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JEFFERSON TOWNHOUSE ASSOCIATION, INC

RULES AND REGULATIONS

**ADOPTED AND AMMENDED BY THE BOARD OF DIRECTORS AS PROVIDED IN
SECTION I OF ARTICLE VI OF AND ANNEXED TO THE CONDOMINIUM
DECLARATION AS EXHIBIT "D"
DULY RECORDED AND EFFECTIVE AS OF JANUARY 18, 2012**

**It is the Unit Owner's responsibility to make sure tenants and guests are aware of Jefferson
Townhouse Association Rules and Regulations.**

1. The sidewalks, entrances and passages, must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises and individual Units.
2. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any Unit Owner or Occupant on any part of the outside or inside of the Buildings or Common Elements without the prior written consent of the Association. Unit Owners may Place neatly printed "For Sale", "for Rent", or "Open House" signs only in the windows of their Unit in connection with the sale or rental of their Unit. At no time is there allowed to be placed any signage not approved by the Board of Directors in writing on any of the Common Areas or Limited Common Areas of the Condominium Property.
3. No awnings, blinds, shades shutters, screens, television or radio antennas, satellite dishes, or other projections shall be attached by Unit Owners or Occupants to the outside walls or roofs of the Buildings. There is no access allowed to the roof of any building without prior written permission from the Board of Directors, and once approval has been received the roof can only be accessed at the clearly marked ladder accesses. Any damage to any roof caused by a Unit Owner or any worker on behalf of a Unit Owner shall by be repaired by the Association and the cost assessed to the Unit Owner.

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4. No Unit Owner or Occupant shall permit bicycles, motorcycles, scooters, baby carriages or similar vehicles, toys, waste collection or recycling containers to stand in the Common Elements except in the patio appurtenant to his Unit. No trash, garbage, or other waste shall be incinerated on any part of the Condominium Property. No clothes, sheet, blankets, towels or laundry of any kind shall be hung out or exposed on any part of the common elements or limited common elements including but not limited to fences, bushes, or balconies.

5. The Association, any managing agent, or other person authorized by the Board of Directors shall have the right of access to each Unit to correct any condition originating in a Unit and threatening damage to other Units, the Common Elements or Limited Common Elements or to install, alter, replace or repair any portion of the Common Elements or Limited Common Elements accessible from such Unit. Notice of such entry shall be given 24 hours in advance and shall be scheduled for a time reasonably convenient to the Unit Owner/ Occupant; provided however, in case of an emergency, such right of entry shall be immediate, whether or not the Unit Owner or Occupant is present. If the Unit is vacant, keys for entry must be provided to the Association. Any emergency access will be made at the expense of the Owner of the Unit. The Association, any managing agent, or other person authorized by the Board of Directors shall take reasonable precautions to protect the Units and their contents from theft or other loss or damage incident to such right of entry.

6. Each Unit Owner shall be obligated to maintain and keep his own Unit, its windows and doors, and the patio and parking areas, which they have the exclusive right to use and occupy, clean and in good order and repair, and following the preventative measures established to control termites and other such pests. Including but not limited to: all foliage must be kept 1 foot away from the slab of the buildings, all moisture sources (ie a/c drain lines) are to be kept at a distance of 1 foot from the slab of all buildings, all dirt is to be kept 2" below the fence line, balconies are to be cleaned with no build up of foliage or debris, faucets are to be kept so as to not add any extra moisture due to leaks; existing trees are to be kept trimmed 2' away from roof line, are not to extend over the fence line of Unit Owners Limited Common Elements, or cause debris to be collected on neighboring Units or Associations Common Elements.

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If there is noncompliance within a reasonable time then the Association has the right and obligation to have the remedies performed at the Unit Owner's expense and to impose the penalties described herein. Any window tinting cannot change the outward appearance of the windows; any window coverings used on the interior must have a white or cream backing facing the exterior to keep a uniform appearance of the Condominium Property.

7. No Owner/ Occupant shall willfully or negligently destroy or cause to be destroyed any Condominium Property including but not limited to any landscaping, fencing, equipment, machines, fixtures, plumbing, etc.

8. No boat, trailer, camper or recreational vehicle and no truck over one-half ton shall be parked at any time in any parking area or in the public street adjoining the Condominium Property, except for temporary parking of such vehicles as necessary for making pick-ups, deliveries or in connection with maintenance of Condominium Property.

9. No Unit Owner or Occupant shall make or permit his family, servants, employees, agents, visitors, or licensees to make any disturbing noises in any of the Buildings nor shall any Unit Owner or Occupant do or suffer anything to be done by such persons that will interfere with the rights, comforts or convenience of other Unit Owners or Occupants, No Unit Owner or Occupant, etc. shall play, or suffer to be played, any musical instrument or operate or suffer to be operated any television, electrical or musical device in a manner which shall disturb or annoy other occupants of the Buildings. No Unit Owner or Occupant shall conduct or permit to be conducted, vocal or instrumental instruction at any time.

10. Nothing shall be done or kept in any Unit or in the Common or Limited Common Elements which will increase the rate of insurance on the Buildings, or contents thereof, applicable for residential use, without the prior written consent of the Board of Directors. No Unit Owner shall permit anything to be done or kept in their Unit or in the Common or Limited Common Elements which might result in cancellation of insurance on any of the Buildings, or contents thereof, or which would be in violation of any law.

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11. Requests for information regarding all Association business and any Non emergency complaints shall be made in writing and mailed through the US Postal Service to the Board of Directors of the Association. All replies by the Board of Directors shall be made in writing and delivered by the US Postal Service within 10 business days of receipt of such complaint/ request. Any requests for copies of documents shall be accompanied by an invoice detailing copy fees of \$0.50(fifty cents) per page, postage, plus reasonable hourly wages for the labor of providing the copies; this amount will be assessed to the Unit Owner requesting such copies.

12. Any maintenance emergency shall be reported immediately to a Board member, any managing agent, or other person authorized by the Board of Directors. Any other emergency should be reported to 911 or the proper public authority (i.e., SPCA, Entergy, Dept of Water, Atmos, etc).

13. No noxious or offensive activity shall be carried on in any Unit, in the Common Elements or Limited Common Elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or Occupants. 911 will be called.

14. No animal waste material shall be allowed to remain on Condominium grounds. Receptacles have been provided. All pet owners are responsible for picking up after their own pets; all Unit Owners are responsible for their Occupant's pets. All pets must be kept within compliance of the laws of our parish including but not limited to proper tags and licenses. No animals shall be raised, bred, or kept in any Unit or in the Common or Limited Common Elements, except that dogs, cats or other household pets may be kept in Units in number as provided by law, provided that they are not kept, bred or maintained for any commercial purpose; and provided further that any such pet causing or creating nuisance or unreasonable disturbance shall be permanently removed from the Condominium Property upon ten days' written notice from the Board of Directors after verification of nuisance/ disturbance has been established by more than one non anonymous complaint.

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15. Only trash, garbage, etc that will fit in the receptacles provided by our waste removal service shall be placed in said containers. Any materials that are of commercial or construction origin or are too large (Including but not limited to: furniture, appliances, mattresses, wood, rocks, concrete etc.) are not to be placed in waste containers. Disposal of such materials are the Unit Owner's responsibility. All charges associated with removing such materials from our property will be assessed to the Unit Owner responsible for noncompliance.

16. No Owner/ Occupant or their guests may park in or otherwise block another Unit's reserved parking space.

17. Jefferson Townhouse Pool Rules and Regulations:

1. The Pool gates must be locked or latched at all times, they cannot be propped open at any time.
2. No glass containers or glass bottles are allowed in pool area.
3. No one under 12 years of age is allowed in the pool area unless accompanied by an adult 18 years or older.
4. No running, jumping, pushing or horse play allowed in the pool area.
5. No guests allowed in pool unless accompanied by a resident of Jefferson Townhouse Condominiums.
6. Swimming attire only. No cut offs, street clothes, etc. allowed in pool.
7. No life guard is on duty. Swim at your own risk.
8. No pets of any kind are allowed in the pool area.
9. No offensive language or behavior is permitted in pool area.
10. No noise permitted after 10PM as per Jefferson Parish Ordinance. 911 will be called.
11. All personal items are to be removed upon your exiting the pool area.
12. All trash is to be placed in the waste containers provided. Do not leave food and drinks in pool area and please use the ashtrays provided.
13. Place chairs around the tables and umbrellas back down upon departure from pool area.

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18. Voting Procedures for All Membership Meetings

1. Notice of the membership meeting shall be in writing to each member at his address as it appears on the books of the Association and shall be mailed not less than ten days nor more than sixty days prior to the date of the meeting. Our Annual meeting is held every third Wednesday of January each year for the purposes of electing directors and transaction such other business as may be properly brought before the meeting of the members.

Any other membership meeting may be called by the Board of Directors at any time and is controlled by the Board of Directors. A membership meeting must be called by the Board of Directors within sixty days at the written request of 1/3 of the membership and is controlled by the membership. If owners are at a different address during this time they may inform our Secretary of where to send the Meeting packet and ask that this information be retained in their owner file until further notice by the owner.

2. The Annual meeting packet shall include, the Agenda, the proposed Budget, itemized accounting of our funds, candidate's resumes, a proxy and a "certificate of designated voter" if necessary. (If a unit is owned by more than one person, the person entitled to cast the vote for the unit shall be designated by a certificate or appointment signed by all the record owners of the unit and filed with the Secretary of the Association. Spouses are considered as one owner, one vote). The packet for any meeting called at the request of the membership shall contain those items the membership wishes to address.
3. Association funds cannot be used for campaigning by any member of the Association. All campaigning must be done at the expense of the candidates.
4. If you are unable or do not wish to attend the meeting please appoint a proxy holder to represent you in order for us to establish a quorum (thirty-six owners attending in person or by proxy) which allows the membership to conduct Association business and decide any question brought before them. Your proxy holder can be a family member, a friend, a neighbor, or anyone you trust to represent your wishes.

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If there is not a quorum at the Annual Meeting, the meeting shall adjourn from time to time; and if a quorum is still not established, then those members present in person or by proxy may convene for the purpose of electing directors only, no business may be conducted.

5. Doors will open for signing in and obtaining an index card with your name on it, indicating the number of votes you are representing i.e. you and each proxy you hold. All proxies will be checked and confirmed the Secretary and a Parliamentarian, and held by the Parliamentarian. No member of the Association shall possess the proxies at any time. Only the letter "P" will appear by the unit on the sign-in sheet represented by the proxy (proxy holders are not identified with the unit). The sign in sheet listing confirmed owners will be provided by Secretary.

When it is time to cast the votes, a line will be formed, and each voting owner attending will get a ballot for themselves and their proxies as the index cards are collected by the Parliamentarian. There are only 70 ballots; one for each unit. Nothing is on the ballot except the alphabetical listing of the candidates running for election. No other information is on the ballot (no unit, no name, no proxy holder name, etc). All unused ballots will be voided.

Ballots will be filled out, in a private area, folded, and dropped in a ballot box by the individual ballot holders. The ballot box will then be opened in front of all members and the names of candidate's votes called out loud, by an owner, for any and all present to tally for themselves, if they so wish. The Parliamentarian and the Secretary will verify the ballot for announcing accuracy. Volunteer owners and the Secretary will keep a tally sheet and insure all 70 available ballots are accounted for.

6. Any mark which clearly indicates the intention of the voter will be accepted on a ballot.

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PENALTIES AND FINES FOR BREAKING THE RULES AND REGULATIONS

All recorded Unit Owners are responsible for any offenses of the Rules and Regulations by the Occupants or any guests of the Occupants of their Unit. All Unit Owners are responsible for the payment of any fines, penalties, legal fees, court costs, etc. in association with noncompliance with Jefferson Townhouse Association's Rules and Regulations. All nonpayment of penalties, fines, etc. will be reported to the attorney, liens will placed and mortgage companies and credit bureaus will be notified.

First Offense of a Rule: A warning letter will be sent with delivery confirmation, by email or in person along with a copy of the Rules and Regulations highlighting the rule broken.

Second Offense of the Same Rule: A fine of \$50.00 will be assessed to Unit Owner and a Copy of the Rules and Regulations highlighting the rule broken will be sent with delivery confirmation, by email or in person.

Third Offense of the Same Rule: A fine of \$100.00 will be assessed to Unit Owner and a Copy of the Rules and Regulations highlighting the rule broken will be sent with delivery confirmation, by email or in person.

Fourth Offense of the Same Rule: A fine of \$250.00 will be assessed to Unit Owner and a Copy of the Rules and Regulations highlighting the rule broken will be sent with delivery confirmation, by email or in person.

Fifth Offense of the Same Rule: A fine of \$500.00 will be assessed to Unit Owner and a Copy of the Rules and Regulations highlighting the rule broken will be sent with delivery confirmation, by email or in person. The Unit Owner will be turned over to the Association attorney to begin the eviction process.