

**The Cardinal Drive Trade  
Center Condominium  
Association, Inc.**

**Rules, Regulations, & Policies**

**For**

**Owners & Tenants**

Revised & approved February, 5<sup>th</sup> 2007

Last revision April 30<sup>th</sup>, 2004

*Please review the enclosed material  
to avoid any enforcement which could  
result in monetary penalties*

*The Cardinal  
Drive Trade  
Center Rules,*

## *Regulations, and Polices*

These guidelines are being implemented to insure that property values are enhanced and maintained.

1. CDTC units are to be used for business purposes only, and any temporary or permanent (overnight) residency is strictly forbidden.
2. All proposed changes to the exterior of any unit must be submitted in writing, including material specifications, for review and approval by the Board of Directors. (Proposal must be received by Professional Association Management at least 10 working days prior to the next scheduled BOD meeting.)
3. Trash containers must be kept inside the respective unit, or may be stored at the west end of the loading alley in an area marked for trash containers.... Containers may be put out for pick-up the afternoon prior to collection... Empty containers will be returned to storage the day of collection.
4. A unit owner may display one "For Sale" or "For Lease" sign, or combination of the two, in one window of the unit when necessary.
5. No signs of any type will be placed in the common areas, including the area between the paved common area and Cardinal Drive.
6. Entry door lettering shall be limited to white lettering of 6 inches or less in height... .The only exception to be considered will be Corporate or Franchise Logos, submitted to the BOD for approval.
7. The alleyways, or other common areas, are not to be used as work areas, or as storage areas for materials and/or equipment of any type. Items stored in these areas will be removed at owner's expense. (Temporary construction work associated with making approved modifications to a specific unit is the permitted exception.)
8. No abandoned or unlicensed vehicles are allowed on the premises. Such vehicles will be towed at the owner's expense. No overnight parking

9. No boats and boat trailers, utility trailers, motor-homes, truck campers or camping trailers, or trailers used for storage of materials and/or equipment, will be parked overnight or maintained on the premises.

10. No tent, trailer, storage container, or other temporary structure may be installed or maintained on the premises without prior approval of the BOD.

11. No offensive behavior or conditions shall be allowed which could become an annoyance to other unit occupants.

12. No outside radio/television antenna or satellite dish will be installed on any unit or in any common area without prior specific approval of the BOD.

13. Each building will have a marquee to display Unit Occupant and Location. Lettering shall be consistent, and can be coordinated locally through "American Sign Company", or elsewhere, at the expense of the occupant.

14. No household pets or other animals are to be kept, or permitted to roam, on the premises.

15. Window coverings visible from outside the units are limited to white or off-white materials. (White, ivory, or alabaster mini or micro type Venetian Blinds are recommended.)

16. The following delinquency policy will be strictly adhered to:

**Quarterly dues are payable on the 1<sup>st</sup> day of the 1<sup>st</sup> month of the quarter. Dues payments not received by the 15th of that month are late. A \$20 late charge will be charged at that time, and another \$20 will be charged on the 15th of each succeeding month that payment is not received. If, after 120 days, the full amount has not been brought current, a lien will be filed against the specific unit, and additional legal and administrative fees will be added.**

17. Leased Units - Owners renting their units should provide a copy of the lease to Professional Association Management, the association management company. Provisions in the lease should specify that tenants are to abide by all covenants, codes, and restrictions of *The Cardinal Drive Trade Center*. Tenants names and phone numbers should be provided to Professional

Association Management and kept current. Tenants should be made aware that entry to the unit for emergency purposes is the right of the association.

Leased Units - Owners are responsible and can be fined for the actions of their tenants. It is the owner's responsibility to insure that their tenants are made aware of, and abide by, the rules contained here-in.

Special Note: Professional Association Management makes every effort to be friendly and reasonable in these matters but must enforce the policies and regulations of the Board of Directors of The Cardinal Drive Trade Center. If you have any questions please contact us at (910) 253-9147.

## **ENFORCEMENT**

**FIRST VIOLATION NOTICE** - A friendly written notice to the Owner, with a copy to the Tenant if a leased unit providing the owner has provided tenant contact information to the Association, pointing out the rule violation, and advising that the violation, depending on the type of infraction, must be stopped immediately, and/or must be corrected within 5 working days, or 7 calendar days from the date of the notice.

**SECOND VIOLATION NOTICE** - A formal written notice will be sent to the Owner, with a copy to the Tenant if a leased unit providing the owner has provided tenant contact information to the Association, referencing the first violation notice, and detailing the second violation (whether for a repeat or continuation of the original violation, or for violating a different rule). This second warning will state "**SECOND AND FINAL NOTICE**" that the specified violation (whether the same violation as before or different) must be corrected within 5 working days, or 7 calendar days from the date of this notice, or the Owner of the unit will be subject to a hearing of the Board of Directors and to a fine. The date and time of the hearing will be at the sole discretion of the Board of Directors.

**THIRD NOTICE** - A letter of notification to the Owner (with copy to Tenant if a leased unit providing the owner has provided tenant contact information to the Association) that a fine of \$25 has been levied against the Owner's unit account, and will detail the specifics of the violation(s). In addition to the fine, the Owner will have 10 working days to be in compliance with the rules, or be subject to a Fourth Notice of a \$50/day fine continuing until the violation is corrected.

**FOURTH NOTICE**- A letter of notification to the owner (with copy to Tenant if a leased unit providing the owner has provided tenant contact

information to the Association) that an additional fine of \$50 will be levied against the Owner's unit, starting on the third day following the date of the notice, and will continue to accrue at \$50 per day for each day the violation continues until corrected.

All fines are due and payable upon receipt of notice. Any fine imposed constitutes an assessment against the Owner of the specific unit involved, and failure to pay a fine will be subject to the same legal action as allowed for any other assessments: including late charges, filing of liens and pursuit of judgments.

Approved by: Board Of Directors – *The Cardinal Drive Trade Center Condominium Association, Inc.*

Gabe Salinas - President

(modified) –2/05/07