

## COLLEGE SQUARE CONDOMINIUMS RESIDENT RULES AND REGULATIONS

**WELCOME TO COLLEGE SQUARE** College Square is one of the finest student residences in Auburn, and to maintain a great living environment for all residents, the College Square Board of Directors has adopted the following rules and regulations for the College Square complex. College Square is a condominium complex where each unit is individually owned. Individual unit owners may set additional or more rigid rules for their unit, however no unit owner may waive any of the Association's rules or policies. It is the responsibility of each unit owner to provide a copy of these rules and regulations to all occupants of their unit. The area of the complex outside of every unit is the "Common Area" which is under the control of the Association. No individual unit owner or resident has any control or authority over the use of any common area. College Square is a community within the community of Auburn, and the rights and privileges of all community members need to be respected. All occupants are guaranteed the right to "quiet enjoyment" of the property. For further information, condo documents and special notices, we encourage you to visit the College Square web site at [www.auburncollegesquare.com](http://www.auburncollegesquare.com)

### IN CASE OF EMERGENCY, DIAL 911 AND INFORM THE EMERGENCY OPERATOR OF THE PROBLEM.

**NON-EMERGENCY PROBLEMS** Auburn Realty, LLC is the current managing agent for the Condo Association. If you have any problems or need assistance, please call **Auburn Realty at 334-877-8777, 334-887-6575, or 334-887-6651. After hours or emergency contact number only is 334-502-0250.** Auburn Realty's office is located at 233 West Glenn Avenue, Auburn Alabama. Maintenance requests and association dues payments may be made in person at their office, mailed to Auburn Realty at the mailing address below, or made through the Auburn Realty web site listed below.

Auburn Realty, LLC  
P. O. Box 2800  
Auburn, Alabama 36831-2800  
Fax: 334-887-8770  
web address: [www.auburnrealty.com](http://www.auburnrealty.com)

**RESIDENT/OWNER INFORMATION** No more than 4 people may live in any one unit. The managing agent maintains a confidential master list of all residents and owners. The names and other collected information for owners and residents are not given out to anyone except the condo association board members, law enforcement personnel or in the case of extreme emergencies other people including individuals or agencies that may have to administer critical medical treatment. If you are expecting guests, be sure that they know your unit number because the office will not provide this information to anyone else.

**PARKING** Only two parking places are allotted per unit regardless of the number of residents in each unit or the number of vehicles a resident may have. This fact is made known to all owners and they accept this restriction upon the purchase of a unit. Presently, College Square is the only residential property we know of near campus that has this type of "specific space" reserved parking. This is a great benefit and fundamental asset to all owners and their residents and strict procedures and regulations are in place to protect and preserve this valuable asset. If you are a resident in a unit which has more than two vehicles, **you must park only in your assigned spaces.** You may choose to rotate parking, park along a side street, or arrange to purchase a permit to park in a nearby parking lot. All cars parked in the College Square parking lot must have a valid parking permit or be parked in one of the designated visitors parking spots. Each new owner will be issued a maximum two owner parking permits and two resident parking permits at no cost. The permits will allow parking in either of the two designated parking places assigned to that unit and clearly marked on the parking permit. There is a **\$5.00 fee** to purchase a replacement parking permit, or for extra permits for those residents who will be rotating vehicles through their designated spaces. Please remind all guests and visiting parents to park in a **visitor** parking space, in your assigned parking place, or on a side street. This includes game day weekends. Parking is strictly enforced and there is a no tolerance policy in place.

**Note: Parking permits are issued each year at the beginning of the Fall school term, and are valid for one year only. To receive a parking permit, the owner/resident must fill out an information form for that year. In addition, a current key to that unit must be on file with the managing agent. Owner parking permits may be picked up at the managing agents office only after the owner form has been filled out with all of the necessary information and a current key has been provided. Resident parking permits can be picked up only after the owner form has been provided and each resident has filled out the resident information form, agreed in writing to abide by all college square rules, regulations and by-laws, and a current key to the unit has been provided. The parking permits currently in use are "hang tags" and are to be displayed facing forward on the rear view mirror of the vehicle. They can be easily transferred to new vehicles, or rotated to different vehicles as needed.**

**PARKING ENFORCMENT AND VIOLATIONS** The Association has authorized H.D.K. Towing as the current designated parking enforcement agent. **Contact H.D.K. Co. Towing at #334 -887-6815 or 334-704-5015.** This contact information is also located on a sign at the entrance to the College Square complex.

Any vehicle parked in the College Square parking lot is subject to towing/wheel locking if a valid College Square parking permit for the space the vehicle is occupying is not properly displayed, (facing forward on the rear view mirror) or if the vehicle is found to be improperly parked. A vehicle will be considered improperly parked if it is parked in an fire lane, grassy areas, in front of dumpster, on a yellow curb, blocking driving areas, blocking a parking space, taking up more than one parking space, or in a parking space that does not match the parking designation on the displayed parking permit. The parking lot will be patrolled on a regular basis, seven days a week, 24 hours a day and parking violations are strictly enforced. Owners and residents are responsible for advising their visitors to park in "Visitor Parking" spaces and for calling to report a parking violation. There is no charge to the Association or any owner/resident who calls for towing service. Any reported violation is kept confidential. Pictures will be taken as proof of all parking violations. No trailer, camper, motor home, boat or boat trailer parking is permitted at any time. The only exception is, "during move in or move out" at which time a trailer that is being used for moving may be parked for no longer than one hour while actively being loaded or unloaded. No repair work or car washing may be done on vehicles in the parking areas. All vehicles in the parking lot must be maintained in good repair and have current registration plates properly displayed. Towing and wheel locking are now regulated by the City of Auburn. The decision to tow or wheel lock will be at the discretion of the parking enforcement agent in order to comply with the City of Auburn Wheel Locking/Towing Ordinance No. 1717. A copy of this ordinance may be obtained at city hall, or from the managing agents office.

**QUIET HOURS** To insure an environment that is consistent with the needs of a student population, including an atmosphere conducive to studying, all residents are expected to conduct their personal activities in a manner which does not infringe upon the rights of any other resident. This includes playing music in a loud manner and hosting loud parties. College Square is **NOT** the place to host a big party. Although loud music and big parties are not permitted at any time, the following hours are considered absolute "quiet hours" and must be observed by all residents:

Sunday-Thursday	10:00 PM - 9:00 AM
Friday-Saturday	Midnight - 9:00 AM

Residents are encouraged to work out noise problems by first talking with the resident causing the problem. If he or she does not cooperate by eliminating the source of the noise, then please file a noise complaint with the Auburn Police. Noise complaints brought to the attention of the Auburn Realty and the Association Management will be reported to the unit owners/parents of the residents causing the problems. Anytime management is called to the complex by the Police because of a disturbance, owners of the unit will be notified at that time, regardless of the time of day or night. **How do you know if you're too loud? If your next door neighbor can hear your stereo, TV, or party, you're too loud!** Remember, all residents' are entitled to the "quiet enjoyment" of their property. **Outdoor parties, parties in the common area, or parties in the parking lot are absolutely prohibited.**

**ALCOHOLIC BEVERAGE POLICY** The consumption of alcoholic beverages in the common areas is prohibited. The College Square Board of Directors does not condone or permit the consumption of alcoholic beverages by any person under legal drinking age. Noise complaints resulting in a visit from the Auburn Police will result in the arrest of any person that is found to be under age and drinking alcohol.

**UNIT KEYS** One key to every unit must be provided to the managing agent to be used for monthly pest control, emergency water leaks, life threatening emergencies, and quarterly maintenance. **This is not optional.** (See By-Laws Page 15, Section 9.). Parking permits will be given out to residents only after the owner or resident has provided management with a working key to their unit. Failure to provide a current working key to gain access to a unit will result in the loss of parking privileges, and can result in the water to that unit to be turned off. Only registered residents will be let back in to their unit if locked out. **The after hour emergency number 334-502-0250 can be called and maintenance personnel will come onsite and unlock your door for you for a \$25.00 fee.** The fee must be paid to the maintenance personnel at the time your door is unlocked, no exceptions. **The maintenance personnel must see your picture ID, and you must be a registered owner or resident with information on file at the managing agent to receive this service.**

**QUARTERLY MAINTENANCE** Once each quarter, maintenance personnel will conduct a preventative maintenance inspection of your unit at the condo association's expense, which will include checking for working smoke detectors, checking for a charged fire extinguisher, and changing your air conditioning units filter. They will also check for any dripping faucets or running toilets, or general maintenance issues which need to be repaired. A quarterly maintenance record is kept on the side of the air conditioner inside your unit with the date of the service provided. **Any time a maintenance person must enter your unit, they will knock loudly and announce themselves first before entering and lock the unit when they leave.** A note will also be left inside the unit letting you know why they were there. **Please report any leaking faucets, running toilets, or problems with smoke detectors or fire extinguishers to Auburn Realty as soon as possible. Do not wait for the next quarterly maintenance to be performed.**

**PEST CONTROL** The Condo Association contracts for monthly pest control spraying in every unit. This service is **not optional** and all residents are expected to cooperate with the pest control personnel. The service will not be effective unless every unit is sprayed on a regular monthly basis. The spraying is mainly for roaches and other bugs, but if you have any other pest problems please report them to the Auburn Realty Office. You do not have to be home for the pest control agent to spray. They are bonded and they will have the key to your unit. **Any time a pest control agent enters your unit, they will knock loudly and announce themselves first before entering and lock the unit when they leave.** A note will also be left inside the unit letting you know why they were there.

**WASTE DISPOSAL** There is a dumpster provided on Cox Street adjacent to the College Square complex for the exclusive use of College Square residents. When removing trash from your unit, please take it immediately to the dumpster and place it **inside (not beside)** the dumpster. **Never place trash outside your front door. If your trash is found outside your door, or if your trash is found beside the dumpster, the owner of your unit will be assessed \$25.00 per bag for removal.** Any owner/resident that allows litter or trash such as cans, cigarette butts, or paper to accumulate outside their unit or is responsible for litter that is left in the common area will also be assessed \$25.00 for cleanup.

**NO PET POLICY** **Pets are prohibited anywhere on the College Square property.** This includes dogs or cats of any size, reptiles of any kind, rats, mice, hamsters, gerbils, squirrels, ferrets, goats and pigs or any similar animal deemed by the association board of directors to be a pet. **Only fish in tanks, and birds in cages are exempt from the No Pet Rule.** If you are found to have a pet in your unit or on the premises, a \$100 assessment can be levied per pet/per day. After five days the pet assessment will be increased to \$300 per pet/per day. If the situation is not corrected after 14 days, parking may also be revoked and the water turned off to the unit until the pet(s) is/are removed. If an imposed assessment is not paid, a lien may be placed on the unit until the levied assessment is paid in full.

**CHARCOAL GRILLS AND FLAMABLE LIQUIDS ARE NOT ALLOWED** Due to the very serious fire hazard of hot coals, charcoal grills or any containers using charcoal are not permitted anywhere on the complex. If any are found on the grounds, they will be removed and disposed of without notice. **Propane and electric grills are permitted but should be used with extreme caution.** Storage of kerosene, gas, butane, or other similar flammable items in any unit or in the common areas is strictly prohibited. All such items found will be removed and disposed of.

**MAINTAINING AN SAFE AND ATTRACTIVE COMPLEX** To provide a safe environment for all residents and guests, and to maintain the attractive appearance of the property, nothing may be attached to any building or stairwell, including signs, wires or clotheslines. No window AC units of any kind are allowed to be placed in any window. To preserve a consistent outward appearance, only white or off-white mini blinds are to be visible from the outside of any window. Draperies may be mounted inside, over the blinds. No attachments, including hammocks or bird feeders may be made to any tree. Front balconies and other common areas are to remain free of all personal belongings (suitcases, clothes, blankets, rugs, towels, etc.). No signs, flags, or political materials may be displayed from the window of any unit. The only exceptions are, the United States flag and the Alabama State flag which may be displayed as permitted by state law. The use of fireworks is prohibited within the city limits and therefore their use is prohibited anywhere on the College Square property. Bicycles are not permitted to be chained to the building or stairwell in the front of any of the buildings. Bicycles should be parked in the rear of the buildings only. Bicycles found in violation of this regulation are subject to removal and will be donated to charity. No further notice will be required or given before prohibited items are removed from the common areas or from any patio or balcony and disposed of.

**ASSOCIATION FEES** Each unit owner shall be responsible for and liable for paying monthly association fees as defined by association by laws and documents. The monthly association fee provides for the payment of many common expenses such as, water and sewer service, electrical service for the common area and parking lot, trash and waste removal, landscaping and grounds maintenance, exterior painting maintenance and upkeep, parking lot restriping and sealing, internet and basic cable service, common area and exterior building insurance, terminate bonding and pest control, quarterly maintenance and management agency fees. Payment of the monthly fee, made payable to the College Square Condo Association, should be received by the Management Agent, currently Auburn Realty, by the tenth of the month for which the fee is due. No billings will be sent out. Late payment or non-payment may result in the loss of water and sewer service provided to the unit and/or the suspension or revocation of parking privileges. Upon request Auburn Realty will provide each owner with payment envelopes and/or a copy of the current year's operating budget, showing the total fees collected and exactly what expenses are paid. Remember, when an owner sells their unit it is their responsibility to provide the party to whom they sell (the new owner) a copy of the association documents and inform them about the monthly payment obligations of the association fees and what they cover (the current budget). In addition the selling owner must inform Auburn Realty of the sale date as well as contact information on the new owner and have their dues paid current through that date. All association privileges may be suspended until the complete contact information for a new Owner or updated information on an existing Owner is received by the Association Management Agent, Auburn Realty.

**ASSOCIATION BY-LAWS** All unit owners are responsible for the residents in their units abiding by the rules and regulations stated here within. In addition, owners and residents are also subject to the complete by-laws of the College Square Condominium Association. A copy of the by-laws of the association can be found on the College Square Website or a copy can be obtained at the Auburn Realty office. Special attention and consideration should be given to the following sections of the by-laws of which have been restated, expanded upon or further clarified by the rules and regulations here within:

- page 12, Section 5 B (1)
- page 13, Section 7
- page 13, Section 8 A
- page 15, Section 9