LIBERTY PLACE OFFICE CONDOMINIUMS

RULES AND REGULATIONS

AS OF: 8/5//

RULE 1. No sign, picture, advertisement, or notice shall be displayed, inscribed, painted or affixed on any part of the outside or inside of a unit or it's windows or doors except of such color, size, style and materials as shall be approved by the Board in writing. No showcases, or obstructions, signs, flagpoles, flags, barber poles, statuary, or any advertising device of any kind whatever shall be placed in front of or upon the property. The Board reserves the right to remove all such showcases, obstructions, signs, flags, barber poles, statuary or advertising devices and all signs other than those provided for, without notice to the Owner or Occupant and at Owner or Occupant's expense. (pg. 15 line C. of Master Deed)

RULE 2. No Owner or Occupant shall use or keep in the Unit any oil, kerosene, gasoline or other flammable or combustible fluid or any other material or hazardous article, other than limited quantities thereof necessary for the operation or maintenance of office equipment. No Owner or Occupant shall use or keep or permit to be used or kept any foul or noxious gas in the Unit, or permit or suffer the Unit to be occupied or used in a manner offensive or objectionable to the Board or other Owners or Occupants or those having business in the building. No Owner or Occupant shall put up or operate any steam engine, boiler or machinery in the Unit, or carry on any mechanical business therein. No commercial cooking or related activities shall be done or permitted by Owner or Occupant in the Unit.

RULE 3. All glass, locks and trimmings in or upon the doors and windows of building shall be kept whole, and when any part thereof shall be broken, the same shall immediately be replaced or repaired and put in order under the direction and to the satisfaction of Board, or its agents, and shall be left whole and in good repair.

RULE 4. Safes, vaults or other heavy items shall be placed by the Owner or Occupant in such places only as may be first specified in writing by the Board and any damage done to the exterior of the Unit or to the floor slab shall be paid for by the Owner or Occupant. Owner or Occupant shall allow no drilling, jack hammering, punching or any other interference with the floor slabs of the Building.

<u>RULE 5.</u> No part of the Building shall be used or in any way appropriated for gambling, immoral or other unlawful practices.

RULE 6. No intoxicating liquor or liquors shall be sold on the property by Owner or Occupant.

<u>RULE 7.</u> The Owner or Occupant shall not allow anything to be placed on the outside window ledges of the Unit or in the landscaping in front of the Unit or Building.

- **RULE 8.** The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages to the sewer lines resulting from any such misuse shall be borne by the Owner or Occupant.
- **RULE 9.** No vehicle containing combustible fuel, shall be brought into the Unit, by the Owner or Occupant, their agents or employees.
- **RULE 10.** Sidewalks, doorways, vestibules, and similar areas shall not be obstructed nor shall refuse, furniture, boxes or other items be placed therein by Owner or Occupant or its officers, agents, servants, and employees, or used for any purpose other than ingress and egress to and from the Unit, or for going from one Unit to another in the building.
- **RULE 11.** The driveways, parking areas, dumpster pads, landscaped and turf areas, the entrances, and all common areas shall be under the exclusive control of the Board and shall not be obstructed, or used by the Owner or Occupant for any other purpose than ingress and egress to and from the Unit.
- **RULE 12.** Canvassing, soliciting and peddling on the property is prohibited and Owner or Occupant shall cooperate to prevent the same.
- **RULE 13.** All office and other equipment of any electrical or mechanical nature shall be placed by Owner or Occupant in the Unit so as to prevent any vibration, noise or annoyance to any other occupant.
- **RULE 14.** No rooms shall be occupied or used as sleeping or lodging apartments at any time without permission of the board or in violation of any building code.
- <u>RULE 15.</u> Owner or Occupants, their invitees and employees shall maintain order in the Building, shall not make or permit any improper noise in Building or interfere in any way with other Owner or Occupants or those having business with them.
- RULE 16. No Owner or Occupant shall do or permit to be done on the Unit or bring or keep anything thereon, which shall in any way obstruct or interfere with the rights of other Owners or Occupants, or in any way injure or annoy them, or conflict with the laws relating to fires, or with the regulations of the Fire Department, or any part thereof, or conflict with any of the rules and ordinances of the Board of Health. No Owner or Occupant shall permit anything to be done in or about the Unit or find or keep anything therein, that will in any way increase the rate of fire or other insurance for the Association, or otherwise increase the possibility of fire or other casualty.
- **RULE 17.** Owner or Occupant shall not cause unnecessary labor by reason of carelessness and indifference to the preservation of good order and cleanliness in the Unit or on the property.

- **RULE 18.** Owner or Occupants and their employees shall not throw, sweep drop or otherwise place any objects, dirt, refuse, or other substances on the outside of the Unit or in the common areas, parking lot or landscaping.
- **RULE 19.** No painting shall be done, nor shall any alterations be made, to any part of the exterior of the building by painting of or changing any particulars, doors or windows.
- RULE 20. Board reserves all vending rights.
- **RULE 21**. The Board will control all internal lighting that may be visible from the exterior of the Building and shall have the right to require that the Owner, or occupant change any unapproved lighting at Owner or Occupant's expense.
- RULE 22. Each Owner or Occupant shall see that the doors of its Unit are closed and locked and that all water faucets or any other water apparatus are shut off and in good working order before Owner or Occupant or Owner or Occupant's employees leave the Unit, so as to prevent waste and damage, and all injuries or damages sustained by the Association in this regard shall be at the expense of the Owner of such Unit.
- <u>RULE 23.</u> Other than the building standard aluminum mini-blinds, no curtains, draperies, blinds, shutters, shades, screens or other coverings, hangings or decorations shall be attached to, hung or placed in, or used in connection with any window of the Building without the prior written consent of Board.
- <u>RULE 24.</u> Owner or Occupant or their employees shall not use the dumpsters for personal trash, hazardous materials, bio-medical waste, combustible agents, oversized objects, mattresses, furniture and the like. Cardboard boxes should be broken down before placing them in the dumpster.
- <u>RULE 25.</u> Owners and Occupants shall not install any canopy or awning or outside radio or television antenna, satellite dish or Citizens Band radio transmitter or other equipment of any kind without written permission of the Board, acting in accordance with the Board's discretion. Local codes will also apply.
- RULE 26. Owner or Occupant shall at all times during the term of this Lease have the non-exclusive right to park automobiles (but not trailers, motor homes, boats or buses, and recreational vehicles) in the outdoor parking areas of the Park. Board shall have the exclusive right to regulate and control parking areas and Owner and Occupants agree to conform to such reasonable rules and regulations as Board may establish. Board reserves the right to adopt any regulations necessary to curtail unauthorized parking, including the required use of "Parking Permits". Board shall not be responsible for Owner or Occupant's or any other Owner or Occupant's parking requirements which exceed the number of spaces required by local authorities. Board may from time to time designate specific areas in which automobiles owned by Owner or Occupant, its employees, guests or invitees shall be parked, and in this regard, Owner or Occupant

shall furnish to Board upon request a complete list of license numbers of all automobiles operated by Owner or Occupant and its employees or licensees. No extended overnight parking, or vehicles with for sale signs are allowed.

RULE 27. Board shall not be responsible to any Owner or Occupant for the non-observance or violation of any of these Rules and Regulations by any other Owner or Occupant(s). Board may waive any one or more of these Rules and Regulations for the benefit of any particular Owner or Occupant or other Owners or Occupants, but no such waiver by Board shall be construed as a waiver of such Rules and Regulations in favor of any other Owners or Occupants or Owner or Occupant, nor prevent Board from thereafter enforcing any such Rules and Regulations against any or all of the Owner or Occupants of the Building.

RULE 28. Board reserves the right to make such other reasonable rules and regulations as in their judgment may from time to time be needed for the safety, care and cleanliness of Unit, and for the preservation of good order therein. Regulations shall be binding upon the parties hereto the same as if they had been inserted at time of execution.