

INTRODUCTION

These Rules and Regulations are enacted pursuant to the Declaration and Bylaws of CCUOA for the purpose of ensuring that unit owners, their tenants, and guests enjoy living at the Cedar Creek Condo complex. Owners shall post a copy of this document in their units and ensure that all residents and guests review and abide by HOA policies. Unit owners are responsible for all rule infractions and fines, whether by their family and visitors or by anyone who is staying in their unit as a tenant or as a guest of a tenant.

NO SMOKING ALLOWED ON PREMISES

Cedar Creek has a strictly enforced No-Smoking policy and smoking or vaporizing of any tobacco product, legal or illegal, including electronic cigarettes and “medical marijuana,” is prohibited anywhere within the complex. No smoking is allowed inside units, in or on limited or unlimited common areas, which includes decks, patios, hallways, the parking lot, and inside vehicles in the parking lot. *No Smoking signs are posted at the entrances to the parking lot and at entrances to all buildings. Violations shall result in fines, as set forth in the Rule Enforcement Procedure, on pages 3-4 of this document.*

PET POLICY

Owners and their immediate family may keep properly registered dogs in their units. Guests and/or tenants may not house dogs unless the tenant meets requirements for a reasonable accommodation, as set forth in the Americans with Disabilities Act and/or Montana Fair Housing policies. The unit owner shall obtain all required documents and get written board approval for an exception to the CCUOA pet before allowing a tenant to bring a service or assistance dog onto the premises. Owners shall properly register a service or assistance dog of a tenant who is approved for a special accommodation and ensure that the tenant abides by all rules that apply to owners who have pets. Owners may not board or keep dogs that belong to other residents or guests. A tenant may house a cat, with written permission of the unit owner and with proper registration. No snakes or rodents are allowed. All owners’ dogs that are to be housed on the premises shall be registered with the CCUOA property management company. Registration requires the pet’s name, a recent photograph of the pet, current vaccination certificate, and a copy of any state-required tag or license. Forms for registering owners’ dogs, approved tenant’s dogs, and tenants’ indoor cats are available on the Owners’ website for download.

When outside the owner’s unit, dogs shall be kept under full control and direct supervision of a responsible person and on a lead that prevents uninvited contact with other residents or animals. Owners shall immediately pick up and properly dispose of their dogs’ droppings. Owners shall make all reasonable efforts to ensure that their pets do not urinate on trees, shrubs, patios, or sidewalks and shall make reasonable efforts to ensure their pets do not make noises that are audible outside their units. *Excessive barking* that disturbs other residents is prohibited. Any dog that is tethered or leashed anywhere outside a unit shall be immediately removed at the Owner’s expense. *Any dog that exhibits aggressive behavior that threatens or injures any person or animal shall be immediately removed from the complex and shall not be permitted to return to the complex.*

PEACE AND QUIET HOURS

“Quiet hours” are more strictly enforced from 10:00PM to 8:00AM; however, *excessive noise* that disturbs other residents at any hour is prohibited and may result in a fine to the owner of the unit.

PARKING

All owners who reside in their units shall register their vehicles and owners who allow tenant or guest occupancy of their units for more than 14 consecutive days must register tenant/guest vehicles, if applicable, with the Property Manager within ten (10) days of the beginning of occupancy. Each owner is allowed a maximum of two (2) parking passes; however, no more than one parking pass will be issued to an individual tenant. Any vehicle parked on the premises overnight or longer must display a temporary or permanent parking pass, hanging from the rearview mirror or on the driver’s side of the dashboard, with the corresponding unit numbers clearly evident. The parking pass displayed

must match the vehicle registered to that pass. Parking passes shall not be used in any vehicle other than the vehicle identified in the vehicle registration form, which must be submitted by the unit owner or agent. Tenants may not apply for a pass. A temporary parking pass may be issued by the property manager, in advance of an overnight or longer stay, if space is available. No trailers or recreational vehicles may be parked on the premises between November 15 and May 1; however, during this period, a trailer or recreational vehicle may be parked in the overflow lot for no longer than seven (7) days, with written permission from the Property Manager. An owner/guest who has a motorhome that fits within a regular parking space should check with the CCUOA property manager for a temporary parking pass. With permission from the CCUOA Property Manager and with a temporary parking pass, trailers or RVs that fit within one parking place may be parked on the premises between May 2 and November 14 for no more than seven (7) days. Any vehicle parked overnight on the premises without a parking pass, any vehicle blocking any entrance to or from the complex, and any vehicle parked in no-parking zones, in front of building entrances or stairs, or in front of fire hydrants will be removed at the Owner's expense. The Big Sky Owners Association (BSOA) controls parking on the streets. Residents of Cedar Creek have permission to park on the north side of Moose Ridge Road on days that the parking lot is scheduled to be plowed.

PARKING LOT CLEARING:

Snow must be removed from the parking lot during ski season. A plow schedule is posted online and inside each building at the beginning of ski season. Vehicles must be removed by 8:30AM from the portion of the parking lot to be cleared, as shown in the color-coded schedule posted in the buildings and on sandwich boards posted at entrances to parking lots 24 hours before plowing is scheduled. Failure to move vehicles by 8:30AM on a scheduled plow day shall result in a fine and the vehicle may be towed without warning. The owner of the unit shown on the parking permit or where the owner of a vehicle without a pass is staying shall be fined for a unit occupant's failure to move a vehicle by 8:30AM from the lot scheduled to be cleared. The owner of the vehicle shall pay for the wrecker/storage fees before retrieving a towed vehicle. If a vehicle owner removes the vehicle after a wrecker arrives to tow that vehicle, the unit owner may be fined and the owner also may be charged for an empty wrecker callout.

RENTAL UNITS

Owners shall ensure that tenants renting their units comply with the Declaration, Bylaws, and all Rules and Regulations of CCUOA. An Owner, or the owner's property manager, who rents a unit for the owner for more than fourteen (14) consecutive days shall obtain a completed Rental Information form, Vehicle Registration Form, if applicable, and a Summary of Rules and Regulations signed by each tenant, acknowledging that the tenant understands and will comply with all Rules and Regulations. All tenant forms are available for download from the owner's website. No ID or password is required to access governing documents or forms. The unit owner or the owner's property manager shall provide a copy of all required forms to the Cedar Creek Property Manager within 10 days of the beginning of any tenancy that will be for more than 14 days. Sub-leasing of units is strictly prohibited. Owners are responsible for violations and there is no contractual agreement or obligation between the Board and the HOA property manager to deal with the unit owner's property manager. The Board and/or the HOA property manager communicate only with the unit owner on matters concerning violations, fines, or other problems.

COMMON AREAS AND HALLWAYS

Storage of any personal item in the common areas and hallways is prohibited by the Declaration and HOA rules, with the exception of items stored inside designated ski lockers. The unit owner is responsible for any necessary repairs to the ski locker for that unit. Any items found in any common area or hallway may be removed and destroyed. All personal items must be stored either inside the unit or inside the ski lockers at all times. Garbage or household trash shall not be put in the hallway for any period of time. If a resident is in the process of moving in or out or taking in groceries, with the unit door opened, items in transit are not considered "left" in the common areas. Pocket bikes are prohibited on the premises. No hazardous materials or equipment may be brought onto premises or taken inside units.

USE OF DUMPSTER

The dumpster is for regular household garbage and trash. No construction materials may be put into the dumpster by residents or contractors, without written permission. The dumpster shall be used only by owners, guests, and tenants

who reside onsite at the Cedar Creek complex. Residents shall arrange for proper disposal of furniture, carpeting/padding, sheetrock, and similar materials or other large items and shall not put in or around dumpster.

EXTERIOR UNIFORMITY

No Owner or tenant shall alter the exterior of any unit or attach anything to windows, decks or patios that will change the exterior uniform appearance of the complex, except as specifically authorized in writing by the Board. This rule applies but is not limited to satellite dishes, antennas, 'For-Sale' and 'For-Rent' signs, awnings, external shutters/window coverings. Portable air or purification equipment may vent to, but not protrude through, windows.

SATELLITE DISHES AND ANTENNA

No more than two satellite dishes per building are allowed. Each dish must be capable of serving all units in the building to which it is attached. All satellite dishes must be installed by a commercial installer. Individual Unit Owners shall not install satellite dishes. Special problem situations should be discussed with the Board, in writing.

DECKS AND PATIOS

Decks and patios may only have the following items on them:

- Functional and working hot tubs on ground-level patios;
- Table and Chairs in good repair.

Everything on the deck or patio must be in good repair and in neat order; placement of other items must be approved by the Board in writing. Owners of units that have decks are responsible for shoveling snow from the decks in order to prevent heavy snow build-up. The Property Manager will inspect all decks weekly and will notify the Owner of any deck that has an unacceptable build-up of snow. Owners are responsible for ensuring the snow is removed within 72 hours of notification that their deck must be shoveled. If the deck is not shoveled within that time, the Property Manager shall file a complaint and a fine will be assessed to the unit owner. The property manager may also have the deck shoveled at the Owner's expense. Snow shall not be shoveled onto patios of lower-level units.

GRILLS OR ANY OTHER TYPE OF OPEN-FLAME COOKING DEVICES Must comply fully with the following sections of the International Fire Code, which was adopted by the State of Montana and Big Sky Fire Code, four years ago:

IFC: 308.3.1 Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.

IFC: 308.3.1.1 Liquefied-petroleum-gas-fueled cooking devices. LP-gas burners having an LP-gas container with a water capacity greater than 2.5 pounds [nominal 1 pound (0.454 kg) LP-gas capacity] shall not be located on combustible balconies or within 10 feet (3048 mm) of combustible construction.

FENCING

Fencing of any common area for any reason whatsoever is not permitted unless the unit owner has approval from the board to erect a fence.

RULE ENFORCEMENT PROCEDURE

If any breach of these Rules and Regulations occurs, the following steps will be taken by the Property Manager, in concert with the Board of Directors: Compliance with the rules and regulations by guests/tenants is the responsibility of the unit owner. *When rental agreements for new tenants are submitted, violations by previous tenants that occurred within the past 180 days will not be used in calculating fines. Owners and their agents are responsible for ensuring all paperwork for tenants is submitted within 10 days of occupancy. Violation records will not be reset until all new tenant paperwork has been provided to CCUOA Property Manager.*

1. First Offense. A first offense of the rules and regulations will result in a fine of \$100.

Warnings are required before a first fine is levied for violations that do not present safety or health hazards or cause damage to Cedar Creek Property. Any behavior or action that endangers the health and safety of others or causes property damage will result in an immediate fine. *

2. Second Offense. A second offense within 180 days of the date a fine is issued in Step 1 shall result in a \$200 fine. Fines may be assessed for back-to-back violations even though an owner has not been contacted; however, efforts are made to timely notify the unit owner of a violation.
3. Third Offense. A third offense within 180 days of the fine issued in Step 1 shall result in a \$300 fine.
4. General. If, within 180 days of the date of the fine issued in Step 1, additional violations of these Rules and Regulations by residents/visitors in the same unit occur, the Property Manager and the Board shall take appropriate and reasonable action necessary to address the problem, including the assessment of significantly higher fines. The Owner shall be responsible for the payment of all fines levied, including, but not limited to, interest, legal costs, liens, and any and all other costs that are incurred by the Board to enforce these Rules and Regulations or collect debts. Fines are payable within 30 days of date notification is sent to the unit owner.

RIGHT TO APPEAL: An owner may appeal the assessment of any fine or other action taken to enforce these Rules and Regulations. Tenants may not file appeals or request hearings. If a tenant has a problem, he/she should contact the unit owner or their rental agent. Any request for an appeal that is received from a tenant or unit owner's property manager will be forwarded to the unit owner, with no response or action taken by the Board. Appeals must be made in writing to the President of the Board within thirty (30) days after the owner has been notified of the fine or action. If applicable, a request for an appeal must state that the owner desires to present his appeal to the Board in person. The appeal shall be considered and decided at the next regularly scheduled meeting of the Board or, at the discretion of the Board, a special meeting may be scheduled to hear the appeal.

BIG SKY OWNERS ASSOCIATION (BSOA)

Owners and tenants shall comply with the rules and regulations of the BSOA. The failure of the Owner or tenant to comply with the rules and regulations of the BSOA may result in fines or legal actions against the Unit owner.