

CARDINAL CREEK CONDOMINIUMS, HOA, INC.

Rules and Regulations

The following applies to all Cardinal Creek residents, owners or tenants:

UNIT LEASED TO A TENANT

It is the responsibility of the owner to make their tenant aware of the policies and regulations of the Association. The owner is expected to make copies of the Rules and Regulations and provide them to each new tenant at the signing of their lease.

ASSOCIATION DUES

Association dues are due on the 1st of each month, late on the 2nd, and accrue a finance charge of 10% per annum if not received by the 5th of the month.

FRONT GATE

The front gate is a deterrent to help keep our residents safer. You should have been given your gate code when you moved in. If you have a problem with the gate, call the Management Company. Protect your gate code. Do not give your gate code to pizza drivers, etc. Visitors should call you by using the directory, then you open the gate by hitting 9#. If your gate code shows excessive use (i.e. late-night parties showing repeated overuse), you could be required to replace your code. Gate-opening clickers are available for sale for \$50.

MAILBOX KEYS

New owners and tenants should receive a mailbox key when they close on a unit or sign a lease. If the mailbox key is lost, the resident will need to contact the main Post Office on Gray Street. The Association does not maintain the mailboxes. Only the U.S.P.S. can issue replacement keys.

LAUNDRY/POOL KEY

You should have received a copy of the key that opens the laundry door and pool gates when you moved to Cardinal Creek. If you did not receive your key, call your realtor or landlord. Replacement keys are \$50 and can be purchased through the Management Company. These keys are non-duplicatable.

PETS

- One or two - Residents are limited to no more than two household pets. Pets must be cared for as to not be obnoxious or offensive on account of noise, odor or unsanitary conditions.
- 25 lbs or less - Prior approval from the Board of Directors is required for any pet that exceeds the weight limit. We ask owners with rented units to please keep this in mind ahead of time when renting.
- Leashed and Attended - Dogs must be leashed and accompanied by their owners when outside the owner's residence or on any common area. Dogs may not be left unattended on any common area (i.e. being leashed to a stake, railing, or patio) without the owner being present. Breaking this rule makes the owner or resident subject to fines.

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- Pool Area - It is a State Health Department regulation that no animal is allowed in the pool or pool area.
- Animal Waste - Pet owners are required to remove and dispose of any pet waste. Failure to pick up after your pet will result in fines.

PARKING

- Speed Limit 10 MPR - Please adhere to 10 miles per hour for the safety of residents and animals.
- Designated Parking - There is no "designated" parking at Cardinal Creek.
- Dumpsters - Residents are asked to not park beside or near dumpsters on Mondays or Thursdays as these are trash pick-up days.
- Park Straight - Because parking is at a premium in some areas, please take only one parking spot by parking between the parallel lines.
- Special needs - If you have special parking needs, contact the Management Company.
- Visitor Parking - In consideration of residents, please ask your visitors and overnight guests to move their vehicles to the south side of the complex (Redbird Lane) after 9:00 P.M.

VEHICLE RESTRICTIONS

Vehicles may not be repaired or washed in the parking areas, nor have flat tires, broken windows, expired tags, be inoperable, in a wrecked condition, or used as "storage." These will be towed at the owner's expense. Trucks, commercial vehicles, boats, and trailers are not to be parked anywhere on the complex grounds. The Association contracts with **Quality Towing at 360-1869**. If your vehicle is towed, you must deal directly with Quality Towing.

COMMON AREA RESTRICTIONS

Anything other than plants, patio furniture, and other decorative items is prohibited. All other items should be kept inside your condo or storage unit.

- Bicycles are allowed on balconies but not on patios, or in breezeways, or left outside in common areas at the request of the Norman Fire Department.
- Littering in common areas is strictly prohibited.
- Cigarette butts are litter and should not be thrown down on the ground or parking lot. Fines will be assessed immediately for anyone in violation of this rule. This is not only a fire hazard but also against the Norman City Fire Code. The City of Norman Fire Department may also fine violators.

SIGNS/UNITS FOR SALE OR LEASE

Signs and flags are not allowed in windows, yards, or anywhere else including for sale or lease signs from owners or renters.

Political signs will be allowed ten (10) days before an election and five (5) days after.

WINTER VACANCIES

If your unit is vacant, the thermostat must be kept at 55 degrees to keep pipes from bursting. **Electricity to units must remain on at all times, whether occupied or not.** If electric service is disconnected, the Association has the authority to contact OG&E to have it reconnected, and the owner will be responsible for the additional charges.

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LAUNDRY FACILITY

The laundry is a limited facility which must serve many residents. Please be timely and remove all clothing promptly from the machines when the cycles are finished. No smoking or pets are allowed in the laundry. To protect property, the laundry door should remain closed and locked. If a machine is broken, please attach a note and call the 800 number posted on the wall to report it.

SWIMMING POOL

The pool is open from 7 a.m. until 11 p.m. and can be accessed with your facility key. The pool is for the enjoyment of Cardinal Creek owners, residents, and their guests. The pool rules are posted in the pool area. All residents and their guests are required to follow the pool rules. There is no life guard on duty.

PLUMBING PROBLEMS

If you have a leak into your unit, the first thing that you should do is call a plumber to stop the leak and control the damage. The primary cause of sewer problems in toilets is flushing diapers, baby wipes, feminine hygiene products, and paper towels. Other causes of plumbing problems are disposing of grease down kitchen drains, overloading the garbage disposal, leaky toilets, dishwashers, and poor caulking around tubs and showers. **When the cause is owner or tenant negligence, all costs for the plumber and the damages will be billed to the owner of the unit.** The following recommended plumbers are familiar with the Association's policies and will not invoice you if the problem is Association related. Your unit's interior and personal belongings are **NOT** insured by the Association. The following numbers are handy to have in your cell phone contacts list.

PLEASE REFER TO THE MOST RECENT "APPROVED" PLUMBER LIST

BREEZEWAYS, PATIOS, & BALCONIES

Patio furniture must be in good condition. Container plants & stands and decorations in good taste are allowed. Holiday lights and decorations need to be taken down within a reasonable amount of time after a holiday. Trash, automotive tools or supplies, construction items, shelving, cleaning supplies, laundry, appliances, motorcycles, dead plants, pet food dishes, pet habitats, dog leashes, etc. are not allowed on patios & balconies or in breezeways. Bicycles are allowed on balconies but not on patios, or in breezeways, or left outside in common areas at the request of the Norman Fire Department. No owner or resident is allowed to use the breezeway, patio or balcony of a vacant unit for their own personal storage or usage.

Cardinal Creek Condominiums are not apartments. Units are individually owned; therefore, the owner/tenants are responsible for keeping their breezeway clean. The following items are deemed to be minimal standards for clean breezeways:

- Lights - Individual unit light & shared breezeway light(s). Residents are responsible for replacing their own outside front and back-porch light bulbs. Porch lights should be a standard white bulb. If a globe has broken or gone missing, contact maintenance, and they will replace it and invoice the owner.

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Maintenance will replace property lights in the common areas. Holiday lights need to be good taste with the rest of the neighborhood and to be taken down within a reasonable amount of time after a holiday.

- Doors - Individual unit door, back door and storage door
- Ceilings - Remove cobwebs, etc.
- Floors - Sweep to remove dust & debris and clean up any spills
- Walls - Wipe to remove dust, spills, etc. Clean all areas that can be reasonably reached with a broom and/or small step ladder
- Stairs - (for upstairs units) Sweep to remove cobwebs, dust & debris from stair steps and walls that can be reasonably reached.
- Railing & Handrails - Wipe to remove dust, cobwebs, bird droppings, etc.

FIREPLACES

If a chimney is not regularly cleaned, soot and creosote will build up and could result in a fire. Fireplaces should be cleaned and inspected annually. Do not deposit any burning embers into the dumpsters or on the grounds.

FIREPLACE WOOD

Fireplace wood can only be placed on back patios and must be a minimum of 10' from the building, per the termite contract. Wood may only be stored during the months of October - March. All wood must be removed by the end of March. Wood cannot be on the second levels.

BARBEQUE GRILLS

Barbeque grills cannot be used on porches or balconies or beneath the roof overhangs. Norman City Fire Codes state that grilling must be a minimum of 10' from any structure. No grilling is allowed during burn bans. Appropriate, neat fitting covers are allowed for BBQ units during the off-season. Oversized tarps and the like are not permitted as covers. Do not dump cold charcoal remains in any common areas. Do not deposit burning embers into any dumpsters or anywhere on property.

No grilling of any kind is allowed on patios or balconies.

SATELLITE DISHES

Satellite dishes must be installed on the gables of the building on custom-made brackets. In the past, the Association had the brackets manufactured. Today the installers have gable end brackets.

DOORS, WINDOWS AND WINDOW SCREENS

Doors and windows are the responsibility of the owner but require Board approval for replacement. Bring mail or e-mail pictures and specs of the proposed replacements to Capitol Realty. Your request will be submitted to the Board of Directors. Window and door screens may not be removed except for cleaning and must be replaced immediately afterward. Damaged and missing screens must be repaired or replaced immediately by the owner.

If an owner wants to replace doors or windows, they are responsible for submitting the specs to the Board of Directors for approval. Doors are to be painted tan or taupe. The HOA will supply paint at no charge for wood doors. Vinyl doors should be ordered in tan to comply with rules. White vinyl doors

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need to be painted. Owners must purchase paint for vinyl doors and/or windows. The correct brand/color is Krylon Fusion Spray Paint - (Satin Almond #2437) which is available at most Ace Hardware stores.

TORNADO SHELTER

Although the underground concrete room located on the east side of the pool is not officially recognized by the City of Norman as a "Tornado Shelter," the "Dungeon" as it is affectionately called, is opened up during severe weather. The two saunas in the weight room have also been inspected as a possible safe havens but are also not officially designated as safe areas. As a resident of the complex, you should educate yourself about the nearest shelter and have a weather preparedness plan.

RIGHTS OF OTHERS, TENANT ISSUES, AND DISPUTES BETWEEN UNITS

The residents and their guests shall conduct themselves in a manner that does not disrupt the rights and peace of any other person residing or visiting at Cardinal Creek. The resident is responsible for the actions of their guests. Acting out, bullying and harassment will not be tolerated. For emergencies, call 911. The Police non-emergency number is 321-1444. Owners are solely responsible for their tenant's concerns. Owners may submit a written request or submit a request by going to the Management Company's website. The Board of Directors will hear any disputes at the next regularly-scheduled meeting.

NOXIOUS ODORS

Noxious Odors - The owner of any unit shall not use or allow the use of such unit for any purpose which will be noxious, offensive, or detrimental to the use of the other units or which will create or emit any noxious odors to include (but not limited to): dust, gases, fumes, or other such material, or which will in any manner violate any applicable zoning ordinance, or other regulations enacted by any duly constituted governmental authority. From time to time, construction or maintenance issues may require work that will emit noxious odors. It is the responsibility of the offending unit to notify all parties in adjacent units that such work will be performed, when the work will commence, when the work is anticipated to conclude, and any health or environmental issues that may result from said odors.

For the purpose of the Rules and Regulations, secondhand smoke and smoke emitted from "vaping" shall be deemed a noxious odor.

THIS NOW INCLUDES MEDICAL MARIJUANA

WARNINGS AND COMPLIANCE FEES

The Board of Directors has established the following warnings and fines for violations of these Rules and Regulations. In most cases, first, you will receive an ASSOCIATION COURTESY/WARNING NOTICE. The reverse side has instructions for disputing the notice. Only the unit owner can dispute a notice. Disputes must be submitted in writing. Fill out the paperwork and mail or fax to the Management Company. Respond in a timely fashion and get on the Agenda for the next Board meeting (2nd Monday of each month, 6:00), so the dispute can be heard.

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WARNINGS AND FINES	First Offense	Second Offense	Third Offense	Fourth Offense
1. Failing To Clean Up After A Pet	\$50	\$100	\$100	plus a Citation by the City of Norman Code Sec 3-408
2. Cigarette Butts	\$50	\$100	\$100	plus a Citation by the City of Norman Fire Department
3. Debris on Patio/Porch/Balcony	Courtesy Notice	\$50 each offense thereafter		
4. Windows/Screens/Signs	Courtesy Notice	\$50 each offense thereafter		
5. Broken Light Fixture Or Bulb Color	Courtesy Notice	\$50 each offense thereafter		
6. Excessive Noise	Courtesy Notice	\$50 each offense thereafter		
7. Items in Common Area	Courtesy Notice	\$50 each offense thereafter		
8. Smoking/Drinking Inside Pool or Pool Area	\$50	\$100	\$100	Loss of pool privileges
9. Noxious Odors Inside Condo	Courtesy Notice	\$50	\$100	
10. (A) Firewood (B) Barbeque Grill	(A) Courtesy Notice (B) \$50	(A) \$50 each offense thereafter (B) \$100 each offense thereafter		
11. Automobile Violation	Courtesy Notice	Towing		
12. Acting Out, Bullying and Harassment	Courtesy Notice	\$50	\$100 and possible loss of privileges	

Violations of the Rules and Regulations are posted to the unit door. Absentee owners are required to obtain these posting through their tenant, or by frequenting their unit for routine inspections. The Association will not incur the expense of mailing violation notices prior to the issuance of a fine.

MANAGEMENT COMPANY

CAPITOL REALTY
330 W GRAY, Ste. 105-A
NORMAN, OK 73069
405-226-4500 OFFICE
1-888-415-2122 FAX

WWW.CAPITOLREALTY.COM

For the convenience of our absentee owners, these Rules and Regulations are available on the Management Company's website in .pdf format. You may download and add a copy to your lease, or as a courtesy copy to your residents or guests.

Visit www.capitolrealty.com for "frequently asked questions" and other helpful association data.