

KELTON SQUARE CONDOMINIUMS OF PRESTON ASSOCIATION

RULES AND REGULATIONS

Your Board of Directors welcomes the assistance of all Condominium Owners in the enforcement of these Rules and Regulations. Violations should be reported in writing to the Board or to the Management Agent, if a Management Agent has been appointed by the Board. The Board or Management Agent will then take appropriate action. Condominium Owners are responsible for the compliance, not only of themselves and their families but also of their guests, invitees and tenants.

GARBAGE AND TRASH

- 1) All refuse, waste, bottles, cans and garbage shall be securely contained in plastic bags and stored in trash containers in designated areas of the Condominium. The Condominium Owner shall be responsible for any costs resulting from failure to comply with this provision, including, but not limited to, the cost of removal of any improperly placed refuse, waste, bottles, cans or garbage and the cost to repair any resulting damage. In addition, failure to comply with this provision could result in the assessment of a fine by the Board of Directors to be paid by the Condominium Owner.
- 2) Garbage containers should have self-locking lids that securely cover the container at all times.
- 3) All garbage and trash must be inside containers.
- 4) Disposal of or the presence of, kitty litter, dog waste or any other garbage, trash, or debris, is not permitted on any portion of the common areas.
- 5) Recyclables must be placed in the appropriate containers in the dumpster containment center.

NOISE

Article 16 of the Kelton Square Condominium Owners covenants states:

"... No owner of any Condominium Unit shall permit or suffer anything to be done or kept in his Condominium Unit which will obstruct or interfere with the rights of other occupants of the Condominium or annoy them by unreasonable odors, vibrations, sounds or noises; nor shall any Owner undertake any use or practice which shall create and

constitute a nuisance to any other Owner of a Condominium Unit, or which interferes with the peaceful possession and proper use of any other Condominium Unit or the Common Elements. Each Owner of a second or third story Unit shall keep a minimum of 75% of the floor area of each room, including hallways, of the Unit covered with carpeting or rugs, at all times, so as to minimize noise carried to the Unit or Units below.”

- 1) No Condominium Owner, nor his family, guests, invitees or tenants, shall make or permit any disturbing noises in the buildings, or upon the common elements, nor permit any conduct by such persons that will interfere with the rights, comforts or conveniences of other Condominium Owners. No Condominium Owner shall play or permit to be played any musical instrument, nor operate or permit to be operated a phonograph, television, radio, sound amplifier or other sound equipment in his Condominium in such a manner as to disturb or annoy other Condominium Owners. Minimum volumes of all sounds and sound producing equipment shall be enforced between the hours of 10:30 PM and 8:00 AM. All other unnecessary noises, such as bidding good night to departing guests and slamming doors, should be avoided between these hours. Carpentry, carpet laying, picture hanging or any trade (or do-it-yourself) work involving any noise must be done between the hours of 8:00 AM and 8:00 PM.
- 2) In addition to the above, the following are also prohibited in Kelton Square:
 - a) Sounding of a horn or any other device on any vehicle except as a danger signal.
 - b) Operating any motor vehicle without a properly functioning muffler or other noise-diminishing device which will effectively prevent loud or explosive noise.
 - c) Firing or discharging firearms for the purpose of making noise. The discharge of fireworks within Kelton Square is prohibited.
 - d) Keeping any animal or fowl that makes noise that disturbs the quiet or comfort of any person.
 - e) Any activity that disturbs the quiet or comfort of any person.
- 3) When installing hardwood floors within a Unit, the Owner must comply with Article 16. Any floor that transmits sound in excess of the National Wood Floor Association (NWFA) standard for Impact Insulation Class (IIC) and Sound Transmission Class (STC) code ratings of at least 50 is not “reasonable” and, therefore, any floors installed after the adoption of this regulation would require a sound code rating of at least 50. For hard wood floor installations completed prior to 2015 which do not meet the NWFA standard, Owners must make every reasonable effort to achieve an equivalent level of sound proofing.

PARKING REGULATIONS

Assigned & Visitor Parking

Each unit within Kelton Square has assigned inside parking. All parking spaces assigned to condominiums are marked with the number of the condominium to which they are assigned. Outside parking is considered open parking for all members of our Community and their guests. Owners are responsible for ensuring that residents and guests adhere to parking regulations. The following shall apply with regards to parking by owners, residents and guests:

- 1) Residents should park in their own assigned indoor spaces.
- 2) Residents wishing to maintain more than two vehicles on the premises must obtain Board permission.
- 3) The spaces directly in front of the building are reserved for handicap and short-term visitors.
- 4) Residents may park in visitor parking directly in front of the building for loading and unloading only. Parking for loading/unloading is limited to 30 minutes in duration.
- 5)

Areas of Prohibited Parking

Parking is not permitted by anyone in the following areas:

- 1) On grassed areas
- 2) On streets
- 3) In the “NO PARKING” area by each fire hydrant
- 4) Within three (3) feet of a mailbox

Parking of Boats, Campers, Etc.

The parking of boats, campers, trailers, limousines, and oversized vehicles is prohibited in Kelton Square.

Parking of Inoperable or Unregistered Motor Vehicles

Inoperable or unregistered motor vehicles and/or motor vehicles not displaying current license plates may not be stored or kept within the Kelton Square neighborhood.

VEHICLE REGULATIONS

Vehicles not Requiring Licenses

Operating of motorized vehicles which do not require licensing and registration is not permitted within Kelton Square. Mopeds and golf carts operated by residents and grounds maintenance equipment are excepted.

Areas Where Operation is Prohibited

Operation of any vehicle, with the exception of maintenance vehicles authorized by the association, is not permitted on Kelton Square grassed areas, sidewalks, walking paths or wooded areas without the prior written approval of the Board of Directors.

Oversized or commercial vehicles are not permitted to enter the garage areas except in case of emergency.

Speed Limit

No vehicle may be operated within Kelton Square in excess of the posted speed limits.

Repair of Vehicles

- 1) Only minor and emergency repairs to vehicles are allowed on the premises.
- 2) Once initiated, repairs must be completed within forty-eight (48) hours.
- 3) Homeowners are responsible for the cost of repairing any damages caused during vehicle repair work.
- 4) Vehicles leaking fluids must be attended to in a reasonable timeframe and fluid stains must be removed by the responsible party.

CONDOMINIUM OWNER RESPONSIBILITIES

- 1) Each Condominium may be occupied by the owner(s) and his or her family, rented to one family (per Condominium), or leased to a maximum of two unrelated individuals whose names are recorded on a single lease. **Section 8 rentals are not permitted.**
- 2) Owners who occupy their Condominiums may lease or rent any part of their Condominium to others.
- 3) Condominium Owners are responsible for providing all residents of the Condominium(s) with a copy of all association documents, Rules and Regulations, and keys.
- 4) Condominium Owners are responsible for ensuring that residents and guests of their Condominium(s) comply with all regulations, by-laws, covenants, declarations of the Association and with city ordinances and laws.
- 5) Condominium Owners are responsible to replace their water heater tank if it is 10 years old or older, and that any water damage caused by a water leak from a tank that is 10 years or older is entirely the responsibility of the Unit Owner with that tank.
- 6) Condominium Owners are responsible for paying all assessments, fines and charges incurred by residents and guests at their Condominium(s) or in the community.

GROUNDS AND MAINTENANCE RULES

General

- 1) Residents are responsible for keeping common hallways, lobby and elevator free of trash and litter.
- 2) Porches must not be used as storage areas for boxes, tools, building supplies, barbeque grills and other items that are not usually associated with these areas.
- 3) Residents are responsible for keeping their porches neat and free of trash and litter.
- 4) No cooking grills, gas or charcoal, may be used or are permitted to be stored on balconies.
- 5) Unattached flowerpots and flower boxes are not permitted on banister railings. Any attached flower boxes or other attached objects must be approved by the Board of Directors prior to installation.
- 6) Interior hall door mats are prohibited unless the color is a neutral and natural color (such as brown or kemp) or specially approved by the association. Interior doormats may not extend beyond the cove entrance or into the hallway traffic area.

- 7) Interior signage and wall decorations are not permitted in hallways, except such signage designated for common areas and approved by the Board of Directors.
- 8) One plant is permitted in the hallway by each entrance but must be retained within the cove and may not extend into the hallway traffic area. All potted plants must rest inside a clear saucer to insure no leakage if plant is over-watered.
- 9) One wreath per door is permitted. Wreaths must be done in good taste and are subject to the Board of Directors discretion.

Animals

- 1) **All owners/residents are required to “clean up” after their pets.**
- 2) It is prohibited for animals to relieve themselves within fifty (50) feet of any dwelling within Kelton Square.
- 3) No pets over 25-lbs. are allowed **in Buildings 1000 and 1200**, except for pets visiting for short periods of time, i.e. not exceeding three days and provided that all other rules & regulations regarding animals contained herein are followed.
- 4) Animals may be left outside on the porches only under all three of the following conditions:
 - a) The animal must be under restraint
 - b) The animal must be on the owner’s property
 - c) The person responsible for the animal must be at home and supervising the animal
- 5) The cost of repairing any damage caused by an animal is the responsibility of the owner of the Condominium in which the animal resides or is visiting.
- 6) All owners/residents must adhere to Town rules and regulations regarding pets which may include the following:
 - a) Animals must be restrained at all times
 - b) Dogs and cats over four months old must be inoculated for rabies. The Board of Directors reserves the right to inspect proof of inoculation upon request.
 - c) Any person owning or in charge of any dog must immediately remove and dispose of feces deposited by the dog
 - d) Female dogs in heat must be confined inside the resident’s Condominium
 - e) Public nuisance animals are prohibited. A public nuisance animal is one that:
 - i) Is repeatedly at large
 - ii) Damages the property, including plants, of anyone other than the owner
 - iii) Is vicious
 - iv) Causes fowling of the air from odor

- v) By virtue of the number or type, is offensive or dangerous to the public's health, safety or welfare
 - vi) Makes disturbing noises
 - vii) Is diseased or dangerous to the public's health
 - viii) Causes unsanitary conditions of enclosures or surroundings
 - ix) Bird feeders are not permitted on balconies or attached to the building.
- 7) No more than two (2) pets will be allowed per condominium.
- 8) Dogs of any size, except service, assistance or guide dogs, are not permitted in the following areas of Kelton Square at any time without being leashed and muzzled or equivalently restrained:
- a) The walkway leading from the outside parking lot area to the 1000 and 1200 buildings entrance door.
 - b) The ground floor main lobby area and the lobby areas of the first, second and third floors of the 1000 and 1200 buildings.
 - c) The 1000 and 1200 buildings elevator and central staircase.
 - d) The 1000 and 1200 buildings garage areas.
- 9) Any violation of these Rules and Regulations shall result in a fine to be imposed on the unit owner. The amount of such a fine shall be determined solely by the Board of Directors.

Landscaping and Planting

1. Prior written approval from the Board of Directors is required before
 - 1) planting climbing plants, such as ivy.
 - 2) Residents are responsible for maintenance of any plantings they undertake on decks, including weeding, trimming, and proper removal and disposal of dead vegetation.
 - 3) Residents are responsible for the cost of repairs for damage caused by their planting.

Soliciting

There shall be no solicitation by any person anywhere in the Condominium for any cause, charity or any purpose whatever, unless specifically authorized by the Board of Directors.

Other Rules

- 1) No noxious or unusual odors shall be generated in such quantities that they permeate to other Condominiums or the common elements and become annoyances or become obnoxious to other Condominium Owners. Normal cooking odors, normally and reasonably generated, shall not be deemed violations of this regulation.
- 2) Condominium owners shall be liable for all damages to the buildings caused by receiving deliveries, or moving or removing furniture or other articles, to or from the Buildings.
- 3) Smoking is prohibited in all common areas inside the main building.

ARCHITECTURAL REGULATIONS

Written Approval Required

- 1) Owners must obtain written approval from the Board of Directors before making any modifications to the exterior of the Condominiums. Modification to condominiums must not detract from the quality of life of the neighborhood and must be compatible with the design character of the original structure and landscaping. This ensures conformity of the overall design of Kelton Square and compliance with the Declaration of Covenants.
- 2) Applicants will be notified in writing of the Board's decision within forty-five (45) days after the receipt of the Architectural submittal form.
- 3) Approval of plans or parts of plans does not ensure acceptance of similar subsequent proposal from any other Condominium owner.
- 4) The approval letter will stipulate whether the homeowner or the association is responsible for any modifications that are made. Additional stipulations may be included in the approval letter.
- 5) Please be sure that any submittal is completed in its entirety before submission.

Appeals

To appeal an application that has been denied approval, applicants must submit a written request and include specific information that clarifies the reasons why the proposal should be reconsidered.

Construction and Maintenance

- 1) Modifications must be professionally constructed of durable materials.

- 2) Completed modifications must not inhibit access to the lot where construction occurred or create difficulties for anyone with authorized business on that lot.
- 3) Modifications that create a potential additional maintenance expense for the association will not be approved.
- 4) Modifications that encroach on common ground will not be approved
- 5) The expense of maintenance of modifications will be the responsibility of the unit owner and future purchasers of the unit.

Materials and Colors

- 1) Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
- 2) Only those areas that are painted may be repainted, and only those areas that are stained may be re-stained. Bricking will remain unpainted and unstained.

Screens, Decks and Planters

- 1) Every effort will be made by the Board or any Architectural Control Committee which may be established by the Board, to keep these structures as harmonious as possible with the architectural and landscape character of the Kelton Square community.
- 2) Any screen, changes to existing decks, or permanently positioned planter requires prior written approval from the Board of Directors before installation.
- 3) Proportions must be in scale with the surrounding property and structures.
- 4) To maintain a uniform and pleasing appearance of the exterior of the Buildings, no awning, flags, canopies, shutters, screens, glass enclosure or projections shall be attached to the outside walls, doors, windows, roofs, decks or other portion of the Buildings or on the Common Elements.

Exterior Antennas

- 1) No radio, television or other electronic installation may be permitted in any Condominium which interferes with the television or radio reception of another Condominium.
- 2) Satellite dish installations are permitted in areas under the legitimate exclusive use of a unit owner, where such satellite dishes do not exceed one meter (39.37") in diameter.
- 3) Satellite dish installations are not permitted on or over Common Elements or Limited Common Elements without the prior approval of the Kelton Square Board of Directors.

- 4) Each request will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.
- 5) Any and all satellite dishes installed in Kelton Square must be painted to match the primary color of the building or area in which they are installed.
- 6) In no way shall these guidelines waive more stringent Town requirements nor waive the necessity of any required Town permits.

Exterior Lighting

- 1) All exterior lighting, permanent or temporary, requires Architectural approval before installation.
- 2) Exterior lighting will not be installed or directed in a manner that creates an annoyance to neighbors.

General Use of Signs

- 1) Signs, including directional, for sale or rent, may not be placed along the streets or in windows.
- 2) No sign may be attached directly to the outside wall of the buildings or to any plant, tree or mailbox.
- 3) Signs may not be placed within the common areas.
- 4) With prior written approval from the Board, standard real estate for sale or rent signs may be placed in the ground at the left hand side of the main entrance way to Kelton Square. This is the only location at Kelton Square where such signs may be placed. Any and all signs so placed, under this provision are to be placed and maintained in a neat and orderly way. Signs placed under this provision are placed at the sole discretion of the Board. The Board reserves the exclusive right at its sole discretion and without cause, to withdraw its approval at any time for any or all signs placed under this provision and to remove any or all such signs placed under this provision.

Window Glass, Storm and Screen Doors, Window Coverings

- 1) Window coverings must be 2-inch white blinds.
- 2) Curtains other than white or off-white must be lined, or “under draped” or “blackout” draped in white, which liners must be approved by the Board of Directors.
- 3) Storm and screen doors for front or rear entrances and screens for windows require approval by the Board of Directors before installation. Only full view or cylindrical rollaway style storm doors or screens will be considered. The Condominium owner will be responsible for the purchase and installation, and all maintenance costs.

- 4) Storm and screen doors, front and back, must be painted to match the other exterior doors on the Condominium.
- 5) The association is absolved of responsibility for painting front doors behind glass storm doors except for regularly scheduled painting of doors. Condominium owners are responsible for damage to paint caused by glass storm doors.
- 6) The replacement or repair of window glass shall be the responsibility of the Condominium owner. Complete window replacement must be approved by the Board of Directors. Owners are responsible for inside construction including sashes, jambs and jamb linings, and the HOA is responsible for outside construction including brick molding, window stops and exterior trim.

Clotheslines

- 1) Exterior clotheslines are prohibited within Kelton Square.
- 2) Items may not be draped over deck railings.

Clothes Dryer Venting Requirements

- 1) Clothes dryers must be equipped with heavy duty strength “long” ventilation fans that can service **at least 100 feet** of ventilation duct length. Otherwise, clothes will not dry adequately, your dryer may suffer damage, the ventilation duct may become clogged with lint and excessive heat could build up in the dryer **creating a fire hazard**.

ASSESSMENT GUIDELINES

To ensure the maintenance and improvement of the common areas and the homes in the community, the association must pay for operating expenses such as repairs, grounds maintenance, utilities, management company fees and insurance premiums. In addition, the association must accumulate reserves for the replacement of such items as, but not limited to streets, roofs, painting and decks. Each homeowner bears responsibility for these expenses as defined in the Declaration of Covenants.

Assessment Regulations

- 1) As a member of the Kelton Square Condominiums at Preston Association, owners are required to pay assessments to two separate associations. The first being the master association of Preston Community Association and the second being Kelton Square Condominium at Preston Association.

- 2) The Condominium owner is responsible in all cases for the full and timely payment of assessments.
- 3) The annual assessment for Preston Community Association is due on an annual basis on the 2nd day of January of each year.
- 4) The assessment for Kelton Square is due in twelve equal monthly payments on the 1st day of each calendar month.
- 5) Per Article 25 of our Declaration of Condominium, the Kelton Square Condominium Association will charge a penalty of 10% on overdue assessments that are overdue 15 days past the due date (1st of the month). This is a one-time charge and is in addition to any interest on outstanding balances that are overdue by 30 days or more.
- 6) Payments should be made in two separate checks, payable to Preston Community Association and to the Kelton Square Condominiums Association.

MOVING IN/OUT

Those moving into or out of Kelton Square shall adhere to the following procedures:

- 1) All moves into or out of Kelton Square must be scheduled in advance with the Board of Directors or Property Manager. **Estate Sales are prohibited in the main building.**
- 2) It shall be the responsibility of the owner of the unit, into which or from which a move is being conducted, to ensure that such a move is properly scheduled with the Board of Directors or Property Manager and is conducted and completed in line with these procedures. It shall also be the responsibility of the unit owner to ensure that any party engaged to assist with such a move, such as movers, complies with these procedures. If the Owner is unable to fulfill these duties, he/she must request that the Property Manager contract an agent to supervise the move at the Owner's expense.
- 3) To schedule a move into or out of Kelton Square, the party wishing to move shall contact a member of the Board of Directors or Property Manager to request and schedule the requested move, at least seven days prior to the contemplated move date.
- 4) The Board of Directors or Property Manager shall respond in writing to a move request within 2 days of receipt of a move request. The response shall either authorize the move request or deny the move request. If the move request is authorized, the Board will provide a time window, within which the move must start and be completed. If the request is denied, the Board will provide the reason for such denial.
- 5) Moves will be permitted Monday through Friday between the hours of 8AM to 5PM.
- 6) Requests to move on a weekend or holiday shall be considered by the Board of Directors on a case-by-case basis.

- 7) A non-refundable moving fee of **\$250 applies** for each move into or out of Kelton Square. This fee is payable to Kelton Square Condominium Association when making the move request. For internal moves, there will be one fee of \$250 to be shared by the Owners of both Units. The purpose of the fee is to compensate other Owners and Residents for their inconvenience suffered, and for wear and tear on the common elements. And not for any specific damages or excess soiling. The Board of Directors shall levy a fine, against the responsible Owner, equal to the cost to repair the damage or perform extra cleaning.
- 8) For the unit being moved into or out of, the unit owner or his/her agent shall obtain from a member of the Board of Directors or Property Manager, an elevator key and the elevator pads (for 1000 and 1200 buildings only) and shall be responsible to install the elevator pads in the elevator and then, upon completion of the move, remove the pads and place them back into the lockers for storage. Elevator pads must be installed for all moves. The main lobby heating/air needs to be turned off during move and on when move is completed. Rugs should be removed from the floor and replaced after moving. Lobby doors are not to be left open while unattended.
- 9) For the 1000 and 1200 buildings, the move shall be conducted through the main lobby entrance. Movers shall not use any other entrance.
- 10) It shall be the responsibility of the unit owner or his/her agent to meet the movers and to show the movers where to park any moving van or truck, making sure that access to the 1000 and 1200 building garages or access to the cottages (1001, 1003 or 1005) is not blocked in any way and that walkways or other property will not be damaged. **NO PARKING ON THE BRICK WALKWAY IS ALLOWED.** Should the walkway or any other Association property be damaged as a result of a moving truck coming into contact with the brick walkway or said property, the Board of Directors shall levy a fine equal to the cost to repair the damage.
- 11) For the 1000 and 1200 building, the elevator must be accessible to residents during a move in or out. The owner or his/her agent shall inform the movers that use of the elevator must be yielded to resident needs as required by residents during the move. The elevator must remain in the "group" position at all times except when loading or unloading of furniture is being conducted by the movers in the lobby or on an individual floor.
- 12) Movers shall remove any and all trash or debris generated by a move from Kelton Square. It shall be the responsibility of the unit owner to see that any and all such trash shall be removed from Kelton Square.
- 13) All moves shall be conducted promptly and quietly so as to minimize the disruption associated with moves to the residents of Kelton Square. **Moves involving furniture or appliances that exceed one day will be considered multiple moves and separate fees will be charged for each day.**
- 14) Any move which is conducted without being scheduled with the Board of Directors or Property Manager, per these Rules & Regulations, shall be considered by the Board of Directors as a violation of these Rules & Regulations.

- 15) Violations of these Rules and Regulations shall result in an immediate fine to be imposed on the unit owner, in an amount commensurate with the damage or level of disruption caused by such a violation. The amount of such a fine shall be determined solely by the Board of Directors.
- 16) Prior to any sale of, or rental of, any unit at Kelton Square, the owner of such a unit for sale or rent shall be responsible to provide a copy of this Rules & Regulations document to his or her listing agent, renting agent or renter, such that any new owner or renter is aware of the existence of and has a copy of this Rules & Regulations document.

Every Condominium Owner and occupant shall comply with these Rules and Regulations as set forth herein, and any and all rules and regulations which from time to time may be adopted, as amended from time to time. Failure of a Condominium Owner or occupant to so comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof.

Anything to the contrary herein notwithstanding, these Rules and Regulation shall apply to all other Condominium Owners and occupants even if not specifically so stated in portions hereof. The Board of Directors shall be permitted (but not required) to grant relief to one or more Condominium Owners from specific rules and regulation upon written request therefore and good cause shown in the sole opinion of the Board.

Major Renovations

It shall be the responsibility of the owner of the unit, which is being renovated, to ensure that such renovation is properly scheduled with the Board of Directors or Property Manager and is conducted and completed in line with these procedures. Any renovation which is not scheduled or does not adhere to these procedures, shall be considered by the Board of Directors as a violation of our Rules & Regulations

Any renovation activity causing noise must be carried out between the hours of 8:00am and 5:00pm, Monday through Saturday.

Movement of cabinetry, appliances furniture and all other heavy/bulky items and materials must be carried out using the Move In/Out procedure.

In addition, hallway, lobby, and elevator carpets must be properly protected with suitable mats when material is being moved.

Contractors shall remove all trash or debris generated by a renovation from Kelton Square.

It shall be the responsibility of the unit owner to ensure that. For this purpose, the contractor may park a dumpster in the outdoor parking lot north side, for the duration of the demolition phase, not to exceed one week. Contractor vehicles must not be parked in front

of the main building except for loading and unloading. Such activity shall not exceed 30 minutes.

The main water valve supplying the building must not be shut off without the permission of the Board of Directors or the Property Manager unless in case of an emergency.

Any damage to, or soiling of, the common property resulting from the renovation will be the responsibility of the unit owner.

Violations of these Rules and Regulations shall result in an immediate fine to be imposed on the unit owner, in an amount commensurate with the damage or level of disruption caused by such a violation. The amount of such a fine shall be determined solely by the Board of Directors.

APPENDIX

The following documents are included in this appendix for the convenience of owners;

- 1) Kelton Square Fire Evacuation Procedure
- 2) Kelton Square Condominium Association – Request For Architectural Approval
- 3) Kelton Square Emergency Procedures
- 4) Operating Basics for Kelton Gate Openers
- 5) Inside Parking Assignments
- 6) Storage Closet Assignments

Kelton Square Fire Evacuation Procedure

On hearing the fire alarm, please do the following.

- 1) Touch your main entry door to the corridor. If it is hot to the touch, do not open. Proceed to your balcony and wait for the Fire Department to rescue.
- 2) If door is not hot, proceed to exit the building immediately
- 3) Use the nearest accessible stairway and exit
- 4) Do not use the elevator
- 5) Once outside go to the fire assembly point
 - a) Located in the parking lot
 - b) By the light at the northwest corner
 - c) Nearest the street entrance, away from the building
- 6) Conduct a count of individuals at the fire assembly point
- 7) Await arrival of emergency services
- 8) Step back into the parking area, well out of the way of the emergency vehicles
- 9) Do not return to the building until authorized to do so by the emergency services

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*If you are disabled or in a wheelchair, you are advised, on hearing a fire alarm, to stay in your unit, call 911, tell the emergency services that you are remaining in your unit, or proceed to you balcony, provide the unit number and say that you are remaining in place and awaiting assistance from the fire department. Proceed to your balcony. You should then await the arrival of the fire department. If the fire or emergency is in your unit you should try, if it is safe to do so, to go to the nearest end of building stairwell, not the central stairwell, and remain there awaiting assistance form the fire department. Do not use the elevator or stay in the hallways in the event of a fire.

Reminder: Do not hang items from the sprinkler head inside your unit. Do not paint or otherwise interfere with the sprinkler head in your unit.

Kelton Square Condominium Association – Request for Architectural Approval

**KELTON SQUARE CONDOMINIUM ASSOCIATION
1000 Kelton Cottage Way
Morrisville, NC, 27560**

Request for Architectural Approval

Submit all requests for changes or additions to KSCA Board of Directors, at the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

PROPERTY OWNERS NAME: _____

PROPERTY ADDRESS: _____ **LOT NO.:** _____

TELEPHONE NUMBER: HM# _____ **WK#** _____

ESTIMATED COMPLETION DATE: _____

- 1) Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

- 2) Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more are needed to clearly show proposed improvements including but not limited to:
- a) Plot Plan – “top-down view” – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.
 - b) Elevation(s) – “side, front, and rear view(s)” – one or more as necessary.
- 3) Attach paint or vinyl siding samples, if applicable. (This includes black and white).
- 4) A permit and inspection by the Town of Morrisville may be needed.

FOR KSCA Board Use Only

ID#: _____ **Date Received:** _____ **Received By:** _____

When the Board reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval; it is only to make them aware of your proposed changes. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property, i.e., across the street. If the signatures are missing the request can be denied as incomplete. If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Board of Directors.

| <u>DATE</u> | <u>PRINTED NAME</u> | <u>SIGNATURE</u> | <u>ADDRESS</u> |
|-------------|---------------------|------------------|----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

REASON FOR THE CHANGE/ADDITION _____

ALL PROJECTS MUST BE COMPLETED WITHIN A 12 MONTH TIME FRAME

BOARD OF DIRECTORS:

Approved _____
Conditional Approval _____
Disapproval _____

COMMENTS: _____

Signed: _____ Date: _____

Kelton Square Emergency Procedures

This document is intended to be a guideline to assist residents of Kelton Square in the event of an emergency.

- 1) In case of FIRE,
 - a) Activate fire alarm in hallway
 - b) Evacuate building according to KS Fire Evacuation Procedure (do not use elevator)
 - c) Advise Board of Directors (BOD) and CAS Property Management- telephone numbers below
 - d) Morrisville Fire Dept. non-emergency #919-463 6120
- 2) In case of CHIRPING IN THE LOBBY,
 - a) If not accompanied by fire alarm, you may reset the ADT system in the FACP room.
 - b) Follow instructions on the ADT panel door to silence the chirping and reset system.
- 3) In case of a CRIME,
 - a) Call #911 and report
 - b) Advise BOD and CAS Property Management
 - c) Morrisville Police Dept non-emergency #463 1600
- 4) In case of a GAS LEAK,
 - a) Evacuate building at once (do not use elevator)
 - b) Call #911 from a remote phone away from the building and report
 - c) Advise BOD and CAS Property Management
- 5) In case of a WATER LEAK,
 - a) Take personal action to limit damage
 - b) Advise BOD, CAS Property Management, and other affected residents
 - c) 24 hr. emergency plumbing services: Cary Plumbing #469 3556 (or your choice)
- 6) In case of SPRINKLER SYSTEM malfunction or leak
 - a) Take personal action to limit damage
 - b) Advise BOD, CAS Property Management, and other affected residents
 - c) 24 hr. emergency services: Infinity Fire Protection #919 255 6064
 - d) Sprinkler Sys. shut-off valve in Sprinkler Rm in Bldg. 12 garage (key in FACP rm)
- 7) In case of a ROOF LEAK,
 - a) Take personal action to limit damage
 - b) Advise BOD, CAS Property Management, and other affected residents
- 8) In case of building related ELECTRICAL problem,
 - a) Advise BOD and CAS Property Management
 - b) General power outages: Progress Energy 1 800 419 6356
- 9) In case of ELEVATOR malfunction,
 - a) Press emergency call button in elevator

- b) Advise BOD and CAS Property Management
 - c) Otis elevator services: #919-781 1555
- 10) Emergency Access
- a) Main electrical panel: FACP room in lobby (key with BOD)
 - b) Fire & emergency monitoring panel: FACP room
 - c) Sprinkler Sys. shut-off valve in Sprinkler Rm in Bldg. 12 garage (key in FACP rm)
- 11) Large Waste Objects
- a) Take personal action
 - b) Bring to Morrisville Waste Mgmt. site on Aviation Parkway
 - c) Or call Waste Industries at 919 596 1363

Board of Directors contact numbers:

- 1) Barry D'Amour 919 460 6734 cell: 919 417-3135
- 2) Marzy Tritch 919-601-7123
- 3) Christine Morrow (919) 272-4286
- 4) Ravila Gupta 919-272-8185
- 5) Julie Evans (209) 401-6643

CAS Property Management:

Matthew Cordialini 919-367-7711 Ext. 1506

Operating Basics for Kelton Gate Openers

To Exit:

Use Remote control by pushing button. Gates will open and stay open for 15 or so seconds, then close automatically.

Or, push “Free Exit” button on wall. Gates will open for 15 or so seconds then close automatically.

Or, drive car under the sensor. Gates will open automatically and stay until car is clear then close.

To Enter:

Use Remote control by pushing button. Gates will open and stay open for 15 or so seconds then close automatically. Range about 50 feet or more. **Please ensure that your remote-control button does not stick, as this will cause the doors to open and close continuously.**

Or, push correct code into keypad on the wall on the left side of the gates. Gates will open for 15 or so seconds then close automatically. As long as your car is moving through the sensor inside the gates will stay open.

System Failure:

As a first step, try your remote-control unit or push the “Free Exit” button on the wall inside the gate or enter the code on the keypad outside the gate. If these actions don’t clear the problem, turn off and on system to reset. The off/on switch is under the lower right-hand corner of control box on the wall beside the gate.

Still won’t open. Unlock automatic arm key lock with the key in the control box. (You must open the control box cover – four Phillips Screws). Swing arm out of way and open the gate. Drive through. Call your system contact or BOD for assistance and to advise of the action you have taken.

Closing considerations:

The gates exert a great deal of pressure. Make sure you and your property are clear when the gate sections are near closing.

If you break the infrared beam at the bottom of the gates the gates will reverse direction.

See users’ manual for more complete operating instructions. The manual is kept in electronic form with the BOD.

Parking Assignments

1200 Building

East Side

1211
1224
1214
1232
1212
1231

West Side

1234
1221
1014
1233
1222
1223
1213

1000 Building

East Side

1033
1034
1031
1021
1023
1032
1011

West Side

Resvd
1022
1024
1012
1031
1013

Storage Closet Assignments

1200 Building

| East | 1222 | 1232 | 1212 | 1213 | West |
|-------------|------|------|------|------|-------------|
| 1211 | | | | | 1223 |
| 1234 | | | | | 1221 |
| 1233 | | | | | 1224 |
| 1214 | | | | | 1231 |

1000 Building

| East | 1032 | 1034 | 1013 | 1023 | West |
|-------------|------|------|------|------|-------------|
| 1021 | | | | | 1011 |
| 1033 | | | | | 1022 |
| 1012 | | | | | 1031 |
| 1221 | | | | | 1024 |

