

# **Lincoln Square Rules & Regulations**

## **I. Introduction**

Lincoln Square Owners Association (LSOA) is providing this information to the owners of Lincoln Square Condominiums as quick reference to the Rules and Regulations and By-laws of our community.

The Following Rules and Regulations have been adopted by the Board of Directors of the Lincoln Square Owners Association in accordance with the Covenants and By-laws to not only protect the architectural integrity and harmony of the community, but also to promote the safety and welfare of owners, their tenants, and customers.

It should be remembered that the Rules and Regulations do not replace the By-laws, which the Board of Directors uses as its primary governing document. Both documents are in force. In case of conflict between the wording of these documents, the By-laws will prevail.

The Rules and Regulations shall apply to all unit owners, their tenants, and customers; and shall be enforced by the Board of Directors in accordance with applicable Covenants and By-laws.

In establishing and maintaining the Rules and Regulations, or Standards, the Board shall make every effort to ensure that they do not affect unit owners' right to the enjoyment of reasonable and unrestricted use of their property or privileges of ownership.

The Rules and Regulations and Standards may be modified, repealed or amended at any time by a resolution of the Board of Directors when deemed necessary in the best interest of unit owners/tenants and the community.

## **II. General Information**

The streets, curbs, sidewalks, open areas, trees and shrubs, exterior lighting and parking areas comprise the GENERAL COMMON ELEMENTS.

Your Association (LSOA), along with your Management Agents, Randa Dawson and Dana Pagel, CENTURY 21 Premier Property Management Division, is responsible for the operational management and oversight of maintenance and improvement of these areas, which are for the exclusive use of the unit owners and/or their tenants.

### **III. General Rules and Regulations**

These are the general rules and regulations of the Association. Exceptions to these rules may be granted only by a written notice from the Board.

Any damage to buildings, grounds, or other common areas or to equipment by any owner, tenant or customer shall be repaired at the expense of the unit owner. This charge may be assessed in addition to a fine.

Unit owners are fully responsible for the actions of their tenants and customers and shall be held accountable for any damage done to the property.

1. Common areas: The lawns and walkways shall not be obstructed in any way. No personal property shall obstruct entrance ways, walkways, parking, or other common areas.
2. Unlawful and Disturbing Noises/Practices: No unit owner shall make or permit any unreasonable noise that will disturb or annoy other owners, their tenants, or customers, or permit anything to be done which will interfere with the rights, comfort, and convenience of others.
3. Trash and garbage shall be placed in provided cans in the designated areas. One numbered trash can is assigned to each Unit. The City of Franklin governs what will or will not be picked up.

Arrangements for the removal of bulky items, construction materials, cardboard boxes, or office supplies etc., must be made individually with City of Franklin.

4. Signage either permanent or temporary, notices, advertisements, or any alteration of exterior surfaces shall not be placed, inscribed, or exposed on any window, door, or other exterior parts of unit, or in the common areas. No neon or illuminated signs are allowed.

Owners are allowed only one "For Lease or For Sale" sign no larger than 24" X 18" in front of their unit, or as approved in writing by the Board. No signage is allowed on the parking lots or along Aspen Grove Drive. All signage must meet the sign requirements of the City of Franklin.

Each Owner of a unit is allowed one space on the roadside monument sign closest to their unit. Owners are responsible for installation, condition and replacement when needed.

5. Rental units: All unit owners who rent to a tenant shall:
  - (1) provide the tenant with a copy of the By-laws and Rules and Regulations,
  - (2) include in the lease agreement a provision that the tenant has been given said copies, has read and understood, and agrees to abide by these documents,
  - (3) notify the Board of Directors in writing that the unit is tenant-occupied, giving the name(s), address, and phone number of the occupants, and
  - (4) provide to the Management Agent and/or the Board the name of any agent retained by the unit owner to manage the unit for him/her. The unit owner is responsible always for the enforcement of the established guidelines.

6. Vandalism: Unit owners, tenants, and customers shall not deface, remove, or destroy, or permit the defacing, removing or destruction of any element of the common areas.

#### **IV. Conduct**

No noxious or offensive trade or activity shall be carried on within any unit, nor shall anything be done therein or thereon which may be or become an annoyance to the neighborhood or other owners, their tenants, and customers.

#### **V. Insurance**

Nothing shall be done or maintained in any condominium unit or on any Common Elements, which will increase the rate of insurance on any condominium unit or on the Common Elements, or result in the cancellation thereof, without prior written approval of the Board of Directors.

Nothing shall be done or maintained in any unit or on the Common Elements, which is in violation of any law.

#### **VI. Motor Vehicle Operation**

Parking policy: No vehicle on which current registration plates are not displayed, no trailer, truck, camper, house trailer, or boat may be parked on any Common Elements for longer than 48 hours. Vehicle will be towed at owner's expense.

Likewise, no repair or extraordinary maintenance of automobiles or other vehicles may be undertaken on any of the Common Elements.

There is no reserved parking.

#### **VII. Architectural Maintenance/Control**

No structural alteration (construction, addition, or removal) of any unit or Common Element shall be commenced or conducted except in strict accordance with the provisions of the By-laws.

All changes proposed by the unit owner to the exterior of the unit shall be submitted in writing to the Board of Directors. All requests shall include a written description and a diagram of the proposed changes and must be signed by the unit owner for Board approval.

#### **Policy**

1. An architectural covenant imposes a legal requirement on the Association to approve or disapprove construction of new structures, exterior additions, or

alterations to the original design of the units, and all subsequent alterations thereto BEFORE they are started by the unit owner. The Board of Directors has the task of reviewing applications and making recommendations to the Owner for approval or disapproval.

2. It should be noted that approval of any project does not preclude subsequent adoption of more restrictive or more liberal standards were deemed necessary to maintain or improve overall architectural standards and harmony. No amendment shall affect any project approved prior to adoption of such amendment.
3. Any project or exterior modification which was completed prior to the issuance of these regulations which would normally require Board approval prior to initiation shall not be construed as setting a precedent, and will require Board approval before any major repairs, changes, and/or additions are made to said project or modification.
4. Before making any exterior changes or initiating any project, which might be contrary to the architectural/maintenance standards, unit owners are reminded that non-approved changes can not only be aesthetically offensive to their neighbors but can also decrease the value of all units.
5. Any project, exterior modification, or other act in violation of these standards is subject to a citation by the Board and may require corrective action to bring the violation into immediate or future compliance with these standards.

Lincoln Square Owners Association of Franklin  
Rules & Regulations and General Fine Policy  
Adopted June 17, 2022  
Included

Revised September 1, 2022