

Lynnbrooke Centre Condominium Association
RULES AND REGULATIONS

- (1) All garbage and refuse shall be kept in the kind of container specified by Association and shall be placed outside of the premises prepared for collection in the manner and at the times and places specified by Association. Occupant shall keep all Dumpster Area Doors and Gates to Dumpster closed at all times.
- (2) No aerial for radio or television shall be erected on the roof or exterior walls of the premises, or on the grounds without first obtaining in each instance, the written consent of Association. Any aerial so installed without such written consent shall be subject to removal without notice at any time at the sole cost of the Occupant.
- (2) If the leased premises are equipped with heating facilities separate from those in the remainder of the Office Building, Occupant shall keep the leased premises at a temperature sufficiently high to prevent freezing of water in pipes and fixtures.
- (3) The plumbing facilities shall not be used for any other purpose than that for which they were constructed, and no foreign substance of any kind shall be thrown therein, and the expense of any breakage, stoppage, or damage resulting from a violation of this provision shall be borne by Occupant, who shall, or whose employees, agents or invitees shall have caused it.
- (4) Occupant shall not burn any trash or garbage of any kind in or about the leased premises or the Office Building.
- (6) There is to be no smoking: in the building or in front of the Office Building by the Occupant, its employees, agents, associates, vendors, and the like. Occupant understands that the Office Building is a Non-Smoking Office Building.
- (7) No birds, animals, reptiles, or any other creatures, shall be brought into or kept in or about the building.
- (8) Occupant shall not make or permit any improper or loud noises in the Building, or do or permit anything, which, in Association's sole judgment, interferes in any way with other Occupants or persons having business with them.
- (9) No equipment of any kind shall be operated on the Demised Premises that could in any way annoy any other Occupant in the Building without the prior written consent of Association.
- (10) Occupant shall cooperate in keeping the Demised Premises neat and clean.
- (11) Corridor doors, when not in use, shall be kept closed.
- (12) No bicycles or similar vehicles will be allowed in the Building.
- (13) Sidewalks, doorways, vestibules, halls, stairways, and similar areas shall not be obstructed by Occupant or its officers, agents, employees, or used for any purpose other than ingress and egress to and from the Demised Premises, or for going from one part of

the Building to another part of the Building. No furniture shall be placed in front or rear of the Building, without written consent of Association.

- (14) Association has the right to evacuate the Building in the event of an emergency or catastrophe.
- (15) Occupant shall not do anything, or permit anything to be done, in or about the Building, or bring to keep anything therein, that will in any way increase the possibility of fire, or other casualty, or do anything in conflict with the valid laws, rules, or regulations of any governmental authority.
- (16) No food shall be distributed from Occupant's office without prior written approval of the Property Manager.
- (17) Occupant shall comply with parking rules and regulations as may be posted or distributed from time to time.
- (18) Plumbing and appliances shall be used only for the purposes for which construed, and no sweeping, rubbish, rags, or other unsuitable material shall be thrown or placed therein. Any stoppage or damage resulting to any such fixtures or appliances from misuse on the part of the Occupant or Occupant's officers, agents, and employees shall be paid by Occupant.
- (19) No signs, posters, advertisements, or notices shall be painted or affixed on any of the windows or doors, or other parts of the Building, except in such color, size, and style, and in such places, as shall be first approved in writing by the Association. There shall be no obligation or duty on Association to give such approval. Building standard suite identification signs will be prepared by a sign vendor, approved by the Association. Association shall have the right to remove all unapproved signs without notice to the Occupant, at the expense of the Occupant. Directories will be placed by the Association, at Association's expense, in conspicuous places in the Building. No other directories shall be permitted.
- (20) No portion of the Building shall be used for the purpose for lodging rooms or any immoral or unlawful purposes.
- (21) Occupant are not permitted to leave any printed advertisements in the common area or in the offices of other Occupants in the building without the express written consent of the Association.
- (22) Occupant agrees not to affect the building systems, not to affect or disturb the neighboring Occupants and not to cause the cost of common area maintenance services to increase.
- (23) The sidewalks, entrances, halls, passages, elevators, and stairways shall not be obstructed by the Occupant or used by him for any other purpose than for ingress and egress.
- (24) Toilet rooms and other water apparatus shall not be used for any purpose other than those for which they were constructed. Feminine products are not to be disposed of in the toilets.

- (25) Occupant shall not store or use any combustible or explosive materials not permitted to be used or stored on the Premises by any applicable governmental ordinance, rule or regulation controlling the storage or use of such materials in the area in which the Building is located or in conflict with a rule or regulation now or hereafter enacted or promulgated by the Board of Fire Underwriters or by Association.
- (26) In order to insure proper use and care of the Premises, neither the Occupant nor any employee of the Occupant shall:
- (a) Make loud noises or disturbances of any kind, sing, play, or operate any musical instrument, radio, or television set which emit sound beyond leased Premises, without first securing consent of Association.
 - (b) Deposit waste paper, dirt, or other substances in any other part of the Premises not occupied by the Occupant.
 - (c) Fasten any article by permanent adhesion, drill holes, drive nails or screws into walls, floors, doors, or partitions, or otherwise mar or deface any of them by paint, paper, or otherwise, unless written consent is first obtained from the Association.
 - (d) Engage in or permit any form of gambling or immoral conduct in or about the leased Premises.
 - (e) Keep animals, reptiles, or birds on the Premises.
 - (f) Use Premises as sleeping quarters.
- (27) The attaching of wires to the outside of the Building is absolutely prohibited, and no wires shall be run or installed in any part of the Building without the Association's permission and direction.
- (28) Association shall have the right to make such other and further reasonable rules and regulations as, in the judgment of the Association, may from time to time be necessary for the safety, care and cleanliness of the Premises and for the preservation of good order therein, effective five (5) days after Association has notified all Occupants in writing.

Any exception to the above rules and regulations shall be obtained through expressed written permission and signed by Association. The above rules shall be strictly enforced. Occupant agrees to pay for any costs incurred by Association to comply with the above rules.