

6-1-2016

Green Haven

June 1, 2016

The Green Haven Community Council would like to thank you for your interest in Green Haven Condominiums. We strive to maintain the buildings and grounds in a way that enhances your investment and ensures an excellent quality of life for all residents. We sincerely want our owners to find living here enjoyable at all times.

Before you settle, we encourage you to read all by-laws and rules. Your settlement on your condo signifies your commitment to abide by them. We especially want to bring to your attention that our by-laws prohibit renting except for very limited circumstances and only with approval of the Green Haven Compliance Committee. Definitions and process are covered in the by-laws and amendments. Please review them very carefully.

To make your move easier, here is some helpful information:

- Intercoms – Access to buildings is gained through the intercom system at the front door, which rings on your designated telephone. Please call Conway Management to have this set up for you and allow 2 weeks for completion. Guests will punch in the number associated with your name on the intercom directory and you will buzz them in by pushing the number 9 on your telephone keypad. In addition, the intercom will be set up so that you can enter by keying in the # sign plus 4 digits of your choice (usually a phone number). Please do not give access to the building without verifying who is requesting it. Our security depends on everyone being responsible.
- Clubhouse facilities – In order to enter the clubhouse, which contains the community center, gym, and swimming facilities, you will need to obtain a key fob from Conway Management. There is a fee of \$25. You must contact Conway Management to set this up.
  - Please note that only registered owners/residents of Green Haven may use the gym.
  - In order to enter the swimming pool, you must present a valid driver's license with a Scottsdale Drive address. You may have up to 5 guests but you must accompany and remain with them at all times.
  - The club house is available to you to socialize, and you may bring a small group of 15 people or less for meetings, cards, clubs, etc. free of charge (Sign up calendar is located in the club house). Children 18 or under must be accompanied by an adult and the club house may not be used for children's playgroups or teen gatherings (except private parties). You may also reserve the community center for exclusive parties or larger meetings (more than 15 people). There is a fee of \$150 plus a deposit

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of \$100 (2 checks). You will be responsible for cleaning up after the event and returning everything to its proper place. Guests attending a party or event may not use the other facilities such as gym or swimming pool. Following the event, if all is well, the deposit check will be returned to you or shredded, as you wish.

Please note that you must be current on condo fees and assessments in order to use these facilities.

We would also like to underscore other important by-laws and house rules:

- Architectural Changes – Any changes that impact the way Green Haven looks (windows, air conditioning/heating units) or to the structure of your unit itself must be approved by Conway Management and/or the Community Council. You request approval using an "architectural change form." You can get this form by calling Conway Management (410) 879-9655. The process is simple and quick.



Pets – As you know from the by-laws, you may have only 2 pets. All dog waste must be properly disposed of using either the garbage dumpsters or the 5 conveniently placed pet waste disposal units on the grounds. Dogs must remain on the leash at all times. Cat owners please do not flush kitty litter down the toilet or put it in the garbage disposal (yes, it has been done!). Be a considerate and responsible pet owner.

- Trash Disposal – There are 3 recycling dumpsters and 5 garbage dumpsters on the premises. Please break down boxes before placing them in the recycling dumpster to ensure there is space for everything. We would also appreciate it if you would toss your regular trash to the rear of the dumpster to maximize space. Large items such as televisions, appliances, furniture or materials from contractors may not be thrown away in the dumpsters. You must take these to the city waste disposal facility or make arrangements privately for removal. Improper disposal of large items costs the condominium money and may ultimately impact condo fees.
- Noise – Unfortunately, the soundproofing between condo floors is not as good as we all wish it were. Please respect your neighbors and help ensure tranquility for all by keeping radio and television sound levels at an acceptable level at all times. 80 percent of hard surface floors (excluding kitchen, laundry room, bathrooms and closet) on floors 2 - 4 must be covered with rugs. Finally, we ask that you keep noise to a minimum while using your decks. Sound carries, and your private conversations or music will be heard by others who have their windows open or just want to enjoy some fresh air.
- Smoking – Smoking is not permitted in the common areas of our buildings. We also ask that you consider your neighbors before smoking on your deck since you share "air space" with non-smokers, who may have their windows and deck doors open.



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- Parking – There are no assigned parking places in Green Haven Condominiums, but we ask you to be courteous and park in front of your own building and not use space in front of another. If you have more than one car, please park your other vehicles around the center island. Please ask your guests to park around the center islands as well.

If your enjoyment of your condo is being adversely impacted by another owner, you have the right to contact our Green Haven Compliance Committee and file a complaint using compliance forms. You must sign the form in order to initiate action, but your name will be kept in complete confidence. However, we urge you to try to discuss issues with your neighbors in a friendly way before filing a complaint. This will usually remedy a situation before it escalates.

Finally, we encourage you once again to review the by-laws which you are agreeing to when you purchase a home at Green Haven. Adherence to these by-laws ensures the quality of life of everyone here.

Thank you for your attention.

Green Haven Community Council

\* (g) Animals. The maintenance, keeping, boarding and/or raising of animals, livestock or poultry of any kind, regardless of number, shall be and is hereby prohibited within the Unit and upon any Common Element; except that this shall not prohibit the keeping of two (2) dogs, or two (2) cats or two (2) caged birds (or in combination thereof), as domestic pets in a Unit, provided that they are not kept, bred or maintained for commercial purposes, and provided further that the keeping of such dog(s), cat(s) or caged birds will not constitute such type of noxious or offensive activity as covered in Article X (d) herein. All dogs must be kept inside their respective Owner's Unit and may be walked on the General Common Elements only on a leash and any and all applicable laws shall be complied with at all times. Notwithstanding the foregoing, the Condominium Board may make reasonable modifications to the limitation described above on the number and size of such household pets to the extent such modifications are necessary under the Federal Fair Housing Act (as heretofore and hereafter amended) or otherwise appropriate to afford a handicapped person equal opportunity to use and enjoy a Unit and the Common Elements appurtenant thereto.

(h) Use of Common Areas. The common halls, stairways, elevators, walkways, and parking areas shall be used for ingress and egress only, and no one shall be permitted to play therein or thereon, nor shall same be used in any manner for picnicking or cooking, or for permanent or temporary storage of any article of personal property, or of any bottles, trash or garbage, nor shall any of the foregoing ever be permitted to remain or stand in the common halls, or on the stairways, elevators, walkways or parking areas. No grill or other cooking apparatus shall be operated or stored on any patio or balcony. No personal property, other than customary outdoor furniture (excluding umbrellas) and not more than two planters, shall be left overnight on any patio or balcony. Lawns and landscaped areas shall not be used for sunbathing, picnicking, play, or similar purposes. No metal storage container shall be brought, used or stored upon the Common Areas by the Condominium Association or by any Unit Owner, Tenant or resident, except for trash cans and/or trash dumpsters approved by the Condominium Association for the temporary storage of trash between regularly scheduled trash pickups.

(i) Electricity. No portion of the Common Elements shall be in any manner defaced, nor shall same be utilized for the making of connections of any sort for radio, television, or other devices or equipment of any kind, all of which connections are specifically prohibited, except to the ordinary electric outlets furnished within Units and Limited Common Elements, and except additional electric outlets which may be installed with the consent of the Condominium Board or architectural committee. Further, the Common Elements shall be used only for the purposes for which same were installed and none of said Common Elements shall be loaded or taxed beyond the capacity for which designed.

(j) Vermin, Insects or Other Pests. No vermin, insects, or other pests shall be allowed to remain in any Unit or Limited Common Element, nor shall any such Unit or Limited Common Element be permitted to remain in an unclean or unsanitary condition. In order to assure compliance with this subparagraph, the Condominium Board, its agents, servants, employees and contractors may enter any Unit or Limited Common Element at any reasonable hour of the day, after written notice of at least ten (10) days, for the purpose of inspecting such Unit or Limited Common Element (and any General Common Element accessible from said Unit or Limited Common Element) for the



Section 1. Residential Use. Except for such units as may be designated in the Declaration or on the Condominium Plat for commercial or other non-residential purposes, if any, and except for such non-residential uses as may be permitted by applicable zoning regulations or authorized by the Board of Directors from time to time, all units shall be used for private, single-family residential purposes exclusively. Nothing in this Section, or herein elsewhere, shall be construed to prohibit the Developer from the use of any units which the Developer owns for promotional or display purposes, as 'model, condominium units, a sales office or the like, or from leasing any unit or units which the Developer owns except that Developer shall, nevertheless, be bound by the provisions of Section 2 of this Article.

Section 2. Leasing. No portion of any unit (other than the entire unit) shall be leased for any period. No unit shall be leased for less than twelve (12) months. Any owner of any unit who shall lease such unit shall, promptly following the execution of any such lease, forward a conformed copy thereof to the Board of Directors, together with statement notifying the Board of Directors of the current names and mailing addresses of both the owner and the unit lessee. All leases shall be in writing. Any such lease shall contain a provision to the effect that the rights of the tenant to use and occupy the unit shall be subject and subordinate in all respects to the provisions of the Declaration and these By-Laws and to such other reasonable rules and regulations relating to the use of the common elements, or other "house rules", as the Board of Directors may from time to time promulgate, and shall provide, further, that any failure by the tenant to comply with the provisions of such documents shall be a default under the lease and shall render both the tenant and the owner liable to the Council for such non-compliance. The provisions of this subsection shall not apply to any institutional first mortgagee of any unit who comes into possession of the unit by reason of any remedies provided by law or in such mortgage or as a result of a foreclosure sale or other judicial sale or as a result of any proceeding, arrangement, assignment or deed in lieu of foreclosure.

Section 3. Prohibited Uses and Nuisances. Except for the activities of the Developer and its agents in connection with the construction of the condominium, and except as may be reasonable and necessary in connection with the maintenance, improvement, repair or reconstruction of any portion of the condominium by the Developer or the Council of Unit Owners:

(a) No noxious or offensive trade or activity shall be carried on within the Condominium or within any unit, nor shall anything be done therein or thereon which may be or become an annoyance to the neighborhood or the other unit owners. No nuisances shall be permitted within the Condominium nor shall any use or practice be permitted which is or becomes a source of annoyance to the unit owners or which interferes with the peaceful use and possession thereof by the unit owners.

(b) There shall be no obstruction of any of the common elements. Nothing shall be stored upon any of the common elements, excepting those areas designated for storage of personal property of the owners of the units. Nothing shall be done within the Condominium which impairs any easement or right-of-way or which alters the natural



flow of surface water.

(c) Nothing shall be done or maintained in any unit or upon any of the common elements which will increase the rate of insurance on any unit or the common elements, or result in the cancellation thereof, without the prior written approval of the Board of Directors. Nothing shall be done or maintained in any unit or upon the common elements which would be in violation of any law or applicable regulation. No waste shall be committed upon any of the common elements.

(d) No structural alteration, construction, addition or removal of any condominium unit or the common elements shall be commenced or conducted except in strict accordance with the provisions of the Declaration and these By-Laws.

(e) The maintenance, keeping, breeding, "Petsitting", boarding and/or raising of animals, livestock, or poultry of any kind, regardless of number, shall be and is hereby prohibited within any unit or upon any of the common elements, except, however, a unit owner may have two domestic pets if such prospective unit owner registers such pet with the Board of Directors; provided, however, that such pet is not kept or maintained for commercial purposes or for breeding. Pets shall not be permitted upon the general common elements of the Condominium unless accompanied by an adult and unless they are carried or leashed. Any unit owner who keeps or maintains any pet upon any portion of the Condominium shall be deemed to have indemnified and agreed to hold the Council of Unit Owners, each of the unit owners and the Developer and Management Agent free and harmless from any loss, claim or liability of any kind or character whatever arising by reason of keeping or maintaining such pet within the Condominium. All pets shall be registered with the Board of Directors and shall otherwise be registered and inoculated as required by law. The Board of Directors shall have the right to order any person whose pet is a nuisance, to remove such pet permanently from the Condominium and the Board of Directors, after affording the right to a hearing to the unit owner affected, shall have the exclusive authority to declare any pet a nuisance. The owner of a pet shall have the sole and absolute obligation to clean and/or otherwise remove from the common elements any excrement deposited by such owner's pet. The provisions of Article XVI shall apply to any hearing pursuant to this Section.

(f) Except for such signs as may be posted by the Developer or the Council of Unit Owners for promotional or marketing purposes, traffic control or the like, no signs of any character shall be erected, posted or displayed upon, in, from or about any unit or the common elements without the prior consent in writing of the Board of Directors and under such conditions as they may establish. The provisions of this subsection shall not be applicable to the institutional holder of any first mortgage which comes into Possession of any unit by reason of any remedies provided by law or in such mortgage or as a result of a foreclosure sale or other judicial sale or other proceeding, arrangement, assignment or deed in lieu of foreclosure.

(g) Except in case of prior written permission of the Board of Directors and in an area designated by the Board, no junk vehicle or other vehicle on which



current registration plates are not displayed, trailer, truck, camper, camp truck, recreational vehicle, house trailer, boat or the like shall be kept upon any of the common elements, nor shall the repair or extraordinary maintenance of automobiles or other vehicles be carried out on any of the common elements or within or upon any unit. No vehicle which cannot operate on its own power shall remain on the common elements or in any unit for more than forty-eight (48) hours.

(h) Except as herein elsewhere provided, no part of the common elements shall be used for commercial activities of any character. This subsection shall not apply to the use of the common elements and of condominium units by the Developer for display, marketing, promotional or sales purposes or as "model" condominium units.

(i) No burning of any trash and no unreasonable or unsightly accumulation or storage of litter, new or used building materials (except those belonging to Developer), or trash of any other kind shall be permitted within any condominium unit or upon any of the common elements. Trash and garbage containers shall not be permitted to remain in public view, except on days of collection. All refuse shall be deposited with care in containers or trash chutes designated for such purpose during such hours as may from time to time be designated by the Board of Directors.

(j) No structure of a temporary character, trailer, tent, shack, barn or other outbuilding shall be maintained upon any common elements at any time, except that this shall not apply to structures utilized by Developer for construction, sales, display or promotional purposes. Outdoor clothes dryers or clothes lines shall not be maintained upon any of the common elements at any time. No clothing, laundry or the like shall be hung from any part of any unit or upon any of the common elements or from or upon any balcony or patio.

(k) No outside television or radio aerial or antenna, or other aerial or antenna, for reception or transmission, shall be maintained upon any unit or upon any of the common elements without the prior written consent of the Board of Directors.

(l) Nothing shall be stored upon any balcony or patio, nor shall the cooking or preparation of food be permitted upon any portion of the general common elements of the Condominium, except with the prior written consent of the Board of Directors.

(m) No unlawful use shall be made of any unit or any portion of the common elements and all laws, zoning and other ordinances, regulations of governmental and other municipal bodies and the like shall be observed at all times.

(n) No unit owner shall engage or direct any employee of the Council of Unit Owners or the Management Agent on any private business of the unit owner during the hours such employee is employed by the Council of Unit Owners or the Management Agent nor shall any member direct, supervise or in any manner attempt to assert control over any such employee.



Green Haven  
Screen Patch

6-1-2016

Section 2. Captions. The captions contained in these By-Laws are for convenience only and are not part of these By-Laws and are not intended in any way to limit or enlarge the terms and provisions of these By-Laws.

Section 3. Singular, Plural and Gender. Whenever in these By-Laws the context so requires, the singular number shall include the plural and the converse; and the use of any gender shall be deemed to include all genders.

Section 4. Notices. Unless another type of notice is herein elsewhere specifically provided for, any and all notices called for in the Declaration and in these By-Laws shall be given in writing.

Section 5. Waiver. No restriction, condition, obligation or provision of the Declaration or these By-Laws shall be deemed to have been abrogated or waived by reason of any failure or failures to enforce the same.

### ARTICLE XIII

#### ARCHITECTURAL CONTROL

Except for the original construction of the units situate within the Condominium and any improvements to any common elements accomplished concurrently with said construction, and except for purposes of proper maintenance and repair or as otherwise provided in these By-Laws or the Declaration, it shall be prohibited to install, erect, attach, apply, paste, hinge, screw, nail, build, alter, remove or construct any lighting, shades, screens, awnings, patio covers, decorations, fences, aerials, antennas, radio or television broadcasting or receiving devices, slabs, sidewalks, curbs, gutters, porches, driveways, walls, or to make any change or otherwise alter (including any alteration in color) in any manner whatsoever to the exterior of any unit or upon any of the common elements within the project until the complete plans and specifications, showing the location, nature, shape, height, material, color, type of construction and/or any other proposed form of change (including, without limitation, any other information specified by the Board of Directors or its designated committee) shall have been submitted to and approved in writing as to harmony or external design, color and location in relation to surrounding structures and topography by the Board of Directors of the Council, or by an architectural control committee designated by it.

In the event the Board of Directors, or its designated committee, fails to approve or disapprove such design and location within sixty (60) days after said plans and specifications have been submitted to it, approval will not be required and this Article XIII will be deemed to have been fully complied with.

The Board of Directors shall have the power to form an Architectural Review Committee to promulgate further procedures, rules and regulations, and otherwise administer the provisions of this Article.



### **Section 1. Use of Common Elements**

The use of electric or gas driven devices such as Mini Choppers, Mini Sports Bikes, Dirt Bikes of any size, Pocket Rocket Motorcycles, scooters, skateboards, hover boards, roller skates, inline skates, ATVs and the like is prohibited on any street and sidewalk and the common elements of Green Haven.

### **Section 2. Community Center**

The Community Center will be open from 05:30am to 10:00pm seven days a week. Your admission to the Community Center is by special pass key only. These keys may be obtained from Conway Management for a one-time charge of \$25.00. The operation of the exercise area is during Community Center hours. Use of the upper floor facility is available during these operating hours except if the room is under rental agreement that day.

#### **Guests:**

All owners/residents will be responsible for their guest/s and their guest/s' conduct. Guest/s may not be left alone in the Community Center and are not allowed to use any of the exercise equipment.

#### **Dress:**

All owners/residents and guest/s are required to wear appropriate attire in the Community Center at all times. This includes shirts and shoes. No wet bathing suits are allowed on the top floor of the Community Center.

#### **Food and Drink:**

Anyone preparing or consuming food or drink in the Community Center is responsible for any clean up that may be required prior to leaving the building.

#### **Furnishings:**

All property located within the Community Center including but not limited to chairs, tables, equipment, etc. may not be removed from the building for the owner's/resident's personal use. If these items are used inside the Community Center, they must be returned to their original place and folding chairs/tables must be returned to storage.

#### **Conduct:**

Owners/residents and guest/s must conduct themselves properly in the Community Center. This includes keeping electronics, radios, CD players, or television at a low volume that does not disturb other people in the Community Center.

#### **Language:**

No abusive or profane language or breach of peace will be tolerated.



**Smoking:**

No smoking or use of e-cigarettes is allowed in the Community Center, pool area, and all interior common areas at any time.

**Pets:**

No pets are allowed in the Community Center and/or pool area at any time.

**Liability:**

All owners/residents and guest/s will use the Community Center and/or the pool areas at their own risk and Conway Management and/or the Green Haven Council will be free of any and all liability. Conway Management does not assume responsibility for any accident or injury in connection with such use.

**Damages:**

The owners/residents and/or guest/s causing any damages to the Community Center will be held responsible for the cost of replacement or repair. Conway Management and/or Green Haven Council will not be responsible for the loss or damage to any personal property of any kind.

**Rule Violations:**

Any violation of these rules could result in the guilty party/ies being barred from using the Community Center facilities in the future.

**Use of Equipment:**

Anyone using the electric range is responsible for cleaning it after its use.

**Injuries:**

All personal injuries/accidents, no matter how slight, must be reported to the Community Center Manager as soon as possible. A written statement must be filed within 24 hours of the injury/accident with the Community Center Manager.

**Private Use of the Community Center:**

Use of the building for private parties may be arranged by contacting the Community Center Manager. The use of the building is with the understanding that access to the lower floor must be allowed during the event. Use of the facility for a building party or meeting is free of any fees but the date must be confirmed with the Community Center Manager. All children must be supervised at all times!



### **Section 3: Exercise Room**

- The exercise room is for the use of owners/residents only. Owners/residents are NOT permitted to bring guest/s to use the exercise room or the equipment herein.
- Wear proper attire which includes shirts and shoes. No bare feet or wet bathing suits are allowed in the exercise room.
- There will be water spray bottles with anti-bacterial solution to wipe off the machines after you are through using them. Users are responsible for cleaning up after themselves. Please do not put any liquid on the electronic console of any machine. No equipment is to be removed from the exercise room.
- Before taking over a piece of equipment, look around to make sure the current user hasn't just walked to the water fountain. Check each piece of equipment for proper adjustment before using it.
- For your own safety, do not work out alone; keep your body clear of moving parts.
- Exercise equipment can only be used if you are 18 years or older.
- Smoking or eating is not permitted in the exercise room.
- All exercise equipment is to be used at the owner's/resident's risk and in conformance with all rules and regulations. Conway Management and/or Green Haven Council will not be held responsible for any personal injury and/or punitive damages as a result of fitness equipment use, application or negligence.
- Please do not make any repairs on the equipment; report any problems to Equipment Room Chairperson.
- Do not use, adjust, or operate fitness equipment beyond your physical ability.
- Report any vandalism or unauthorized users to the Equipment Room Chairperson. Vandals will be prosecuted.
- Conway Management and/or Green Haven Council are not responsible for lost articles.
- Failure to comply with these instructions may result in loss of privilege of using the fitness equipment.

### **Section 4. Swimming Pool**

- The pool operator must be on duty and the pool officially open before anyone is allowed in the pool area or water.
- All person/s using the pool or pool area do so at their own risk and sole responsibility. Conway Management and/or Green Haven Council do not assume responsibility for any accident or injury in connection with such use.



- The person/s agrees to hold harmless the Green Haven Council from any and all liabilities resulting from the actions of any guest/s using the pool area or pool.
- *Owners/residents must sign in upon entering the pool area. A picture identification must be presented to the pool operator. Guest/s with owners/residents must also sign in and be with the owners/residents at all times. When the owners/residents leave the pool or pool area, the guest/s must also leave.*
- Each condominium is entitled to five guests in the pool area.
- Owners/residents will be held responsible for loss or damage to any personal property. This includes any damages that may be caused by their guest/s.
- The cost of any property damage will be charged to condominium owner/resident responsible. This includes any damages that may be caused by their guest/s.
- The Conway Management and/or Green Haven Council will not be responsible for loss or damage to any personal property of any kind.
- The pool may be closed at any time due to mechanical breakdown, inclement weather or at the discretion of the pool operator and all swimmers must exit the pool immediately.
- Babies and young children who are not toilet trained must be diapered and **WEAR WATER PROOF OR SPILL PROOF RUBBER PANTS IN THE POOL.** Diapers alone will not be permitted in the pool.
- Children 16 years old and younger must be accompanied and supervised by an owner/resident for admission to the pool. If the child is in the pool, the sponsoring owner/resident must be in the pool area at all times and is responsible for the child's/children's safety and conduct.
- Inner tubes, air mattresses, water wings and the like are not permitted at any time.
- Running, pushing, wrestling, ball playing or causing undue disturbance in or about the pool area will not be tolerated. Spitting of water and similar unhygienic acts will not be permitted.
- No abusive or profane language or breach of the peace will be tolerated.
- Absolutely **NO DIVING** is permitted due to the depth of the entire pool.
- No pets are allowed in the pool area at any time.
- Only rubber soled shoes will be permitted on the concrete apron portion of the pool area.
- All electronic devices, radios, portable CD players and the like must be kept at a low volume.



- Admission shall be refused any person/s having infectious disease, sore or inflamed eyes, colds, nasal or ear discharges or any communicable disease of any kind. Any person/s with excessive sunburn, open sores or bandages of any kind will not be permitted.
- All food or beverages brought into the pool area must be in paper, plastic or shatter proof containers. Absolutely NO glass will be allowed in the pool area at any time. All trash must be disposed of in a trash container.
- ABSOLUTELY NO INTOXICANTS may be brought into the pool area.
- NO SMOKING OR USE OF E-CIGARETTES is allowed in the pool area at any time.
- All personal injuries, however slight, must be reported to the pool operator on duty.

Individual/s may be barred from the pool and/or pool area at the discretion of the pool operator or the Green Haven Council for violations of said rules or for any other reason which constitutes a hazard to others or to Green Haven. This would include for example being under the influence of alcohol or drugs.

#### **Section 5. Tennis Court**

- Is a private community court and is to be used by owners/residents only and their guest/s when accompanied by the owners/residents.
- Is available for use at any time.
- Is only to be used to play tennis; no inline skating, skate boarding, bike riding and the like.
- Is to be used only by people wearing proper court shoes.

Proper consideration should be given to other tennis players waiting for the court. Time on the court should then be limited to one hour.

#### **Section 6. Arrears**

Per Bylaw Article III, Section 9, (b):

any owner not totally up to date in payment of condo fees and/or special assessments shall be considered in arrears and therefore not eligible to vote, serve on the Board of Directors, serve on any committee or use any of the Community Center facilities. This includes the pool, tennis court, exercise room and renting of the Center. An owner in arrears will not be allowed an exception to the leasing bylaw.

Owner: the person whose name is on the deed is responsible for the payment of all condo fees and any special assessments.

Resident: the person who holds a legal approved lease and/or lives with the owner.

### **Section 7. Unit Information Form**

#### **Per Bylaw Article III Administration Section 8 List of Members:**

each owner/resident is required to complete the Green Haven unit information form and renew it annually for emergency purposes and to keep Green Haven aware of the identity of all person/s living here. If an owner/resident fails to complete and submit this form, it is a violation of the bylaws and it will be handled by the Compliance Committee.

### **Section 8, 80/20% Floor Covering**

#### **Per Bylaw Article VIII, Section 3, (q):**

the floors of each condo on the second, third and fourth floors must be covered with rugs or carpeting to the extent of at least 80% of the floor area of each room and hallway, excepting only kitchens, bathrooms, closets and laundry rooms.

If a noise violation against an owner/resident is confirmed, the owner/resident will be subject to violations of the 80/20% rule.

### **Section 9. Holding Pond**

#### **Per Bylaw Article VIII Section, (o):**

the holding pond and surrounding posted areas are off limits to everyone including owners/residents and guests. State and County regulations prohibit walking, dog walking and any other activities in the area.



## MICHAEL PHIPPS

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**From:** Doug Shock <dshock@conway-mgt.com>  
**Sent:** Friday, February 15, 2019 4:54 PM  
**To:** Patti Mullan; MICHAEL PHIPPS  
**Cc:**  
**Subject:** RE: Green Haven-Scottsdale Dr

*Balcony's*

It is the responsibility of the unit owner to maintain their balcony's . if it is a structural issue like the balcony joist or a siding issue then it is the Associations.

Doug

**From:**  
**Sent:** Friday, February 15, 2019 4:12 PM  
**To:** MICHAEL PHIPPS <MICHAEL.PHIPPS@LongandFoster.com>  
**Cc:**  
**Subject:** RE: Green Haven-Scottsdale Dr

Good afternoon:

I have forwarded your request to Doug who is the property manager. I am sure that he will get back to you as soon as he can.

**From:** MICHAEL PHIPPS [mailto:MICHAEL.PHIPPS@LongandFoster.com]  
**Sent:** Friday, February 15, 2019 2:37 PM  
**To:**  
**Cc:**  
**Subject:** FW: Green Haven-Scottsdale Dr

**From:** MICHAEL PHIPPS  
**Sent:** Thursday, February 7, 2019 3:26 PM  
**To:** 'conwaymanagement@comcast.net' <conwaymanagement@comcast.net>  
**Cc:**  
**Subject:** Green Haven-Scottsdale Dr

Hello,

I'm going to be listing a condo on Scottsdale Dr and the owner is asking me who is responsible for the floor boards on the balcony? The railing on the balcony? The screen enclosing the balcony?

If you would be so kind to inform me/us.

Thank you,  
Michael Phipps