

Windsor Gate Condominiums

Changes to our Rules and Regulations

Effective immediately 9/22/14

PLEASE PUT THESE NEW RULES AND REGULATIONS IN YOUR RULES AND REGULATIONS BOOKLET FOR YOUR REFERENCE.

Under Penalties page 24 of Rules and Regulations. Please disregard the rules for letters as written on page 24 and apply the following new rules:

1st letter: A warning letter with notification of a 10 day period to correct the penalty

2nd letter: A letter and a fine of \$50.00 to up to \$250.00

3rd letter: A letter and up to \$500.00 fine with possible court action

4th letter: A letter and up to a \$1,000.00 fine with possible court action

5th letter: A letter and up to a \$1,500.00 fine with possible court action

Failure to pay these fines will cause a lien on your unit with possible foreclosure on your unit as well as additional attorney fees and court costs.

Under Leased Units page 13 of Rules and Regulations: Please apply the following new regulations immediately;

1. These Rules and Regulations apply to all units not owner occupied.
2. Unit owners **MUST inform the Management Company, prior to renting**, to ensure compliance with the rules.
3. A lease of **any unit MUST be in writing** and a copy of the lease forwarded to the management company office.
4. Unit owners must file tenant information, with names and contact information, to the management company within 10 days of tenant's occupancy. Failure to do so will result in a fine of up to \$250.00 to the owner with loss of Common Area and Facilities by both the unit owner and the tenant until the fine is paid in full.

5. Unit owners must notify the management company of any tenant changes immediately. Failure to do so will result in a fine of up to \$250.00 to the owner with loss of Common Area and Facilities by both the unit owner and the tenant until the fine is paid in full.
 6. To prevent unauthorized access to buildings, unit owners are responsible for retrieval of all keys from the tenants, upon the tenant's departure from the unit. Including main building entry keys, unit keys, mailbox keys, pool cards and pool key. Failure to retrieve pool card and pool key will result in a \$100.00 fine to acquire a new pool key.
 7. Tenants **MUST abide** by all Association Rules and Regulations. Unit owners will be notified along with the tenant of any violations. The unit owner will be held responsible for their tenant's actions, including any fines and damages that may apply.
 8. No unit owner, or any first mortgagee in possession, shall lease less than an entire unit.
 9. No unit shall be leased for a term of less than one year – 12 months.
 10. No units shall be rented for transient or hotel purposes.
 11. Sub-leasing is not allowed.
 12. Renter is required to carry insurance.
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**** If you are a unit owner and are currently renting your unit you must do the following immediately (you have until October 30th) to avoid any fines to your unit.**

1. Contact the management company and tell them you are renting your unit.
2. Provide the required information to the management company (a copy of the lease must be submitted to the management office).
3. If any changes occur to your renting status you **MUST** notify the management company of these changes when they occur.
4. Failure to provide the management company of your rental status by October 30th will result in a fine of up to \$250.00 with loss of Common Area and Facilities by both the unit owner and the tenant (until the information is provided to the management office). Followed by new Rules and Regulations for penalties as listed at the beginning of this letter.

Julie,

Here are the changes to the best of my knowledge. Some are typed here, I have also attached the most recent changes.

Rules and Regulations:

p.6 -----Management Company is now: Kentucky Realty-Rapp and Associates
3944 Bardstown Road
Louisville, KY 40218

Phone: 502-473-0003 President: Dan Rapp

p.8-----# 9. Should state including vehicles with *VISIBLE* expired tags may not be parked.....

p. 20-----# 20 added to that paragraph is Police will be called.

p. 13-----# 4 after *copies of their lease* it should say with names and contact information with the management company.

#6 added to that paragraph should be the following: Including pool keys. Failure to retire your pool key will result in a \$100.00 fee (per key) to acquire a new pool key.

9 that entire line is deleted

10 It is now 12 months (1 year) and NOT 6 months

Also see attached info below on this page,

p. 16----- # 6 A fee of \$175.00 which includes a security deposit of \$100.00 plus a non-refundable fee of \$75.00 must be submitted. These are two separate checks both made out to Windsor Gate on the owners bank account with a WG address. Or \$175.00 in cash.

p. 19-----#6 Children under the age of 16 are not permitted.....

#10 (added) The TV is programmed and ready for use. Please do not use remote for anything other than turning the TV on/off, controlling the volume, or changing channels.

p. 20-----# 8 (added) Please turn off the court lights when leaving the tennis court area.

p. 21-----# 2 Depending on availability each year, there may or may not be a lifeguard on duty during the week days. When there is NO LIFEGUARD on duty, residents swim at their own risks and must obey the Jefferson County Health Dept. rules as stated in # 13 below.

p. 24-----See attached info for this page and change in penalties!!

Thanks, Julie