

RULES AND REGULATIONS HANDBOOK
for OWNERS and TENANTS
PLAZA VILLAGE CONDOMINIUM ASSOCIATION

WELCOME and INTRODUCTION

We, the Board of Directors, welcome you to the Plaza Village Condominium Association. Our community combines owning your own home with the privileges and responsibilities of sharing facilities with your neighbors. In order to maintain the beauty, character and value of our community, it is essential that all residents adhere to the same set of rules. In establishing this Handbook, your Board has considered the privileges and rights of all homeowners and residents. We encourage you to review the material in this Handbook and to refer to it often.

To make condominium living a pleasant experience for all, mutual consideration and respect for the Rules and Bylaws is required. By purchasing or renting a home at Plaza Village Condominiums, you agreed to accept and abide by the Declaration and By-Laws (Master Deed) of the Association. Each owner or resident is obligated to share these rules with all members of the household. Some of these requirements may seem restrictive; however, they are intended to protect your rights as a member of the community and to maintain optimum property values.

Many items in this Handbook may be found by a thorough examination of the Condominium Documents that should have been provided by the seller at closing. Others have evolved to address specific issues that have arisen over the years. *If you desire a copy of the Declaration and By-Laws, please contact Presteaux Management Services. You can get a free email copy or, for a charge, a printed copy.*

If you sell your home, please pass this Handbook and the Condominium Declaration (Master Deed) and By-Laws documents to the next owner along with all keys and the current pool tag.

If you rent your Unit, please give a copy to your tenants and review it with them. Owners are responsible for the actions of their tenants.

Any consent or approval given under these Rules and Regulations may be added to, amended or repealed at any time by resolution of the Board of Directors.

BOARD of DIRECTORS

MISSION: To direct and govern all activities necessary to manage the Plaza Village Condominium Association in the owners' best interests according to the Master Deed and By-Laws.

Adam Sonnier	#202
Ruth Manuel	#210
Gerrie Ikerd Sonnier	#906
Charmaine Swearingen	#207 & #301
Open Position	
Open Position	

Property Management:	Presteaux Management	Robin Minvielle
Phone: 232-2516	217 N. College Road	propmgmt2@oldsouthrealty.com
Fax: 234-9059	Lafayette, LA 70506	

RULES and REGULATIONS

General Obligation:

Owners are ultimately responsible for ensuring that family members, renters, guests, and employees comply with all elements of the Condominium Declaration and Bylaws, including the Rules and Regulations established by the Board of Directors.

Owners will be fined as follows for anyone (including themselves, family members, visitors, tenants, hired help) failing to comply with the Rules and Regulations unless otherwise stated:

1st Offense: Warning (Verbal or written)	3rd Offense: \$ 100.00
2nd Offense: \$ 50.00	4th Offense: \$ 200.00

Fines will be assessed to the owner. In the event a fine is not paid by the deadline, the delinquent payment along with interest and any associated legal costs will be established as a lien against the owner's Unit.

Requests (repairs, modifications, waivers, satellites or fiber installations, complaints, clarifications, etc.)

- Submit the request in writing to Robin at Presteaux Management to be presented to the Board.
- You will be notified of the Board's decision in writing following the next Board meeting.

A written request to address the Board at a meeting needs to be sent to Robin; to be added to the agenda.*

General Definitions: (For more detailed definitions, refer to the documents in parentheses.)

- *Unit* – the space from floor to ceiling and wall to wall within your own Unit along with equipment serving only that Unit. (Act of Amendment to the Declaration and By-Laws executed October 1984.)
- *Common Elements* – the portion of the condominium property not a part of the individual Units. (Original Declaration and By-Laws)
- *Limited Common Elements* – those areas for the exclusive use of your own Unit, but outside of the Unit such as the patio, balcony, entrance way, walkway and water pipes serving only your Unit. (Act of Amendment to the Declaration and By-Laws executed October 1984.)

Association Dues/Fees:

- Monthly association fees of **\$195** are due on the first of each month. Payment becomes delinquent if Presteaux Management does not receive it by closing on the 10th of the month. This is true even when the 10th falls on a holiday or weekend. **Payment is still delinquent on the 11th**. A late fee of **\$25 per month** along with the **applicable interest** is assessed for delinquent fees.
- Once an account is 60 days overdue, it is turned over for collection.
- **Checks must be made out to Plaza Village Condominium Association.** Checks made out to Presteaux Management will be returned and a late fee assessed if a correctly written check is not received by the 10th.
- Checks may be mailed to Presteaux Management, 217 N. College Rd., Lafayette, LA 70506 or dropped in the drop box at the back door of Presteaux.
- Association dues cover the following items:

Water	Termite Bond	Exterior Lighting	Exterior Electricity
Sewage	Trash Removal	Exterior Maintenance	Approved Repairs
Roof Repairs	Pool Maintenance	Lawn Maintenance	Management Fees
Attorney Fees	Trash Bin Additional Fees/Finds		
Building Hazard Insurance including Deductibles			

Personal Homeowner's Insurance:

Owners are strongly urged to carry their own Homeowner's, Renter's and Flood Insurance on the interior of their condo. The Association insurance covers the **exterior** structure. However, owners are responsible for the "Unit" as defined in the Amended Declaration dated April 26, 1982.

Emergency Contact Numbers:

- For any emergency requiring the fire department or police department, call 911.
- For any emergency requiring a plumber for Common Elements, call Robin at Presteaux Management (232-2516) between the hours of 8:00 AM to 5:00 PM or 654-9888 after hours.
- Problems involving toilets, sinks, hot water heaters or other areas within a Unit are the owner's responsibility. Please contact your own plumber or you can hire Tommy's Plumbing 873-9220.
- Your unit shutoff valve is under the kitchen sink. In the case of a leak, shut off the water to your unit immediately. If the problem is the main water line outside, contact Robin at Presteaux.

Board members may also be contacted; but remember, they are volunteers with **limited** means to help. Please contact Robin at Presteaux Management first.**

Responsibilities of Owners and Residents:

- All dues, fees and fines assessed by the Board of Directors must be paid promptly to avoid additional interest.
- No part of the Condominium Property can be used for any purpose except housing and common recreational purposes for which the property was designed.
- No industry, business, trade, occupation or profession of any kind (including child care), commercial, religious, educational or otherwise, designated for profit, altruism, or otherwise, shall be conducted, maintained or permitted on any part of the Condominium Property except with the consent of all Unit Owners and the Board. No Unit shall be used or rented for transient, hotel or motel purposes. Time shared use of condominiums is prohibited.
- The right is reserved by the Board or its Agent to place "For Sale," "For Rent," or "For Lease" signs on any Units. Such signs may only be placed in the upstairs window. No other signs (including political, commercial or decorative) may be placed on condominium property.
- Unit Owners are obligated to maintain and repair their own Units in accordance with the provisions of the Condominium Declaration.
 - This responsibility includes maintenance and repairs of:
Doors (including painting the front door), windows, balconies, entrance porches, patios, porch and patio lights, external water faucets, A/C Units, areas within patio fences, and any other areas attached to the Unit.
Each Unit Owner shall keep his Unit in a good state of preservation and cleanliness; this included the exterior and side-yard when applicable.
- Nothing can be done or kept in any Unit or in the Common Elements that will increase the rate of insurance on Condominium Property insured by the Association without the prior written consent of the Board. No Unit Owner can permit anything to be done or kept in his Unit, or in the Common Elements, which will be in violation of any law. Nothing can be stored in the attic as this is a Common Element and **not** part of the Unit. Using the attic for storage could be a fire hazard!
- No noxious or offensive activity can be carried on in any Unit or in the Common Elements, nor can anything be done either willfully or negligently, which may become an annoyance or nuisance to any other Unit Owner or occupants. No Unit Owner shall make or permit any disturbing noises by himself, his family, hired help, employees, agents, visitors, or contractors, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other residents. No soliciting is allowed. Suspected illegal activities will be reported to Lafayette Police.

- Non-structural walls within a Unit cannot be moved or removed except upon written consent of the Board.
- All window coverings must be white or backed in white and must be kept neat and orderly at all times. Any violations shall be cause for removal by Management and/or the assessment of fines.
- BBQ pits, Chimineas, fire pits, Tiki torches, candles and any other apparatus utilizing fire cannot be used within 10 feet of the building. Residents may store these items closer once they are totally cooled down. Until completely cool, the apparatus must be kept at least 10 feet away.

Use of the Common Elements:

- There shall be no obstruction of the Common Elements nor shall anything be stored in the Common Elements.
- Nothing can be done in, on or to the Common Elements that will impair the structural integrity of any Unit or which would structurally change any of the Units. Nothing shall be altered, constructed in, or removed from the Common Elements, except upon the written consent of the Board.
- Common Elements shall be kept clear of trash, debris and other unsightly materials, including cigarette butts.
 - Please use one of the four (4) dumpsters on property to dispose of all trash. Trash placed outside of the dumpsters will not be picked up. Items too large for the dumpster must be hauled off the premises. The cost of hauling away such items will be passed along to the owner in addition to fines for non-compliance.
- Ball or Frisbee playing, skateboarding and scooter riding in the parking lot or on sidewalks are prohibited.
- No climbing on dumpster walls or other items, trees, buildings, etc.

Pets

- Pets can be kept in the Unit subject to the rules and regulations adopted by the Board provided they are not kept, bred or maintained for any commercial purposes.
- Only dogs, cats and aquarium fish can be kept as pets in the Units. No other animals are allowed. Anyone wishing to have more than two (2) pets in one Unit must get written approval from the Board.
- Any such pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the Condominium Property upon three (3) days' written notice from the Board.
- Pets shall not be permitted in any portion of the Common Elements unless attended in person on a leash (City ordinance) or in a carrier.
- Pets cannot live outside the Unit or on the patio. Pets cannot be chained or tethered outside a Unit.
- No animals, including pets and strays, can be fed outside the Unit.
- Pet excrement must be picked up and placed in the dumpster. (City ordinance)
- The Unit Owner will be fined according to the structure set up by the Board if they, personally, or any family member, guest or tenant violates these rules.

Parking:

- **There are no assigned parking spaces.** (Parking spaces are filled on a first-come basis.)
- Each Unit is limited to two (2) spaces. Visitors must park in the area along the fence near the coulee behind the 900 building. Motorcycles parked in the parking lot count as one of the Unit's two vehicles.
- Park only in designated parking spaces. No parking on lawns, walkways, driveways, or in front of dumpsters or mailboxes.
- Because of limited parking, no boats, campers, motor homes, trailers, or trucks larger than a pickup truck may be parked in the complex without prior Board approval. Large vehicles and all commercial

vehicles must obtain written permission of the Board and must park next to the dumpster in the northeast corner perpendicular to the fence separating the property from Plaza Village.

- The Association will tow any vehicles that are parked illegally, improperly or in a No Parking Zone, or remain parked in the same spot for seven or more days, at the vehicle owner's expense.

Motor Vehicles:

- All vehicles must be properly licensed including current registration and inspection sticker.
- Non-running vehicles, vehicles with expired plates or inspection stickers, and vehicles with flat tires will be towed at the owner's expense. The storage of vehicles is strictly prohibited.
- No motorized vehicles may be operated other than in driveways and parking areas. No driving or parking on the sidewalks or grass.
- No vehicles can be washed on the property.
- Auto repairs of any kind (including oil change) are strictly prohibited on the premises.

Satellite Dishes, Fiber Installation, Radio and/or TV Antennas:

- Written approval must be obtained, and the location approved, before any satellite or fiber is installed.
- No **satellite dishes** may be installed on roofs, fences, or buildings. However, with written approval of the Board, a satellite dish may be installed on a tripod in the patio area or directly in front of or on the side of the Unit if there is no patio.
- All wiring must enter the building at the ground level and cannot be attached to the outside of the building at any point, including the second story, without written permission of the Board.
- No radio or television antennas may be erected on the condominium premises.
- All radio, television or other electrical equipment of any kind or nature installed or used in each Unit shall fully comply with all fire codes and Unit Owner will be liable for any damage or injury caused by any radio, television or other electrical equipment for such Unit.

Garbage, Trash, Appliances, Furniture, Large Items:

- All garbage and trash must be placed in the dumpsters. Nothing is picked up outside of the dumpsters.
- Large items that do not fit in the bins cannot be left near the dumpsters. It costs extra to have these items picked up for disposal.
- Owners and residents are encouraged to report anyone not following these rules. Report the license number of anyone seen dumping garbage.

Pool:

- The pool and the pool area are closed from 10 p.m. till 6 a.m.
- The pool is for residents' use only, and a maximum two (2) guests per Unit.
- Pool rules and regulations shall be strictly enforced.
- New tags are issued each year when the pool officially opens. Units with delinquent fees will not receive the new tag until all accounts are paid in full.
- The current pool tag must be carried with the resident in order to use the pool. Tag must be presented upon request of any owner or Board member. Anyone using the pool without a tag will be asked to leave.
- Keys must be turned over to the new owner when the Unit is sold. Replacement keys are \$25.
- Pool parties must be scheduled through the property manager at least 10 days in advance. Date, time and number of guests required. No parties are allowed on holidays or weekends. Additional fees and restrictions apply.

Pool Rules and Regulations:

- **No alcohol or glass is allowed inside pool fence.**
- No swimming while intoxicated.
- No lewd or indecent behavior.
- No pets or bicycles inside pool fence.
- No running, diving, or horseplay.
- Keep gates locked at all times.
- Proper attire is required.
- Only pool toys allowed.
- Children under 12 must be accompanied by an adult.
- Protect and maintain the furniture
- Report miss-use of any of the above items.

Current year's tag **must** be presented upon request of any owner or Board Member. Anyone without a current tag is **trespassing!**

**NO LIFEGUARD ON DUTY.
SWIM AT YOUR OWN RISK!**

Dryer Vents:

- Vents should be cleaned every 6 – 8 months to prevent fire and to decrease drying time. Keeping the vent clean can also reduce your electric costs.
- Most of the dryers vent to the enclosed area above the front entrance, so they are difficult to clean. If you are interested in making it easier to clean, please send the Board a letter indicating your desire and someone will contact you with additional information.

Attics:

- **Do not store anything in the attic.** Attics are part of the Common Elements and items stored there present a fire hazard.

Flowerbeds, Trees, Shrubs:

- Any Unit Owner wishing to plant trees or shrubs within the Common Elements must obtain written permission from the Board before doing so.
- Flowerbeds are the responsibility of the resident and are not maintained by the lawn service.
- The following requirements are necessary to prevent termites and to maintain our termite bond, Residents must do the following:
- Make sure all beds are no closer than 6 inches to the building and are kept below the concrete foundation. A 6-8 inch wide rock bed next to the building is suggested for this purpose.
- Make sure all beds are trimmed back at least 6 inches from the building at all times.
- Do not use landscape timbers because they encourage termites and may void the contract.
- Always notify Robin when new mulch is added, so she can schedule a new treatment for termites. Call Robin to request it.

Gutter Installation:

- The Plaza Village Condominium Association Board of Directors has approved the installation of gutters on units subject to the following conditions:
- Owner must request permission in writing from the Board.
- Owner must use Chris' Seamless Gutters per the specifications of the Plaza Village Condominium Association (contact him at 993-8140).
- Owner must install a splash block under the downspout to prevent the washout of soil (these can be purchased at Lowe's or Home Depot)
- Owner must install a leaf guard if leaves from any nearby trees will present a problem.

If you want to see what the gutters look like on the different unit styles, these units have gutters: #210, #404, #405, #406 and # 903.

Carpenter Bees:

Every year, some units are faced with this problem while others are not, be sure to check your units annually as these bees can damage your exterior wood. Pest control is each owner's responsibility. The board recommends that anyone having trouble with carpenter bees should spray inside the hole with WD40, plug the holes with a short piece of dowel the same diameter as the hole, then paint (clear or white) or varnish the entire underside of the balcony. This seems to take care of the problem.

**Individual contact with Board members is encouraged and welcomed.

- If you have something that needs full Board attention, such as a request for repairs, please put it in writing stating exactly what is being asked, then mail or e-mail your letter to Robin at Presteaux Management.
 - The board will discuss your concern/request at the Board meeting the following month; then will follow up with you as to the outcome of your correspondence.
- If you wish to address the Board, please contact Robin for the date and time of the next meeting and ask to be placed on the agenda.

We will be happy to accommodate you.