

## **EXHIBIT A – NORFOLK TOWN CENTER CONDOMINIUM TRUST RULES AND REGULATIONS**

In addition to the regulations and restrictions set forth in the Master Deed and By-Laws of the Association, use of the units in the common area thereof shall be subject to the following Rules and Regulations:

1. The Condominium Property is for residential purposes only. No Unit may be used, in whole or in part, for business purposes.
2. Common Areas shall at all times be maintained in a good state of repair and in a clean, safe and in all ways a proper manner. Electrical wiring and appliances serving the units shall not be overloaded or otherwise used in a manner other than for that for which the system was designed, Plumbing fixtures shall likewise be used only as intended and sinks and water closets shall not be used to dispose of any rubbish, rags, paper, dirt or other substances likely to cause damages to the common plumbing system. The costs of repairing any damage to any system serving the condominium caused by the misuse thereof shall be charged to and paid for by the unit owner whose misuse occasioned such damage. To avoid damage to the plumbing system during winter months, heat will be maintained at all times in a unit at a temperature of not less than 55 degrees, unless the unit is winterized by a contractor approved by the trustees.
3. Nothing shall be thrown or allowed to fall from windows, doors, or other openings of units into the common areas nor shall any rugs or mops be shaken therefrom. No clothes, clotheslines, sheets, blankets, laundry or any other kind may be hung out or exposed on any part of the common areas.
4. No offensive activity shall be carried on the Common Elements, nor shall anything be done therein, either willingly or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or occupants. No Unit Owners shall make or permit any disturbing noises by himself/herself, his/her family, servants, employees, agents, visitors, lessees, and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other Unit Owners.
5. No unit may be altered or remodeled in any way without the prior written approval of the Association and nothing may be done in or to a unit that would cause the insurance on the unit to be canceled, lapse or increase in premium.

6. The Association shall be provided with a key to all units in the condominium in order to have access thereto for the purpose of making necessary inspections and repairs. Exterior door locks of units will not be changed without prior approval of the Association and if an approved change necessitates use of a new key, such new key will be provided to the Association forthwith.
7. Units in the condominium may be leased or rented only in accordance with the By-Laws of the Association and provided that only thirty percent of the units in the Condominium are rented at any given time in order to comply with the current guidelines of the FNMA. The minimum lease or rental period is one year.
8. Use of the common areas of the condominium, in any manner, the result of which would be to increase premiums paid on insurance by the Association or cause the lapse or cancellation of such policy or policies is prohibited.
9. No articles or personal property shall be kept in the common areas of the condominium temporarily or otherwise, except as specified and approved by written consent of the Association. Excepted from this provision are those common areas set aside for the exclusive use of a particular designated purpose.
10. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted, or affixed to any part of the outside of the building in the condominium without prior written consent of the Association.
11. The sidewalks and entrances must not be obstructed or encumbered or used for any purpose other than ingress or egress to and from the premises.
12. No awnings, antennas, decorations, or other projections shall be attached to the common areas outside walls or roof of any buildings. No blinds, shades or screens shall be attached to or hung on the exterior of the building, or used in connection with any window or door on the exterior of the building without prior written consent of the Association.
13. The disposition of trash shall only be used in receptacles approved by the Association, and trash containers will, at all times, be stored, except curbside on the day of pickup.
14. No unit owner shall be allowed to undertake any landscaping, planting or gardening on any part of the condominium except with the written approval of the Association or except in areas which may from time to time be set aside for such use by the Association.
15. No boats, trailers, campers, motor homes, unregistered vehicles, commercial trucks or vans or other commercial type of vehicles shall be operated, stored or maintained anywhere on the condominium property. No automobile or truck shall be repaired or maintained on the Premises and no oil or fluid leakage shall

be allowed on asphalt or common areas. Repairs include but are not limited to any maintenance of vehicles or change of any fluid of vehicles.

16. The Board of Trustees will have the power to enforce all the Rules and Regulations of the condominium trust. The Board of Trustees or its managing agent shall notify the unit owner of any violation in writing, certified return receipt, that they have ten (10) days to correct or satisfactorily respond to the notice. The Board has the authority to levy a \$20.00 daily assessment against any unit owner not conforming to the established Rules and Regulations.
17. Nothing shall be placed in the rear or side yards that may prevent vehicular access by public safety vehicles.
18. The following units are expressly restricted for sale and occupancy to persons aged fifty-five (55) years or older; and there shall be no full time occupancy of any persons aged eighteen years or younger:  
  
Unit 1; Unit 2; Unit 3; Unit 4; Unit 5; Unit 6; Unit 7; Unit 8; Unit 9; Unit 10;  
Unit 11; Unit 12; Unit 13; Unit 14; Unit 15; and Unit 16
19. These Rules and Regulations are subject to change by the Association as provided in the condominium documents.