

Claiborne Owners Association, Inc.
Rules and Regulations
2016

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I. AUTHORITY

Pursuant to Section 10.02 of the Declaration of the Claiborne Owners Association, Inc. (the "Association") and Section 4.12 (f) of the Bylaws of the Association, the Board of Directors hereby adopts the following Rules and Regulations in order to assure the highest quality of lifestyle and to preserve the aesthetics and property values of the Claiborne community. The use of the property comprising the Condominium shall be in accordance with the provision of the Declaration, Bylaws and these Rules and Regulations, and shall apply to each Unit owner, his or her family, guests, employees, contractors, agents, invitees, and lessees. Each Unit Owner is responsible for the actions of his or her family, guests, employees, contractors, agents, invitees, and lessees.

II. DEFINITION

Each term used herein shall have the same definition, if any, as set forth in the Declaration.

III. IMPROVEMENTS AND ADDITIONS

A. Exterior Improvements and Additions

No improvements (including, but not limited to, painting or landscaping) may be constructed on, and no alteration may be made to, the Common Elements or Limited Common Elements, without the prior written consent of the Board of Directors. Such prohibited improvements shall include but not be limited to, any buildings, patios, porches, balconies, sidewalks, walkways, doors, driveways, walls, fences, windows or window screens, or the enclosing of patios, porches or balconies. No part of any Unit shall be repainted without the prior written consent of the Board of Directors.

1. Storm Doors

Storm doors may be installed provided prior, written approval is obtained from the Architectural Modifications Committee and the installation conforms to the guidelines established by the Board. The storm door style must be an authorized "full view" door and must match the building's exterior trim (all trim is WHITE). The storm door must be professionally installed. The Architectural Modification Committee shall maintain a list of approved doors.

2. Main Entrance

Maintenance and replacement of exterior main entrance hardware is the responsibility of the Unit Owner. All replacements or additions to door hardware must be submitted to the Architectural Modifications Committee for approval before any such addition or replacement may be made.

3. Antennas & Satellites

No television or radio antenna or satellite dish may be attached to or hung from the exterior of any building or fence as these are part of the Common Elements. Under the Over-the-Air Reception Devices Rule (OTARD), a resident is permitted to install

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a satellite dish, one meter or less in diameter, in an area under the exclusive control of that resident. See Section III.B of these Rules & Regulations and the FCC ruling.

4. Storage

Only garages and outside closets may be used as storage areas. Storage areas must be kept clean and free from unsightly articles and tools. Balconies, patios, porches, Common Elements and the Limited Common Elements may not be used for storage. Outdoor / patio furniture may be used on balconies, patios and porches. Residents must secure patio umbrellas in a garage or outside closet for the winter season.

5. Water Meters

A separate water meter shall measure the flow of water into each Unit. All water lines from the water meter to a Unit are appurtenant to and a part of such Unit, in accordance with Section 4.02.04 of the Declaration. The City of Williamsburg will read each meter on a scheduled basis and submit a bill to the Unit Owner for the water used by that Unit and for such other charges as are normally levied by the City relative to water consumption.

6. General Appearance

Balconies, patios, porches, Common Elements and Limited Common Elements must be kept reasonably clean and free of unsightly objects and clutter. Garden hoses are permitted on patios, porches and in the shrubbery near the outside water faucets. Any hoses stored in these areas must be neatly coiled and must not impede or interfere with pedestrian traffic or landscape maintenance. During the winter, hoses must be disconnected and stored in a garage or outside closet. In general, sporting equipment, toys, bicycles and other personal equipment and articles must be kept inside the Unit or in a storage area when not in use. However, the following items may be kept on balconies, patios or porches, depending on the kind of residential unit:

a) Residential Units with Garages

Sporting equipment, toys, bicycles and other personal equipment or articles must be kept inside the Unit or garage. Recycling containers, trash cans, and other loose items must also be kept in the unit or garage when not in use or being presented for pick-up. Small items designed for use on patios (such as seat cushions, watering cans, etc.) may be stored in standard all-weather storage containers on the rear patio provided the container is of modest size and designed for patio use.

b) Residential Units without Garages

Small items for use on patio or porch may be stored in small containers of appropriate design on balconies or porches provided the container does not take up excessive space or exceed the height of balcony or porch railing. Bicycles may be kept on balconies or porches provided they are not hung from wall or ceiling and are not highly visible from the street. Any damage to

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Common Elements or Limited Common Elements caused by the use of chains, cables or locking devices to secure bicycles is the responsibility of the Unit Owner.

B. Interior Improvements

No Unit Owner may cause any material puncture or break in the boundaries of his Unit without the written consent of the Board of Directors. No Unit Owner may make any modification or installation of electrical wiring or cable connection inside his or her Unit without the written consent of the Board of Directors.

1. Window Coverings

The sides of all window coverings within all Units, including shades, drapes or other decorative furnishings, which are visible from outside the Unit, shall be white or ecru.

2. Attic Areas

Some units have heating, air conditioning equipment and water heaters in the attic reachable by access panels in the ceiling of the unit. Use of said panels and entry into the attic should only be for the purpose of maintenance, repair, and replacement of said equipment. No other use of or entry into the attic space is permitted.

3. Miscellaneous: Waterbeds, Exercise Machines, etc.

A Unit Owner is responsible for any damage resulting to another Unit, a Common Element or a Limited Common Element from the use of any waterbed, exercise equipment, or other items weighing more than normal pieces of furniture, within the Owner's Unit.

IV. ORNAMENTATION, DECORATION AND PERSONALIZATION

A. Common Elements

Ornamentation, decoration, and personalization which includes, but are not limited to, statuary, small yard/garden ornaments, bird houses, bird feeders, flag poles, wreaths, benches, chairs, tables, swings, gliders, hammocks, planters, hanging baskets, and any other such equipment are prohibited in turf, mulched, paved or any other Common Elements. The placement of any item must not impede or interfere with grass cutting or the maintenance of the Common Elements. The Board reserves the right to request removal of any items if it deems such items are not being kept in good repair or that such items otherwise impede the use of the Common Elements.

B. Permitted Items:

1. Potted plants may be placed on the front porch, balcony and patios. They must be portable and no larger than 4 feet in height. Pots must be constructed of wood, clay, plastic, or rubber so as to not cause damage, discoloration, or deterioration of the brick or

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concrete. All such damage determined to be caused by the resident will be repaired at the cost of the Unit Owner. Dead plants must be removed from containers.

2. A garden flag may be placed in the mulched area at the Unit entrance. All flags must be mounted and flown from an appropriate flag holder imbedded in the mulched area and must be removable. Ornamental/seasonal/holiday flags may be flown. All flags must be in good condition (not faded or torn). Holiday flags must be removed within two weeks after the holiday.
3. Seasonal wreaths may be hung on the front door. All wreaths shall be in good condition. (See paragraph VII.B for Holiday guidelines.)
4. Small, lightweight planters with decorative flowers may be hung from the solid wood structural members that frame patios or porches provided that there are no more than two per porch, they are securely fastened, and they are approved by the Architectural Modifications Committee. Any damage caused by an installed planter is the responsibility of the Unit Owner to repair. Plants must be well maintained and removed when dead.
5. Solar lights with a black finish may be used along a walkway for safety purposes spaced about 5 to 7 feet apart. They may not be used to edge a grass area in front of flower beds.

C. Prohibited Items:

1. Ornaments that make noise; e.g., wind chimes and clackers.
2. Ornaments with moving or rotating parts.
3. Trees shall not be used for hanging planters, baskets or bird feeders.
4. Plants shall not be hung on fences or privacy screens.

V. SIGNS

A. Prohibited Signs

No sign, advertisement, notice or other lettering, painting or decoration shall be exhibited, inscribed, painted, or affixed on any part of the Common Elements or on the doors or windows of any Unit.

B. Permitted Signs

In general, the following are acceptable:

1. One sign not larger than 18" x 24" for advertising the Unit "FOR SALE" or "FOR RENT" and may be displayed inside a window.
2. Up to three small signs, indicating that the Unit is protected by a home security system (e.g. ADT) may be displayed in windows or on doors.
3. One sign may be displayed to notify firefighters and other rescue personnel that a child, deaf person or physically disabled person resides in the Unit or that oxygen is in use.

VI. MAILBOXES

Unit Owners must maintain the Unit's mailbox lock in operable condition and keep the mailbox door closed and locked except when retrieving mail. Mailboxes may not be used for advertisements other

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than those properly sent by U.S. Mail nor may any announcements be taped or glued to the outside of a mailbox.

VII. HOLIDAY DECORATIONS

Holiday decoration guidelines must be followed. All holiday decorations shall be removed within two weeks after the holiday.

A. Exterior Decorations

No lights or decorations are permitted to be hung on the outside of any Unit, including but not limited to, around doors, windows, columns, along the fences or railings, or in the Common Elements.

B. Wreaths and Garlands

Christmas and other Holiday (e.g. Easter, Halloween, Kwanzaa, Thanksgiving, etc.) wreaths may be hung on doors. Garlands are not allowed due to possible damage to the building.

C. Window Lighting

Candle-style lights may be placed in the windows on the inside of a Unit. Only white light bulbs may be used.

D. Window Decorations

Ornamentation and decorations for Christmas and other holidays (e.g. Easter, Halloween, Kwanzaa, Thanksgiving, etc.) are permitted only inside the windows of a Unit.

VIII. LEASING: A rental cap of 25 Units is in effect.

In accordance with Section 13 of the Declaration, no Unit Owner may lease his Unit except in accordance with the following provisions:

A. Lease Period

No Unit Owner may lease his Unit for a period of less than 12 months.

B. Residential Use

No Unit Owner may lease his Unit except for residential purposes. Temporary or short-term rentals such as those arranged through Vacation Rentals By Owner (VRBO) and AirBnB are prohibited. Each Unit may be occupied by only one family or a maximum of four unrelated persons per Unit.

C. Provide Copy of Lease to the Association

The Owner / Lessor shall deliver a true copy of any current leases to the Association within thirty (30) days of occupancy of the leased Unit by the lessee. The Owner / Lessor must also

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provide the full name of each Occupant / Lessee and the mailing address and telephone number of each Occupant / Lessee.

D. Lessee's Compliance with Condominium Instruments

No lease shall be made except upon a written form containing a provision requiring the Lessee to comply with the Condominium Instruments, including the Declaration, the By-laws, these Rules and Regulations, and all other rules and regulations of the Association, as if the Lessee were the owner of the Unit.

IX. GRILLS

Electric grills that meet the safety requirements of a nationally recognized testing laboratory are the only kind that can be operated on any balcony, patio or porch.

A. Open Flame Cooking Devices

Open flame cooking devices, such as charcoal grills, gas grills, etc., shall not be operated or stored on the Common Elements, Limited Common Elements, balconies, patios, porches or in a garage or storage closet or anywhere on Claiborne Property.

B. Liquefied Petroleum Gas Containers

Liquefied petroleum gas containers (e.g. propane tanks) shall not be located or stored on the Common Elements, Limited Common Elements, balconies, patios, porches or in a garage or storage closet or anywhere on Claiborne Property.

X. HAZARDOUS MATERIALS AND SAFETY

No gasoline or other hazardous substances may be stored on the Condominium Property, or in any portion of any Unit, including a garage or outside closet, except gasoline in the fuel tank of an operable vehicle.

XI. DRYER VENT CLEANING

Each owner is required to have the dryer vent cleaned by a licensed contractor every three years by December 31. A signed, dated receipt must be provided to management by US Mail, Fax, or email. Failure to comply with this rule will result in the Unit Owner being brought before the Board for a Due Process Hearing for a violation of the Condominium Instruments.

XII. TRASH and RECYCLING

A. Units with Garages

Trash containers shall be placed at curbside by residents no sooner than the night before pickup. To prevent problems caused by animals and inclement weather all trash shall be placed in hard plastic containers with securely fastened lids. After pickup by the City of Williamsburg, containers must be promptly returned to the residents' garages.

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B. Units without Garages

Trash must be placed in plastic bags and deposited in hard plastic trash containers with securely fastened lids in the trash enclosure located at the side of that Unit's building. Containers may be placed at curbside no sooner than the night before pickup. They must be promptly returned to the enclosure after pickup.

C. Recycling for All Units (with or without Garages)

Recycle containers may be placed at curbside no sooner than the night before pickup. After pick up the container must be promptly returned to the garage or trash enclosure.

D. Compost Bins

Compost bins are prohibited on Claiborne property.

XIII. NOISE/NUISANCE

No resident or their guests shall make or permit to be made any noise that will disturb or annoy the occupants of any other Units of the Condominium, or do or permit anything to be done which interferes with the rights, comfort, convenience or enjoyment of the other Units' occupants. No Unit Owner or resident shall permit or suffer anything to be done or kept upon the Condominium Property or in a Unit which will increase the rate of insurance carried by the Association. (See. Declaration, Paragraph 10.01.7)

XIV. PETS

A. Pets Allowed

No animals may be raised, bred or kept in any Unit or in the Common Elements, except small orderly dogs and cats or other normal household pets, not to exceed two pets per Unit.

B. Pet Registration

All pets must be registered, licensed and inoculated as required by law and registered with the Management Office using a format prescribed by the Association. Pet forms are sent with all new owner welcome packages and are kept on file.

C. Pet Nuisance

A pet may be maintained in a Unit so long as it is not a nuisance. Actions that constitute a nuisance include, but are not limited to, abnormal or unreasonable crying, and barking, scratching and hygienic offensiveness.

D. Pet Owner Responsibilities

Pet owners are fully responsible for all personal injury and property damage caused by their pets. Dogs must be kept on a leash at all times when they are outside of a Unit and the owner shall comply with all City of Williamsburg ordinances with respect to cats and dogs as if the

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common areas of the Condominium were public areas. Cats may not be allowed to roam freely. Pets may not be tied outside of any building. Leashes may be no longer than six feet in length unless of the retractable type.

E. Pet Droppings

Owners of pets must promptly clean up and sanitarily dispose of their pets' droppings.

F. Feeding of Wild Animals

Feeding of any wild animal is strictly prohibited anywhere on the Condominium Property.

XV. VEHICLES and PARKING

A. Vehicles

1. Vehicles Allowed

All vehicles parking in the community must be in good repair and in compliance with all State and Local laws. Inoperable vehicles are not permitted within the community and are also prohibited by local ordinance. It shall be the Unit Owner's responsibility to demonstrate that a vehicle is operable and registered in accordance with state law.

2. Prohibited Vehicles

Commercial and recreational vehicles including, but not limited to, boats, trailers, snowmobiles, all-terrain vehicles (ATVs), jet skis, campers, camper shells, buses, motor homes, and any similar vehicles, may not be parked or stored on the Property without the prior, written approval of the Board of Directors. The Board of Directors reserves the right to determine what constitutes a commercial vehicle.

Note: Commercial vehicles are allowed only during the time frame when contracted services are being provided on behalf of the Unit resident or the Association.

3. Motorcycles

Motorcycles are considered vehicles and shall be licensed as outlined in item XV.A.1 above. Motorcycles must have a metal plate under the kickstand to avoid damage to the asphalt. Motorcycle owners shall be responsible for damage caused to the parking area by their motorcycle. Motorcycle owners are not to increase the engine noise levels or race the engine while parked which may cause a disturbance to other residents.

4. Vehicle Repair

Vehicle repair work is not permitted on the Condominium Property. Fluids may be filled, but no fluids may be changed or drained. Vehicles may not be placed on blocks at any time. Emergency repairs (e.g. dead battery, flat tire) are permitted. Vehicle

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owners are responsible for cleaning or repairing any fluid leakage or other damage resulting from their vehicles.

5. Vehicle Washing

Vehicle washing is permitted inside the confines of each resident's driveway. Note: Residents may not use the driveway area for storage of hoses, buckets or other items. Such items must be put away, out of sight, when not in use.

B. Parking

Parking on the Condominium Property is restricted to private passenger vehicles, to include minivans, sport utility vehicles (SUVs), motorcycles and lightweight trucks (with no more than four wheels), except as noted in paragraph XV.A.2 above.

1. Parking Decals

Each Unit in Claiborne will be issued two numbered decals by the Management Office. Decals must be placed on the inside of the rear window on the driver's side of all cars and trucks, and on the handlebars of motorcycles. Residents needing a third decal must submit a written request justifying the need for another decal to the Management Office. If a Unit is rented, the Unit Owner is responsible for making sure that each tenant has his or her decals properly installed on the appropriate vehicle. Decals are NOT transferable from one vehicle to another. Any vehicle with a decal not matching the vehicle registered to the decal may be towed. A new decal may be obtained for a \$5 fee.

2. Visitor's Passes

All guests whose visit exceeds one week must obtain a yellow visitor's pass with the resident's address and dates of the visit written in ink on the pass. The yellow visitor's pass must be displayed on the rearview mirror of the visitor's vehicle with the completed side of the pass visible to the outside of the vehicle. A visitor may use a visitor's pass for up to four weeks. Visitor's passes may be obtained from the Board of Directors.

3. Driveways

A driveway may be used only by the resident of the Unit, to which that driveway is assigned, and such resident's guests and invitees. Parked vehicles must not block a sidewalk or obstruct pedestrian traffic.

4. Street Parking

All parking shall be in designated areas only, in compliance with City of Williamsburg codes. All vehicles must be parked in the direction of traffic flow and not in crosswalks or fire lanes.

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5. No Parking Zones

It is unlawful to park in fire lanes, next to fire hydrants or within twelve feet of any corner. A violation could result in a fine from the City of Williamsburg and/or towing.

6. Prohibited Parking

No vehicles may be parked so as to block or obstruct access to sidewalks, crosswalks, or driveways, nor in a manner unsafe or impinges upon the rights of other residents. Absolutely no vehicles may be driven off the roadways or parked on any turf or landscaped area, except vehicles used to perform maintenance by utility companies and companies contracted by the Association.

7. Extended Parking

No vehicle may be parked on the street or in a parking lot for more than two weeks in the same parking space. If a vehicle is not moved after two weeks, it will be considered abandoned or inoperable and may be towed at the discretion of the Board of Directors. Residents who will be absent from the Property for more than two weeks or who, for other reasons, need to leave a vehicle parked for an extended period, must notify and obtain the approval of the Management Office in writing before departing or leaving the vehicle parked.

8. Towing

If the parking rules are violated, a single warning shall be given before a vehicle is towed. Seventy-two hours will be allowed for the vehicle's owner to comply with the rules before the vehicle is towed.

XVI. SOLICITORS

Solicitors and solicitation of any kind are not permitted on Condominium Property regardless of purpose, unless prior, written approval is granted by the Board of Directors.

XVII. YARD SALES

Individual resident yard sales are not allowed. One or more times each year, the Association may hold a community wide yard sale if sufficient interest is expressed and volunteers are available to manage the event. The Board of Directors will determine the Condominium date for any yard sale.

XVIII. ASSOCIATION EMPLOYEES

No employee of the Association shall perform any personal services while on duty for any individual Unit Owner, guest, employee, agent or lessee, except such services as are approved by the Association.

XIX. VARIANCE

In very limited and rare instances where a Unit Owner is unable to comply with these Rules and Regulations due to a condition or situation out of such Unit Owner's control, the Unit Owner may apply

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in writing to the Board of Directors to request a special exception or variance from these Rules and Regulations.

XX. AMENDMENTS

These rules and regulations may be amended from time to time by the Board of Directors.

XXI. ENFORCEMENT

A. Assessment of Charges and Suspension of Services

The Association shall have the power to (1) suspend a Unit Owner's right to use facilities or services for nonpayment of assessments which are more than sixty days past due, to the extent that access to the Unit through the Common Elements is not precluded and provided that such suspension shall not endanger the health, safety, or property of any Unit Owner, tenant, or occupant, (2) assess charges against any Unit Owner for any violation of the Condominium Instruments or of these Rules and Regulations or any other properly adopted rules and regulations, for which violation such Unit Owner or his family members, tenants, guests, or other invitees are responsible.

B. Due Process

Before any such suspension or charge may be imposed, the Unit Owner shall be given the opportunity to be heard and to be represented by counsel before the Board of Directors. Notice of such hearing, including the charges or other sanctions that may be imposed, shall, at least fourteen days in advance thereof, be hand delivered or mailed by registered or certified United States Mail, return receipt requested, to such Unit Owner at the address required for notices of meetings pursuant to § 55-79.75 of the Virginia Condominium Act. Within seven days of the hearing, the hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to such Unit Owner at the address required for notices of meetings pursuant to § 55-79.75 of the Virginia Condominium Act.

The amount of any charges so assessed shall not exceed fifty dollars (\$50.00) for a single violation or ten dollars (\$10.00) for violations of a continuing nature, and shall be treated as an assessment against each Unit Owner's Condominium Unit for the purpose of § 55-79.84 of the Virginia Condominium Act. However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding ninety days for a total of nine-hundred dollars (\$900.00).

XXII. Clubhouse Rules

- A.** Pets are not allowed in the clubhouse, mailroom, or fitness area.
- B.** Smoking or lighted materials are not allowed in the clubhouse, mailroom, or fitness area.
- C.** Persons under age 18 must be accompanied by an adult.
- D.** Equipment or furnishings are not to be removed from the clubhouse.

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- E.** Fitness Room: Wipe down exercise equipment after use.
- F.** If food or liquids are served in the clubhouse, please clean any soiled surfaces before exiting the clubhouse. All trash must be placed in the outside trash containers.
- G.** When exiting the building, turn off the fans and lights. Be sure all doors and windows are locked. All items and furniture should be correctly placed in their normal position.
- H.** Reservations are required to rent the clubhouse. Please contact the clubhouse chairperson regarding availability and cost.

UPLOADED
4/9/2021