

Glenview East Condominium Council of Co-Owners Rules and Regulations

Welcome to the Glenview

Living in a condominium is very much like living in a small community. Your unit is your home. The residents are the neighbors you have chosen for a new lifestyle. You are offered many services furnished both by the manager and his staff all of whom are employed by the Glenview East Condominium Council of Co-Owners. You pay for these monthly by your condominium (condo) fee. All common areas: halls, lobby, public rooms, health club, swimming pool, tennis court, laundry facilities, etc. are shared and used by those who wish to avail themselves of their use.

Committees' chair people are appointed by the President and have developed rules and regulations, or "house rules", for orderly and satisfactory enjoyment of the facilities. The attached contain these provisions which have been approved by the Board of Directors. Please familiarize yourself with them as well as the building documents you received when you purchased your unit. Residents' children who do not live with their parents in the Glenview are in the same category as guests. They have no facility privileges, unless accompanied by a resident. There are provisions for registered overnight guests available in the Management Office.

Only a few units are leased (and these are grandfathered in) and it is the resident/lessee, not the owner, who enjoys the privileges of facilities usage. However, only the owner may vote on business brought before the Council. Vote count is based on percentage of ownership; exercise your franchise by attending Annual and Special Council meetings and vote. There are provisions for proxy voting available in the Management Office.

Directors are elected each year from one to a three-year term (a total of 9 directors) and the Board elects the officers for a 1-year term. Directors and officers may be re-elected. Suggestions, in writing, are always welcome and should be submitted to the appropriate committee or to Management. We have a lot of talent in the Glenview. If you are interested in serving on a committee, please advise the Management office.

Welcome to the Glenview and enjoy your new home!

The Glenview East Board of Directors

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Emergency Information

Fire Procedures

Be aware of the location of the fire alarms on your floor.

Alarms sound on the floor where the fire is located and one floor above and below.

Stay in your unit and listen for any intercom speaker instructions. Emails and/or text messages may also be sent to communicate instructions.

Unlock unit door for emergency personnel.

Lay wet towel at door entrance if smoke is entering your unit.

If FIRE and/or SMOKE is in your unit, leave and go down at least two floors by means of the nearest stairwell.

Go to the Steinfeld Room, and do not congregate in the inner or outer lobby. Check in with Building Staff so they know you are all right.

Smoke Alarms

Each unit owner shall, at the unit owner's expense, install and maintain in their respective condominium units a smoke detector or detectors of a type approved by the Fire Department. The Condominium Owner shall install and maintain one smoke detector for a one-bedroom unit, and two smoke detectors for two bedroom or larger units. All such smoke detectors shall be maintained in good working order at all times.

All smoke detectors should be the lithium battery powered alarms with 10-year useful lives. Kentucky law requires on sale of a unit the smoke detectors be replaced with lithium powered detectors. Maintenance personnel can inspect smoke detectors as a courtesy when requested. It is the up to each owner/resident to inspect and maintain their own detectors.

Tornado and Windstorm Procedures

Basic precautions should be taken in case of a warning of an imminent tornado.

- Stay away from all windows and doors.
- Move either to the central hallway on your floor or the fire stairs.
- Move to the basement for added safety.
- Check in with Building staff so that they know you are all right.
- Remain in safe areas until an All-Clear signal is given.

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General Information

Monthly Condominium (Condo) Fee

Each year the Board of Directors sets the monthly Condominium Fee for each unit in November with changes taking effect on January 1st of the following year. The fee is based on the square footage of each unit. These fees are used to pay the expenses of operating the Glenview East and maintaining an adequate Reserve and Replacement Fund for future needs. The monthly condo fee is due by the 10th of each month. If a co-owner does not pay the condo fee on time, they incur a late fee charge of \$25.00 for each and every month. For each succeeding month there shall be the same charge for each month of delinquency. A lien against the property will be established after three months of non-payment of condo fees. The co-owner who is delinquent will be charged all costs for filing the lien and clearing of the lien after payment.

The Council of Co-Owners and Management are not responsible for any valuables lost or stolen from the Condominium Project.

Residents and co-owners are responsible for the conduct, behavior and actions of their guests, employees, construction workers, delivery persons, trades people, tenants, etc. within the Condominium Project whether or not the resident or co-owner is present. Reimbursement for any damage or loss sustained is the responsibility of the host resident or co-owner.

Proper Attire

Proper attire: including shirt and shoes are required while in the common areas of the Condominium Project.

Smoking

Smoking is prohibited in all Common areas inside the Glenview Building and the front entryway. There is no smoking allowed around the swimming pool or tennis court.

Entrance

The front entrance door will be kept closed at all times. Only authorized persons will be admitted to the building. Loitering in the Outer Lobby (Front Desk) is prohibited. Also, no wheelchairs, motorized chairs, walkers, etc. may be left in the lobbies at any time.

Visitors/Guests

- Visitors/Guests are all non-residents including non-resident children.
- Visitors/Guests are required to observe all rules and regulations.
- Visitors/Guests must park in designated areas, not in areas reserved for residents.
- Non-resident owners do not have any privileges other than those granted to visitors.
- Visitors/Guests are to enter through the Front Entrance door, with the following exceptions:
 - Contractors must use the Service Entrance and Service Elevator to access the building.

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- People in swim attire are to use the Service Entrance and/or the exercise room entrance and use the Service Elevator.
- All guests must be authorized by a resident or staff member prior to entry; admission will be by a phone call to the resident unless written authorization has been given previously.
- Guest lists for parties or meetings must be submitted to the Management Office for groups larger than ten people. Guests not identified by name will be verified by a phone call to the responsible party.
- Guests, employees, or non-resident family members who frequently visit may be approved for unannounced admission by a written request submitted to the Management Office and recorded at the Front Desk.

Overnight Guests

Overnight guests must be registered at the Front Desk and will receive a pass for their vehicles. Registered Overnight Guests, must be registered with the Front Desk, and will have full use of all facilities available to residents subject to the rules and regulations governing these facilities. Registered overnight guests may not invite guests of their own.

Contractors

Contractors will not be admitted without registering at the Front Desk or without prior knowledge and approval of the Management Office or the maintenance department. When registering at the Front Desk, each contract worker must complete all information on the sign-in form.

Workers shall perform their work from 8:00 AM to 7:00 PM on weekdays and from 10:00 AM to 5:00 PM on Saturdays. No work shall be done on Sundays or holidays. In cases of emergency, work may be done anytime. When residents are doing repair work, they should do so during the aforementioned hours.

Unit Keys and fob keys

After regular issuance of building keys and fob keys, one for each adult resident, no additional building keys or fob keys may be issued except as follows:

- A resident may secure another key or fob key by signing an application showing good and sufficient reason why it is needed. Written permission is issued by the Glenview Management and signed by the Manager, President or Vice President of the Board of Directors.
- Permission will not be issued unless the Manager, President or Vice President is convinced that the reason for another key and/or fob key is good and sufficient. The Board of Directors reserves the right to overrule any decision by the Manager, President or Vice President. If permission is issued, the resident may obtain another key and/or fob key by paying \$25.00 for each additional key and/or fob key.

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- Upon sale of the co-owner's unit all Master Keys and fob keys must be returned to the Management Office or a \$250.00 fee will be assessed.

A key to each unit will be kept on file in the Management Office so that authorized persons have access in case of emergency. In the event a key to a unit is not on file in the Management Office and a forced entry is necessary; the resident will be responsible for any repair costs. Keys will be given to service workers only upon signed authority of residents.

In the event of an extended absence, residents should arrange for a relative, friend or maintenance staff (for a fee) to make periodic checks and inspections of their unit. Authorization forms may be obtained from the Management Office.

Safety

All doors leading from units to the Common Elements should be kept closed at all times when not in use. Flammable, combustible, or explosive substance except those necessary for normal household use may not be stored in any unit, storage area, or hall closet.

Grills, either charcoal or gas, may not be used anywhere on the Glenview property with the exception of grills provided by the Glenview located in the Garden and Pool areas.

Electric grills designed to be used outdoors, such as Char-broil electric grills, etc., may not be used anywhere on the Glenview property.

Electric grills designed as kitchen appliances, i.e., like "George Foreman" grills and electric skillets, etc., may be used in the kitchen of the unit.

Natural gas appliances or burner equipment are not allowed.

Grilling, or outdoor cooking of any type is not permitted in any part of the Condominium Project, except for the Glenview purchased grills in the Garden and Pool areas.

No one is allowed to play/climb on the rocks in the Garden side of the building.

Parking/Vehicles

Fire Lane

The Fire Lane under the portico MUST BE KEPT OPEN AT ALL TIMES. This lane may be used only for the immediate dropping off and picking up passengers, driver must remain with their vehicle.

Resident Parking

Parking spaces for residents are marked "Reserved Parking". Vehicles parked in spaces must have a "parking permit sticker" displayed in the lower left-hand corner of the rear window.

Parking permit stickers are available in the Management Office.

The front drive shall be used primarily for guests to pick up and deliver residents and as a holding area for residents' cars to be parked by a valet.

Unattended parking for ten-minutes is permitted to retrieve items from the building.

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Passenger Vehicles, other than for pick-up or valet purposes may not be left in the porte-cochere area unattended.

Valet Parking Service

Residents desiring to use the Valet Parking Service must execute an authorization form. This may be obtained from the Management Office.

Front Desk Phone Number - 502 426 5460

Valet Parking Service is for the exclusive use of residents and are only for the vehicles listed on the authorization form. Valets are not permitted to park any rental car.

Valets must have keys to vehicles parked on the drive.

When calling for a vehicle to be brought to the entrance, please call at least 20 minutes ahead of time and pick up within 10 minutes of the requested time.

Parking for Visitors

Visitors may park in the designated guest area only.

Valets do not park visitor or guest vehicles.

Handicapped Drivers

There are designated parking spots for vehicles with Handicap Parking Permit or Handicap Vehicle Registration Plates. These parking spots are available for any resident or visitor. The Handicap Parking Permit must be displayed in the front window at all times. Vehicles parking in handicap spaces without a Handicap Parking Permit or Handicap License Plate will be towed away at the owner's expense.

Trucks

Trucks other than those belonging to residents are not permitted to park in front of the building or in residents' or guests' areas. Commercial trucks must be parked in the service area or the southeast area (nearest Lime Kiln Lane).

Other Vehicles

Campers, Motor Homes, Trailers and Boats must be parked in the visitors' areas of the parking lot (nearest Lime Kiln Lane.). These vehicles may not be parked for a continuous period of more than ten (10) days unless permission is granted by Management Office or the Board of Directors. Occupancy of such parked vehicles is prohibited.

Garage

Vehicles shall not exceed a speed of 15 mph in the garage or other drive areas of the Condominium Project.

Only co-owners, residents, and their guests may park in the garage. Residents and co-owners have the responsibility to advise their guests that they may not park in any parking space without prior permission from the owner of the parking space.

The Council of Co-Owners of Glenview East is not responsible for any damage, theft, or loss of property caused by a guest, co-owner, contractors, or delivery company.

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Prohibited Vehicle Activities

No washing or waxing of vehicles is allowed on the property.

No servicing of vehicles on property. In case of emergencies, AAA or other agencies may perform emergency service, i.e., change tires, change battery, etc.⁷

Front Desk Functions

Valet Parking Services – see above.

Groceries

Deliveries of groceries/large packages are to be taken to the basement service area in the rear of the building. Grocery carts are located in the basement service area to take these items upstairs to the units, via the service elevator only. After the grocery cart has been unloaded, it must be returned to the basement service area. Grocery carts from the basement service area may not be brought through the front door or in the lobby elevators.

Sacks of groceries that the resident can carry may enter through front door and permitted on the passenger elevators.

Deliveries

Deliveries to the Front desk or Management Office are limited to small floral arrangements, pharmaceutical supplies, fast food item deliveries, and/or small parcels delivered via USPS or other parcel delivery services (i.e., UPS, FedEx). Larger items, i.e. furniture, mattresses and TVs, deliveries must be coordinated by the co-owner and delivered to the rear service area. These items must be picked up immediately and delivered to the condo unit via the freight elevator.

Building Matters

Building Changes

Co-Owners are forbidden to make any additions, changes, alterations, or decorations to any part of the exterior appearance of the building. Exception: During December “Holiday Lighting” is permitted as decoration on balconies but must be removed promptly after the “Holiday” period.

No paint or other opaque material shall be applied to the surface of any window or exterior walls. Any sun shield material used shall be undetectable when viewed from the exterior. Only paint approved by the Maintenance Department is permitted for use on the balcony.

Maintenance Repair/Work Charges

The Board of Directors may periodically evaluate the maintenance charges for work done by maintenance personnel. Time is calculated from the time the maintenance person leaves the maintenance department until they return.

Regular charges apply Monday through Friday from 8:00 AM to 4:00 PM. After these hours and on weekend, time is charged at 1.5 times the regular rate. Glenview holiday rates will be charged at a rate of two times the regular rate. After hours/holiday time is calculated from the time the maintenance person leaves from and returns to their home plus I.R.S. approved

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mileage rate for miles traveled to and from the Glenview. Any charge for material, supplies and/or parts used will be added to labor charges.

Common Area Closets

Each wing on each floor has one common area closet for use by residents of that wing. If there is a dispute over the use of a common area closet the issue will be decided by the Manager. Any resident may appeal the Manager's decision to the Board for final consideration. The placement of refrigerators, freezers or other electrical devices in these closets is prohibited. The foregoing placed in these closets prior to 2001 are grandfathered in. However, when the original unit owner sells their unit, the electrical device must be removed and cannot be replaced. If the existing electrical device fails, the device may not be replaced. Flammable materials should not be stored in common closets.

Moving

Residents and Co-Owners are required to notify the Management Office when moving in or out of the building. The Management Office will reserve the Service Elevator for the day of the move. Owners or movers are required to pick up the Service Elevator key on the day of the move, Saturday moves must pick up the key on Friday, and return it when finished. If the key is lost or not returned, the owner reserving the move will be charged \$150.00 for new keys to be made. Owners are responsible for damages by movers to the Condominium Project and/or for any boxes, cartons, appliances and/or furniture, etc. left in the Service Area as a result of the move. Hallways and service areas must be covered with protective sheathing, like "Carpet Mask". If this material becomes detached it must be removed and replaced immediately.

Mail Room

No commercial, group, or political notices, advertising or solicitation may be placed in the mailroom pigeonholes, on the bulletin board or the mailroom counter unless approved by the Board of Directors or the Management Office. This rule shall not apply to communications from the Management Office or Board of Directors regarding activities of the Glenview.

Bulletin Board

The bulletin boards in the mailroom are for the general information of the Residents and Co-Owners and are not to be used as advertising media.

Bulletin Board Rules:

No unsolicited advertisement for goods, services and/or other web sites, or posts with little, or completely unrelated content. Do not post "offensive" material.

Any material which constitutes defamation, harassment, or abuse is strictly prohibited. Material that is sexually or otherwise obscene, racist, or otherwise overly discriminatory is not permitted on this board.

Any posts deemed to not follow the above rules will be removed by the Management Office or Board of Directors. A meeting will be set with individuals posting these documents allowing them to explain its meaning and content.

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Freight Elevator Service Areas/Trash Chute

Freight Elevator Service areas with trash chutes are provided on each floor for disposal of such items. Marked recycling containers for washed glass are provided in the freight elevator service areas. Boxes and coat hangers are to be taken to the basement service area and placed in a dumpster. Other garbage (including diapers and disposable underwear) is to be securely tied in strong plastic bags and dropped down the chute. DO NOT use paper bags for garbage. DO NOT throw glass or coat hangers down the trash chute because it causes damage to the compactor and can be dangerous to maintenance personnel.

- No garbage, trash, or any other item shall be thrown, dumped, swept, or allowed to remain in common areas.
- Do not use the trash chute between 10:00 PM and 8:00 AM
- Do not place any glass in trash chute
- All garbage including newspaper must be in tied plastic bags.
- At no time may garbage be left in freight elevator service area.
- Do not place items into the trash chute that have to be forced or will not fall freely.
- Residents having items too large to be placed in the floor service rooms must contact the Maintenance Staff for help with removal of items and disposal.
- Residents should instruct household help in the proper method of trash disposal.
- Large items such as, but not limited to, furniture, beds, containers, boxes etc. may not be left in service area without prior approval from Management and will be subject to third party disposal fees.

Noise

No resident shall play, or permit to be played, any radio, television, musical instrument, or any other sound producing equipment at such a volume as to create a nuisance. Also, any reported disturbing noise created by units having hardwood, epoxy coated and/or tile floors must be muted by carpeting and/or area rugs.

Construction Work

This includes construction within condominium units and includes alterations, improvements, removals, additions, and remodeling, etc.

Before any construction to the interior of units, the owners must submit to the Management office and architectural committee or its designated representatives detail plans for written approval. Any alteration, improvement, removal of or addition to, portions of a unit which are to be maintained by Management, or would jeopardize the safety or soundness of the building, or impair any easement, will require the plans to be prepared by an architect licensed to practice in Kentucky.

To ensure compliance with building and safety codes and to preserve the integrity of the building systems the following shall govern:

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- All construction must be under permit with local authorities and must comply with local building codes. Additionally, construction must comply with building standards (list available in Management Office).
- All contractors (plumbing, electrical, general, HVAC, etc.) must be licensed and provide proof of insurance satisfactory to the Management Office before construction begins. All contractors and/or their employing owners or residents shall be responsible for any damages caused by the contractors or any injuries to their employees.
- Contractors may not connect any piping, conduit, wiring, or any other devices to the common element systems without prior written approval of Management.
- Construction shall not extend into Common Elements, walls, or service shafts.
- Cutting, trenching and core drilling of floor or ceiling slabs is acceptable only with approval of Management.

Construction hours are limited to:

- 8:00 AM to 7:00 PM Monday – Friday
- 10:00 AM to 5:00 PM Saturday
- No construction is allowed on Sundays or Holidays.

Contractor personnel will log in name, company, unit number, unit phone number and contractor phone number with Front Desk and then enter the building through the basement Service Area.

Contractors must provide for the disposal of all construction refuse and not use the Glenview trash chute, dumpster, or common areas. Paint, sheet rock compound or any other construction related materials may not be placed or poured into the sanitary drain system or disposed of on any part of the condominium property.

All hallway areas around the construction site will be left clean each day. At the end of the construction period the contractor will see that any soiled carpet is cleaned and damaged walls are repaired. Soiled or scuffed walls are to be repaired and hallways must be left in an “as found” condition. “As found” will be agreed upon between the contractor and Glenview Management.

Contractors must use their best efforts to minimize noise levels and resident inconvenience and take steps to minimize all dirt and dust. Unit doors are to be kept closed during construction.

The Board of Directors or its designated representatives may inspect the construction site during construction hours.

No construction combustible materials (including materials that may ignite, burn, support combustion or release flammable vapors) may be kept in any unit. OSHA standards for handling, storage and using hazardous materials are to be followed.

Contractors may not use grocery carts intended for resident use.

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Hallways and service areas must be covered with protective sheathing, like "Carpet Mask". If this material becomes detached it must be removed and replaced immediately.

Screened in Balconies

Screened in balconies are allowed subject to the below listed conditions. Permanently enclosed i.e., glassed-in, walled-in, balconies are prohibited. Existing glassed-in and walled-in balconies are grandfathered in.

The existing railing at each balcony shall not be removed. No shades behind the screens shall be installed. The color of the balcony shall be the same as the outside painted walls of the building.

The screening, erection, materials, design and installation, shall be approved by the Manager prior to start of installation.

The contractor who installs the screens must be pre-approved by the Manager of the Glenview. The unit owner is responsible for all costs associated with the installation. The unit owner accepts all liability for damages to persons or property because of the screening.

The unit owner is responsible to maintain the screened balcony in a safe and clean manner. Any subsequent leaks that occur by alteration of the balcony is the sole responsibility of the unit owner.

Unit Entryways:

Thresholds in keeping with the style of the building are permitted at entrance doors to units. Note: Fire Department regulations limit clearance under entrance doors to a maximum of $\frac{3}{4}$ inch.

Alterations to the entrance door of a unit must be approved prior to installation by Management or Maintenance. Kick plates may be installed on the exterior unit door, but shall not exceed 9" in height. Replacement entryway door must be meet a minimum of a 120-minute fire rating.

Pets

Pursuant to Article X, Section 4(e) of the Amended and Restated By-Laws of Council of Co-Owners of Glenview East, the Glenview Board of Directors affirms the following rules and regulations regarding pets:

All pets shall be kept within the boundaries of their owners' units at all times, except when entering or leaving their unit. When being taken to and from units, DOGS MUST BE ON A LEASH not to exceed six (6) feet in length unless they are carried or otherwise transported. Cats must be restrained. The Service Elevator must be used for all pets' access to the building. No pets are permitted in any part of the Common Elements, except the hallways for the purpose of gaining access to the Service Elevator. Owners with their pets are restricted to the use of the basement floor garage service entrances. Pets are prohibited from walking on the front lawn or walkways. Owners are permitted to let their pets use only the areas on the condominium property that are designated for pets, and should an accident occur, the owner of the pet shall

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clean up any defecation immediately, and remove it to an appropriate disposal site. Pets must be taken to the marked condominium property for the purpose of exercise and any other function.

Definitions:

Service Animals:

Dogs that have been specifically trained to perform tasks that their owner cannot sufficiently perform on their own.

Assistance/Support Animals:

Dogs whose purpose is to provide comfort for someone with a documented mental health condition.

Therapy Animals:

Dogs that have been evaluated and registered through an agency and whose purpose is to provide therapeutic value to those in need.

Pet dogs may NOT EXCEED 25 lbs. in weight and are limited to one (1) per unit. Pets are limited to one (1) dog, two (2) cats and/or two (2) birds.

In addition, owners will comply with the City of Louisville ordinance requiring proper disposal of feces from their pets.

Recreational Facilities

ALL EXERCISE, RECREATIONAL EQUIPMENT AND FACILITIES ARE USED AT THE RISK OF THE USER.

Swimming Pool

The Glenview swimming pool is for the enjoyment of residents and their guests. The Kentucky Department of Health has established certain rules and regulations for safety and sanitary reasons. In the interest of maintaining a safe and proper atmosphere, and to assure that everyone will enjoy the facilities to the utmost the Board of Directors has established the following rules which include governmental regulations as criteria for swimming pool use. It is your responsibility to see that your guests are familiar with these rules and regulations. The lifeguards when on duty will monitor these rules and report any infractions to Management.

The pool is for the exclusive use of co-owners, residents, and their guests. Everyone must sign the Guest Register upon entering the pool area. Guests must be accompanied by residents. Residents are limited to six (6) guests at one time. If more than six (6) guests are desired approval from the Manager must be obtained prior to accessing the pool area.

The pool attendant, if on duty and the Manager, are authorized to enforce the rules and to maintain order in pool area. Persons failing to observe these rules are subject to a fine by the Manager or Board of Directors.

During inclement weather, the pool area shall be cleared upon the direction of the lifeguard on duty or the Management Office.

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Small Balls, rubber rafts, and pool floats are permitted in the pool when they do not present an inconvenience to other swimmers.

Admission to the pool shall be refused to all persons having any contagious disease, or conditions that appear contagious. Persons with abrasions, which have not healed are not permitted.

A person while under the influence of alcohol or other drugs that may cause drowsiness or that raise or lower blood pressure shall not be permitted in the pool or the spa area.

No glass of any sort is allowed in the pool or spa area.

No running, rough play or boisterous conduct is allowed at any time.

No diving is permitted.

No animals are allowed in the pool area.

Guests or residents under 18 years of age are not allowed inside the pool enclosure unless accompanied by a responsible adult.

All persons must wear proper swim attire while swimming and must wear robes, jackets, or similar covering when going to and from their units and the pool area. The Service Elevator must be used when in swim attire.

Any sound equipment used in the pool facility and exercise room area must be operated within acceptable levels.

No private pool parties are allowed. The pool is a general use area and cannot be reserved for private parties, however the social committee is permitted to host community parties.

Without a pool attendant on duty, no person may be in the pool alone nor may more than five persons be in the pool. Persons found in violation shall be subject to a fine of up to \$100.00 (a Jefferson County Ordinance).

Children who are not toilet trained are not permitted in the pool.

Persons using suntan oil must place towels on pool furniture.

No bobby pins or clips allowed in pool.

Food and drink are permitted in pool area, however NOT in areas immediately adjacent to pool apron or in the pool itself. The Swimming Pool hours are from 9:00 AM to 9:00 PM.

Health Club

The Glenview Health Club is for the enjoyment of residents and their guests. The Health Club is open from 7:00 AM until 11:00 PM. The Kentucky Department of Health has established certain rules and regulations for safety and sanitary reasons. In the interest of maintaining a safe and proper atmosphere, and to assure that everyone will enjoy the facilities to the utmost the Board of Directors has established the following rules, which include governmental regulations

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as criteria for health club use. It is your responsibility to see that your guests are familiar with these rules and regulations.

Guests are welcome and may use the facilities provided their host resident accompanies them. This does not apply to registered overnight guests with passes.

Persons under 18 are not permitted to use the Health Club, (sauna, steam room, whirlpool or exercise equipment).

Tennis/Pickleball Court

The use of the tennis/pickleball court is limited to residents and their guests.

No one under 14 will be allowed on the tennis/pickleball court unless accompanied by an adult.

If there are residents waiting to use the tennis/pickleball courts then the current user is limited to two hours use.

The Tennis/Pickleball Court hours are from 9:00 AM to 9:00 PM.

Rooms for Residents Use

Game/TV Room and Card Room

These rooms and facilities are for the use of the residents of the Glenview and their guests. They cannot be reserved for or used for private parties except by the Glenview Social Committee.

No furniture shall be removed from these rooms.

Drinking containers shall not be placed on the pool table or card tables.

After use of either of the rooms, the residents are responsible for leaving all facilities in a clean and orderly condition.

Party/Meeting Rooms - Glogower/Steinfeld

The Glenview has two party/meeting rooms for the exclusive use and enjoyment of the residents and their guests. Both rooms may not be reserved for the same function on the same date except for the Social Committee activities.

Private parties may be held by residents after signing a party room contract under the following conditions:

- The resident must be the host and must pay for all expenses incurred for the event. (Outside organizational sponsorship is not permitted).
- The rooms may not be used for any political, commercial, or secular event.
- There shall be no "open to the public" events.

To Reserve a Party/Meeting Room

- Arrange the time/date with the Management Office.
- Sign the Party/Meeting Room Contract and return it to the Management Office prior to date of event.

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- Party Rooms may be arranged for set-up one day prior to the event.
- A coat rack may be placed in the party room, or in the first-floor service area.
- Fire regulations prevent placing a coat rack in the hallway.
- Cabinet Doors and drawers in the kitchen must be kept locked when not in use.
- Large tables, card tables, chairs and/or a portable bar may be used for private events. Set up shall be arranged with the Management. Set up, takedown and clean-up will be charged at prevailing rate for maintenance and cleaning services.

After Use:

- The host is responsible for accounting for dishes, flatware and utensils and for any damage.
- The host is responsible for cleaning all dishes, flatware, utensils, stove, refrigerator, tables and chairs. Trash must be removed, taken to the dumpster in the service area and new liner installed in trash container.
- Rooms are to be left clean and all furniture is to be in place.
- Keys are to be returned promptly to the Management office.
- Alcoholic beverages are discouraged – if they are served the host will be held responsible for any violation and/or other situations.

Laundry Rooms

Laundry rooms and equipment are provided for the exclusive personal use of the residents and their overnight guests. Please follow all posted instructions and rules in the laundry rooms.

Residents are limited to use only the washers and dryers on the floor they reside on.

NO Resident is to use two washers and/or two dryers at the same time.

Residents are not allowed to use the Laundry Rooms to store clothing or other items, except for laundry supplies placed in assigned lockers. Any items left in the laundry rooms, including washers, dryers and hanging racks, for more than 24 hours will be removed and stored by the Management Office. A notice will be placed in the laundry room by Management that those items have been removed. At the end of a 4-day period after removal, the unclaimed items will be disposed of by the Manager.

Washer & Dryers in Residents Units

Prior to installation of washers and/or dryers in a resident's unit, the contractors must receive instructions and approval from the Management Office.

The installation shall be according to the provisions and conditions prescribed by Management.

The unit owner assumes all liability. The Glenview Management may examine insurance policies before approving the installation. The unit owner indemnifies The Glenview from any loss resulting from the installation, existence and/or use of such appliances.

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The unit owner shall reimburse The Glenview for any related expense it may incur as a result of the installation, existence and/or use.

No portable washers and/or dryers are permitted in a resident's unit. Any existing portable washer and dryer units must be removed from the Condominium Project.

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Rules and Regulations

Infractions, Reporting Procedures and Penalties

1. Infractions are defined as follows:
 - a. Violations of Amended and Restated Master Deed, Amended and Restated By-laws and/or Glenview Rules and Regulations;
 - b. Violations of posted signs and/or notices;
 - c. Use of offensive, belligerent or aggressive words directed to any resident or employee of the Glenview.
2. Parties bound and regulated by this rule include owners, residents, their guests, visitors and employees. Owners and residents shall be responsible for all said parties and their acts.
3. Areas covered are the grounds, general common areas, limited common areas and condominiums.
4. Effective date shall be January 1, 2023, after which enforcement will be mandatory.
5. Reporting Procedures

Any resident or authorized guest or employee who observes a violation may report the violation, in writing, to the Manager within five days of the violation. The Manager will question the relevant parties and determine if a violation did occur. If the Manager determines that a violation occurred, he is to notify the responsible party of the violation and the need to correct this.

The Manager will determine if this needs to be done either verbally or in writing. In either case the Manager should prepare a written memorandum about the event for the building records.

The resident, authorized guest or employee who reported the violation should be informed of the result. If the Manager finds the report has merit, he may levy penalties as outlined below. The owner/resident may appeal any decision by the Manager to the Board of Directors for a final determination.

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Penalties

First Violation:

The Manager may choose any of the following methods:

- He may verbally counsel the owner/owner/resident and explain what they have done wrong and ask them to refrain from further violations.
- He may send the owner/resident a letter admonishing the owner/resident for violating a by-law or rule. The Manager should cite the rule and its purpose, the circumstance and details of the violation and why it was not proper behavior. The Manager should then inform the owner/resident that if the behavior is repeated, they are subject to fines as outlined below.
- The owner/resident may appeal the Manager's decision to the Board of Directors.

Second Violation:

- The Manager will send the owner/resident a letter admonishing the owner/resident for violating a by-law or rule. The Manager will cite the rule and its purpose, the circumstance and details of the violation and why it was not proper behavior. The Manager will then advise the owner/resident that they are being fined \$25.00 for each violation.
- The owner/resident may appeal the Manager's decision to the Board of Directors.

Third Violation:

- The Manager will send the owner/resident a letter admonishing the owner/resident for violating a by-law or rule. The Manager will cite the rule and its purpose, the circumstance and details of the violation and why it was not proper behavior. The Manager will then inform the owner/resident that they are being fined \$50.00 for each violation.
- The owner/resident may appeal the Manager's decision to the Board of Directors.

Fourth Violation:

- The Manager will send the owner/resident a letter admonishing the owner/resident for violating a by-law or rule. The Manager will cite the rule and its purpose, the circumstance and details of the violation and why it was not proper behavior. The Manager will then inform the owner/resident that they are being fined \$100.00 for each violation.
- The owner/resident may appeal the Manager's decision to the Board of Directors.

Fifth Violation and beyond:

- The Manager will recommend to the Board of Directors that the owner/resident be fined \$500.00 and/or that legal action be initiated or any other remedy provided by law

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because of their continuing violations. The Manager will notify the owner/resident that they are entitled to a hearing before the Board of Directors prior to the Board of Directors making a decision to initiate legal action.

Pet owners who violate these rules and regulations regarding pets shall be subject to a \$25.00 charge for each incident. After three (3) violations, the Board of Directors shall have the authority to ask that the pet be removed from the Glenview.

Each day's violation of the rules and regulations set forth herein, shall constitute a separate offense. If any conflict exists between the rules and regulations set forth herein, and existing by-laws, the by-laws shall prevail.