

STONERIDGE HORIZONTAL PROPERTY REGIME OPERATIONS POLICY

*SECOND EDITION, INCORPORATING REVISIONS AND CONTENTS OF TWO
AMENDMENTS*

*Adopted on Behalf of Stoneridge Horizontal Property Regime by the
Board of Administration on January 18, 2005 and revised April 27,
2009.*

STONERIDGE POA OPERATING POLICY

INTRODUCTION AND MISSION STATEMENT

*“The purpose of the property is to provide residential housing, parking,
and recreation facilities for unit owners, their respective families and
guests, tenants and servants. No commercial business shall be permitted
within the property.*

*With the realization that a well-functioning organization benefits from a
detailed set of ground rules, the Board of Stoneridge POA has drafted,
on the behalf of owners, an Operations Policy. The Operations Policy is
amended from time to time in an effort to improve the overall property
and adapt to a changing world. It is felt that this will aid in establishing
privileges, preventing misunderstandings, promoting harmony, and
establishing correct lines of communication. An attempt has been made
to make this clear, concise, and not subject to ambiguity. It is further
realized that there is no substitute for common sense, good manners and
good judgment. Any matters not specifically covered will be considered
and resolved by the Board.”*

Board of Directors

April 27, 2009

USE OF COMMON AREAS

CLUB HOUSE, SWIMMING POOL, SAUNA, HOT TUB

1. Posted rules are to be followed precisely.
2. No furniture is to be removed from the area for any purpose.
3. The pool area will not be reserved for private use.
4. The pool area is to be used only by owners, owners' invited guests, and renters. Renters are not to invite more than four guests to the pool per unit.
5. The pool area hours are from 6:00 a.m. to 12:00 p.m. and are to be quiet after 10 p.m.; in particular, this means no loud music or other loud sounds.
6. No pets are allowed in the pool and clubhouse area.
7. No Smoking allowed in restrooms or clubhouse area.
8. The club room may be reserved through the POA managing office.
9. If the clubhouse is not properly cleaned after use, the charges for cleaning will be assessed to the appropriate owner.
10. All electrical devices are to be turned off, except the refrigerator, and the clubhouse is to be properly locked.

TENNIS COURTS

1. Any posted rules are to be followed precisely.
2. Tennis courts are to be used for tennis only.
3. Tennis courts are to be used only by owners, owners' invited guests, and renters. Renters are not to invite more than four guests per unit for court.

TRASH STATIONS

1. Trash is to be put in plastic bags and placed neatly in trash cans.
2. Nothing other than trash is to be placed in the trash area. Only trash in plastic bags will be removed by the sanitation service.
3. When deliveries are made, have the person delivering the goods remove all packaging material and boxes. Do not allow them to use the trash area.
4. Trash may not be left on porches, decks, balconies, sidewalks, or parking areas.
5. A \$25 clean-up fee may be assessed each occurrence against unit owners not in compliance with trash regulations.

OTHER CONSIDERATIONS

1. There shall be no obstruction of the common areas and facilities except in the case of designated storage areas. Nothing shall be stored in the common areas and facilities without prior written consent of the Board.
2. Nothing shall be done or kept in any unit or in the general limited common areas and facilities, which shall increase the rate of insurance on the general or limited common areas.
3. No structural alteration to the exterior of building is allowed (including, but not limited to wiring, electrical devices and television devices) without permission from the Board of Administration.
4. Owners are not permitted to install or change locks on any of the common areas.
5. Water which is provided by the Association is not to be used for activities such as washing cars, boats, etc.
6. There is to be no parking in the designated and numbered parking spaces other than passenger vehicles; this prohibition includes boats, trailers, campers, etc. Overnight parking, for one time, for boats, trailers, campers, etc. is allowed in the non-marked spaces in the parking areas for Buildings 9 and 10; any that are parked in such spaces over 24 hours are subject to being towed at the owner's expense.
7. There will be no use of outside cookers using charcoal, and no cooker should be closer to the siding than 12 inches.

8. There will be no posting of any sign on any structure.
9. No animals, livestock, or poultry of any kind shall be raised, bred, or kept in any unit or in the general or limited common areas of the facilities, except dogs, cats, or other household pets. No exotic animals or snakes are allowed on the property. Housing of any pet is subject to rules and regulations adopted by the Board. Pets are not to be tied up outside or left unattended outside at any time. Cleaning up after pets is the owner's responsibility.
10. Fireplace and chimney safety: Based on safety concerns and the need to protect Stoneridge property in all possible ways, mandatory inspection of each chimney, with cleaning, if deemed necessary, will be instituted. This will be accomplished each fall, at a time determined by the Board of Administration and the Manager and will begin in the fall 2004. Adequate notice will be provided to each owner by ordinary mail prior to the planned inspection. The cost of the routine inspection will be borne by the Regime. The expense of any necessary cleaning will be the responsibility of the owner. A licensed and bonded chimney sweep will be selected and all inspections and cleaning will be done at once in order to get the best cost for the owners and the Regime.

If a unit owner wants to handle the inspection individually, adequate notice and a completion deadline will be given in order that the owner may choose a licensed and bonded chimney inspector. That inspector may perform the inspection and cleaning, if needed, and must provide proof of both with a letter to the Board of Administration or the manager by the deadline given. If this inspection is not done by the notice deadline, the process, described above in the first paragraph will be executed for the safety of all.

11. Toilet Maintenance: As a part of the Condo Fees, water service is provided to all residents. The monthly water usage is a major expense. We monitor it constantly and can detect when we have an abnormal flow coming from a single source. Due to the age of the all of the individual toilets are requiring maintenance and in most cases simply having to be replaced. A number of you have experienced this over the last few years and we appreciate the prompt attention and cooperation you have displayed regarding this matter.

Based on the need to protect the entire property owners, the Board has adopted the following policy. If it is determined that your unit is showing an exorbitant reading of water usage from the meter readings collected, you will be notified immediately and the manager will inspect and make the necessary recommendations to correct the problem. The unit owner will have two (2) weeks to remedy the situation or the Stoneridge manager, under the direction and authority of the Board of Directors, will act to correct the situation including the possible replacement of the toilets on the owner's behalf at the owner's expense.

BOAT DOCKS

1. Boats are to be parked only in the owner's slip; owners needing dockage are to contact the manager regarding availability.
2. Boats are not permitted to be tied to the sides of the boat docks or swim dock on a permanent or overnight basis; these areas are to be used only for loading or unloading.
3. Any owner desiring to add a boat dock must receive permission from the POA Board and Entergy.
4. Children under the age of ten (10) years are not allowed unsupervised on the docks.
5. Hanging lifts are not permitted.
6. Personal watercraft and other water toys and equipment are not to be stored on the docks. Such equipment may be stored outside the closed end of the owner's boat slip or in owner's slip.
7. Boat slips are to be used only by owners, owner's guests or family, and renters of units. Rent or sale to non-owners is not allowed.

MAINTENANCE AND REPAIR

1. The maintenance, replacement, and repair of the common areas and facilities shall be the responsibility of the Association and the cost thereof shall be a common expense. The Association shall also be responsible for the maintenance of the parking lot, the roadway from the street to the parking lot, the tennis court, the swimming pool, and other maintenance and repair of the common property and the expense thereof shall be a common expense. The Association shall also be responsible for the repair and maintenance of any type of outside damage to the buildings on a replacement value policy also including liability coverage in which the Association may be liable, including the Board of Administration. The owner of each unit shall be responsible for insurance on any contents of his individual unit as well as liability coverage. The Association will not be responsible for any glass, window or patio door breakage in each individual unit unless such breakage is covered by the Association insurance policy over and above the deductible amount. The Association will not be responsible for the replacement of any glass windows. The Association will, however, be responsible for maintaining the exterior wood and thresholds surrounding the windows necessary to provide for adequate and proper installation by a licensed contractor should a homeowner choose to replace windows. All work contemplated by any homeowner that

would include a request for funds to be contributed by the Association shall require prior written approval by the Manager of Stoneridge Property Owners Association. The Association will not be responsible for water leakage of air conditioners, plumbing, hot water heaters or any other leakage within the owners' unit. The Association will not be responsible for sewer clogging unless the clogging is beyond the building.

2. It shall be the responsibility of the Association to maintain, repair or replace all portions of the unit which contribute to the support of the building, including main walls, but excluding painting, wall papering, damage due to misuse such as holes in walls, and decorations or other work on the interior surface of walls, ceilings, and floors within the unit; all portions of the unit which constitute a part of the exterior to the building; all general common elements within the unit and limited common elements; and all incidental damages caused by or done at the direction of the Association.
3. No unit owner shall do or cause to be done any work affecting his unit which would jeopardize the soundness or safety of the property, reduce the value thereof, or impair any easement therein. No owner shall repair, alter, replace or remove any of the common elements which are located within his unit without the prior consent in writing from the Board. He shall not alter or replace any walls except those partition walls, which are wholly within his unit, and then shall not alter or replace any load-bearing walls.
4. Each unit owner shall have the responsibility to maintain, repair, replace, and keep in a clean and sanitary condition all portions of the owner's unit, except portions to be maintained, repaired, and replaced by the Association as may be specified elsewhere in official Stoneridge documents. The unit owners shall keep clean and in a sanitary condition their storage areas, balconies, patios, and other limited common areas, if any.
5. Each unit owner shall be required to notify the Board, and shall be liable for any increased insurance premium for insurance maintained by the Association on all improvements made by the unit owner of his unit, the value of which is in excess of One Thousand Dollars (\$1,000). Each unit owner shall bear the risk of loss for all improvements made to his unit that the Board did not approve.
6. It shall be the responsibility of the unit owner to maintain, repair, or replace, at the owner's expense, all portions of the unit, which may cause injury or damage to the other units, or to the common elements. The unit owners are responsible for paint, wallpaper, decorating, and to maintain the interior surfaces of walls, ceilings, and floors of their units. Further, the owner shall be responsible for the maintenance and replacement of heaters; furnaces; lighting fixtures; refrigerators; air conditioning equipment, both the inside unit and the outside unit; dishwashers, disposals; interior portions of fireplaces; ranges; or trash compactors; that may be used in or used exclusively for the benefit of that unit. The unit owner should refrain from repairing, altering, replacing, painting or otherwise decorating or changing the appearance of any portion of the common areas without first obtaining the approval of the Board.

7. In accordance with (1) and (2) above, and because individual owners can do nothing to insure the integrity of the outside of the buildings, the Administration will bear the responsibility for assuring the integrity of the outside, including roofs and the siding. Therefore, any interior damage resulting directly or distinctly from failure to maintain the outside integrity will be paid for by the Administration, which will choose the provider of such services.
8. Each owner will provide management a key to each unit for emergency use by management only. This key is not to be issued to guests, renters, or others such as service persons performing maintenance for the owner. Management is not required to have keys made, or to retrieve or deliver keys. Management will not have mail box keys.
9. If management does not have a key to a unit for which it is deemed necessary, a locksmith may be used for admission. In this case an attempt will be made to contact the owner, who will bear financial responsibility.

FEES AND ASSESSMENTS

1. Monthly POA dues will be established by the Board. Dues are due on the first day of the each month, to be considered as payment for that month.
2. An appropriate late fee will be added to any monthly dues not paid by the 25th of that month. The late fee at the time of this writing is \$25 per month of delinquency not to exceed \$300 in late fees for any one month period.
3. Legal action will be taken and a lien filed against any owner maintaining a balance of two (2) collection cycles.
4. The Association pays for water, and watery service may be discontinued to any unit whose owner maintains a balance of two (2) consecutive collection cycles. The unit owner will be responsible for the expense of disconnecting and reconnecting water if such is necessary.
5. Assessments will be collected as deemed necessary by the Board; all costs involved with collection of assessments will be charged to the owner involved.
6. All past dues, assessments, and late charges are owed by the owner at the time these charges are incurred; change of ownership does not alter this.

INTERACTIONS AND CONSIDERATIONS

1. No guns, fireworks, or hazardous weapons are to be discharged on Stoneridge property.
2. All owners and occupants will exercise extreme care and diligence to avoid excessive noise, such as may be caused by musical instruments, electronic devices, and pets, which may cause a disturbance to others.

3. Unfamiliar persons on the premises are subject to questioning to ascertain their legitimacy at Stoneridge.
4. All complaints or suggestions are to be submitted, in writing, to the management for documentation and appropriate action.
5. Owners are expected to advise guests, renters, and others in all activities, making them fully aware of the provisions of this policy.
6. The speed limit at Stoneridge is ten miles per hour (10 mph).
7. Firewood should be stored in a metal rack.
8. No obnoxious or offensive activity shall be carried on in any unit or in the common elements, or shall anything be done therein which may be or become an annoyance or nuisance to the other owners. Specifically, excessive noise sufficient to bother others; such as from activities within an adjoining unit, musical instruments, electronic devices, and pets; is not allowed.
9. There shall be no violations of any laws applicable to condominiums, the operation thereof, unit owners or occupants thereof.
10. Article XXXL. Limitation on Use of Units and Common Elements of the Bylaws of Stoneridge Horizontal Property Regime is incorporated therein by reference as set for specifically Word by Word.

RENTALS AND LEASES

1. The property manager or Board of Administration will deal directly with the involved owner concerning any actions, problems or lawsuits with their renters/lessees. The property manager and Board of Administration shall not be obligated to deal directly with the renters/lessees or agents of the owner unless the violations are of an emergency nature and this may result in a verbal warning or eviction.
2. Owners of units being rented or leased will be held strictly liable and directly responsible for the actions, problems or issues concerning their renters or lessees. Owners will reimburse the Stoneridge Horizontal Property Regime for any damages or expenses incurred.
3. Renters/lessees shall be limited to a total of four (4) guests per rental unit in utilizing the common areas or facilities of Stoneridge Horizontal Property Regime during their stay.
4. Owners shall insure that their renters/lessees park only in designated areas, locate and maintain vehicles and recreation equipment in designated areas, and do not block or infringe upon areas designated solely for the use of other owners.

5. A copy of the Stoneridge Operations Policy should be posted prominently in each unit that is rented or leased. Owners of rented or leased units shall be responsible for assuring that their renters/lessees receive a copy of the Stoneridge Operation Policy and comply with same.
6. Each owner who rents or leases a unit is required to provide the Stoneridge property manager with the name of the owner's agent; this is regarded as necessary in the event of certain emergencies.

ENFORCEMENT

1. The Master Deed and Bylaws of Stoneridge Horizontal Property Regime specifically authorize the Board of Administration to adopt rules and regulations for the use of general or limited common areas and facilities, and to prescribe penalties for any violation thereof. The penalty will be determined on each individual basis, but not less than One Hundred Dollars (\$100).
2. Each unit owner, their guests, agents and renters/lessees shall strictly comply with the provisions of the Master Deed, Bylaws, Operations Policy, rules, regulations, and decisions issued pursuant thereto by the Board of Administration or its designee on behalf of the unit owners, or in an appropriate case, by an aggrieved unit owner.
3. Realization is given to the fact that most violations are by renters and guests; it is felt that this is attributed to the lack of awareness or of attention. It is stated elsewhere in the Policy that this is the responsibility of individual owners. Therefore, any complaint of a violation will be directed to the individual owner whose unit houses the person or persons who may be the subject of the complaint.
4. Policy Violation Forms will be made available to all Property Owners at the office of the POA Manager.
5. Property Owners may fill out a Policy Violation Form and submit it to the POA office to be presented at an upcoming Board of Directors Meeting. The meeting schedule for the Board of Directors meeting will be available through the office of the POA Manager.
6. Both parties will receive notification no less than one week prior to the Board of Directors meeting that the issue of the Policy Violation will be reviewed. Both parties are encouraged to attend the Board of Directors meeting.
7. Upon review and consideration, the Board of Directors may issue a warning or a fine to the Property Owner responsible for the Policy Violation as detailed in Stoneridge Operations Policy Enforcement Code Section One. If no fault is found, the complaint may be dismissed at the discretion of the Board of Directors.