

INNSBROOK OWNERS ASSOCIATION OPERATIONS & MAINTENANCE MANUAL

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FOREWORD

THIS PUBLICATION:

The operations and maintenance (O&M) procedures information on the following pages is compiled for the use of owners and property managers. It includes procedures that have been used at the Innsbrook Corporate Center to distinguish this property from so many other properties. We welcome your comments and value your suggestions.

YOUR ASSOCIATION:

The Innsbrook Owners' Association, Inc., was established to provide a vehicle through which the value of the owners would be maintained and enhanced as each owner accepts responsibility for their own site and shares the responsibility of the common areas. The Association is governed by an elected Board of Directors and is managed by Brian Menditto and Wendy Walton of Highwoods Properties, who are in charge of the common areas maintenance, accounting and site regulations.

YOUR ENVIRONMENT:

Throughout the preparation of the Innsbrook Owners' Association, Inc., Operations and Maintenance Criteria manual, consideration was given to the impact we have on the environment. Methods and practices, which have the greatest potential to minimize adverse impacts on our environment, are marked with an asterisk (*) symbol in the margin. We must all work together to protect our environment and to conserve our natural resources.

I. GENERAL

A. Purpose and Authority

The Operations and Maintenance Criteria manual is provided as a supplement to the Covenants and Restrictions. They provide each Property Owner with a reference source for the basic maintenance requirements and regulations governing the use and enjoyment of common areas. This reference source establishes minimum requirements for maintenance.

These criteria are intended to assist Property Owners and insure that the high quality standards set forth in the Covenants will be efficiently and consistently applied. Definitions of words and phrases used within the Criteria are intended to be consistent with the definitions listed in the Covenants and Restrictions and Bylaws.

B. Property Owners Responsibility

Each Property Owner is responsible for maintaining their site in a first class condition at all times. Where the site abuts a street right-of-way, this responsibility shall extend to the curb line or edge of pavement. Where the site has water frontage, this responsibility extends to the edge of the water. The Property Owner will not be responsible for maintaining any common areas or common use facilities that are on the site and designated for Association maintenance.

C. Owners Association Responsibility

The Association will be responsible for the operation and maintenance of all designated common areas. Common areas would typically include lakes, jogging trails, recreational facilities, park areas, main entrances, median strips and other project improvements or appurtenances which are for the use and enjoyment of all property owners.

D. Inspections and Enforcement

Periodic on-site inspections will be conducted of individual sites to determine if the sites are being maintained in accordance with the requirements of the Association Covenants and with the O & M manual. The Association or their authorized representatives may conduct the inspections. Property Owners will be notified as to when the inspections will occur and are welcome to accompany the manager on the inspection.

Notices of any deficiencies will be sent to each Property Owner and/or the responsible Property Manager. Failure to comply with correcting these

deficiencies will result in enforcement as provided for in the Covenants and Restrictions.

E. Alterations and Plan Review

Alterations, modifications or additions to any building improvement or site improvement plan previously approved must be resubmitted for approval by the party exercising architectural approval. This provision includes, but is not limited to, alteration of style, color or content of any improvement. Landscape and signage modifications, as well as the addition of outdoor furniture or exterior communications equipment, are typical changes that are subject to review and approval by the Architectural Review Committee (ARC). For instance, outdoor furniture must be a sturdy commercial grade and must be an integral part of the overall site landscape.

II. LANDSCAPE MAINTENANCE

A. General

All landscaping shall be regularly maintained in a first class condition and appearance. Any dead, diseased or unsightly plant material shall be promptly removed and replaced in accordance with the approved plan for landscaping. The Architectural Review Committee (ARC) does not allow alterations without their prior approval.

B. Lawns and Turf

1. Maintain lawns in healthy growing condition by performing the following operations and other work incidental thereto:

a. Mowing

1. Lawns shall be kept to a height of three (3") inches. Mow once every week and otherwise as necessary to maintain a neat, trimmed appearance. Mowing height on non-irrigated areas may be raised during extended hot and dry times.

NOTE: Undeveloped sites or other lawn areas, which do not have automatic irrigation, shall have a minimum cutting height of four (4") inches.

* 2. Clipping should be directed away from streets, gutters, sidewalks and plant beds. Clippings will be bagged and removed from lawn areas as needed to avoid unsightly appearance. Clippings shall be removed from gutters, curbs, walkways and other non-lawn areas immediately after each cutting. This includes gutters, curbs or walks adjacent to a public roadway. **Do not direct clippings into lakes, streams or storm sewers. The clippings and accumulation or organic material is detrimental to our water quality.**

3. Mower blades will be sharpened regularly to insure a clean high quality cut.

b. Edging and Trimming

* 1. Trim all edges at each cutting. Trimming should be done in a manner to prevent overlap of grass onto non-lawn areas and to achieve the desired cutting height in areas a mower cannot reach.

No trimming shall be done below the established minimum heights.

2. Hard edges such as curbs and sidewalks shall be mechanically edged once every month during the growing season.

* 3. **Vegetation should be allowed to grow at least three (3') feet back from the water's edge to help prevent shore erosion and naturally deter the Canada Geese from these areas.**

c. Watering

Frequency as weather conditions require to maintain optimum moisture conditions during growing season and to avoid excessive runoff. Over-watering can cause harmful fertilizer runoff into lakes and streams. See Irrigation section for detail of water requirements.

d. Fertilizing and Liming

1. Soil samples should be taken once a year in July or early August to determine the pH level and nutrient requirements. This is to insure a healthy, attractive lawn, as well as to avoid unnecessary use of chemicals.

2. Lawns shall be fertilized in accordance with the schedule below or as determined by soil samples.

* 3. Over fertilization into adjacent streams, lakes, parking lots, driveways and sidewalks are prohibited. This provision is essential to protect our lakes and streams by minimizing the runoff of nutrients.

* 4. Fertilization along sloping shorelines, channels or streambeds should be applied no closer than 10 feet from the edge of the water or flow-line.

TIME OF APPLICATION	MATERIAL	LBS. OF ACTUAL NITROGEN
Early March	Complete Slow	1.0-lb/1,000 square feet Release Granular
Mid Sept. after aeration	Complete Slow	1.5-lb/1,000 square feet Release Granular
Mid November	Complete Slow	1.5-lb/1,000 square feet Release Granular

-OR-

First application early Sept. with a second and third application at Six-week intervals.	Complete Slow Release Granular	1.0-lb/1,000 square feet
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5. Liming will be performed as needed to maintain a soil pH between 6 and 6.5.

e. Aeration

Lawns shall be aerated once in the fall prior to the first application of fertilizer. A core of earth shall be removed up to a depth of two (2") inches. Spike indentations compress the earth and are not acceptable for aeration.

f. Re-seeding, Re-sodding, Topsoiling and Re-grading

1. Repairs and Restoration

Performing the following steps will repair bare spots or poorly established lawn areas:

a. Loosen the topsoil to a depth of approximately two (2") inches. Areas that do not have adequate topsoil or have poor quality soil shall have topsoil applied prior to reseeding. Good quality loam with substantial organic material shall be added to a depth of four (4") inches.

b. Apply fertilizer and lime at recommended rates and rake into loosened soil.

c. Apply seed at a rate of 7-lb/1,000 s.f. and lightly rake into soil.

d. Apply straw mulch and water three (3) times per day until germination. **NOTE: Bare areas that were originally sodded shall be re-sodded.**

2. Over seeding

All established lawn areas will be reseeded each year between mid-September and mid-October at a rate of four (4)-lb/1,000 s.f. of lawn with seed of the highest purity and germination rate. Use Hybrid Tall Fescue such as Falcon or Triple T. in areas that turf is not well established, or areas in poor condition it will require higher rates of reseeding and cultivation.

g. Weed Control

1. Pre-emergent weed control shall be applied to all lawn areas the second week of March or before soil temperatures reach 60°, with a second application 16 weeks after the first application. Ronstar-G (granular) will be applied at a rate of 200 lbs. per acre/ application.

2. Post-emergent weed control shall be performed by hand or by spot spraying as needed to keep lawns free of weeds.

3. Joints or cracks in curbs, gutters, sidewalks or other paved areas shall, at all times, be kept free of weeds or grass. Non-selective herbicides shall be used.

h. Insect and Disease Control

Insect and disease treatment shall be performed by application of necessary insecticides and fungicides, etc., only as the condition of lawn requires. Consult your turf or landscape maintenance expert for diagnosis and remedial treatment. This is to avoid unnecessary chemical use.

i. Leaf Removal

1. Leaves shall be removed from lawn and landscaped areas as needed to keep areas free of leaves. Removal should be performed on a bi-weekly basis during the fall and again in the spring as needed.

* 2. Leaves will be removed from all lawn areas prior to mowing. We encourage leaves to be bagged and disposed of in an approved wooded/compost area or taken offsite. Burning is prohibited.

C. Trees, Shrubs and Beds

General Maintain trees and shrubs and other plants in a healthy growing condition at all times by performing the following operations and other work incidental thereto:

1. Removal of Existing Trees and Vegetation

No clearing or excavation shall be made except in connection with the construction, maintenance or repair of an improvement; and upon completion thereof exposed opening shall be back-filled, and the disturbed ground shall be leveled, graded and seeded as provided on the approved plans for landscaping.

A. Replacement and Material

1. Dead or unsightly plant material shall be promptly removed. Replanting shall occur immediately after the removal unless the seasonal weather prohibits; in which case, replanting will occur at the earliest practical planting time.

2. Remove dead and damaged plants and replant with a material of equivalent size, condition and variety.

3. All dead plant material shall be removed from the site. Tree stumps within lawn areas shall be chipped and removed. Lastly, the areas shall be top soiled, seeded or sodded.

D. Watering

1. General

Water deeply and slowly to establish moisture to minimum depth of 18"-24". In banked areas, water lightly and frequently to prevent erosion. Watering conditions may vary greatly depending on soil conditions, plant material, amount of mulch, weather, etc. Grounds management or irrigation personnel must determine watering needs and must closely monitor plant material. Do not over water.

Small plants such as azaleas or dwarf hollies usually require around five (5) to 10 gallons of water, while large trees, four (4") to six (6") inch caliber, may require as much as 75 to 100 gallons of water at one watering. Thorough deep soaking at 10 day to two (2) week intervals can often adequately water these large trees rather than the shorter intervals needed for smaller trees and shrubs. In extremely dry weather, shallow rooted plants, such as azaleas, may require watering every three (3) or four (4) days.

2. New Plant Material

a. Transplanted later spring or early summer. Begin watering immediately after planting and continue every three (3) or four (4)-days for at least four (4) to six (6) weeks. Thereafter, once a week will be sufficient unless extreme drought conditions prevail. If rainfall in the amount of one (1") inch or more occurs, watering may be discontinued for a period of four (4) to five (5)-days, then go back to normal schedule. Water can be discontinued after cold weather, except when weather is very dry in winter and watering on mild days is desirable.

b. Transplanted in fall or early winter. Watering should begin immediately after planting and continue once a week until cold weather or heavy rainfall occurs. During winter when it becomes dry, water on mild days to prevent dehydration.

In spring, watering should begin when temperatures begin to reach 80° and there has been no significant rainfall for a period of 10 days. Continue watering once a week during summer and fall in severe droughts. Again, a one (1") inch or more rainfall will be sufficient for a week or more depending on temperature.

c. Transplanted in late winter or early spring. Begin watering within three (3) to four (4) days after planting and continue once a week (on mild days) throughout spring, summer and fall except twice a week in periods of extreme drought. As above, rainfall exceeding one (1") inch will be sufficient for a week or more, depending on temperature.

E. Trimming and Pruning

1. General: Prune all trees to encourage intended growth pattern and maintain uniform appearance. Remove all diseased, dead and damaged branches or limbs back to the point of branching immediately. Dead wood, limbs and branches will be removed continuously. All pruning cuts will be made flush with the branch or trunk. Remove ground shoots and sucker growth on the trunk as necessary.
2. Prune deciduous trees when dormant to promote open framework in head. Pruning cuts will be made next to the bud or branch to reduce sucker growth.

3. Pruning evergreen trees, if needed, should be done in the fall or early spring to promote fullness and shape. Prune regularly for broken branches or dead wood.
4. Prune Conifers and Pines in July. Shearing half candle growth will result in a denser plant. If done annually, dwarf plant will result.
5. Shrubs must be pruned and trimmed to follow the natural form and shape of the plant material. Trim regularly to maintain a neat and trim appearance. Trim a minimum of twice yearly in the fall and early spring. Flowering shrubs will be pruned after blooming.
6. Keep site clean and free of any dead wood or debris to prevent disease and insect infestation.
7. Special care should be given to any shrub or tree at driveway entrances, intersections or other areas where vehicular or pedestrian sight distance may be obstructed. Keep all material limbed, trimmed or pruned to avoid obstructing sight distance and visibility.
8. Allow limbs to remain close to the ground on Wax Myrtles, Pines, Bayberries, Fontinias and other large evergreen shrubs adjacent to dumpster enclosures, transformers or utility boxes to shield the object from view. Unlike top growth, once a lower limb is removed, it will not regenerate. When shrubs are around parking lots, they may be trimmed up from the ground to increase security through better visibility.

F. Insect and Disease Control

1. All shrubs and trees are susceptible to various insect pests. Spraying should be done on a preventative basis. It should start in early spring when new growth starts on all plants. Spray evergreen trees, deciduous trees in leaf and shrubs with specific insecticides as frequently as necessary to prevent and control all forms of pests and diseases.
2. All chemicals must be applied under the supervision of licensed personnel. Consult your horticulturist or landscape maintenance expert for use of all insecticides or other chemicals.
3. A general all purpose spray such as Iostox may be used to control most insects on shrubs and trees. Mix as directed by manufacturer and direct spray to the underside of foliage. First spraying should be from April 20 to May 1. Spray again about July 10 to July 20 and once more September 1 through September 15. Crepe Myrtles should be sprayed with Acti-

Dione when new foliage begins to appear, with repeated applications every ten (10) days until foliage is fully mature. Three (3) or four (4) applications should be sufficient. American Hollies should be sprayed May 1 through May 15 and again two (2) or three (3) weeks later. Use Sevin or Diazinon as recommended by manufacturer. This will aid in control of leaf miner (pest). Spray for red spider with Kelthane when hot, dry weather begins, particularly on Junipers. Dormat oil will be applied in March to prevent scales to Oaks, Cherries, Crab Apples, Azaleas and Pines. This paragraph is included for information purposes only and is not to be construed as a requirement. Consult your horticulturist or landscape expert.

4. Remove all contaminated materials from the site immediately.

G. Staking and Guying

1. Maintain and replace stakes and guy wires with equal material for at least six (6) months until the plant is capable of standing vertical and free and able to resist high winds. Broken or damaged stakes shall be promptly replaced and all guy wires secured and tightened. Loose wraps shall be repaired or removed.
2. Maintain and replace plant ties to sustain support with chafing of bark and re-plant plumb.
3. Tree wrap and guy wires shall be removed as soon as the warranty permits or otherwise recommended by the landscape contractor or architect. Any loose wraps or guy wires shall be promptly repaired or removed.

H. Fertilizing

1. Shrubs: Fertilize once yearly in the late fall with complete slow release fertilizer such as 10/10/10 or Hollytone. Fertilizer may be liquid injected or applied to the soil around the plant base. Take care not to get it on foliage. For azaleas and rhododendrons, use Hollytone. Fertilize azaleas only in the late spring.
2. Trees: Deep feed at least once every two (2) years with a complete slow release fertilizer during November or December. Fertilizer shall be

applied at a rate of 6 lb Nitrogen/1,000 square feet of root area at the drip line.

3. Flowering Plants: Should receive a Super phosphate application in January.

I. Mulch Beds and Ground Cover

1. Maintain a two (2") to three (3")-inch depth of shredded hardwood mulch in all plant beds and individual tree saucers. All mulch beds, borders and tree saucers should be hand edged with a spade and fresh mulch should be added in late February.
2. All borders and mulched areas will be kept free of weeds, trash, leaves, etc. Mulched areas will be groomed and raked as needed to maintain a clean and fresh appearance.
3. Top dressing of mulch beds will be performed as needed to maintain a good cover.
4. Water ground cover deeply and frequently as necessary to maintain healthy growth.
5. Prune as necessary to fill out and provide complete coverage. Trim as needed to contain within the bed or border. Replace dead or diseased plants with the same material.
6. Fertilize twice yearly with complete fertilizer at the rate of 20 lb/1,000 square feet, broadcast.
7. Pre-emergent weed control is achieved using Surf LAN. This should be applied during the first week of March or before the soil, temperature reaches 60°.
8. Spot spraying with Surf LAN and Round Up and hand weeding shall be done as required to keep beds weed free at all times.
9. All trees in irrigated areas should have at their base a mulch bed, which has its highest point at the tree. Should a tree be in a non-irrigated area, its mulch bed should be higher on the edge and should slope downward as it approaches the tree. In this manner, an irrigated tree will have any excess moisture diverted from it and a non-irrigated tree will collect all natural moisture it possibly can.

J. Annual and Perennial Flowers

1. General

- a. Use of seasonal color is encouraged. The ARC must approve any alterations and/or additions to the landscape before installation.
- b. Annual and other flowerbeds on display should be of sufficient mass and tightly planted to achieve the designed effect.

2. Pruning and Removal

- a. Annual and perennial flowers shall be pruned weekly to remove any dead or unsightly blooms and stems. Annuals shall be removed promptly at the end of the active growing season and mulch beds restored or replaced with new seasonal material. Dead bloom stalks shall be removed from Day Lilies but the foliage should remain to protect roots during the winter. Ornamental grasses may be left standing during the winter, but should be cut back to ground level in March to encourage new growth.

3. Fertilizing

Fertilize annuals with 10/10/10 every two (2) weeks during the active growing season.

4. Spraying

- a. Spraying for insects or disease shall be performed as needed.
- b. For Japanese Beetles, start at the first sight of any Japanese Beetles and apply Liquid Sevin or Malathion twice weekly until beetles are gone (usually around mid July).

5. Bulbs

- a. After bulbs bloom, do not cut back leaves until they have fully yellowed. Leaves should remain intact to provide vital nutrients to

the bulb in preparation for the next growing season. After leaves have completely yellowed, cut back to ground level.

- b. Perennial bulbs should be divided every three (3) years and transplanted if desired.

K. Irrigation

1. General

- a. All lawn and landscaped areas shall be properly irrigated with an underground automatic lawn sprinkler system, which will be maintained to provide optimal moisture conditions during the growing season.
- b. Irrigation systems must be continuously maintained in a safe and proper working order.

2. Winterizing and Start-up

- a. Irrigation systems must be winterized, usually by November 15, to avoid the possibility of freezing. Freezing may cause damage to the system and property. Completely drain the system and disconnect the main water feeds to avoid any possibility of accidental operation during the winter. Accidental operation during freezing weather could cause extremely dangerous icy conditions on streets and sidewalks.
- b. Restore and test the system, usually in April, to insure proper operation for the season.

3. Adjusting Heads

Adjust heads as needed to maintain proper coverage and to avoid over spray at all times onto parked cars, pedestrians, public streets, etc.

4. Timing, Frequency and Rate

- a. As weather requires, watering should be done during early morning hours (1:00 a.m. to 6:00 a.m.). Duration of each watering cycle should be set to prevent excessive moisture run off or over watering. During the summer and other dry periods, watering should be done on a daily basis to maintain proper moisture and to avoid excessive run off. Complete the watering cycles during non-business hours.

- *b. Lawn areas should receive at least one (1”) inch per week by either irrigation or rainfall. If your system does not already have moisture detectors or operable rain gauges, you are encouraged to invest in them.
- c. Avoid over watering on sloping shorelines to prevent erosion or excessive runoff of fertilizers (nutrients), which are harmful to the water quality.
- d. Schedule watering or program the timer to avoid spray on pedestrian walkways or jogging trails during hours of use.

III. BUILDING MAINTENANCE

A. Exterior Surfaces

1. The exterior surfaces and finishes of all building shall be kept at all times in a first class condition.
2. Glass surfaces shall be cleaned as often as required to keep exterior glass surfaces free of any visible dirt, spots, streaking, film or other foreign matter. This requirement includes removal of mineral or chemical deposits bleeding or washing from the building. All exterior glass surfaces shall be cleaned at least once a year.
3. Any visible chemical or mineral deposits on a masonry surface shall be removed immediately.

B. Appurtenances and Attachments

Awnings or fabric canopies shall be kept in a first class condition at all times. Tearing, fraying or excessive wear shall require prompt replacement. Fabric awnings or canopies should be replaced every five (5) years. More frequent replacement is required if wear and tear is evident.

IV. OTHER SITE MAINTENANCE AND REGULATIONS

A. Parking Lots, Driveways and Parking

1. Parking lots, driveways, curbs and gutters should be swept and cleaned regularly of debris, leaves, etc.
 - a. Parking spaces should be re-striped as needed. Handicapped and visitor spots shall be clearly marked at all times.
 - b. Potholes and sunken/grooved areas in parking lots should be repaired immediately. Temporary repairs such as cold patching should be used until weather permits permanent repairs.
 - c. On-street parking is prohibited.
2. Recreational vehicles and trailers are prohibited from parking onsite except where used in connection with the operation of a business and the vehicle is parked so it is not visible from public roadways or otherwise deemed objectionable.

B. Signage

1. General
 - a. All exterior signage shall be kept in a “like new” condition. This includes the absence of any fading, chipping, chalking, bleeding, blistering or de-lamination, oil canning or foundation settlement.
 - b. Damage caused by foreign objects or vandalism shall be immediately repaired to a “like new” condition. Repair work or patching should not be detectable.
 - c. The ARC must approve any alterations to: sign, copy, color or design.
2. Regulatory Signs
 - a. Regulatory signs shall be kept plumb and level at all times.
 - b. Regulatory signs shall be mounted on square aluminum tubing. The raw tubing shall be scrubbed with a steel wool pad using aluminum cleaner, apply Aluminum conversion coat with a sponge and paint with Benjamin Moore Ironclad Deep Bronze.

3. Site and Building Identification

The exterior surface of any site or building identification signage shall be maintained regularly to insure a “like new” appearance at all times. Free standing painted metal signs shall be cleaned and polished or sealed at least once every year to preserve “like new” appearance. Any damage from foreign objects or defects occurring on a visible sign face must be repaired to a “like new” condition promptly, with repairs contracted for within five (5)-days and repaired within thirty (30)-days of such incidence.

4. Flags

All fabric flags shall be kept in “like new” condition. They will be replaced at least every five (5) years. More frequent replacement is required if any wear and tear is evident.

C. Site Lighting

1. All exterior site lighting shall be maintained in a safe and proper working order. At all times, light sources and fixtures shall be adjusted or modified to prevent any glare or direct view of a light source from public roadways, walkways or public viewing area. Signage and building up-lights shall be metal halide quartz or other white light source.

2. Recommended Hours of Operation

The following hours of operation have been recommended for all site lighting within the park. Consistent hours of operation will create continuity of appearance and enhance security and safety.

<u>DESCRIPTION</u>	<u>HOURS OF OPERATION</u>
Signs (Building Site ID)	Continuous Dusk-Dawn
Building Illumination	Continuous Dusk-Dawn
Landscape Lighting	Continuous Dusk-Dawn
Parking Lot Lights	Dusk-10:00 p.m. (at least)

D. Snow Removal

1. Each Property Owner shall arrange for snow and ice removal. Snow removal will be done in accordance with a snow removal plan developed for the site to minimize disruption to vehicular and pedestrian traffic and to protect landscape and other improvements from unnecessary damage. *Use of salts or chemicals is not recommended except as necessary for pedestrian walkways.*
2. Parking Lots and Driveways

Begin removal after two (2") inches of snow has accumulated on parking and driveway surfaces. Sand may be used at parking lot entrances/exits for additional traction.
3. Walkways and Entrances
 - a. Maintain a clear passage free of snow and ice at the entrance(s).
 - b. A potassium chloride ice melt compound shall be used. Potassium enables plants to heal themselves and this compound does not contain harmful nitrates. Do not use sodium chloride, which will deteriorate concrete and kill plants and grass.

E. Trash Removal, Dumpsters and Storage

Each Property Owner shall arrange for trash removal. Each site shall be kept in a clean and maintained manner at all times. No garbage or refuse shall be allowed to accumulate on the exterior of any parcel. No materials, supplies or equipment may be stored outside the building.

1. Dumpsters
 - a. Dumpster gates should be chain link, hardware, post and fabric shall be coated with polyvinyl chloride not less 10 ml thick. Black vinyl slats shall be inserted through the chain link fabric with a matching retainer strip at the bottom.
 - b. Dumpster enclosures shall be kept closed at all times except during collection.
 - c. Dumpster sites must be kept in a clean and sanitary condition at all times and shall not emit any offensive odors or smells.
 - d. Dumpster gates should be kept in good working order. Repairs, when needed, should be made immediately.

2. Grounds

- a. The grounds shall be policed on a daily basis and any visible trash or debris shall be removed.
- b. Political posters, flyers, etc., shall be removed from the site as they appear.

F. Undeveloped Parcels

1. General

Undeveloped or vacant parcels shall be maintained by the Property Owner in a clean and neat condition at all times.

2. Landscape

- a. The parcel will be kept free of excessive weed growth or underbrush.
- b. Dead or diseased plant material on the site shall be removed.
- c. Lawn areas on the parcel, which are exposed to public view, such as along public roads or lakeshores, shall be maintained as if the site were developed.
- d. Other denuded or disturbed areas shall be restored to their natural state or seeded with a generic wildflower seed at a rate of 5 lbs./acre. Apply fescue seed over same area at a rate of 5 lbs./acre.

3. Storage

Storage is not allowed on undeveloped or vacant sites including, but not limited to, the storage of any equipment, debris, materials, earth, vehicles, trailers, etc.

G. Miscellaneous

1. Seasonal Decorations

- a. General Exterior holiday decorations are subject to approval by the ARC.
- b. Lighting No lighting shall be attached to the exterior of any building. Flashing or blinking lights within any public view are prohibited.

- c. Removal Decorations must be removed directly following the holiday season.

2. Window Displays, Temporary Signs

Window displays, temporary signage, posters, flyers and window ornaments are prohibited except where specifically permitted within retail use areas.

3. Outdoor Collection and Distribution

- a. General. Public use facilities are provided within Innsbrook for postal drop boxes and overnight carriers and located at the intersection of Cox Road and Innslake Drive. Other outdoor collection distribution facilities must be submitted to and approved by the ARC.

- b. Newspaper or magazine distribution stands or boxes shall be placed inside and kept from public view.

4. Outdoor Furniture

Use of all outdoor furniture is subject to review by the ARC. The furniture must be a sturdy, commercial grade and must be integrated into the site with minimal disruption to pedestrian traffic. When requesting ARC approval, a site plan with a layout of the furniture placement, as well as a picture of the equipment, must be included.

V. **ACTIVITY GUIDELINES AND PROJECT REGULATIONS**

A. **General**

The common areas and common use facilities are for the use and enjoyment by all residents and individuals employed at the park. Use of the facilities is encouraged subject to the rules and regulations of the Association.

The following activities are prohibited within the park:

- ❑ Unorganized groups loitering after dark
- ❑ Unattended children
- ❑ Unrestrained dogs
- ❑ Hunting
- ❑ On-street parking

B. **Lakes**

1. The following activities are allowed:

Fishing is allowed from the shoreline, subject to state regulations and license requirements. It is a catch and release policy. The fish are extremely important in maintaining good water quality and your cooperation is essential.

2. The following activities are not allowed:

- ❑ Swimming
- ❑ Boating or board sailing
- ❑ Remote control hobby watercraft
- ❑ Ice Skating
- ❑ Jet Skiing

C. **Jogging Trails**

Jogging trails and other pedestrian walkways are for walking and jogging only. Wheeled vehicles of any kind, with the exception of baby carriages or wheel chairs, are prohibited on any pedestrian walkway. This includes, but is not limited to: skateboards, roller blades, bicycles, scooters and motorbikes.

D. **Security**

1. Each site owner is responsible for his own internal and external security.

2. All owners shall contact the Innsbrook Patrol at 804-804-935-(SAFE) 7233 and The Innsbrook Owners Association at 804-747-7800 to provide them with current after hours and weekend emergency contact information.
3. Emergency security problems should be reported immediately by dialing 911.
4. Additional security services may be provided by the Innsbrook Owners Association, Inc. as need dictates.

E. Power Failures

All owners should report power failures to Dominion Power at 804-756-2000. The Innsbrook Owners Association should be notified immediately at 804-747-7800.

F. Property Transfers

1. The Property Owner of record shall notify the Innsbrook Owners Association in writing at the time of execution of a sales contract. Notification must include the buyer's legal name, address, acreage involved in the sales transaction and the anticipated closing date.
2. The Property Owner of record shall notify Innsbrook Owners Association within 48 hours of a transfer-closing occurrence.
3. Property Owners are required to comply and adhere to all rules and regulations regarding disclosure as dictated in the 1989 Property Owners Association Act.

VI. CORPORATE PROGRAMS AND SPECIAL EVENTS

A. General

1. Special events are held at the Innsbrook Corporate Center throughout the year. The programs are offered for the enjoyment of Innsbrook employees, residents, families and friends. A complete and unlimited range of events are held, including safety seminars, live concerts featuring: beach, patriotic, country, classical and blues music, a monthly business executives breakfast club, cycling classics and more. For more information, contact Denise Kranich at 804-217-8800 or dkranich@innsbrook.com the Executive Program Director for the Innsbrook Foundation.

The Innsbrook Owners Association, Inc. provides volleyball fields, pedestrian walkways, and two outdoor picnic areas and a pavilion as well. Any proceeds are donated to local, state and national non-profit, charitable organizations. For information on upcoming events click on the Innsbrook web page: www.innsbrook.com

2. Feel free to call Brian Menditto or Wendy Walton, the property managers for the Association, with any questions or information at 804-747-7800 or in the event of an emergency, call the Innsbrook Patrol at 804-935-(SAFE) 7233.