RULES AND REGULATIONS

OF THE

RENAISSANCE CONDOMINIUMS ASSOCIATION

MAY 2013

Professionally Managed by:
Towne Properties
777-A Dearborn Park Lane
Worthington, OH 43085
614-781-0055

Rules and Regulations of the Renaissance Condominiums Association

Statement of Purpose

The main purposes for having rules and regulations within any community are to provide residents with a framework in which to protect their personal and property rights and to provide as safe and as pleasant a living environment as possible.

Living in a close-unit environment such as ours means ***we must respect the lifestyle of our neighbors, their feelings, their idiosyncrasies, and most of all, their rights.***

The Rules and Regulations are established pursuant to and are an extension of the Declaration and Bylaws of the Renaissance Condominiums Association (hereinafter referred to as the Association). It is the duty of each Association owner and resident to become familiar with these rules and regulations and to observe them.

If residents are politely questioned by other residents regarding the authorized and proper use of community facilities, they should not be hurt or offended by the question. Likewise, residents should not feel embarrassed or shy about questioning anyone about the use of facilities. Such attitudes make for good, common sense citizenship, which helps to ensure that the safety, property rights, and general welfare of all residents are protected. As such, if a resident is being adversely affected by another resident or the guest of another resident, it is recommended that the affected party first try to resolve the issue with the other resident.

Each owner should have received a copy of the Declaration and Bylaws for the Association at their closing. If you do not have a copy, please contact Kim Brown of Towne Properties for a copy at a nominal charge or visit the Association's website at https://renaissancecondos.condosites.net/. Please take the time to familiarize yourself with these documents.

The Bylaws delegate to the Renaissance Condominiums Association Board of Directors (hereinafter referred to as the Board) the responsibility for management of the Association's affairs. The Board consists of six (6) Renaissance Condominium owners elected by fellow unit owners, and meets as necessary to review the Association's finances and operations. The names of the current Board members can be found on the Association's website, and the Board can be contacted at board@renaissancecondos.org.

There is no such thing as a stupid question.
Please ask if in doubt about anything.

Section I.
Use of Condominium

1. Non-residential Home Occupations - No business, trade, industry, occupation or profession of any kind, whether for profit or not for profit, may be conducted, maintained or permitted on any part of the Condominium Property, except certain home occupations that are permitted by law, for certain units, and provided such activities do not increase the normal flow of traffic on the condominium property. You should check with the Property Manager before commencing a home occupation use.

2. Owner Occupancy - In order to maintain the character of the Condominium as primarily a housing community for owner-occupants, all new owners shall be required to occupy the unit for at least one year from the date of transfer prior to seeking approval from the Board to use the unit as a rental property, as required in rule 3 below. The Board may from time to time request documentation from unit owners verifying the use of their units as either rental units or as owner-occupied residences. Failure to provide the information shall be considered a violation of the rules and shall subject the unit owner to enforcement action as provided in Section III of the Rules and Regulations.

3. Lease of Condominium - In addition to the above requirement and the requirements listed in Article III, Section 2(g) of the Declaration, no more than twelve (12) units shall be allowed to be used as rental properties at any one time. Except as otherwise allowed for in the Declaration, no unit owner shall enter into an agreement to lease or rent the unit unless specifically authorized by the Board. Prior to renting out or leasing a unit, the unit owner shall contact the Board indicating the unit owner's desire to rent/lease the unit. The Board will tally the number of units being used as rentals and indicate if the limit has been reached. For purposes of this rule, a vacant unit that was most recently occupied by a renter shall continue to be counted as a rental unit in determining the availability of units that may be rented. However, existing or prior use of a unit as a rental property shall in no way guarantee the subsequent use of the property as a rental property upon transfer of ownership. If a unit owner receives approval from the Board to rent or lease a unit, but does not find a renter or lessee within four months of the Board's approval, the approval will lapse. There shall be no subleasing of a unit by a tenant.

   Any unit owner lacking approval to rent or lease a unit may, in cases of economic hardship, request permission from the Board to rent or lease the unit for a period of one year. Cases of economic hardship qualifying for a hardship rental approval may include, but are not limited to: a loss of employment, a transfer to a different city, a divorce, a marriage, birth of a new child, and debts caused by a medical condition. Approval of a request for hardship rental approval is left to the discretion of the Board. Unit owners seeking hardship rental approval may request a copy of the Association's Hardship Rental Form from the property manager or can download one from the Association's website.

   In accordance with Article III, Section 2(g) of the Declaration, all agreements to rent/lease a unit shall be in writing. No lease shall provide for a tenancy of less than one month. Each lease shall state that the tenant shall comply with the terms of the Declaration and the Rules and Regulations (hereinafter referred to as the Condominium Documents). A pattern of disregard for any of the provisions in the Condominium Documents will constitute grounds for eviction. However, all administrative charges, judgments or liens will be against the condominium owner. The Board delegates its responsibility for enforcement to Towne Properties.

Because any unit owner who rents out a unit is responsible for damage to the common areas caused by his or her tenant, it is suggested that each unit owner who rents out a unit require a security deposit of at least $750 specifically for common areas. Responsibility for damages may be based on eyewitness accounts of a move-in or move-out of tenants and/or their furniture that coincides with damage occurring. Reports of damage may be made to the property manager or to the Board, within thirty days of the occurrence. In order to minimize tension among neighbors, the identity of persons reporting damage will not be revealed to the unit owner responsible for the damage except as required by law.

4. Parking and Drive Areas - Due to the limited availability of parking on-site, parking regulations will be **strictly** enforced. Failure to comply with the parking restrictions outlined herein and any traffic control signs that may be posted by the Board are grounds for immediate action by the Board, including but limited to towing (at the vehicle owner's expense) and/or administrative assessments against the unit owner. No notice of violation must be given prior to initiating action (including towing) for vehicles parked in violation of this part.

   a) All residents and their guests are expected to operate their vehicles in a safe manner while on condominium property.
   b) An owner or resident has the right to use only the numbered parking space belonging to his/her/its Unit.
   c) There are three unassigned spaces on the east side of the carports. No unit owner, tenant, or other resident may park in any unassigned space.
   d) Each unit owner must provide the property manager with the license plate number of each unit resident's vehicle upon request.
   e) It is the responsibility of the unit owners to inform their visitors of parking restrictions. Any violators will be towed away at the vehicle owner's expense. In addition, the resident who provided access to the parking area for the improperly parked vehicle may be assessed administrative charges as provided for in Section III of the Rules and Regulations.
   f) Vehicles may not be parked in front of garage doors, dumpsters, carports, or in any unmarked paved area. Vehicles obstructing ingress/egress or access to garages, carports or dumpsters **WILL BE TOWED** at the owner's expense.
   g) Only operative vehicles used by a resident and as a primary source of transportation may be parked in the assigned carport spaces. Storage of property other than vehicles is prohibited.
   h) No maintenance of automobiles or vehicles shall be carried out in the parking lot.
   i) All motor driven vehicles (including mini bikes and motorcycles) are restricted to the street and driveways. Residents must comply with all State and Local laws.
   j) Vehicles with expired tags will be considered abandoned and towed away at the vehicle owner's expense.
   k) All damage to driveways and/or parking spaces due to spills, leaks, etc. will be repaired at the unit owner's expense.
   l) No occupant of any unit shall leave open and unattended, or allow to remain open and unattended, that occupant's garage.
   m) The inability of a resident to park in his or her assigned space due to someone violating this rule does not give the resident the authority to violate this rule.

** **Please note**: it is not the Association's responsibility to provide additional parking for a resident if a resident chooses to use his or her garage for purposes other than parking or if the residents of a unit have more than one vehicle. **

5. Pets - The occupants of each condominium unit are permitted to maintain two pets. Generally accepted pets are birds, cats, dogs, gerbils, and hamsters; all others require Board approval.

   a) Unit owners are responsible for the immediate clean up of their pet's waste. Leaving pet waste in open areas will not be tolerated and owners/residents who fail to clean up after their animals will be faced with an administrative charge and/or the removal of the offending animals from the Condominium Property upon written notice by the Board.
   b) The cost of repairing any damage done to Association property by an animal will be levied as a special assessment against the unit in which the unit owner, their guest or tenant responsible for that animal resides. This assessment also includes any damage to the common landscaping areas caused by pet urination.
   c) Pets may not be tethered in or out of the resident's limited common space or in the common elements or left outside unattended. Ropes or chains found attached to trees, columns, posts, fencing or any other portion of the building will be removed at the owner's expense. Pet owners are also responsible for the level of noise created by their pets, whether the pet is inside the owner's residence, in the limited common elements, or outside in the common elements.
   d) Pet owners are subject to the licensing and leash laws of the State of Ohio, Franklin County and the City of Columbus. Pets must be under the control of the pet owner when in any of the limited common elements or common elements.
   e) Breeding and boarding of animals for commercial purposes is strictly prohibited in any Renaissance unit.
   f) No animal pens or houses are permitted in the common elements or limited common elements.

   If any resident is disabled and requires use of a guide animal, please contact the property manager or Board of Directors for assistance.

6. Bed Bug Extermination Policy - At this time, there have been no reports of vermin, household pests, or infestations at The Renaissance Condominiums.

   Infestations and vermin that physically harm human occupants (by unprovoked bites, transmission of disease, or other demonstrable physical harm) and that have the ability to spread from Unit to Unit must be dealt with by a professional exterminator. The purpose of this requirement is to prevent the pests from scattering into adjacent Units and to prevent untrained individuals from using improper/unsafe extermination techniques. Since bed bugs can travel quickly from one Unit to another, the Unit owner or Occupant must notify the management company (by voice mail or e-mail) within 24 hours of a suspected bed bug infestation. Within 2 business days of a Unit owner or Occupant noticing bed bugs, he/she must have the Unit inspected by a professional certified exterminating contractor. The contractor must submit a report to the property management company. If the contractor finds bed bugs, the Unit must be treated within 5 business days. Unit owners and Occupants are prohibited from attempting to do their own extermination. Any Unit owner who fails to have his/her Unit treated within 5 business days may be assessed the extermination fees for treating the affected surrounding areas and all enforcement costs.

   If an infested item must be disposed of, it must be disposed of properly, with the help of a professional service. Infested or potentially infested items must be clearly labeled "DO NOT PICK UP." Proper disposal includes wrapping items with plastic wrap before they are taken through the common hallways. Any Unit Owner improperly disposing of infested furniture shall be fined the cost to have the items properly sealed, extermination fees for the surrounding areas, and any enforcement costs.

Adjacent Unit owners and Occupants will be notified that a close neighbor had an infestation so they can have their Units inspected. Unit owners must respond to this notification within 24 hours. Please note that the inspection might involve permitting a dog inside the Unit to sniff out hidden bed bugs.

As you know, the purchase of your Unit at Renaissance Condominiums subjects you to the Association's Declarations and Bylaws. Declaration Article XIV, Section 2 provides in pertinent part:

> The Association shall have a right of entry and access to, over, upon and through all of the Condominium Property, including each Unit and the Limited Common Elements, to enable the Association to perform its obligations, rights and duties pursuant hereto with regard to maintenance, repair, restoration and/or servicing of any items, things or areas of or in the Condominium Property. In the event of an emergency, the Association's right of entry to a Unit may be exercised without notice; otherwise, the Association shall give the owners or occupants of a Unit no less than twenty-four (24) hours advance notice prior to entering a Unit.

If it is determined that the bed bugs have traveled from one Unit to another, the common elements (structural components beyond the drywall) have also been infested. According to the above provision, the Association has the right to maintain the common elements and enter a Unit with 24 hours notice. If the Association suspects that the common elements within a Unit are infested, the Association will provide notice, inspect the common elements, and take reasonable steps to address the infestation. If a Unit owner or Occupant interferes with the Association's obligation to maintain the common elements and/or refuses to allow the Association's contractor entry into the Unit, the Unit owner shall be billed all costs including the cost of rescheduling, gaining access, and any additional charges, including but not limited to court costs and attorneys' fees, if any.

Most likely, if the common elements within the Unit's structural components are infested, so is the Unit. Implementing effective procedures can manage the bed bug population, successfully reduce the number and intensity of infestations, and control the spread of bed bugs. However, these procedures also require time, energy, persistence, focused action, and investment, as well as the physical capacity to move furniture and to conduct close, detailed visual inspections, which are significant barriers for some. Experts advise that bed bug infestations that are identified early are easier and cheaper to eradicate.

Section II.
Unobstructed Use and Aesthetic Control of Common Elements and Building Exterior

1. Common Elements - The common elements are for the use, benefit and enjoyment of all of the residents for the purpose and in the manner in which such areas and facilities are ordinarily used. The common elements are owned by all unit owners. No one shall use the common elements in such a manner as to disturb others. No unit owner has any authority to change or modify this area unless he or she has the express written permission of the Board and any other permission required in the Condominium Instruments. The common elements include all areas of the grounds, entrances to each building, internal halls of each building, stairways, the carports and the exterior of the buildings. The entrance hallways to the units and the carports are further defined as limited common elements, which mean that they are for the exclusive use of the unit(s) they serve.

The following items are strictly prohibited at Renaissance Condominium in any common element, limited common element, or outside any door or window unless otherwise allowed for in the Condominium Documents:

a) Swing sets, laundry poles, or clotheslines.
b) Laundry (clothes, sheets, swimsuits, shoes, towels, rugs, etc.) hung over any railing or exposed on any part of the common areas and facilities.
c) Personal property.
d) Any object that does not meet with Board approval.

2. Exterior Modifications - All exterior modifications, which includes additions or changes, either temporary or permanent, relating to doors, hallways, railings, landscape beds or common areas, must first be approved by the Board. Please submit a letter and drawing detailing the exterior changes to our property manager, Kim Brown at Towne Properties, who will present these issues to the Board for consideration. Please allow 10-14 days for a decision. If you have any questions concerning what items require Board approval, please contact our property manager for clarification.

   No sign, awning, canopy, shutter, radio or television antenna, or television satellite dish may be affixed to or placed upon the exterior walls or roof or any part of the building thereof, without approval of the Board.

   If a resident moves forward with an exterior alteration without Board approval, the alteration will be restored to the original state at the expense of the condominium owner.

3. Exterior Decorations and Adornments - Unit owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls of the building unless specifically allowed for by the Condominium Instruments.

   a) Flower Boxes - Flower boxes of a character fitting the architecture of the building are permitted on the railings of atrium doors providing:

      i. Flower boxes do not result in damage to the condominium property, including damage to the railing or staining of the siding from seepage or overflow.
      ii. Plants are properly watered and cared for. Dead plants shall be promptly removed.
      iii. Plants are of a variety typically intended for ornamental/decorative use. Vegetables, for example, may not be grown in window boxes.
      iv. Flower boxes are properly secured to avoid falling or being dropped or knocked off the railing.
      v. Flower boxes and hardware are maintained in good condition. Rusty hardware, cracked boxes, flaking paint, etc. will be cause for removal.
      vi. Empty flower boxes will not be allowed. Flower boxes shall be removed in the fall at the end of the growing season.
      vii. General guidelines for acceptable styles/sizes of flower boxes are as follows:

         (a) Boxes (single or in combination) shall be a minimum of 60 inches wide and shall be centered and/or equally spaced along the railing.
         (b) Boxes may be either hung from the top of the railing or placed on the "balcony" inside the railing.
         (c) Planters and any hardware shall be black, dark green, or terra cotta.

b) Flags and Other Decorator Items - One (1) U.S. flag may be displayed on the street side and ends of the building surrounding appropriate government holidays. On the rear side of the building one flag in good taste may be placed on an individual unit railing for game days or special occasions. Flags of a threatening or offensive nature, as determined by the Board are not allowed. Under no circumstances should nails, screws or hooks be affixed to the siding. The Board of Managers should approve holders for flags. Windsocks are not considered flags and consequently are not permitted.

c) Holiday Decorations – A reasonable display of lights/decorations not causing damage to the building, gutters, or siding may be displayed during the holidays. For the winter holidays, lights facing the street or on the ends of buildings must be solid white. Flashing lights or marquis style lights are prohibited on any part of the exterior of the buildings. Evergreen roping/garland (live or artificial) and traditional holiday wreaths are also allowed. No extension cords may be run in a manner that obstructs or creates a trip hazard in the common elements. Winter holiday decorations may be put on your unit or your limited common elements starting the weekend after Thanksgiving and must be removed by the second weekend in January. For all other holidays, all decorations must be removed within one (1) week of the holiday.

d) Window Treatments - Unit owners shall not cause or permit any curtain, shades or other window coverings to be hung inside or outside any window or transparent doors on the front or sides of the buildings which show any colors other than white or beige tones on the outside.

4. Obstructions - There shall be no obstruction of the Common Elements or shared Limited Common Elements of facilities nor shall anything be stored in the Common Elements or shared Limited Common Elements unless otherwise allowed by the Rules and Regulations.

a) Signs within the Community - No signs will be permitted, except for political signs and "For Sale" signs. Political signs must be professionally produced, must not contain profanity, and must advocate either support for or opposition to a specified political party, candidate, issue, or referendum. No political signs may be displayed more than two months before the relevant election, and all such signs must be removed within one week after the election. No more than one (1) political sign may be displayed by each unit. For units that are available for purchase, one professionally prepared "For Sale" sign may be placed in a window. No real estate signs are permitted in any common elements. Additionally, one (1) open house directional sign is permitted for a reasonable period of time on the day of an open house.

b) Hallway -

i. No decorative items, other than one wreath or door hanging on a unit owner's door, are permitted in the common hallway unless otherwise allowed for by the Condominium Instruments.
ii. Residents cannot put personal holiday decorations in the common elements except as otherwise allowed for in the Condominium Instruments.
iii. Items, including decorations or flowerpots, cannot be placed on the ledges in the stairwell or on the walls.

Section III.
ADMINISTRATION AND ENFORCEMENT

1. Property Management - The property manager for the Renaissance Condominiums Association is Kim Brown of Towne Properties. Towne Properties is located at 777-A Dearborn Park Lane, Worthington, OH 43085. Ms. Brown may be reached by phone at 614-781-0055 or by fax at 614-781-0832. Ms. Brown's assistant is Joyce Schultz, and can be reached at 614-781-5137, with regards to accounting, operational matters, and routine maintenance requests. After-hours **emergency** maintenance requests can be made at 614-781-0055.

2. Communications with Residents - The Board will use e-mail and the website as its primary means of communication to save on postage and printing costs and to be environmentally friendlier, except for those communications for which postal mail is required by the Declaration or the Bylaws. Important messages (such as those regarding assessments and those that require unit owner action) will still be mailed. Updates to these Rules and Regulations will be posted under the "Rules, Policies and Legal" section of the website and e-mailed to all unit owners. It is the unit owner's responsibility to make sure that e-mails from donotreply@condosites.net are being delivered to their inbox. Unit owners should make sure that their e-mail addresses are up-to-date in the unit owner directory and that e-mails are not being directed to their spam folders. (To test if you receive e-mails from donotreply@condosites.net, simply go to www.renaissancecondos.org, click on "Forgot Your Password?", type your e-mail address, and hit "Submit." Your registered e-mail address should receive an e-mail with your password from donotreply@condosites.net).

   It is the unit owner's responsibility to provide up-to-date contact information to the property manager and/or the owner directory at https://renaissancecondos.condosites.net. It is also the unit owner's responsibility to read notices sent from the board, and take action when action is requested. Occasionally the board needs to contact unit owners who rent out their units to inform them of special assessments, problems with tenants, and other important updates. Notices will be sent via e-mail and/or postal mail to the most up-to-date addresses the Association has available. If certified letters or other costly means of communication are required to contact a unit owner, an administrative charge of $10 plus the expenses to send the letter (e.g., certified mail charges, tracking numbers, or personal messengers) will be assessed to the individual unit owner. These fees are in addition to any late fees for special assessments and charges to recoup the cost of liens, attorney's fees, and other collection-related costs.

3. Late Fees - Any unit owner paying his or her regular monthly operating assessment later than the tenth day of the month for which that assessment is due will be assessed a late fee of $25. Any unit owner paying a special assessment later than the next tenth day of the month following the payment deadline will be assessed a $50 late fee. For example, a unit owner failing to pay a special assessment that was due on July 17 will be assessed a late fee if payment is not received by August 10, and a unit owner failing to pay a special assessment due on November 4 will be assessed a late fee if payment is not received by November 10. Additional $50 late fees will be assessed on the tenth of each month that passes without payment of an overdue special assessment. Unit owners who are on a payment plan approved by the Board will not be assessed late fees so long as they make the payments required by the approved payment plan. Late fees will be assessed under this rule for each payment that is overdue as of the promulgation of this rule.

4. Complaints/Problems - All complaints/problems you may be experiencing with the Association, neighbors, pets, etc. are to be presented in writing to our property manager, Kim Brown, who will

present all issues to the Board for resolution. Kim can be reached at Towne Properties, 777-A Dearborn Park Lane, Worthington, OH 43085, by phone 318-2751, or fax 781-0832. It must be noted that in the event of disputes between neighbors, the Board shall only rule on the merit of arguments as they pertain to the policies, rules, and regulations presented in the condominium documents.

5. Sale of Condominium - It is the current owner's responsibility to notify the Association's property manager of the sale of the condominium and provide the name of the new owner. At or by closing, the selling owner is to notify the management company of the ownership change and provide the new owner with a copy of the current Association rules, Association Declaration and Bylaws, and remaining condominium Association fee coupons. This will assist the new owner to feel welcome in their new home and community. There is a $150 transfer fee payable to Towne Properties at closing, payable by the purchaser for all of the necessary documents. Within 30 days of closing on a unit purchase, the new owner is requested to login to the website (https://renaissancecondos.condosites.net) to change the e-mail address and phone number associated with the unit's username.

6. Enforcement - The Declaration, Bylaws and preceding rules and regulations have been established to create a positive environment in which we all can live. In the event that the policies are violated, the Board may issue warnings, assess administrative charges, and take other actions as established in the Condominium Documents and as allowed for by law, against a unit owner to remedy the violation and/or deter future violations.

   Except as otherwise noted in the Condominium Documents, in the event that a unit owner, resident, or guest/visitor violates policies, the unit owner shall be issued a notice of violation (NOV). The NOV will indicate the specific provision(s) of the Declaration, Bylaws, or Rules and Regulations that have been violated, the expected remedy, and period of time within which the owner must remedy the violation. If the violation is not remedied to the satisfaction of the Board within the specified time period, or if the violation is a repeated violation, an administrative charge shall be assessed as indicated below.

7. Administrative charges - If a unit owner is issued an NOV and the violation is not remedied within the time period specified in the NOV, administrative charges will be assessed against the unit owner. For each successive day that the violation goes unremedied, an additional administrative charge shall be assessed. For the first violation, the administrative charge will be $25/day. In the event of a repeated violation of the same policy within one year of the initial NOV, additional administrative charges shall be assessed. Each additional violation of the policy will result in increasing the amount of the administrative charge in $25 increments. Furthermore, for repeated violations of the same policy, the administrative charges will be assessed starting with the date of notification of the repeat violation.

   The Board hopes that assessing administrative charges will not be necessary. As always, we request that all owners and residents be courteous to each other and abide by the standards and policies set forth in the Condominium Documents.

8. Appeals - If a unit owner feels that an NOV has been issued unjustly, he/she will have the right to appeal to the Board. The Board shall make all reasonable efforts to consider requests for appeals in a timely manner. However, if the Board denies the appeal, administrative charges may still be assessed based on the dates specified in the NOV. It should be noted that in the event of disputes

between neighbors, the Board will only rule on the merit of arguments as they pertain to the policies, rules, and regulations established in the condominium documents.

9. Safety violations - In the event that a unit owner, resident, or guest/visitor violates the policies in a manner that poses an imminent threat to the health, safety, or welfare of the other residents or guests, the Board may take whatever actions are necessary to eliminate or reduce the risk resulting from the violation. Costs incurred in the remediation of these issues are the responsibility of the unit owner. The Board may impose assessments upon the offending unit owner to recoup any costs incurred by the Association in the remediation.