Owner desiring to install an Antenna must submit prior written notification to the Executive Board, in care of the Association's managing agent in the case of routine installations. The prior notification shall be given as much in advance of the installation as possible without unreasonably delaying the installation. The notification shall be in the form of the Notification of intent to install OTARD (Routine Installation) set forth in Section XI below and must include, among other information, specific details regarding the intended placement of the

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Antenna and related equipment and wiring and must identify who (or what company) will be installing the Antenna. Tenants must include a copy of their lease/rental agreement along with the Written notice, if the installation is routine, that is, if it conforms to all of the OTARD Rules and Regulations set forth herein, the installation may begin immediately after submission of the notice.

- B. NON-ROUTINE INSTALLATIONS/CLARIFICATIONS. If the installation is other than routine for any reason, or if the Owner is unsure whether the installation will comply with these OTARD Rules and Regulations, the Owner shall submit an application in the form set forth in Section XI below, and the Owner and the Executive Board (or the Association's managing agent) shall, prior to installation, establish a mutually convenient time to meet to discuss the proposed installation (usually within seventy-two (72) hours after submission of the notice, if possible).
- C. PRIOR APPROVAL FOR COMMON ELEMENTS. If an Owner desires to locate an Antenna on any portion of the Common Elements other than a Limited Common Element Exclusive Use Area in accordance with Section (B)(2)(c) above, or if a proposed installation would otherwise affect, impact or involve any portion of the Common Elements other than a Limited Common Element Exclusive Use Area, then the Owner must first obtain the prior written consent of the Executive Board. Such Owner shall submit to the Executive Board an Application to install OTARD (Non-routine installation/Clarification) in the form set forth in Section XI below, The decision whether to allow placement of an Antenna or any appurtenances to an Antenna on Common Elements or whether to allow any penetration of or through, attachment to or other similar impact upon a Common Element shall be in the sole discretion of the Executive Board, in accordance with the FCC Rule, neither the Executive Board, nor the Association are obligated to permit the installation of any Antenna on any area within the Condominium that is not within the Unit Title lines of a Unit or wholly within an Exclusive Use Area. The Executive Board shall provide the Owner with a written decision as soon as reasonably possible, but no later than forty-five (45) days after receipt of the Owner's written application. The application must include a detailed description of the proposed Antenna installation, a diagram of the proposed location and an explanation why other permissible locations are unacceptable. The most acceptable locations for installation of an Antenna within the Common Elements in descending order of preference are as follows: within a lawn area or landscaped area to the rear of a Unit, within a lawn area or landscaped area to the side of a Unit. Installation of Antennas within Common Elements located in the front of any Building containing Units and/or within any Common Elements in the area upon which signage identifying the Condominium and/or the sales office of Declarant is located shall be prohibited during the period of Declarant control of the Association.

VIII. INSTALLATION BY TENANTS:

These OTARD Rules and Regulations shall apply in all respects to tenants. The Association shall not be liable to any Owner for a tenant's failure to comply with these provisions. An Owner shall be responsible for any damages caused to a Unit or the Common Elements by a tenant's installation, use, maintenance (or failure to maintain) and/or removal of an Antenna.

IX. ENFORCEMENT:

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- A. VIOLATION CHARGES, COSTS, ATTORNEY'S FEES. If these OTARD Rules and Regulations are violated, the Association, acting through its Executive Board or managing agent shall have all rights of enforcement granted in the Act, the Declaration and the Bylaws, including but not limited to, Article VI of the Bylaws, which, among other things, permits fines for violations of the Condominium Documents or the Act. A non-compliant Owner may be responsible for paying the Association's attorneys' fees, costs and other expenses incurred in the enforcement of these Rules and Regulations, as permitted by the Act and the Condominium Documents. In addition, the Association shall have the right to bring an action for declaratory relief with the FCC or any court of competent jurisdiction.
- B. SAFETY HAZARDS. If Antenna installation use of maintenance issues pose a serious, immediate safety hazard, the Association may seek injunctive relief to prohibit or seek removal of the installation if time permits; otherwise, the Association may take such action as is necessary to prevent injury to persons or damage to property at the Antenna owner's expense.
- C. NON-EXCLUSIVE REMEDIES. The remedies set forth in this Section. X are not the Association's exclusive remedies for violations of these Rules and Regulations, but rather are in addition to any other remedies available as provided in the Act, the Condominium Documents, at law or in equity.

X. SEVERABILITY:

If any provision of these Rules and Regulations is ruled invalid by a court or the FCC, then any valid intent of that provision and the remaining provisions of these Rules and Regulations shall remain in full force and effect.

XI. FORM OF NOTIFICATION OF INTENT TO INSTALL OARD ROUTINE INSTALLATION); FORM OF APPLICATION TO INSTALL OTARD (NON-ROUTINE INSTALLATION/CLARIFICATION):

The following form of Notification of Intent to Install OTARD or Application to install OTARD, as applicable, must be fully completed and the Indemnification signed by each Owner or other occupant or resident who desires to install an Antenna within the Condominium. Failure to comply with this Section XI shall be a violation of these Rules and Regulations, and the Association, through its Executive Board or managing agent, shall have all rights of enforcement set forth above.

NOTIFICATION OF INTENT TO INSTALL OTARD (OVER-THE-AIR RECEPTION DEVICE)
ROUTINE INSTALLATION

Note: This notification form is to be used when the installation conforms to all the OTARD Rules and Regulations of the Condominium.

Name of Applicant: _____

If Applicant is a tenant, attach copy of lease or rental agreement.

Unit No/Street Address: _____

Name of Record Owner (If other than Applicant): _____

Applicant's Phone No. _____

Briefly describe the nature of the installation, including brand name, type, dimensions, etc.:

Briefly describe the location of the installation (Antenna, related equipment, and all wiring), and if

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outside of the Unit, attach a drawing which depicts its exact location:

Date of Proposed installation: _____

Name of Installer (if other than Applicant): _____

Note: if installer is other than an Owner, the Owner should comply with Section II (C)(4) of the OTARD Rules and Regulations.

Has applicant obtained a copy of current municipal standards for installation of telecommunication devices as may be set forth in its Zoning ordinance, which standards may be enforceable in addition to the Association's Rules and Regulations?

Will the device be painted or otherwise camouflaged, and if so, what color or how camouflaged?

If the device is visible from the street or other units, describe the nature of any proposed screening and indicate when the screening will be completed:

INDEMNIFICATION: Applicant acknowledges receipt of the current OTARD Rules and Regulations and agrees to comply therewith. Applicant further agrees to Indemnify and hold the Association harmless from and against any and all claims, damages and liabilities, including attorney's fees, arising in connection with any personal injury or property damage caused by the installation described herein and/or the use of the device and/or its maintenance and repair for such time as the device is maintained with the Condominium, and/or the enforcement of the OTARD Rules and Regulations and/or this agreement.

With the intent to be legally bound hereby, Applicant has executed this Notification of Intent to Install OTARD and Indemnification as of this ____ day of _____ 20__.

Applicant's Signature: _____

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APPLICATION TO INSTALL OTARD (OVER THE-AIR RECEPTION DEVICE) NON-ROUTINE INSTALLATION/CLARIFICATION

Note: This application form is to be used when a proposed installation (including the use of a mast) does not conform to all of the OTARD Rules and Regulations, or when an Owner requires clarification as to whether or not a proposed installation conforms to all of the OTARD Rules and Regulations of the Condominium.

Name of Applicant: _____

If Applicant is a tenant, attach copy of lease or rental agreement.

Unit No./Street Address: _____

Name of Record Owner (If other than Applicant): _____

Applicant's Phone No. _____

Briefly describe the nature of the installation, including brand name, type, dimensions, etc.:

Briefly describe the location of the installation and attach a drawing which depicts its exact location: _____

If the installation includes the use of a mast that will extend twelve (12) or more feet above the roofline, describe the type of mast to be used and details of how and to what it will be anchored:

Also describe why such a mast is required and why alternate locations for the Antenna are inadequate:

Date of Proposed installation: _____

Name of installer (if other than Applicant): _____

Note: If Installer is other than an Owner, the Owner should comply with Section II (C)(4) of the OTARD Rules and Regulations.

Will there be any penetration of the exterior of the building or roof (which are Common Elements)?

If so, describe the exact location and size of the penetration and steps which will be taken to weatherize the opening and/or prevent infiltration by vermin or pests:

If the installation will be on any other portion of the Common Elements such as within a lawn area or landscaped area, describe the details of the installation including the location and height of any mast or other device to which the Antenna will be attached and details of the wiring and/or cabling appurtenant to the

Antenna: _____

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If the installation is within any utility easement area, have you received permission from the appropriate utility company for the proposed installation:

Has applicant obtained a copy of current municipal standards for installation of telecommunication devices as may be set forth in its zoning ordinance, which standards may be enforceable in addition to the Association's rules and regulations?

Attach a copy of all permits or other approvals as may be required by any governmental authority in connection with the subject installation. if none are required, state "None."

Will the device be painted or otherwise camouflaged, and if so, what color or how camouflaged?

If the device would be visible from the street or other units, describe the nature of any proposed screening, and indicate when the screening would be completed:

INDEMNIFICATION: Applicant acknowledges receipt of the current OTARD Rules and Regulations and agrees to comply therewith. Applicant further agrees to indemnify and hold the Association harmless from and against any and all claims, damages and liabilities, including attorney's fees, arising in connection with any personal injury or property damage caused by the installation described herein and/or the use of the device and/or its maintenance and repair for such time as the device is maintained with the Condominium, and/or the enforcement of the OTARD Rules and Regulations and/or this agreement.

With the intent to be legally bound hereby, Applicant has executed this Notification of intent to install OTARD and indemnification as of this ____ day of _____ 20__.

Applicant's signature: _____