

**ISLAND INDUSTRIAL PARK ASSOCIATION, INC.**  
**GENERAL RULES & REGULATIONS**  
*Revised & Effective May 1, 2010*

**The use of the units shall be consistent with existing laws, and the restrictions set forth in The By-Laws and Condominium Documents and shall not constitute a nuisance.**

**Unit owner will be fined \$100.00 per violation, and for continuing violation owner may be fined per day up to a maximum of \$1,000.00.**

1. **Building And Common Elements:** The building and common elements shall not be obstructed, littered, defaced or misused in any manner and shall be kept free and clear of all rubbish, debris and unsightly materials. Destruction or damage to a Common Element is the owner's responsibility and may be repaired by the Association at the responsible parties' expense. The fire sprinkler system is considered a common element.
2. No material alteration or modification to exterior walls, roof, doorways or any common element is allowed without prior written consent of the Board of Directors.
3. Owners shall not cause or permit anything to be placed on the outside walls of any of the buildings. No sign, canopy, shutter, radio, or television antenna shall be affixed to or placed upon the exterior walls or roof or any part thereof, without prior written consent of the Board of Directors, such approval or consent shall not be unreasonably withheld.
4. Owners are responsible for any damage done to the roof of the building when work is performed on their air conditioning units. Manager or Board of Directors must approve access to roof in writing, in advance.
5. No loitering, drinking of alcoholic beverages, use of controlled substances, or weapons allowed on common property at any time.
6. **Common Utilities:** Water, Common Electric & Trash – Each owner shares 1/44 per unit of usage and expenses. The Association is responsible for normal usage – (based on a 1-year average). All exorbitant usage is the responsibility of the unit owner.
7. **Owner Fees:** Maintenance Fees are due on the first day of each quarter. If payment is not received within 15 days of due date, a late fee of \$25.00 plus 18% interest will be charged.
8. **Insurance Requirements:** Any & all persons or entities that enter Island Industrial Park property with the intent to perform services for the Association, or an individual unit owner, will be required to deliver a copy of insurance, proper licenses, and permits, to the Association. In the case of services engaged in by the unit owner, it is the owner's responsibility to ensure approval for work and that appropriate certificates are obtained prior to engaging the outside entity.
9. **Board Meeting Participation:** A unit owner may request to speak at a Board or Committee meeting, such approval, or consent shall not be unreasonably withheld. All owner participation will occur during an identified period at the beginning of the meeting. After all owner presentations have been heard, the meeting will be closed to further owner participation. The Board President or Meeting Chairperson may, at his or her discretion, extend the speaking time of any owners on matters of importance.

**ISLAND INDUSTRIAL PARK ASSOCIATION, INC.**  
**PARKING LOT RULES & REGULATIONS**  
*Revised & Effective June 13, 2017*

**Note: There are 57 parking spaces available. One space per unit = 44. This will leave 13 parking spaces for visitors and customers.**

**Unit owner will be fined \$100.00 per violation, and for continuing violation owner may be fined per day up to a maximum of \$1,000.00.**

1. **Restricted Activities:** Absolutely no work is permitted in the parking lot or on any common element. No trailers may be parked on the property except when they are being loaded or unloaded and nothing may be stored on the parking lot or on any common element.
2. **Parking Spaces:** There is one parking space per unit. The remaining parking spaces will be for visitors and customers only; those spaces will be limited to 30 minutes. All vehicles must comply with these rules & regulations at all times. Any vehicle not complying with these rules and regulations will be towed at the owner's expense, and owner of the unit to which the offense was.
3. **Daytime Overflow Parking:** Temporary parking is available on the east side of the property on a "first come first serve basis" for those units requiring more than one space.
4. **Night & Weekend Overflow Parking:** Additional vehicles will be allowed to park (at your own risk) after 5 PM Monday – Friday and all day Saturday and Sunday on the east side of the property.
5. **Personal Storage:** No personal storage of boats, trailers, cars, trucks or other items is allowed at any time in the lot or space behind the buildings. "Storage" is defined as "an item not being used but left for future use and remains in a space or an area for more than 7 days. Any items not complying with these rules and regulations will be towed, or removed, at the unit owner's expense and a fine imposed.
6. **Unit Access:** Entry doors & warehouse doors cannot be blocked at any time by anyone other than the unit owner. Owners must have complete access to their units 24 hours per day.
7. **Fire Lane:** The drive through area of the parking lot, the exit, and entrance to the lot must not be blocked at any time. Vehicles must park between the space lines and not stick out beyond the lines of the space. Free access must be available for emergency vehicles and other traffic.
8. Traffic in the parking lot is one way only.
9. **General Conduct:** No speeding, reckless driving, squealing of tires, or other loud or reckless conditions allowed. No loitering, drinking of alcoholic beverages, use of controlled substances, or weapons are allowed at any time.
10. **Overnight Parking:** No open vehicles are allowed to be parked overnight when containing visible trash or debris.

**ISLAND INDUSTRIAL PARK ASSOCIATION, INC.**  
**OWNERS and TENANTS RULES & REGULATIONS**  
*Revised & Effective May 1, 2010*

There are certain procedures that must be followed when selling or renting a unit. Please refer to your Condominium Documents for complete details.

**Unit owner will be fined \$100.00 per violation, and for continuing violation owner may be fined per day up to a maximum of \$1,000.00.**

*Listed below are some of those procedures:*

1. No unit owner may transfer ownership or dispose of a unit or any interest therein by sale without written approval of the Association.
2. All intended tenants and unit owners must meet with the Board of Directors, and must be approved in writing by the Board.
3. All leases must be approved in writing by the Board of Directors.
4. Unit owners will advise intended tenants of all Rules & Regulations and will require tenant's signature on statement saying that they understand and will abide by such.
5. Unit owners will be held responsible for any problem caused by their tenants.
6. Board of Directors will inform unit owners, of any problems with their tenants.
7. The Association must have a key to each unit in case of emergency. For those units that are no longer on our master key system, the unit owner must provide the Association with a key.

**ISLAND INDUSTRIAL PARK ASSOCIATION, INC.**  
**DUMPSTER RULES & REGULATIONS**  
*Revised & Effective May 1, 2010*

Trash pick up is one of the highest expenses that the Association pays, and all owners share the cost equally. The following will be strictly enforced.

**Unit owner will be fined \$100.00 per violation, and for continuing violation owner may be fined per day up to a maximum of \$1,000.00.**

1. Two dumpsters are provided as a common association expense. One if for general trash and one for cardboard disposal.
2. The general trash dumpster is for disposal of day-to-day trash generated on site and by normal usage at Island Industrial Park. Owners or tenants are responsible for disposal of construction debris, appliances, pallets, or hazardous waste at an appropriate waste collection site. (Please see the attached information sheet from the local transfer station.)
3. All cardboard boxes must be broken down & placed inside dumpster designated for cardboard. Folded boxes or unfolded boxes are not allowed to be placed on top of or around Dumpsters. If items do not fit inside cardboard dumpster, they should be taken to an appropriate waste collection site.
4. Do not overfill dumpster.
5. Place loose debris in trash bag. Do not leave trash or items around dumpsters.
6. Please note dumpster use is governed by the honor system. However, video surveillance is operational and habitual abusers will be identified and fined at the unit owner's expense.