

**Graystone Management Corporation  
Rules and Regulations**

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- 46 a) The Corporation will provide electricity and other utilities as necessary for all Common area  
47 needs, including buildings associated with Common areas.
- 48 b) The Corporation will provide each unit a sufficient supply of water.
- 49 5) Common area insurance.
- 50 6) Repair of gutters and downspouts.
- 51 7) Grass cutting, fertilizing and reseeding of lawn areas.
- 52 8) Care and maintenance of Common area trees.
- 53 9) Sidewalks and paths, including snow removal.
- 54 10) Pool and surrounding pool area including bathrooms located on the basement of Building I.
- 55 11) Sewer and Water Lines
- 56 a) Common lines are defined as lines coming from the outside the complex to the point at which  
57 the first individual unit line hooks into the common line;
- 58 b) after that point repair and maintenance of the lines become the responsibility of the unit  
59 owners, either singly or collectively, depending upon the problem.
- 60 c) Blockages occurring in the main line are the responsibility of Graystone Management Corp. The  
61 Corporation will only reimburse the cost of resolving main line blockages.
- 62 d) Blockages occurring in common lines within the limited Common Area are the responsibility of  
63 individual unit owners.
- 64 e) The Corporation strongly encourages regular maintenance of water drainage lines.
- 65 i) Owners are responsible for the cost of regular maintenance.
- 66 ii) Recognizing that lower units will realize the effects of water drain and sewer line blockages,  
67 the cost should be shared equally by owners of upper and lower units.
- 68 12) Shop area located in the northwest corner of the property and the Office building.
- 69 13) Office building/Clubhouse located at 1170 East 2700 South.
- 70 a) Any owner may use the office building/clubhouse for personal/private events.
- 71 b) Reservations may be made with the Property Manager.
- 72 c) Owners are responsible for cleaning the building following any event. Failure to clean the  
73 building will result in a fine and the cost of cleaning.
- 74 14) Request for maintenance in any Common Area should be made to the Property Manager by calling  
75 801-486-8484 and leaving a message.
- 76
- 77 II. Actions of Owners and Occupants – Common Areas
- 78 1) No person will undertake activities that destroy or damage the physical improvements in the  
79 complex, or interfere with the proper use by others, or commit any vandalism, boisterous, or illegal  
80 behavior in the Common Areas, which interferes with or limits the enjoyment of the Common Areas  
81 by others.
- 82 2) Owners may not place or store any article in Common Area, including breezeways and patios, such  
83 as yard statuary, wind chimes, and flags, etc.
- 84 a) Owners may request, in writing, to display a U.S. flag on the exterior of the building.
- 85 3) Exterior foyers, breezeways, stairways, and fire escapes are not to be obstructed in any way and are  
86 to be used only for entrance or exit from the individual units.
- 87 4) Children are not allowed to play on fire escapes.
- 88 5) Owners may not remove or prune any trees, shrubs or landscaping on Common Area.
- 89 6) Owners may not landscape Common Areas; owners may not plant flowers or vegetables on any  
90 Common Area within the complex.
- 91 a) Residents living in lower units may place one planter outside next to the trash bin.
- 92 b) Only flowers and/or herbs may be planted. No vegetables, fruit, or trees may be planted.

- 93 c) The planter must be a solid color in earth tones. The planter may not have a pattern of any  
94 kind.
- 95 7) Owners and tenants must not give work instructions to **ANY** Corporation service contractor (i.e.,  
96 property manager, general service, landscaper, or snow plower). This requirement is not intended to  
97 reduce or refuse service; it is simply to ensure the work is performed in accordance with the  
98 contractual agreement.
- 99 8) Bicycles, skateboards, rollerblades, and recreational scooters etc. may not be used on any walkway  
100 within the complex.
- 101 9) Owners may not attach any device or equipment to the exterior walls or windows such as antennas,  
102 cables, satellite dishes and A/C units etc.
- 103 10) Owners may not allow any object to project through any window to the exterior of the building.
- 104 11) Owners may not display signs, banners or advertisements in windows or on exterior surfaces of  
105 buildings. This includes, but is not limited to, residents' names, real estate signs, and political  
106 advertisements, sports team posters or banners etc.
- 107 12) Owners may not alter or change any electrical fixture or outlet on the exterior of a building or on the  
108 Common Areas, carports or pool area.
- 109 13) Cost of cleaning or repairing damage to the exterior of a building due to an act or negligence on the  
110 part of the owner or an agent of the owner will be assessed to the owner. During any interior  
111 construction undertaken by the owner, exterior debris must be cleaned up daily.
- 112 14) Replacements for existing windows, storm doors, entry doors, air conditioners, clothes dryer vents  
113 must meet standards established by the Corporation.
- 114 a) Storm Door Style and Color is Sentry Brown Style number 202
- 115 b) Dryer venting – Dryers may not be vented into the crawl space beneath a building or into the  
116 attic space above upper units. Owners may, at their own expense, install a system that vents  
117 the dryer to the outside of the building. Owners must notify the Board of Directors in writing  
118 and receive acknowledgment of notification prior to beginning any work.
- 119 c) Windows – Replacement of windows must be in compliance with approved color and  
120 configuration. Almond is the most common color name used by manufacturers. Under no  
121 circumstances may an owner install white framed windows in a unit. Configurations may be  
122 found on the Corporation website. ([www.graystonecondo.com](http://www.graystonecondo.com)). Owners must notify the Board  
123 of Directors in writing and receive acknowledgment of notification prior to beginning any work.
- 124 d) Air Conditioners – Air conditioners are the sole responsibility of the owner. Air conditioners  
125 must be properly maintained. It is recommended that they be serviced each spring and autumn.  
126 Any damage to Common areas and limited Common areas caused by air conditioners is the  
127 responsibility of the owner.
- 128 15) Antennas and Satellite Dishes
- 129 a) Check with the Property Manager before installing any antenna or satellite dish.
- 130 b) Installation instructions are available on the Graystone website ([graystonecondos.com](http://graystonecondos.com)). Owners  
131 should direct installation companies or contractors to the website for instructions  
132

### 133 III. Actions of Owners and Occupants

- 134 1) Annoyance or Nuisance - No noxious, illegal, dangerous, or unsafe activity may be carried on in any  
135 unit, or Common Areas and facilities, nor will anything be done therein either willfully or negligently  
136 which is a nuisance or an unreasonable annoyance to other owners or occupants
- 137 2) Compliance with Law - No unlawful use may be made of any unit or Common Areas at Graystone.  
138 Owners will comply with and conform to all applicable laws and regulations of the United States,  
139 state and local ordinances, rules, and regulations. Owners will hold the Corporation harmless from  
140 fines, penalties, costs and prosecutions for the violation thereof or noncompliance therewith.

- 141 3) Noise or conduct disturbing to other residents is not permitted.  
142 a) Quiet hours in Common areas are 10:00 pm to 8:00 am every day. Noise such as loud music or  
143 loud talking that can be heard in the common areas is in violation of quiet hours.  
144 b) Residents should be aware that noise from household appliances, washing machines, dryers,  
145 dishwashers, & exercise equipment can be heard between units and residents should try to  
146 respect the same quiet hours when using appliances.
- 147 4) Flammable or explosive materials are not permitted to be stored in or around any building.  
148 a) Fire Works are not permitted within Graystone Condominiums at anytime. This includes any  
149 item that can be lighted on fire to produce light, noise, or other effect.
- 150 5) Individual residences should be maintained in such a way so as to not adversely affect the value of  
151 other residences.
- 152 6) Pets - Graystone is a no pet condominium complex with the exception of indoor cats. Rules and  
153 regulations for Assistive Animals are in section X.
- 154 7) Lint Filters on Dyers; Grease screens on stove hoods - All dryers will have lint filters which will  
155 remain installed and prevent lint from accumulating. All stove hoods will have grease screens  
156 installed to prevent grease from accumulating in the vent duct. All filters will, at all times, be used  
157 and kept clean, and in good working order and repair by the owner.
- 158 8) Fire and Smoke Detectors - Each owner is responsible for maintaining a working fire and smoke  
159 detector within their unit.
- 160 9) Damage, Injury, and Indemnification for Actions of Others -Each owner shall be responsible for any  
161 injury, loss, or damage to either person or property that occurs in the complex due to any  
162 intentional or negligence of the owner or owner's children, guest, animals, servants, employees,  
163 agents, invitees or licensees, including, and without limitation, Common Areas and Facilities. Owners  
164 will hold the Corporation and other occupants harmless for the actions of their children, tenants,  
165 guests, animals, servants, employees, agents, invitees, or licensees.
- 166 10) Smoking – Smoking is not allowed in the common areas of the Graystone Condominiums.  
167 a) Designated smoking areas available throughout the community.  
168 b) A map identifying smoking areas is available on the Graystone website. ([graystonecondos.com](http://graystonecondos.com)).  
169
- 170 IV. Refuse and Recycling
- 171 1) All trash must be placed in bags before being deposited in the outside trash pickup bins. All garbage  
172 must be secured in plastic bags. Trash not fitting in pickup bins should be taken to the large  
173 dumpsters located in the storage yard.  
174 a) Trash is picked up from the bins each Monday, Wednesday, and Friday.  
175 b) To reduce noxious odors from garbage, especially in the warmer months, please place trash in  
176 the bins no earlier than the night before a pick up day whenever possible.  
177 c) Construction debris may not be disposed of in the dumpsters
- 178 2) Recycling is the responsibility of homeowners and residents.  
179 a) The recycling bin is located at the northwest corner of the property next to the equipment shed.  
180 b) Please place only recyclable materials in the bin  
181 c) Breakdown and flatten all boxes before placing them in the bin.  
182 d) Do not leave material on the ground outside the bin.  
183 e) Recycling is for Graystone residents ONLY.  
184 f) Material left in your garbage container for pick-up will not be recycled.  
185 g) A list of acceptable items can be found on the Corporation website.
- 186 V. Remodeling, Renovation, & Upgrades

- 187 1) Before any owner may make any structural alterations or improvement (“improvements”) to their  
188 unit, the owner must make written request to the Corporation and receive acknowledgement and  
189 approval prior to beginning work. Structural improvements include, but are not limited to:  
190 a) Removal or addition of an interior wall  
191 b) Window replacement  
192 c) Any improvement that significantly alters the floorplan or any portion of the floorplan of the  
193 unit.  
194 d) Installation of air conditioning units.  
195 2) Hard surface floors in upper level units must either:  
196 a) Cover 80% of floor surface with rug or carpet or,  
197 b) Install sound absorbing subfloor.  
198 3) Construction Activity  
199 c) Debris must be cleared daily. Construction debris may not be placed in the Graystone  
200 dumpsters  
201 d) Use of power tools is permitted in the breezeway but may not obstruct passage through the  
202 breezeway.  
203 e) Use of power tools in the breezeways is restricted to the hours between 8 am and 7:00 pm.  
204 f) Power tools may not be stored in the breezeway overnight.  
205 4) If Management determines certain repairs or maintenance are necessary to an individual unit in  
206 order to maintain the appearance and value of the complex and the owner does not make the  
207 required repairs within the required time frame, Management will make the necessary repairs and  
208 charge the cost to the owner.  
209

210 VI. Parking, Carports, and Storage Lockers – General Information

- 211 1) The title to the Common areas occupied by the carports and lockers located in the Graystone  
212 complex are vested in the Graystone Management Corporation. All residents who occupy carports  
213 and lockers do so by leasing them from the corporation for a monthly rental established by the  
214 Board of Directors.  
215 2) A lease agreement between a current owner and Management for a carport and/or locker is not  
216 automatically transferable to a new owner upon the sale of a unit or completion of a residential  
217 third party lease.  
218 3) Management maintains a waiting list of owners requesting a carport and/or locker. As carports  
219 and/or lockers become available, they are rented to owners according to the waiting list.

220 VII. Parking

- 221 1) Parking within the Graystone Condominium Complex is for vehicles owned/leased by current  
222 residents and their guests.  
223 2) All vehicles parked within the complex must maintain a current state license and registration at all  
224 times.  
225 3) Only residents and guests with authorized handicapped tags may use spaces reserved for  
226 handicapped parking.  
227 4) Parking spaces located on the north side of Graystone Way, and uncovered parking are unassigned  
228 and available to residents and visitors.  
229 5) No vehicle may be stored in any unassigned parking space within the Graystone Condominium  
230 Complex. Parking vehicles in any unassigned parking spot may not exceed 3 days (72 hours).  
231 Violators will receive one (1) written notice and if the vehicle is not moved within twenty-four (24)  
232 hours the vehicle will be towed at the vehicle owner’s expense and the Graystone owner/resident  
233 fined.

- 234 6) Vehicles parked in parallel parking spaces may not exceed the length of the marked space.  
235 Oversized vehicles should be parked in angled spaces adjacent to the pool area.  
236 7) Each individual resident is allowed to park no more than two (2) vehicles within the complex at any  
237 time.  
238 8) Parking is not permitted in areas designated as fire lanes (curbs painted red) or signed as “No  
239 Parking.” Violators will be fined and may be towed at the owner’s expense  
240 9) Winter Parking – Snow removal during the winter months requires the help of residents to maintain  
241 the Common areas for the safety of everyone.  
242 a) Vehicles should be moved from Graystone Way as soon as possible to allow for snow removal  
243 b) Vehicles should be parked in spaces near the ends of buildings and not in spaces closest to  
244 building entrances to facilitate removal of snow from building entrances.

245 VIII. Carports

- 246 1) Residents may only occupy carports as assigned by the Property Manager  
247 2) Carports are only for vehicles used by residents.  
248 3) Leasing of carports is the responsibility of Property Manager. Reassignment of carports from one  
249 resident to another is prohibited.  
250 4) A second carport may be leased, if available, but must be surrendered upon request of the Property  
251 Manager.  
252 5) The Rental fee is assessed with the monthly maintenance fee and payable to the corporation.  
253 6) Storage of recreational vehicles and/or equipment; i.e., trailers, snowmobiles, boats, etc., in  
254 carports is not permitted.  
255 7) Motorcycles may be parked in carports with a vehicle but the total length of both vehicles may not  
256 extend beyond the carport space and into the lane of traffic.

257 IX. Storage Lockers - Storage Lockers may be leased through the Property Manager.

- 258 1) Fees are assessed with the monthly maintenance fee and payable to the corporation.  
259 2) Storage lockers are located in the basements of Buildings G, I, K, and U.  
260 3) Nothing may be stored in lockers prior to being assigned by the Property Manager.  
261 4) Storage of items in the basement of any building is strictly prohibited.  
262 5) Items stored in unassigned lockers, locker area, or basements will be removed at the resident’s  
263 expense and may result in a fine for the Graystone owner.  
264 6) Storage of hazardous material (gasoline, chemicals, ammunition, etc.) is prohibited.  
265 7) The operation of electrical appliances within a storage locker is prohibited.  
266 8) Under no circumstances may guns, rifles, etc be stored in a storage locker. All weapons should be  
267 properly secured in the resident’s unit.  
268 9) Residents assume all liability for items stored within lockers and must supply their own lock to  
269 secure the locker.  
270 10) In the event of an emergency that requires the Property Manager to access leased lockers, the  
271 Property Manager will immediately secure the locker access door and notify affected residents  
272 within twenty-four (24) hours.

273  
274 X. Assistive Animals - Graystone supports and follows the Fair Housing Amendment Act (FHAA) which  
275 protect people with disabilities in housing.

- 276 1) What Disability means under the FHAA, under FHAA, a person has a disability if they:  
277 a) Have a physical or mental impairment that substantially limits one or more major life activities,  
278 including seeing, hearing, walking, breathing, learning and speaking;  
279 b) Are regarded as having such an impairment; and  
280 c) Have a record of having such an impairment

- 281 2) Definition of Assistive animals: The FHA provides that an assistive animal is an animal that works,  
282 provides assistance, or performs tasks for the benefit of a person with a disability, or provides  
283 emotional support that alleviates one or more identified symptoms or effects of a person's  
284 disability. An assistive animal allows a person with a disability to fully use and enjoy their residence.  
285 Assistance animals include service dogs, guide dogs, hearing dogs, therapy animals, and emotional  
286 support animals. These animals are not "pets" and must be prescribed by a doctor or counselor.
- 287 3) Homeowners must follow all Graystone Condominium rules concerning assistive animals.
- 288 4) Graystone supports and follows the Fair Housing Amendment Act (FHAA) which protect people with  
289 disabilities in housing. Under FHAA, a person has a disability if they:
- 290 a) Have a physical or mental impairment that substantially limits one or more major life activities,  
291 including seeing, hearing, walking, breathing, learning and speaking;
- 292 b) Are regarded as having such an impairment; and
- 293 c) Have a record of having such an impairment
- 294
- 295 5) Animal Owners Responsibilities
- 296 a) To apply for accommodation for an assistive animal with the Board of Directors before bringing  
297 an animal on to Graystone property. Failure to request accommodation will result in a fine. The  
298 fine will be levied regardless of the final disposition of the application.
- 299 b) To treat your animal well
- 300 c) To make sure your animal is well behaved
- 301 i) Animals must be on a lead at all times when in the Common areas and may not be left  
302 unattended. Leads should not exceed 6 feet in length.
- 303 ii) No animal may be a nuisance or create any unreasonable disturbance including barking  
304 inside the unit, growling, giving off offensive odors, chewing or any other disruptive  
305 behavior.
- 306 d) Animals must be in control at all times, including walking on lead and not lunging, jumping, or  
307 pulling.
- 308 i) Owners with animals showing aggressive behavior of any kind may be asked to obtain  
309 additional training, at their own expense, to ensure the safety of the community.
- 310 ii) Animals exhibiting aggressive behavior should be reported to Salt Lake County Animal  
311 Control
- 312 e) To clean up any and all animal food and waste
- 313 i) The person exercising the animal is responsible for maintaining sanitary conditions and  
314 immediately picking up all animal waste.
- 315 ii) All waste should be discarded in a secure plastic bag and disposed of in a dumpster. Animal  
316 waste may not be placed in garbage bins in building breezeways.
- 317 iii) No animal food or water may be left outside at any time.
- 318 f) To pay for any damage caused by your animal
- 319 g) Owners are responsible for any damage caused by their animal to the Common areas, including  
320 lawns and other plants, and to limited Common areas.
- 321 h) Any damage caused by cleaning chemicals or other materials used in an attempt to remedy  
322 damage is the full responsibility of the owner.
- 323 i) To be in compliance with state, county, and city laws regarding animals.
- 324
- 325 XII. Pool Rules
- 326 1) The swimming pool and pool area is for the exclusive use of Graystone residents and their guests.
- 327 2) All owners and residents are responsible for the conduct and safety of their guests



- 328 a) All adult residents must sign the register located at the north end of the pool. Residents must  
329 sign for themselves and their guests. No one is allowed in the pool area unless properly signed  
330 in.
- 331 b) A resident must accompany all guests at all times.
- 332 c) The maximum number of guests is 10 per unit.
- 333 d) Each unit is issued a key for the pool area. The cost to replace a lost key is \$100.00. Residents  
334 may not give or loan swimming pool keys to anyone living outside the Graystone complex.
- 335 3) There is no Lifeguard on duty. Swimming alone is not recommended.
- 336 a) Children ages 14 and under may not use the pool without responsible adult supervision.
- 337 4) Pool Hours
- 338 a) Monday – Friday the pool is open for recreational swimming from 10 am to 7:30 pm. The pool is  
339 limited to lap swimming and exercise from 7:30 – 9 pm. Lap swimmers take priority during  
340 these times. Recreational use may not interfere with lap swimming and exercise.
- 341 b) Saturday, Sunday, and Holidays the pool is open for recreational swimming 10 am – 9:00 pm.
- 342 5) Residents are responsible for the conduct of guests and for informing guests of all The following are  
343 intended to insure all users have a safe and enjoyable experience. The rules must be observed at all  
344 times.
- 345 a) No running in the pool area.
- 346 b) Utah State law prohibits smoking in the pool area.
- 347 c) No alcohol beverages are allowed in the pool area.
- 348 d) No glass is permitted in the pool area.
- 349 e) No beverages or food are to be taken within ten feet of the pool.
- 350 f) No animals, except service animals are allowed in the pool area.
- 351 g) Anyone with a communicable disease should not use the pool.
- 352 h) Children 3 years and under, or any child not toilet trained are only allowed in the pool with  
353 appropriate water resistant swim diaper and waterproof swimwear.
- 354 i) Cover lounge chairs with a towel to protect them from damage.
- 355 j) No cooking or grilling is allowed in the pool area.
- 356 k) Individual radios are permitted in the pool area but the volume should be low enough so as not  
357 to disturb other users or nearby residents.
- 358 l) Games, pool toys, and activities that are only allowed when a few people are in the pool but are  
359 not allowed when the pool is crowded.
- 360 m) Conduct should not endanger others or interfere with their enjoyment of the pool.
- 361 n) Please respect others in the pool area.
- 362 o) Failure to respect the pool rules may result in you and your guests being asked to leave the pool  
363 area. Repeated violations can result in the loss of pool privileges.

364

365 XII. Leasing - For full information on eligibility for owners to enter into third party leasing, please refer  
366 to the Leasing section of the Amended By-laws. Failure to comply with the leasing restrictions as stated  
367 in the Amended By-laws will result in significant fines. For the purposes of this section, immediate family  
368 members occupying non-owner occupied units are considered tenants.

- 369 1) All Owners/Landlords must be in compliance with all Salt Lake City ordinances and provide a copy of
- 370 a) Current Salt Lake City Business License and
- 371 b) Proof of per unit fee payment

- 372 c) Graystone strongly encourages participation in the Salt Lake City Landlord/Tenant Initiative.  
373 2) All Owners/Landlords will provide the Corporation with either  
374 a) A copy of a current lease and contact information for their tenant or  
375 b) Attestation of the relationship of the family member occupying a non-owner occupied unit and  
376 contact information.  
377 c) A valid telephone number and email address for the Owner. This information will be used to  
378 contact the owner in case of emergency or notification of violations by tenants.  
379 3) Approval for leasing is for one (1) year.  
380 a) A copy of the lease must be presented to the Property Manager within thirty (30) days of the  
381 leasing approval unless otherwise indicated in the approval notification.  
382 i) The lease must be for a minimum of six (6) months and not exceed 12 months.  
383 ii) Month to month leasing is not allowed.  
384 4) All owners/landlords must remain in compliance with all Rules & Regulations to maintain their  
385 leasing approval.  
386 a) Failure to remain in compliance will result in fines, and may result in leasing approval being  
387 rescinded.  
388 b) It is the responsibility of the owner to inform each tenant of the Rules & Regulations of the  
389 Corporation.  
390 c) Any violations of the Rules & Regulations by the tenants and their guests are the responsibility  
391 of the owner.  
392 d) Owners will receive and are responsible for the payment of any fines levied by the Corporation  
393 for violations of the Declaration, By-laws, and/or the Rules & Regulations.  
394 5) Homeowners should review Graystone By-laws for full information pertaining to leasing.  
395  
396

### 397 XIII General Administrative Rules

- 398 1) Consent in Writing – any approval or consent required by these rules must be obtained in writing  
399 prior to undertaking the action to which it refers. Written requests and consent may be received  
400 through the Corporation email, [graystonecorporation@gmail.com](mailto:graystonecorporation@gmail.com), hand delivered to the Board  
401 President, or through U.S. Mail to the Corporation.  
402 2) Complaint – Any formal complaint regarding violations of the Declarations, By-laws or Rules &  
403 Regulations, or regarding actions of owners will be made to the Board in writing. Complaints may  
404 be made through the Corporation email, [graystonecorporation@gmail.com](mailto:graystonecorporation@gmail.com), hand delivered to the  
405 Board President, or through U.S. Mail to the Corporation. Graystone strongly recommends that  
406 neighbors try to resolve issues among themselves before making a formal complaint.  
407 a) Notice of Violation – The Property Manager will attempt to verify the complaint and if verified  
408 will give notice of the violation.  
409 b) The Notice will be given in writing to the Owner and a copy to the tenant/resident where  
410 appropriate  
411 c) The Notice will describe the nature of the violation, associated details and the levied fines.  
412 d) The Notice will be sent by one of the following;  
413 i) Registered mail  
414 ii) E-mail (to the e-mail address provided by the owner)  
415 iii) If a tenant is deemed in violation, a written notice will also be placed on the unit door.  
416 3) Fines and Enforcement – Violations will be labeled as First, Second, Third, etc for subsequent  
417 occurrences for the same offense. A schedule of fines has been adopted and is available on the  
418 Graystone website ([graystonecondo.com](http://graystonecondo.com)) or by request from the Property Manager.

- 419 a) Higher fines will be incurred for subsequent violations of the same offense at the discretion of  
420 the Board.
- 421 b) Unpaid fines will be deducted from monthly maintenance fees before the payment is applied to  
422 the owner's monthly assessment. This will result in underpayment of the monthly fee and result  
423 in late fees.
- 424 4) Appealing a Violation – Any owner receiving a notice of violation and notice of a fine may request a  
425 hearing before the Board by submitting a written request to the Corporation within fifteen (15) days  
426 of being served notice of the violation. No enforcement fine will be imposed until after the hearing.
- 427 a) Failure to request a hearing after fifteen (15) days of the service of the notice of violation will be  
428 considered a waiver of the right to an appeal hearing.
- 429 b) Notice will be deemed served on the 2<sup>nd</sup> day following deposit in U.S. Mail or the sending of the  
430 e-mail.
- 431 5) Hearings - Unless an extension is mutually agreed upon by the Board and the owner, hearings will be  
432 held within thirty (30) days of the request. The date and time of the hearing will be confirmed by  
433 either registered mail, email, phone call or other such notification deemed appropriate.
- 434 a) The owner and/or designee may examine any evidence of the violation provided to the Board and  
435 may provide additional evidence or commentary regarding the violation notice.
- 436 b) Upon conclusion of the hearing, a decision will be made by a majority of the quorum present at  
437 the hearing and shall be final and binding on the resident, owner and Graystone Corporation.
- 438 c) Within fourteen (14) days following the hearing, the Board will issue, in writing, its decision  
439 regarding the violation to the owner and resident where applicable by Registered mail and/or e-  
440 mail (to the email address provided by the owner).
- 441 d) Payment of fines resulting from violations – Fines for uncontested violations must be paid within  
442 forty-five (45) days of the notification date. If payment is not received additional penalties will  
443 be incurred.
- 444
- 445 IX. Board Meetings – Board meetings are designed for the Board of Trustees to conduct board business.  
446 Owners are welcome to attend board meetings. All participants (owners, board members, &  
447 management) are expected to treat others with respect and decency. Inappropriate language,  
448 disparaging remarks, personal attacks and other disruptive behaviors will not be tolerated.
- 449 1) Meeting date and time – meetings are held at the Graystone Office on the third (3<sup>rd</sup>) Thursday each  
450 month except December. Meetings begin at 7:00 pm.
- 451 2) Agendas will be posted on the website (graystonecondo.com) seventy-two (72) hours prior to the  
452 meeting.
- 453 3) The first fifteen (15) minutes are available for owners to address the board. Maintenance issues will  
454 not be discussed unless pertinent to a majority of owners.
- 455 a) Owners are requested to keep their comments to 1-3 minutes. Issues brought to the board at  
456 this time will be placed on a future agenda for the board to address.
- 457 b) Owners may request to be placed on the agenda to discuss specific issues of concern to the  
458 community as a whole.
- 459 c) Following the owners time to address the board, they are welcome to remain and listen to the  
460 board conduct business. In the interest of time, questions and comments from owners will not  
461 be entertained during the remainder of the board meeting.
- 462 d) Documents made available to board members for consideration are not available to owners at  
463 the meeting. Copies of the documents are available from the Property Manager upon written  
464 request.
- 465 4) Board Meeting Procedures – the board adheres to Roberts Rules of Order.

- 466 a) The President or their designee will conduct the board meeting. They will act as the general  
467 facilitator of all discussions and are tasked to ensure the best time management of the meeting  
468 as possible.
- 469 b) Agendas for the regular Board meeting will be provided to board members at least 72 hours  
470 prior to the meetings. Pertinent documents will be provided at least 24 hours prior or if  
471 provided at the meeting must be copied for the entire Board. Board members or committee  
472 members that are on the agenda will be allotted a specific time limit for their item. As much as  
473 possible, we will stick to this time limit.
- 474 c) Additional items to be added to the agenda will be asked for at the beginning of the meeting.
- 475 d) The discussion of the items on the agenda will be facilitated by the Board Member or  
476 Committee Chair assigned to that item. Board members are expected to make sure their voice is  
477 heard, but also to keep their comments as short and precise as possible. Interruptions by others  
478 should not occur. If necessary the facilitator may interrupt to focus discussion, to move along  
479 the discussion, or to stick to time limits.
- 480 e) Voting
- 481 i) Items or decisions by the Board that impact HOA members, including, but not limited to,  
482 budgets, capital expenditures, governing agreements (rules) changes, will be voted on in  
483 regular session of board meeting
- 484 ii) Discussion will occur prior to the vote. The facilitator may set time limits for board member  
485 discussions and may interrupt if the discussion is taking too much time. To wrap up the  
486 discussion, the facilitator will ask for any further comments and ask if there is a motion.
- 487 iii) A board member will put forth a motion (including specific wording) to be voted on by board  
488 members. This motion must be seconded by another board member.
- 489 iv) The facilitator will ask for further discussion.
- 490 v) After further discussion, the facilitator will ask for all those in favor of the motion as well as  
491 all opposed. Minutes will reflect count of both and dissenting Board member names will not  
492 be included in minutes unless the member requests to be named.
- 493 f) Executive session will be for the following items and will be prior to the regular board meeting
- 494 i) Management will be included in this as far as they will need to report on the following  
495 items. Items not requiring management will be saved until the end and the management  
496 will be excused for these discussions.
- 497 ii) Contract negotiations – (final contract approval will be done in general board meeting)
- 498 iii) Delinquencies
- 499 iv) Sensitive/private matters – These are matters that impact one or a few homeowners and  
500 not all homeowners.
- 501 v) Draft document preparation