

HANDBOOK

FOR

GALLERIA PLACE UNIT OWNERS ASSOCIATION

Introduction: This handbook is provided for the use of the homeowners and renters at the Galleria Place Condominiums (“the Condominium”). It contains the policies, rules, and regulations governing the use of the Galleria Place Condominium facilities, as well as general information of value to all residents. The recorded documents prevail if they are in conflict with any information contained herein. We hope you do not find errors, but if you do, please communicate with your Association Management Company.

In accordance with the Covenants, the Board of Directors of Galleria Place Unit Owners Association, Inc. is empowered to establish additional rules and regulations as well as guidelines to fulfill the obligations of the Association. This is necessary and very important, since this type of community has many areas of common concern, which may over-ride individual desires. Since we live in close proximity, if one unit deteriorates, it affects all. The association must protect the facilities so that we may all have enjoyable use. These rules, regulations and guidelines have the same effect as the Covenants when officially adopted by the Board and may be enforced as provided by law.

Therefore, the following Rules, Regulations, and Guidelines have been officially adopted to cover the entire regime known as Galleria Place Condominiums. They are subject to review and change by the Board at any time. You will be notified of any changes. Your cooperation in adhering to these rules will be appreciated.

For standardization, the term “resident” will apply to owners, their tenants, family members and all persons occupying a unit.

RULES & REGULATIONS FOR GALLERIA PLACE CONDOMINIUMS

All occupants are to report infractions IN WRITING to the board and or management company who will start appropriate procedures in accordance with the rules and regulations for Galleria Place Condominiums.

All residents (Owners/Tenants and/or Visitors) must abide by the rules and regulations set forth in this document. Anyone who does not adhere to these rules and regulations will receive a posted infraction on your unit door and a copy mailed to the owner, and held responsible for any fines and/or legal actions where necessary.

1. Every owner is required to obtain a Condo Insurance policy for his/her unit. Every Tenant is required to obtain a Renter's Insurance Policy. The minimum amount of liability coverage must be \$100,000. A copy of the policy must be provided to the Unit Owners' Association.
2. Payments of monthly dues and/or assessments shall be made at a place designated by the Board of Directors. Payments made in the form of checks shall be made to the order of such party as the Treasurer shall designate and should state the address of the unit being paid for. Payments of regular dues and/or assessments are due on the first day of each month and if payments are 19 or more days late or if there is an outstanding balance on an owners account on the 20th of each month, they are subject to late charges of \$15 per month per item. Dues and special assessments are individual items.
3. All vehicles that will be parked on Galleria Unit Owners' Association grounds must have a visible and valid Resident or Visitor Parking Permit issued by the Galleria Unit Owners' Association. Any vehicle without said permits will be towed at any time without further notice (all visitors must have a valid Visitor Parking Permit and parked in designated visitor parking ONLY. Residents may use resident parking or visitor parking) If you plan to have an event or plan to rent the clubhouse and need additional parking you may purchase Temporary Parking Passes at Aaims for \$2.00 each (Certified Funds Only) Contact the manager at 910 487 4400 to obtain a parking permit. See also rules 15 - 20
4. All owners' and tenants' pets must be registered with the Galleria Unit Owners' Association. You will need to provide a copy of the most recent shot records during registration. See also rules 22-25
5. Galleria homeowners are responsible for providing a current copy of Rules and Regulations to each tenant prior to renting the property. Galleria homeowners are responsible for ensuring a renter's signed acknowledgement of receiving Galleria Rules and Regulations are provided to Galleria property management prior to renting the property. For the purpose of contact and verification of Galleria occupants and pets, the acknowledgement receipt from renters and owners must complete all areas of the acknowledgement form. Renters and homeowners in residence are also responsible for guests and any damage or infractions that they may incur.
6. All refuse, waste, bottles, cans and garbage shall be securely contained in plastic bags and kept in trash containers inside your personal condominium unit until taken to the dumpster. **No trash is to be left in breezeways, on front porches or rear patios/balconies at any time.** Boxes must be broken down for placement in the dumpsters and are not to be left beside or on top of the dumpster. Large or bulky items, i.e. mattresses, appliances, furniture and all similar type items must not be placed in or around the dumpsters or anywhere on Galleria Unit Owners' Association grounds. Residents are responsible for removal of large or bulky items, mattresses, appliances, furniture and all similar type items.

7. No resident shall allow anything to fall from the windows, front porches, rear balconies or doors of the premises. Residents shall not sweep trash off or throw any liquids on the front porches or rear balconies. Residents shall be courteous of the people and personal property below them.
8. To maintain a uniform and pleasing appearance of the exterior of the building, no awnings, canopies, shutters, screens, glass enclosures or projections will be attached to the outside of any part of the building. No modifications or additions to exterior walls, windows or doors may be made without prior permission of the Galleria Unit Owners' Association. This rule does not apply to outdoor furniture and umbrellas on the rear patios/balconies of the individual units.
9. Storm doors may be installed with written approval of the Galleria Unit Owners' Association. Written approval of the style and color must be obtained prior to installation.
10. No resident shall place any aluminum foil, plastic or any reflective substance in any window, glass or door except those objects approved in writing by the Galleria Unit Owners' Association for energy conservation purposes.
11. All window treatments must have a white or off-white "under drape" facing the exterior. Torn, broken or damaged window treatments must be immediately replaced.
12. No signs, advertisements, notices or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of a condominium unit or Galleria Unit Owners' Association property by any resident without written permission from the Galleria Unit Owners' Association except for sale and lease signs in a window. Sale or lease signs shall not be affixed on the exterior of any building.
13. No exterior antennae or satellite dishes shall be permitted on the buildings, common elements or front porch areas. Small satellite dishes, not to exceed 18" in diameter, may be placed on rear patios/balconies provided they are not attached to the building and do not protrude from the confines of the rear patio/balcony. **THEY MUST BE PLACED ON A TRIPOD OR SECURED IN A BUCKET AND PLACED ON SAID PATIO OR BALCONY.** Any satellite attached to the railings and/or building or placed on the ground, will be cut and disposed of, with no further notice. Upon occupant departure, homeowners are responsible for removal of satellite dishes and any damages incurred due to satellite dish removal. **All satellite installations must be approved by the Galleria Unit Owners' Association prior installation.**
14. The personal property of residents must be stored inside their personal condominium unit. Yard ornaments must be located inside the rear patio/balcony. No personal property may be placed on the front porches, in the breezeways or anywhere on the common areas. Any personal property left on the front porches, in the breezeways or anywhere on the common areas will be removed and disposed of without notice. The Galleria Unit Owners' Association and management assume no responsibility for such items.
15. All vehicles that will be parked on Galleria Unit Owners' Association grounds must have a visible and valid Resident or Visitor Parking Permit issued by the Galleria Unit Owners' Association. Resident parking permits cost \$50 each to replace. Any vehicle without said permits will be towed at any time without further notice. All visitors must have a valid Visitor Parking Permit and be parked in designated visitor parking ONLY. Residents with a resident parking permit may use resident parking or visitor parking) If you plan to have an event or plan to rent the clubhouse and need additional parking you may purchase Temporary Parking Passes at Aaims for \$2.00 each (Certified Funds Only) Contact the manager at 910 487 4400 to obtain a parking permit.
16. If dues are not current on a unit any parking permit issued for that unit (resident or visitor) will be invalid. Any vehicle belonging to the Owner, Tenant or guest associated with that unit may be towed at the vehicle Owners expense without notice.

17. Residents and guests must adhere to a 15 MPH speed limit within Galleria Place Condominiums.
18. Vehicles may not be operated or parked on unpaved areas of Galleria Place Condominiums. Parked vehicles may not block ingress or egress of other vehicles. Any vehicle blocking fire hydrants, mailboxes or trash dumpsters is subject to immediate towing, without notice. Any towing fees or additional costs to the association, resulting from illegal parking, will be borne by the vehicle owner. Vehicles on blocks, missing tires, with low or flat tires, with broken glass, with missing or expired license plates or immovable vehicles are prohibited and any such vehicles are subject to immediate towing, without notice. Parking spaces may be used on a first come first use basis. A maximum of two (2) cars per unit may be parked in the Galleria parking spaces at one time. However if you have a Resident Parking Permit you can park anywhere in Galleria Place Condo's designated parking area.
19. Oil/fuel leaks from vehicles are not permitted, as petroleum products destroy asphalt surfaces. If leaks larger than the size of a quarter occur the vehicle may be immediately towed and the owner(s) of the vehicle will be liable for the damage and/or repairs.
20. Motorcycles and motorbikes may be used for ingress and egress only. Automobiles, motorcycles or motorbikes lacking fully operational mufflers will not be operated on the premises at any time. Motorized vehicles can be parked only in areas designated as vehicular parking areas. Vehicles shall not be parked on patios, lawns or other areas not designated as areas for vehicles.
21. No boats, trailers, recreational vehicles, mobile homes or commercial vehicles are permitted on the Galleria Unit Owners' Association property. Any exception must be requested in writing to the Galleria Unit Owners' Association. Vehicles without current license plates and inspection stickers will not be permitted on the premises and are subject to immediate towing at the owner's expense. Vehicles may be washed only at designated water points, located near the dumpsters. Vehicular repair at the condominium is prohibited.
22. No resident, family member, guest or invitee shall make or permit any disturbing noises in the building or the common area. Residents shall not engage in or permit any conduct by family members, guests or invitees that will interfere with the rights, comforts or conveniences of other residents.
23. Residents shall not play or permit to be played any musical instrument, television, radio, sound amplifier or other sound equipment in any unit in such a manner as to disturb or annoy other residents.

MINIMUM VOLUMES OF ALL SOUND PRODUCING EQUIPMENT MUST BE MAINTAINED AT ALL TIMES.

24. No noxious or unusual odors (including pet odors) shall be generated in such quantities that they permeate to other units or the common area and become annoyances or obnoxious to other residents. Normal cooking odors, reasonably generated, will not be deemed violation of this regulation.
25. The keeping of dogs and cats shall be limited to not more than a TOTAL of two (2) in any unit of which neither may exceed 30 pounds (except medical assistance dogs). All pets must be registered with the Galleria Unit Owners' Association. All pets, to include cats, must be kept on a leash when outside the unit. The N.C. State and Cumberland County Animal Control Regulation (C-C-C-3-29 Leash Law) will be strictly adhered. All occupants of the Galleria Place Condominiums are encouraged to call the animal control department to help enforce this law. All solid matter left by the pet must be "picked up" immediately to prevent unsightly nuisance, unpleasant odor and sanitation problems. A "pooper scooper" or other means of immediately removing pet waste must be in possession of the pet owner at all times while walking pet(s). It is NOT the responsibility of the grounds people to police this problem. It is the responsibility of the individual pet owners.

26. No pets shall be left on rear patios/balconies while residents are not at home and no pets shall be left unattended or on any restraining device in the common areas. No pets are to be left on rear patios/balconies at night. Pets must be maintained in the pet owner's personal condominium unit. Pets are prohibited from entering other units without invitation of the unit's owner. This includes rear patios/balconies.
27. The maintenance, keeping, boarding and/or raising (breeding) of animals, livestock, poultry or reptiles, with the exception of aquarium fish and caged exotic birds, is prohibited within any personal condominium unit or in the common areas.
28. Parents or legal guardians must supervise their children when they are not within their personal condominium unit. Parents or legal guardians are directly responsible for their children. All children of owners and guests must adhere to the Rules and Regulations of the Galleria Place Condominiums.
29. The sidewalks, entrances, roadways and similar areas of the common elements shall not be obstructed or used for any purpose other than ingress and egress to the condominium. Residents shall not place any cars, bicycles, motorcycles, carriages, toys, chairs, barbeque grills, tables, firewood or any other objects on the sidewalks, entrances, roadways and similar areas of the common elements. Any items left unattended are subject to immediate removal and disposal. The Galleria Unit Owners' Association and management assume no responsibility for such items.
30. No skateboards, bicycles, tricycles, scooters or any wheeled vehicles of any kind are allowed on the sidewalks, porches, and breezeways on Galleria Place landscaping. Ramps and jumps shall not be constructed, erected or placed anywhere on Galleria Place property, including roadways, tennis courts, grass and natural areas.
31. Electric grills are the only grills allowed within your personal condominium unit or on the rear patios/balconies. No grills are to be kept on front porches, breezeways or rear patios/balconies. **If you see someone breaking this rule you must contact the local fire department. This is an extreme hazard and danger to the entire Galleria Place Condominium complex.**
32. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any unit or in the common areas.
33. All unit owners must keep the heat on inside their unit during freezing weather.
34. Unit owners will be liable for any damage done to their unit, the building and any other unit damaged as a result of water or other liquid leaking from their unit into another. This includes but is not limited to leaks from washing machines, air conditioners, dishwashers, icemakers, refrigerators, bathrooms, kitchen fixtures, waterbeds or fire sprinkler heads located within a personal condominium unit.
35. Residents will be liable for all damages to the buildings and/or grounds caused by receiving deliveries, moving or removing furniture or other articles to or from their personal condominium unit or Galleria Unit Owners' Association building.
36. No tent or other temporary structure shall be erected in the common areas unless approved by the Galleria Unit Owners' Association.
37. Residents are not permitted on the roofs for any purpose, except as otherwise permitted by the Galleria Unit Owners' Association.
38. No Resident shall direct, supervise or in any manner attempt to assert any control over the employees or contractors of the Galleria Unit Owners' Association.

39. No member of any family or his guests may go on or in any other housing unit without specific invitation of the owner or occupant. This includes rear patios/balconies.
40. The Board of Directors shall be permitted to, but is not required to, grant relief to one or more residents from specific rules and regulations upon written request with good cause shown.
41. The Board of Directors of the Galleria Unit Owners' Association reserves the right to make additional rules and regulations as may be required. These additional rules and regulations shall be binding as all other rules and regulations previously adopted. For details of the Restrictive Covenants, please refer to the Galleria Unit Owners' Association documents.

Clubhouse Rules and Regulations

1. The clubhouse can be rented to Owners or Tenants with approval.
2. In order to rent out the clubhouse a contract of clubhouse rules must be read and signed by the prospective renter indicating understanding and compliance. Any rule violation will result in forfeiture of the deposit.
3. The noise ordinance set forth for the county and within the Galleria Rules and Regulations are also to apply to the clubhouse. If there is too much noise or any complaints from residents the deposit will be kept, fines incurred, and police called.
4. The reason for renting, i.e. type of meeting to be held, must be disclosed beforehand to the Galleria Place Unit Owners' Association.
5. A clubhouse condition and inventory report must be signed before renting. Anything missing or damaged becomes the responsibility of the Renter and must be replaced/paid for if amount exceeds the amount of the deposit.
6. No trash is to be left in or around the clubhouse. The clubhouse must be left clean and in the state it was rented.
7. Parties are to be kept within the clubhouse. It is not for any reason to be stretched into the parking lot.
8. Any form of violence is cause for loss of deposit.

Galleria Unit Owners Association, Inc.
c/o Aaims Property Management, Inc.
100 Westlake Rd. Suite 200
Fayetteville, NC 28314
(910) 487-4400

Swimming Pool Rules and Regulations

1. There is NO LIFEGUARD ON DUTY and it is the resident's responsibility to make your guests aware of this.
2. Residents must have a pool key in their possession when using the pool.
3. Only 2 guests per unit are permitted and must be accompanied by the resident.
4. The telephone located next to the ladies restroom dials 911 when picked up and is for emergencies only.
5. All posted Pool Rules will be enforced.
6. Children under the age of 17 must be accompanied by a parent or guardian who is at least 21 years old.
7. A swimsuit must be worn at all times while in the pool. No other form of clothing is permitted. No nude swimming.
8. Residents are responsible for the safety of their guests.
9. Residents are responsible for any damage to the pool or facilities caused by their use.
10. Residents are responsible to make sure the gate is shut and secured when entering or leaving the pool area.
11. DO NOT give access to anyone without a pool key.
12. If you open the gate for someone without a pool key you are allowing them as your guest and are responsible for their safety and actions.
13. No glass containers, alcoholic beverages, grilling or cooking are permitted.

NOTE: The pool and clubhouse are video monitored at all times. If the above rules are not followed the HOA and its board are authorized to close the pool for as long as deemed necessary.

RENTERS ACKNOWLEDGEMENT

Unit Address _____

Lease from _____ to _____
Date Date

Names and ages of all authorized occupants:

Printed name Age

Printed name Age

Printed name Age

Printed name Age

Printed name Age

Renters Cell Phone Name & Number _____

Alternate Phone Name & Number _____

Renters Email address _____

Do you have any pets? _____ If yes, re-read rules 4 & 22 – 25 before signing and complete the pet registration on the back of this form.

Landlords printed name _____

Landlords Phone Number _____

Landlords Email address _____

I have read and agree to abide by the Galleria Unit Owners Association Rules and Regulations now in effect and those that may be adopted at a future date.

Signature

Date

Signature

Date

Pet Registration

Resident's Name _____ Landlord (if tenant) _____

Address _____

I hereby register my pet(s) with the Galleria Unit Owners Association and agree to the terms and conditions of this document and the Galleria Unit Owners Rules and Regulations now in effect and those that may be adopted at a future date.

1. Only the pet/ pets listed and described below are authorized under this pet agreement. Additional or other pets must be approved by owner/ management in writing.
2. Pet(s) will not cause: danger, damage, nuisance, noise, health hazard, or soil the residence, premises, grounds, common areas, walks, parking areas, landscaping or gardens. Resident agrees to clean up after the pet and agrees to accept full responsibility and liability for any damage, injury, or actions arising from or caused by his/ her pets.
3. Resident agrees to register the pet(s) in accordance with local laws and requirements.
4. Resident warrants that the pet(s) has no history of causing physical harm to persons or property, such as biting, scratching, chewing, etc., and further warrants that the pet(s) has no vicious history or tendencies.
5. Resident is not to feed stray animals or leave pet food or pet feeding containers, anywhere in the breezeways or by the front door(s).
6. Tenant agrees to observe the Galleria Unit Owners Association rules and regulations plus the following regulations:
 - Dogs and Cats: Must be controlled at all times. They must be kept on a short leash while outside the unit and resident must have on hand a "pooper scooper" or other means of immediately removing pet waste any time resident is outside with the pet(s). Barking will not be tolerated in that it is considered to be a nuisance to other residents. Proper disposal of cat litter (securely bagged) will be done on a frequent basis. Odors arising from cat litter will not be tolerated.
 - The keeping of dogs and cats shall be limited to not more than a TOTAL of two (2) in any unit of which neither may exceed 30 pounds (except medical assistance dogs). All pets must be registered with the Galleria Unit Owners' Association. All pets, to include cats, must be kept on a leash when outside the unit. The N.C. State and Cumberland County Animal Control Regulation (C-C-C-3-29 Leash Law) will be strictly adhered. All occupants of the Galleria Place Condominiums are encouraged to call the animal control department to help enforce this law. All solid matter left by the pet must be "picked up" immediately to prevent unsightly nuisance, unpleasant odor and sanitation problems. A "pooper scooper" or other means of immediately removing pet waste must be in possession of the pet owner at all times while walking pet(s). It is NOT the responsibility of the grounds people to police this problem. It is the responsibility of the individual pet owners. **There are also not to be any aggressive breeds such as Doberman Pinchers, Rottweilers, Chows, German Shepard's, Pit Bulls / Staffordshire Terriers) OR ANY "MIX" THEREOF.**
 - Size and breed restrictions of pets apply only to those pets registered with the Galleria Unit Owners' Association after April 1, 2010. Those in residence who own their animals prior to March 31, 2010 must register their pet with the association before April 1, 2010 to be exempted from the previous rule.

Birds/ Rodents: Birds and rodents (gerbils, guinea pigs, hamsters, etc.) will be properly caged.
Fish: Aquariums will not leak and will be cleaned regularly to prevent foul water and/ or odors.

Pet Description:

Type/ Breed	Color	Name	Age	Weight
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In the event of a violation of any of the above mentioned terms and conditions, the owner / management shall have the right to immediately cancel this agreement and require the pet(s) be immediately removed from the Galleria Unit Owners Association premises. Cancellation of this agreement will not imply a waiver of the tenant's responsibility for any damages.

Tenant's Signature

Date

Tenant's Signature

Date