



301 Sunset Boulevard, Madison, AL 35758

As amended February 1, 2023

Dear owner,

Madison Towne Centre board of directors has made the following **House Rules** as allowed for in Article VIII of our bylaws. The house rules here defined are to be considered in addition to the rules defined in the MTC Declaration. The declaration in its entirety can be found at <http://www.madisontownecentre.org/declaration.html>. The new House Rules will be effective February 1st, 2023. We feel this is adequate time for owners to review their units and practices. An owner can have multiple fines in a given month. For example, an owner has multiple incidents of the same infraction, such as multiple overnight parking on the street or short term rentals. They could also have different infractions, such as one parking and one hazard incident in a single month. The board has enacted this process after several violation notices which have not been responded to or otherwise ignored.

Pond - There is to be NO fishing in the pond.

Overnight street parking is prohibited. Violators will be towed at the owner's expense. If unable to accommodate due to a special circumstance, please consult with the affected neighbor(s) for temporary resolution.

AppFolio is our primary contact and receivables platform. If you are not yet enrolled in our AppFolio portal, we encourage you to send a request for enrollment to Manager@ereminc.com with your address and owner's full name. Once ownership is verified, you will be sent a sign up email.

Owner Insurance - Insurance to be Maintained by Owners. An insurance policy issued to the Association does not obviate the need for Owners to obtain insurance for their own benefit. Insurance coverage on each unit and the Improvements thereon, including but not limited to flood insurance, personal property belonging to an Owner, and public liability insurance coverage on each unit, shall be the responsibility of the Owner of such unit. Proof of such coverage must be uploaded and maintained in AppFolio. Failure to upload a Current insurance declaration will result in a \$150.00 per month fine.

Non owner occupancy - Any owners who are not living in the unit must upload leases in AppFolio. Section 17 of the declaration requires tenants to abide by the Association declaration, bylaws, and house rules. As such, unit owners may be fined for violations occurring by their tenants. Unit owners should include language in their leases to enforce compliance. Subleasing is prohibited. If you choose to lease your unit(s), your AppFolio enrollment is a requirement, and the uploaded leases must be current at all times. Access to units is also required. As of this time we are not requiring access keys to be provided as section Q allows. We are instead requiring all non owner occupied units to provide us with emergency contact information in AppFolio. Failure to provide emergency contact information or upload and maintain current leases in AppFolio will result in a \$250.00 per month fine for use restriction violation. Access to common areas such as pools or clubhouse may require tenants to provide personal contact information. Similar to the information unit owners have provided.



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Use Restrictions, Maintenance and Relative Fines - Our board is charged with protecting the property value by enforcing the bylaws and declarations as they are written. It is our hope that all owners will comply with the use restrictions that have been in place since the creation of Madison Towne Centre. In an effort to ensure timely and appropriate compliance with our **association's declaration section 27 USE RESTRICTIONS and 19 MAINTENANCE**, the following fines will be levied up to resolution for non compliance. We have created 4 levels of fines based on how detrimental to the unit owners as a whole.

1. **\$50** For each occurrence of violations to the following points in section 27 of our Declaration: C. Parking, D. Noises, E. Pets, F. Advertisements, N. RV parking, R. Use of Common Elements. B. Nuisances like failing to pick up a pet's waste.
2. **\$250** Each month the violation is not resolved with respect to the following points in section 27 of our Declaration: B. Nuisances (like accumulated rubbish on porches or patios), H. Lawful Use, K. Air Conditioning, L. Hazard, O. Exterior walls, P. Awnings, Q. Rights to access. This fine will be levied monthly up to resolution.
3. **\$1000** Each month the violation of the is not resolved with respect to bylaws Article 7 and the declaration section 19 Maintenance - point C. Alteration and Improvement. Specifically with respect to Stairs and Landing in Waters Edge, and Pergolas in Stone Meadow where the lack of proper maintenance jeopardizes the safety or soundness of the building.
4. **\$1500** Each month the violation of short term rentals or business use restriction is not resolved. As per our section 27 of our Declaration: A. Single Family Residence, G. Business Activities, I. Leasing, & M. Commercial activities. The Declaration section 27 states in part the following:
 - A. The condominium property shall be used only for single family residences...
 - G. No business of any type or office relating to a business shall be permitted...
 - I. Entire units may be leased for a period of 30 days or longer...
 - M. No unit or common area or facility shall be used for commercial activities of any character...

Appeals The owner has 10 calendar days from the date a violation notice is sent to file any appeal or grievance they feel is warranted. The board will suspend the fine until such time as the board has reviewed the appeal. The board's final decision will then be rendered.

Sincerely,
Madison Towne Centre
Board of Directors