

THE WESTBURY HOMEOWNER'S ASSOCIATION TABLE OF CONTENTS

1. Introduction
2. The Westbury Guidelines
3. Management
4. Government
5. Board Members
6. Association Fees
7. Assessments
- 8-8a. Security
9. Emergency Information
10. Keys
11. Personal Information
- 12-12a. Personal Information Sample Form
- 13-13a. Building Move-In/Move-Out
- 14-14a. Remodeling Construction
15. Dryers, Cooktops, Bathroom Vents
- 16-16a. Deliveries
- 17-17b. Apartment Maintenance
- 18-18a. Storage
19. Garage
20. Garage Door Instructions

- 21-21a. Objectionable Actions
- 22. Common Areas
- 23. Gun Owners
- 24-24d. Balconies
- 25-25g. Windows and Doors
- 26. Roof
- 27. Exercise Equipment
- 28. Library
- 29. Westbury Common
- 30. Trash
- 31. Recycling
- 32. Pets
- 33. Events
- 34-34a. Children and Teenagers
- 35-35b. Guest Etiquette
- 36. Sale
- 37. Rental
- 38-38a. Real Estate Handout

THE WESTBURY

INTRODUCTION

The Westbury is a unique residence in Nashville, Tennessee housing eighteen people, couples and families.

The outside design reminiscent of a small English hotel is a presence on West End Avenue. The landmark gaslights and the distinctive awning suggests a refined lifestyle usually reserved for major cities such as Paris, London or New York.

The timeless decor and elegant yet simple attention to detail places The Westbury in a category for collective living in a class of its own.

The individual apartments are delightfully unique and without exception exceptional. Gracious apartment living in Nashville, Tennessee is limited and the residents of The Westbury are fortunate indeed to have a lovely place to call home.

Although priorities may differ, the residents are united in their desire and efforts to maintain The Westbury in the highest standards. The constant exchange of ideas and opinions creates a good working balance as well as neighborly camaraderie.

The guidelines set forth by The Westbury Board of Directors are based on the honor system and assume the residents are of good character being both reasonable and ethical.

THE WESTBURY

Letter from the President:

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It has been, and is my pleasure, to serve as the President of The Westbury Board and I commend my fellow Board Members for their support and diligence.

With all good wishes



Nan Nelson Parrish

The Westbury Guidelines is designed in notebook form to allow changes without replacing the entire notebook. As changes occur you may be requested to substitute one page for another. For example, the maintenance company information could change, the Board of Directors will change, bylaws could be changed and such.

It should be noted that while the Master Deed and The ByLaws for The Westbury were well written and have served us well, many things have changed in thirty plus years. These changes include methods of communication. In 2015, rather than face to face meetings involving written proxies to obtain a quorum, emailing is an expedited method of conducting business. Because emailing allows for steady, easily provided information, the need for monthly board meetings has been reduced. Depending on the yearly agenda, there may not be a need for an annual meeting and will be decided by the Board. If board members are to be elected or financial issues put forth for a vote there will be an annual meeting.

While the day to day business of The Westbury will be conducted through the The Westbury Guidelines according to the Board of Directors, the ByLaws will continue to provide information for real estate and insurance brokers. Within the ByLaws page 7 of 39, Book 6819, page 245 - section 3, Other Powers and Duties "(e) to adopt rules and regulations, with written notice thereof to all Unit Owners, governing the administrative management operation and use of the Property and the Common Elements and to amend such rules and regulations from time to time."

Therefore, the ByLaws may in some cases differ from the Rules and Regulations, and in those cases the Rules and Regulations take precedent unless decided otherwise by the Board of Directors. Hopefully you will find this notebook helpful and an easy reference.

Thank you, The Westbury Board

MANAGEMENT

The Association Board employs Westwood Property Management, LLC to provide financial services, maintenance and legal issues.

The Property Manager assigned to The Westbury can be reached at (615) 794-3224.
256 Seaboard Lane, C101, Franklin, TN 37067.

Emily Reynolds

The date at the
bottom should
be updated to
6/1/15 our time
we do this

WESTBURY BOARD OF DIRECT

Emily Reynolds

*One of the neighbors
says this term
expectations are not
correct. We need
to figure these out
as we have time.*

TOM ADERS 205, Vice President/Treasurer
915-1541 home
Available 24/7 Term expires 2017

EMILY REYNOLDS 106, Secretary
460-9221 home 319-4313 mobile
Term expires 2017

DAVID PURCELL 104, At Large
292-6118 home 417-4508 mobile
Limited Availability Term expires 2017

FRAN BLOT 301, At Large
383-2146 home
Limited Availability Term expires 2017

GOVERNMENT

The Westbury owners have agreed to support the common good of our community by obeying the deed restrictions, rules and regulations. Doing so protects your investment in your home, which includes common areas.

The Westbury is governed by a no less than three or more than five member elected Board of Directors who regularly attend to the business of the Association. These are informal meetings held at the discretion of the Board which may or may not be announced in advance depending on the urgency of the business and availability of the board members. Homeowners are welcome to attend the "open to all" portion of the meeting and then be excused. Comments from homeowners will always be the first item on the agenda. Homeowners are encouraged to request a meeting with the Board at any time they have questions, concerns or suggestions. The Board requests the homeowner provide in advance in writing the nature of their request to meet so the Board has adequate time to prepare.

Board members request that homeowners first contact a Board member, not the Management Company, concerning all maintenance problems that might be related to the Condominium Association. (See Emergency Information for exceptions.)

Board members may assign their proxy to another Board member to ensure a quorum at a scheduled board meeting.

Our insurance company expects us to comply with their request that residents who are not board members be appointed by the Board to a designated committee before they perform volunteer tasks in the common areas of The Westbury. Board and committee members have an additional umbrella of liability insurance. Therefore, as committees are formed they must have prior board approval.

WESTBURY BOARD OF DIRECTORS

NAN NELSON PARRISH 102, President
292-8060 home 513-8446 mobile
Available 24/7 Term expires 2016

Knowledgeable regarding all aspects of the building and utilities but not limited to AT&T, AT&T UVerse, Piedmont Gas, NES, Metro Water including all meters, building entry, backflo devices, and breaker boxes, landscaping and irrigation, security systems and codes, garage door code, heating and cooling systems, roof access, sump pump, accounting and personal emergency information for all residents.

TOM ADERS 205, Vice President *T. Aders*
915-1541 home
Available 24/7 Term expires 2017

Emergency contact, recycle, and repairs.

EMILY REYNOLDS 106, Secretary
460-9221 home 319-4313 mobile
Limited Availability Term expires 2017

Minutes and Westbury files.

DAVID PURCELL 104, ~~Treasurer~~
292-6118 home 417-4508 mobile
Limited Availability Term expires 2017

Knowledgeable regarding accounting, structural and codes issues, hallway music, sump pump, emergency repairs.

FRAN BLOT 301, At Large
383-2146 home
Limited Availability Term expires 2017

ASSOCIATION FEES

Monthly Association Fees provide for the operating budget. The fees are due on the first of each month. A late fee is added for payment received after the 15th of each month. Your maintenance fee covers the use of water, landscaping, exterior and roof. It does not include individual unit owner/owner's maintenance.

ASSESSMENTS

Assessments may be necessary when the reserves from the association fees are not sufficient to cover expenses for the common areas of The Westbury.

For example, capital improvements such as a roof, painting the hallway walls, hallway carpet and such may require an assessment.

Assessments are voted on by all residents after a presentation by the Board. Assessments require a majority vote.

Any resident who may need additional time to pay the assessments may apply to the Board. The Board will try to accommodate any reasonable request.

SECURITY

The Westbury is equipped with numeric code entry stations to limit the possibility of strangers randomly entering the building. The form of security is limited in nature but does offer a margin of security in preventing possible vandalism to the common areas. The redundant form of entry is the classified code number that can be entered through the telephone at the front door.

1. The classified code number is not to be given to any unauthorized person. The code is to be given selectively to construction, service or delivery personnel. The code is changed as deemed necessary by the Board and all residents are informed as soon as possible of the date of the change and the new code number.
2. Owners may provide service crews with a side door key for temporary use. Owners are responsible to assure that the key is properly used and returned. Loss or damage from inappropriate distribution of keys or security codes is the liability of the owner involved.
3. Guest entry can be accessed by having the guest dial #, wait for a dial tone, then dial the two-digit unit code number as listed. Upon receiving this call you may grant access by entering the number 9 on your phone and then hanging up.
4. Except for move-ins and move-outs, no doors (including the garage door) are to be blocked open and left unattended.

5. A new owner should receive the following items from the previous owner: door key to unit, security door code number, mailbox key, key to storage closet, garage door opener, side door key; this key also opens the pedestrian door in the garage. Additional garage door openers may be purchased through the President of the Board of Directors.
6. If someone is outside the building trying to get in, no one, including workmen, should be admitted into the building without identifying who they are visiting. Each resident has the responsibility to provide safe and secure entry to guests and workmen. Be polite, but firm. If there is any doubt, they should use the house phone or their cell phone to contact the resident they are visiting.

EMERGENCY INFORMATION

1. There have been occasional power outages in Nashville. A whistle has been placed in the elevator for your use should the power go out while you are a passenger. If you get stuck in the elevator, please blow the whistle to get the attention of a homeowner. Every homeowner should be on alert and be prepared to call Nashville Machine Elevator Co. Inc. Remember that you may be the only homeowner that hears the emergency whistle. Also, attempting to communicate with the trapped homeowner will help calm their fears until the situation is resolved. **The 24-hour telephone number for Nashville Machine Elevator Co. Inc, is 256-5251.**
2. In the event of a power outage, the Board members will take responsibility for blocking open the security doors so that homeowners may still have access to the building. When the power comes back on, we will re-secure the building. Please keep this in mind during a power problem and keep your unit doors secured. If access to or from the garage is needed during this time, a Board member will deactivate the garage door until the power comes back on.
3. Fire extinguishers are located in the trash closets.
4. Fire alarms are located on each end of the hallways near the exit signs.
5. The hallways and stairwells are equipped with emergency lighting.

KEYS

The Management Company will not keep homeowners' keys on file. It is suggested you have a key or the code to your key box located near your door on file for your apartment and storage area with your personal information form, kept by the President of the Board or with another resident of The Westbury. Only in the case of extreme emergency such as an electrical or water problem hazardous to the building would your residence be entered without your permission.

In the event of an extreme emergency, if you do not have a key on file, a locksmith will be called and you will be responsible for the charges. The added time needed could likely cause additional damage to your home or your neighbors' home.

PERSONAL INFORMATION

All residents are encouraged to fill out The Westbury Personal Information Form.

The form is stored in the file kept by the President of the Board of Directors. This information is for reference in an emergency and is not shared with others.

THE WESTBURY PERSONAL INFORMATION FORM

Apartment Number: _____

Storage Locker Number: _____

Parking Space Number: _____

Names of Residents: _____

Pets: _____

Contact Information:

Home Phone: _____

Home Fax: _____

Office Phone: _____

Office Fax: _____

Cell Phone: _____

Email: _____

Emergency Contact Information:

Name and Relationship: _____

Phone Number(s): _____

Security:

Company: _____

Emergency Phone Number: _____

Service Phone Number: _____

Apartment Keys:

Name(s) of Holder(s): _____

Contact Numbers of Holder(s): _____

People with access to The Westbury front door code: _____

Misc. Important Information: _____

In the event of an emergency, please provide the location of the following:

Main Water Valve for the Apartment: _____

Electrical Fuse Box(es): _____

Keypad(s) for Security System: _____

Please fill in as much of the above information as you can. The information will be on file in the Management Company Office and in The Westbury file kept by The President of The Westbury Association. The Management Company does not keep any personal keys on file. In the case of an extreme emergency, please have a designated key holder who could readily enter your premises. Your information will not be shared with others and will remain confidential.

BUILDING MOVE-IN/MOVE-OUT POLICY

1. All move-ins or move-outs must notify the Board of Directors and Property Management in advance. This will allow steps to be taken for protecting the common areas of the building from damage and for notifying all owners in order to avoid a conflict of events.
2. No move into or out of any unit may be made until a written permit for that purpose is obtained from the Board of Directors, who are authorized to delay any moves where advance arrangements have not been made.
3. A non refundable fee of \$500 is to be paid to the Management Company prior to the move-in/move-out permit being issued. This fee will be added to the reserve accounts. If for any reason the fee is not paid at the time the permit is obtained, it will be assessed against the owner of the unit into which the move is made. Owners are fully responsible for all damages without limit. The \$500 fee is due as soon as any items are delivered to, or removed from, the unit regardless if a moving van is involved.
4. All move-ins or move-outs must be made through the basement garage door or the side doors. This includes furniture and appliance deliveries. Do not use the lobby entrance to move anything at any time without the permission of the Board of Directors.
5. If necessary, special arrangements can be made with the Board of Directors for certain large items that require other access or a crane.

6. Elevator walls and floor must be covered with padding. Pads are stored in The Westbury third floor library.
7. All move-ins or move-outs are restricted to the hours between 9:00am and 5:00pm, Monday through Friday (excluding holidays). There shall be no move-ins or move-outs on Saturday or Sunday without the prior permission of the Board of Directors.

Residents who move are responsible and accountable on a daily basis for the actions of workers/movers and the immediate cleanup of common areas.

REMODELING CONSTRUCTION

Maintaining and updating of individual units protects the investment of all Westbury owners and is welcomed activity. In consideration of other unit owners, the following rules apply:

1. All work should take place between 8:00am and 5:00pm, Monday through Friday, and Saturday between 9:00am and 3:00pm (excluding holidays). In no case is construction work to be performed on holidays, Sundays or after 5:00pm daily without special permission from the Board.
2. Owners are responsible for providing their respective contractors access to the building. The classified access code is to be given to any contractor or worker selectively.
3. All workers are to be asked to use stairwells and side doors for daily work requiring frequent entry and departure from the building. The front door should be used only when necessary.
4. The formal common areas and elevator should only be used when necessary and are to be properly protected by padding and walkway runners.
5. The side doors are not to be blocked open unless a worker exits the building and returns immediately.

6. All cutting of materials, especially wet sawing, is to take place outside the main garage door or in the side yards, and is to be cleaned up on a daily basis.
7. It is the responsibility of unit owners to ensure that the contractor removes all construction trash from the premises on a daily basis.
8. It is the responsibility of the unit owners to restore cleanness to the elevator stairwells, hallway, garage and outside areas at the end of each workday during construction.
9. Owners are requested to send an email when they will be having workers in the building so that other residents will know that the workers are supposed to be in the building.
10. Owners must submit plans for Board approval for any structural changes that could affect the structural integrity of any adjoining apartment or alter the common area of the building in any way.

DRYERS, COOKTOPS, BATHROOM VENTS

As of September 28, 2005 all dryers moved to The Westbury or replaced at The Westbury must be “self-venting.” This is a requirement and not a suggestion.

Cooktops must be self-venting as there is no provision in the building for venting any other way.

Bathroom vents should be self-venting unless the location of the unit within the building allows for another method. Any changes to bathroom vents requires Westbury Board approval.

DELIVERIES

This handout explains the procedure for delivery of Appliances, Furniture or anything else that requires assistance in being moved from a vehicle to an apartment.

Hours

8:00 AM to 5:00 PM Monday thru Friday

9:00 AM to 3:00 PM Saturday and Sunday

All Other Times Require The Permission of the Board of Directors

OWNER RESPONSIBILITY: Owners will explain the delivery procedure at the store of purchase and leave a copy of these instructions for the delivery personnel. If instructions must be given over the phone, a copy should be faxed or emailed if possible. Owner will post or email advance notice of delivery; line the elevator with wall pads and floor mats, greet the driver and lead the way.

DELIVERY PERSONNEL:

1. Please call to inform owner you are on your way to The Westbury.
2. Park on the side of the street, Carden Avenue, or in the garage driveway if the elevator is to be used. **NO DELIVERIES OR REMOVALS ARE PERMITTED THROUGH THE LOBBY FRONT DOORS. NO EXCEPTIONS.**
3. The Westbury does **not** have a service elevator. If the elevator is to be used **IT**

MUST BE DRESSED WITH WALL PADS AND FLOOR MATS PRIOR TO USE. If the owner is unable to do so, the delivery personnel must be prepared to do so.

4. Care must be taken to protect not only the elevator but also the hallways, woodwork around the doors, carpets and such. Old appliances may have water or oil leaks and precautions should be taken prior to their removal.
5. All packing materials must be removed from The Westbury premises either by delivery personnel or the owner. The Westbury does not have the facilities to dispose of packing material.
6. If damage to the building occurs, a Board member should be notified immediately. Repairs will be the responsibility of the owner and not The Westbury Association. The method of repair will require Board approval.
7. Delivery trucks must not block access to the garage unless sufficient notice has been posted. In the event they are blocking access without proper notice they must move immediately to allow residents to exit the garage.
8. The luggage cart located in the parking garage is for resident use only for luggage and small items. It is not to be used for moving large items, such as furniture or heavy boxes. The grocery carts are for resident use only.

The Westbury Association thanks you for the care and consideration you have given our home.

APARTMENT MAINTENANCE

While apartment owners are not required by the Association to establish a maintenance program for hot water heaters, heating and air conditioning units, dishwashers, washers and dryers, ice makers, ovens, stove tops, refrigerators, and gas fireplaces, it is strongly suggested these things be kept in good repair. A malfunction of any of the above could result in damage to other apartments or to the building.

Likewise, caulking around tubs and showers should be checked regularly and kept in good repair as cracks create leaks that can travel through the walls to other apartments. Care should be taken to prevent tubs from overflowing.

Remember, one apartment's floor can be another apartment's ceiling.

Annual Maintenance Checklist

1. Exterior

- A. Windows and Window Frames: Open windows and check for rotting wood, missing caulking and peeling paint.
- B. Chimney: If you are burning wood, have inspected by a chimney sweep. Check gas logs for gas leaks.
- C. Side and Rear Balconies:
 - 1) Check railings for rust to assure they are securely attached.
 - 2) Check ceiling for leaks from above.
 - 3) Check floor surface for rotting wood, missing mortar and standing water.

2. Laundry Area

- A. Washing Machine: Check washer hookup to determine if leaks are present, change washer hoses if they are dry or are showing signs of wear.
- B. Dryer: Check and clean the lint trap and vent to avoid lint fires. Check trap weekly. Check the back of the dryer to insure the vent hose is attached to the dryer as they are sometime disconnected by vibration. The self-venting dryers with condensation lines should be cleaned and serviced regularly.

3. Systems

- A. Heating Units: Have inspected for operational performance and safety by a qualified contractor annually and change filters monthly. Do not store items particularly combustible items near the heating unit. Paint cans, oil based liquids or other flammable liquids should NEVER be placed in the closet with the heating unit.
- B. Air Conditioning Units: Have inspected for operational performance and safety by a qualified contractor annually who will clean or replace condensation lines as needed.
- C. Smoke Detectors and CO2 Detectors: Test annually and change batteries.
- D. Hot Water Heaters: Check annually for rust or wear at the bottom and the seams. Check the connections and the pan underneath. Make certain the plate protecting the flame is properly in place AT ALL TIMES. Items, especially flammable or combustible items, should NEVER be stored in the same closet as the hot water heater. As much air as possible should circulate around the hot water heater.

4. Kitchen

- A. Check for leaks under the sink.

- B. Check ice makers and dishwasher hookups.
 - C. Check for dripping faucets.
 - D. Check for gas leaks on any gas appliance.
 - E. Check fire extinguisher to make sure it is in its operational zone.
5. Bathrooms
- A. Check under sinks for leaks and bottom of cabinets for moisture damage.
 - B. Check around toilets for leaks or continuous “running.”
 - C. Check for missing grout around tubs and showers and for deterioration which will cause leaks.
6. Balconies
- A. Check to see the surface remains water tight by sealing regularly as needed probably once a year.
7. Lighting
- A. Overhead canister style lights should use no more than 65 watt bulbs. Higher wattage creates excessive heat and can damage the fixture.
 - B. Candelabra lights should use low light bulbs especially if they have a shade.
 - C. Track lighting especially concealed or covered track lighting should use the lowest possible wattage.
 - D. All lamp cords and extension cords should be checked for wear and repaired or discarded as needed.
 - E. Home repairs of any kind but particularly electrical ones should not be attempted by anyone other than a qualified and licensed electrician.

STORAGE

Each apartment has a maintenance or utility closet or closets; no two are alike. However, in some way they all contain Central Heating Units, Hot Water Heater, and Washers and Dryers. It is imperative that the following guidelines be followed in these areas.

1. No flammable liquids, combustible material such as rags or mops, firearms or ammunition are to be stored in these spaces.
2. Absolutely no paint cans, oil based liquids, cleaning fluids or paint thinners are to be stored in these spaces.
3. Hot water heaters should have as much air circulation around them as possible with nothing touching them. The protective plate for the flame should be in place at all times.
4. Filters for the heating units should not be stored in the space with the hot water heater or the heating unit, however, they should be checked monthly and changed as needed.
5. Dryers should be ventless dryers or the vent hose should be attached to the back of the dryer at all times and vented either to the opening provided or a venting kit.

It is tempting to store a variety of utilitarian things in the above mentioned spaces, however, it puts the entire building at risk to do so. They must be stored elsewhere away from areas with gas flames or electrical equipment. These closets will be inspected from time to time with the permission of the homeowners.

Each apartment is assigned a lockable storage space located in the garage area. This space is for personal use.

1. No flammable liquids, firearms or ammunition are to be stored in these spaces or in the garage area.
2. Owners are not to store personal items in parking spaces.
3. It is suggested that items not be placed directly on the floor in the storage spaces in the garage due to the occasional excess moisture.

GARAGE

Garage parking spaces are assigned to specific owners as residents of The Westbury for the sole purpose of parking vehicles, not boats or trailers.

1. Leasing or renting spaces to non-owners is strictly prohibited and could result in the illegal vehicle being towed at the owner's expense. Temporary "loaning" of parking spaces to store vehicles is prohibited unless one owner loans a parking space to another owner. Owner guests may park in an owner's space for the length of their stay.
2. Storing of personal items in the garage or common areas is prohibited. Bicycles are allowed but are the owner's responsibility.
3. Carts in the garage are for your convenience and should be returned to the designated area after use. Carts and baskets are not to be left in the hallways or elevator.
4. Washing and performing maintenance on vehicles is not permitted on Westbury property.
5. There is a "hold open" switch at the left of the door which will keep the door open. Returning the switch to the "auto open and close" position will return the door to its automatic operation. If the garage door will not open automatically due to a power failure, it can be opened manually using the guidelines on the following page.

Manual Release Mechanism

The manual release mechanism is located on the top of your 400 operator (see Figure 2). To access the keyhole, slide the key-hole cover in the direction of the arrow (see Figure 1). Insert the key and turn it counterclockwise one full turn to disengage the operator's hydraulic system. You can now move the gate leaf slowly by hand to open or close the gate.

Note: Operating the gate leaf by hand is necessary during power failures.

You re-engage the hydraulic system by turning the key clockwise one full turn (or until snug). Remove the key and slide the cover closed.

Caution: Overtightening the manual release mechanism can damage or even break the key.

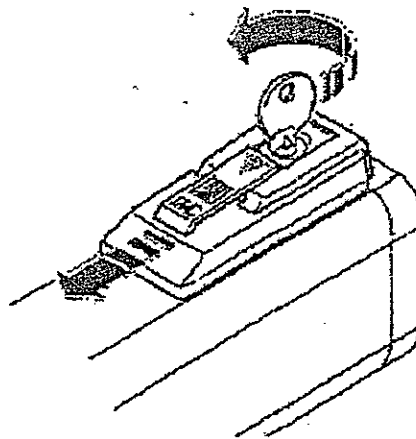


Figure 1. After sliding the cover open on the Model 400, insert and turn the key counterclockwise one full turn to release the hydraulic system.

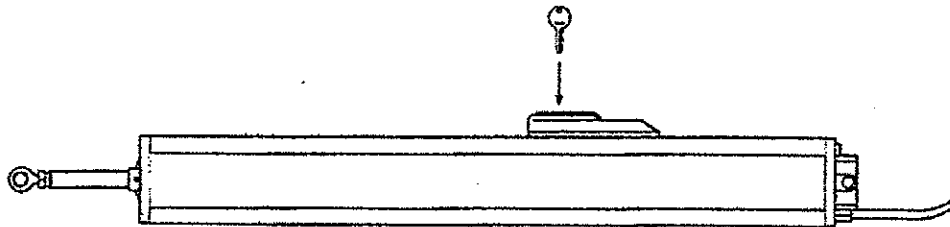


Figure 2. Insert the manual release key in the locking cap located on the top of the 400 operator.

A key is located near the on switch. Please do not remove the key from the garage. Individual keys are available from the President of the Board.

OBJECTIONABLE ACTIONS

SOUND:

The Westbury is an exceptionally quiet building, however, sounds can sometimes be heard from apartment to apartment, on the balconies or in the hallways. Sound is more frequently heard vertically rather than horizontally, i.e. footsteps overhead, televisions and stereos overhead or below. Certainly everyday living noise is understandable, however, excessive noise is discouraged.

If you hear your neighbor, your neighbor probably hears you.

ODORS:

In shared spaces it sometimes occurs that odors can be detected from one apartment to the next or in the common areas. The odors may be cigarette smoke, cooking odors, paint and remodeling odors. Paint or remodeling odors such as adhesives may create temporary odors. While this is unfortunate, it is part of living collectively as people maintain their homes.

Frequent odors such as cooking odors or cigarette smoke when they are invading another apartment or the common areas may need to be addressed by professionally removing light switches and electrical outlet covers and filling the space with materials designated to prevent the odors from traveling through shared walls. The areas around pipes under sinks may also need to be treated. Weather stripping around doors may be recommended.

Odors can not only be offensive, they can also create health problems for residents such as allergies or asthma.

In the event this happens, the Association will work with the homeowner to remedy the problem at the homeowner's expense. This is usually a minimal expense.

EXCESS ACCUMULATION:

If it is found that an apartment has what is considered to be an excessive accumulation of hazardous materials, particularly combustible materials, the Association may ask for the removal of those materials at the expense of the homeowner. Dozens of aerosol cans or paint cans, used or unused, instead of a few would be considered hazardous. Months or years of grocery bags, stacks of newspapers or dated mail instead of a normal accumulation of a few days or weeks would be considered hazardous. If it is suspected or reported a hoarding problem exists and the homeowner is reluctant to take the steps to remedy the situation, a professional evaluation could take place and legal action could be required which could result in all costs being delegated to the homeowner.

COMMON AREAS

Space outside residents' apartments varies from an entry cove to a framed front door. These are considered Common Areas of the building and not personal property. Permanent altering of any Common Area without board approval such as changing paint colors, changing front doors in any way, or hanging pictures in the hallway is not allowed.

Brass door knockers complementing the hardware on the door are allowed.

Decorative wreaths at Christmas time are encouraged and allowed. Other times during the year front door decorations are not allowed unless they are a temporary celebratory item such as balloons, banners, streamers and such which are also allowed as long as they are not damaging the building and are removed in a timely manner.

Small tables will be allowed in the entry cove but not in the main hallways. The tables should hug the wall without restricting entering or exiting the door to the apartment or the door to the stairway hallway. The purpose is for mail or newspapers for owners who have restrictive range of motion and cannot bend over to retrieve those items from the floor. The tables are not to display personal items.

Small rugs or mats may be placed in front of an apartment door as long as they are kept in good repair and complement the hallway decor. Tables, rugs, and mats should be as discreet as possible as they are considered utilitarian and not decorative and should have board approval before being placed outside the door. If in doubt, check with a Board member for clarification

GUN OWNERS

SAFETY AND DISCRETION are imperative for gun owners at The Westbury.

1. The Westbury Rules and Regulations prohibit storage of firearms or ammunition in the Parking Garage or in the Maintenance/Utility Closets inside personal apartments.
2. Gun owners carrying their guns in and out of The Westbury should do so in an unloaded condition. Discretion should be used in the elevator and hallways.
3. If rifles and shotguns are brought in, they must be inside a gun bag/case from the parking garage to insure that passersby do not see guns being carried into The Westbury.
4. Guns and ammunition should be stored inside the apartment under safe and secure conditions. A locked closet or cabinet is preferred.
5. Housekeepers, workmen, and guests, especially children, should not have unauthorized access to guns at any time.
6. It is preferred that guns be cleaned elsewhere than on the premises of The Westbury as accident can occur.
7. Any needed permits or licenses should be kept current.

If any firearms or ammunition are missing or stolen it should be reported to The Westbury Board of Directors immediately as well as to the proper authorities.

BALCONIES

Flags, signs, clothes, or towels are not permitted to be attached to or draped over the balconies. It is suggested that metal or wooden outdoor furniture be used on the balconies. It is suggested that canvas or folding chairs be removed after use and that molded plastic chairs not be used. Planters and window boxes are permitted and encouraged, however, any dead materials should be removed.

The Fire Marshal prohibits use of barbeque grills on the balconies. Nashville Code prohibits the use of barbeque grills on balconies but does allow them in the three courtyards on the first floor.

BALCONIES:

Units 302 and 304 each have 3 balconies 18' long with wooden joists.

Unit 202 has one balcony 18' long and one balcony 50' long with wooden joists.

Units 303 and 203 have one balcony 40' long with wooden joists.

Unit 204 has two balconies 18' long with wood joists.

Unit 102 has one balcony 50' long made of decking material and one balcony 60' long made of metal that vents the east end of the garage.

Unit 103 has one 40' long balcony built on a metal structure. **Unit 104** has a 40' long balcony built on a metal structure.

Unit 105 has steps and a walkway built on a metal structure that vents the west end of the garage.

Units 302 and 304 have awnings above the balconies. Unit 303 has an attached roof above the balcony.

All measurements are approximate

It is readily apparent that only two owners have the same balcony situation - 302 and 304;

203 and 303 have similar situations except for the roof attached to 303. 101, 201, 301, 106, 206, 207, and 305 have no balconies.

The four French balconies on the front are not considered balconies nor are the three courtyards attached to the building.

The Association is responsible for the following:

1. Painting the balcony trim that matches the other trim on the building such as windows and doors.
2. Painting the wrought iron railings.
3. Painting the ceilings above the balconies created by the balcony above unless the ceiling has been changed from the original ceiling. (Awnings and personal roofs are exempt and are owner responsibility.)
4. The ventilation grates that run along the east and west ends of the building. These openings are required by Codes to provide the necessary ventilation from car fumes to the enclosed parking garage. The design of the vents cleverly disguises them as balconies 102 and 105 on the outside of the building. While the grate and the structure holding the grates is Association responsibility, the wooden flooring and railing applies the same as all balconies.

The Owners are responsible for the following:

1. The surface of the balcony which includes making the surface water resistant so damage does not occur inside the structure of the balcony or below the balcony. The surface may be changed if done so according to Association guidelines with Board approval.

24b March 5, 2006

2. The fascia and/or soffit around the edge of balcony making it water resistant so damage does not occur. Any repairs must be done according to Association guidelines with Board approval and conform to the unity of the building.
3. The railings on the balcony except for the scheduled painting by the Association. Touch ups as needed to prevent rust and erosion between scheduled paintings are owner responsibility. (Board decision June 15, 2006).
4. The ceiling created above a balcony by the balcony above it may be changed if done so according to Association guidelines with Board approval.
5. The lights in the ceiling or on the side walls of the balcony. The lights may not be changed except with Board approval.
6. The awnings which must be in good repair and replaced if they become torn or badly faded. The awnings must match the front door awning.
7. The attached roof must be in good repair.

If negligence to a balcony, awning or personal roof, or substandard work done to any balcony, awning or personal roof or any part of a balcony is found to be causing damage to that balcony or neighboring balconies or to the building, the owner of the balcony will be responsible for any repairs. If another cause is determined such as water getting behind the brick from the roof or a crack in the brick the Association will be responsible for the repairs. If the cause cannot be determined the Board will assess the situation and make a determination.

The integrity of the building must be maintained by conforming to a specified uniformity.

1. The railings may not be changed and if needed to be replaced must be replaced to match the existing railings. The Board must approve the work.

2. The balconies may not be enclosed with glass, screens, trellises, fabric or any other material except with Board approval.
3. Drapes and shades may not be attached to the balconies except with Board approval.
4. Outdoor lights attached to the outside of the building may not be changed. If they need to be replaced, they must be replaced with matching lights or ones with Board approval.
5. Outdoor speakers that could disturb neighbors may not be placed on the balcony or attached to the walls or ceilings of the balcony except with Board approval.
6. Bird feeders (except Hummingbird feeders) that would encourage birds to the building or to nest in the building may not be placed on or attached to the balconies.
7. Refer to The Westbury Rules and Regulations for further information concerning the balconies.

Conduct on the balconies is owner responsibility. The Association can provide guidelines but cannot “police” conduct on private balconies.

1. Small children and pets should be closely supervised.
2. The number of people on the balcony should be limited.
3. Pushing, shoving or climbing on the railings should not take place.
4. Full body weight should not be placed against the railings. The railings are attached and could become loose or unattached.
5. Flammable materials should not be on the balconies. Candles should have an enclosed flames.
6. Nothing should be thrown or dropped from the balconies.

WINDOWS AND DOORS

Flags and signs must not be displayed in windows or on doors.

If an existing window treatment is going to be changed to anything other than an all white lining showing from the outside, the changes must be submitted to the Board. The Board will try to accommodate any reasonable request, however, consideration will be made as to how the window treatment will look on the outside of the building. Aluminum foil or other materials not deemed traditional window treatment materials are prohibited.

WINDOWS:

Units 101 and 106 have 3 sets of double windows with glass paned semi-circular arches over them; one larger set of double windows with a modified glass paned arch over them; one set of double windows.*

**The term double window refers to a window design that has two panels opening from the inside out from the middle of the window.*

Units 201, 301, 206, and 305 have 5 sets of double windows.

Unit 202 has 4 sets of double windows and 1 large bay window with 6 glass panels.

Unit 205 has 6 sets of double windows.

Units 302 and 304 have 7 sets of double windows.

Unit 102 has 2 sets of double windows with glass paned semi-circular arches over them; 7 panels with 4 that open (Board approved, Owner added)

Unit 105 has 2 sets of double windows with glass paned semi-circular arches over them; 2 sets of double windows.

Unit 204 has 1 set of double windows.

Unit 207 has a two story glass paned arched palladium window with 4 larger panels and 4 smaller panels.

Unit 207 has a two story glass paned arched palladium window with 4 larger panels and 4 smaller panels.

Units 103, 104, 203 and 303 have no windows.

All windows on the front that are visible from the street have grids forming small panes as is required by the building. Other windows also have grids and some have been removed. All windows originally had removable grids.

DOORS:

Units 101, 106, and 207 have no doors visible on the outside of the building.

Unit 102 has two sets of French doors with sidelights and transoms, 5 sets of French doors with transoms, 1 set of French doors, 1 set of French doors with transoms that are hung as doors but do not have hinges and therefore do not open, 1 set of wider French doors (board approved, Owner added)

Units 105 and 205 have 2 sets of French doors with transoms.

Unit 303 has 3 sets of French doors with sidelight and transoms.

Units 103 and 203 have 1 set of French doors with sidelights and transoms and 2 sets of French doors with transoms

Unit 204 has 2 sets of French doors with sidelights and transoms.

25b July 22, 2014

Unit 104 has 2 sets of French doors with sidelights and transoms and 2 full glass doors.

Unit 302 has 2 sets of French doors with sidelights and 2 sets of French doors.

Unit 304 has 2 sets of French doors with sidelights and transoms and 2 sets of French doors with transoms.

Unit 202 has 2 sets of French doors with sidelights and transoms; 2 sets of French doors with transoms.

Units 201, 301, 206, and 305 have *French Balcony doors and will be addressed as such after the door information.*

Some doors have grids and some do not; the same with the sidelights. Some doors have screen doors attached over the glass door.

FRENCH BALCONY DOORS:

Units 201, 301, 206 and 305 have 1 set of French balcony doors.

The French balcony doors open as doors with the appearance of doors but are used as windows as there is no place to stand on the outside of the building; all French balcony doors have a railing for security.

COMMON AREA DOORS: All common area doors which include 8 inside stairwell doors; 3 maintenance closet doors; 2 outside doors; 1 set of French doors with sidelights at the front door and 1 garage door are the responsibility of The Association to maintain aesthetically as well as keeping them in good working order.

OWNER ADDED DOORS: All owner added doors such as screen doors as well as courtyard doors and gates are the owner's responsibility to maintain aesthetically as well as to keep in good working order. The Board of Directors may approach an owner with the request to repair an owner door at the owner's expense in the event it is deemed necessary by the Board.

OWNER DOORS: All owner doors must be maintained aesthetically as well as kept in good working order by the resident. These doors include front doors, balcony and courtyard doors as well as the sidelights and transoms that accompany the doors.

The maintenance and responsibilities include:

1. Inspections to insure the door, the threshold and door frame have not deteriorated. If deterioration is discovered, steps need to be taken immediately to repair the damage. **If the damage includes damage to an adjacent unit or units or is considered in danger of damaging an adjacent unit or units, the Board will become involved to determine if the door, threshold, or frame needs to be *repaired or replaced*.**
2. Owners are responsible for all inside painting and maintenance of the thresholds.
3. The Association is responsible for all outside painting with the exception of owner added screens. It is usually apparent if the screens are original or were

added; in the event of a dispute the Board of Directors will make the determination. The frame of the screens must be painted to match the outside trim of the building.

4. All glass must be kept in good repair at the owner's expense. If cracks or breaks in the glass occur, they must be replaced in a timely manner. If condensation appears between the glass and it is visible from the outside, it must be replaced in a timely manner.
5. All doors must be secure any time they are not being used, especially if the wind could catch them creating a noise problem or damage to the doors or building.
6. The glass that can be seen from the outside should not be tinted or altered, as tinting compromises the integrity of the inside seal.
7. Glass in doors may be replaced with sound barrier glass subject to Board approval as long as it does not alter the look of the door from the outside.
8. Replacement of doors must comply with the standard look of the building and must be Board approved.
9. All doors must lock for security of the building.

OWNER ADDED WINDOWS: Any windows which have been added to the original design of the building must be owner maintained aesthetically and in good working order to conform to the overall look of the building.

WINDOWS: All windows will be maintained by the owners under the direction of the Board of Directors with owner input in order to conform with the overall look of the building.

1. Inspections by the owner to insure the window frame, glass and mechanisms are in good working order. It is the responsibility of the owner to report any malfunctions or deterioration of a window to the Board of Directors with a plan to repair the damage.
2. The Association is responsible for the outside painting with the exception of owner added windows.
3. The Board of Directors will expect the owner to rely on advice from a company who carries the same make of window installed in the building to determine how to proceed with repairing or replacing the window. The owner may also obtain another opinion from someone who is acceptable to the Board. The Board of Directors will have final say on the repair or replacement of windows to ensure it conforms to the overall look of the building and protects the building or neighbor's property from damage.
4. The glass should not be tinted or altered that can be seen from the outside of the building.
5. Glass in the windows may be replaced with sound barrier glass prior to Board approval as long as it does not alter the look from the outside.
6. Fire escape windows must be identified and kept in good working order without their being painted shut either from the outside or the inside.
7. All front windows must comply with grids inside the windows to conform to the unified look of the building.
8. The mechanical apparatus of the window should be kept clean and oiled if necessary.
9. Weather proof stripping for windows are owner responsibility both financially and to maintain; the material must not show from the outside.

FRENCH BALCONY DOORS: All French balcony doors must be maintained aesthetically and kept in good working order by the owner.

The maintenance and responsibilities include:

1. Inspections to ensure the door, the threshold and door frame have not deteriorated. If deterioration is discovered, steps need to be taken immediately to repair the damage. If the damage includes damage to an adjacent unit or units the Board will become involved to determine if the door, threshold, or frame needs to be replaced.
2. Owners are responsible for all inside painting and maintenance of the thresholds.
3. The Association is responsible for all outside painting.
4. All glass must be kept in good repair at the owner's expense. If cracks or breaks in the glass occur, they must be replaced in a timely manner. If condensation appears between the glass and it is visible from the outside it must be replaced in a timely manner.
5. The glass that can be seen from the outside should not be tinted or altered in any way that can be seen from the outside.
6. Glass in the doors may be replaced with sound barrier glass subject to Board approval as long as it does not alter the look of the door on the outside.
7. Replacement of doors must comply with the standard look of the building and must be Board approved.
8. All doors must lock for security of the building.
9. All weather proof stripping is the responsibility of the owner both financially and for maintenance, the material must not show from the outside.
10. Screen doors may not be added to the French balcony doors.

25g July 22, 2014

ROOF

All air conditioning units are located on the roof and as they need to be serviced, repaired or replaced, the Association has established guidelines for service companies to follow to protect the roof.

Owners are responsible for monitoring the workmen they employ and informing them to protect the roof from damage from their equipment and parts.

Any damage should be reported immediately as it could result in leaks and therefore damage to the interior of the building.

Excessive damage resulting in costly repairs has occurred in the past due to carelessness. Therefore our goal is to prevent damage and keep the roof in good condition.

EXERCISE EQUIPMENT

Exercise equipment is located in the garage in a parking space that is impossible to be utilized by an automobile and is unassigned to any one apartment.

Owners and guests using the equipment are required to sign a liability waiver and have it on file in the President of the Board's Westbury file.

Anyone using the equipment is asked to:

1. Clean the equipment if necessary after use.
2. Report any malfunctions of the equipment.
3. Wear proper clothing and shoes, i.e. walking or running shoes on the treadmill and rowing machine and no loose fitting clothing that could become tangled in the rowing machine.
4. Be instructed as to proper use of the equipment.
5. Be responsible for any guests using the equipment.
6. Not allow small children to use or play around the equipment.
7. Not to place anything in the area without prior approval of the exercise committee.

Everything in the exercise area has been donated or loaned by owners at The Westbury and the area is maintained at no cost to The Westbury Association. A volunteer committee takes care of the maintenance and decides what to place in the area.

LIBRARY

A library is located on the third floor in a bonus room that is also used to store the pads and mats for the elevator. All owners and guests have access to the library and the doors are unlocked. The honor system for returning borrowed items is in place and it is unnecessary to sign item in or out.

Anyone using the library is asked to:

1. Keep the library tidy and free from debris.
2. Report any unusual circumstances including items not appropriate for the library being left in the room or material unsuitable for general viewing left in the room.
3. Return borrowed items in a timely fashion.
4. Consider donating to the library.

The library committee accepts donations of paperback and hardback books, movies, books on tape, CDs, original artwork and photographs. The committee has the final decision as to what is placed in the library.

The library may be used as a quiet area for reading and may be used for Board meetings when necessary. A wheelchair has been placed in the library and may be borrowed if needed. All the items in the library except the pads and mats for the elevator and possibly some maintenance supplies have been donated or loaned by the owners at The Westbury and the library is maintained at no cost to The Westbury Association. A volunteer committee takes care of the maintenance and decides what is placed in the library.

WESTBURY COMMON

A grassy area behind The Westbury accessed by walking around the building on the east side provides an outdoor common space for residents to enjoy the outdoors and benches are available.

Anyone using the outdoor common area is asked to:

1. Keep the area free from debris.
2. Remember noise and voices are easily heard by residents of The Westbury and by neighbors.
3. Closely supervise any small children or pets.

Any non-plant items in The Westbury Common area have either been loaned or donated to the area by the owners at The Westbury and are maintained at no cost to The Westbury Association. All the plants, trees, and grass are maintained by the landscape service contracted by The Westbury Association. A volunteer landscape committee decides what to place or plant in the area.

TRASH

The Westbury uses private trash pickup service. These services do not include large boxes, appliances, etc., but rather the day-to-day disposable trash.

1. Residents are requested to put their normal household trash in plastic bags, to tie the bags tightly, and then to place them in the appropriate closet located on each floor. Please do not leave “smelly” garbage in the unventilated trash rooms.
2. The Westbury cleaning service for the cleaning of the common areas picks up the normal household trash from the closets and places it in the trash cans located in the outside collection area.
3. Residents are requested not to place trash in the garage or common areas for pickup. It is not the responsibility of the cleaning service to remove such owner’s trash.
4. Trash removal related to moving or construction is the owner’s responsibility.
5. It is the responsibility of the resident to make arrangements with a private service for having large items, or unusually large amounts of trash (such as from a party or similar event) picked up for disposal.
6. The large trolley in the parking garage is for use by the cleaning crew to remove trash bags from the trash closets and should not be used for discarding items.

RECYCLE

1. Recycle trolleys are located in the parking garage and in the outside trash enclosure area.
2. The recycle guidelines are listed near the recycle trolleys in the parking garage.
3. The recycling program for The Westbury is managed by a volunteer committee.

PETS

1. Caged birds, small dogs and house cats are acceptable pets at The Westbury. Owners are required to fill out a Pet Application for each pet prior to closing and present it to the Board of Directors. Applications may be obtained by contacting the Board of Directors.
2. Owners with pets requiring routine outside walking are requested when possible to use the stairways to exit and enter the building and to refrain from using the front entrance or elevator.
3. Pet owners are requested not to let their pets relieve themselves on the front or east lawns or on the shrubbery of The Westbury property. Owners are requested to pick up after their pets by utilizing "scoopies" or whatever other means may be necessary.
5. The Board of Directors reserves the right to limit the size of the pet and the number of pets per unit. Guest pets must have Board permission, proof of current vaccinations, and abide by all pet rules.
6. Abuse of "Pet Rules" as determined by the Board of Directors shall result in pet owners being notified to remove their pet from the premises and to be assessed all costs to clean or restore The Westbury to preexisting conditions.

Any issues specifically not listed above requires Board approval.

EVENTS

Most owners will wish to host parties or similar events from time to time. This is your home and is for your enjoyment. It is also home to your neighbors. We ask that your events be:

- Announced by posting or emailing reasonable notice.
- Valet parking is encouraged for large parties.
- Planned to assure adequate parking arrangements.
- Planned to allow unobstructed access to the building for your guests and neighbors. The plan should not be so unrestricted as to violate the building's security.
- Considerate as to house and noise levels for a close-quartered community such as ours.
- No unlawful, obnoxious or offensive activities are to take place in or surrounding any unit.

Open containers of alcohol should not be present in any of the common areas of The Westbury unless prior arrangements have been made with Board approval. This is not to say you cannot walk down the hall to your neighbors with a glass of wine or sit in the Westbury Common and enjoy a cocktail, it means if you have a group of people of legal drinking age and you plan for them to be in the common areas, it needs to be decided ahead of time and approved by the Board. Spilled drinks, noise level and decorum are concerns in shared spaces; legal liability is an issue as well as neighborly consideration.

CHILDREN AND TEENAGERS

Visiting children and children in residence in order to live in harmony with the other residents must be made aware of certain expectations either by their parents, grandparents, or supervising adult. Dependent or visiting children or visiting grandchildren of all ages are expected to follow the rules set forth in The Westbury Guidelines.

1. Running and loud noises in the parking garage, lobby, or common hallways and stairwells are disruptive to other residents.
 2. Toys, strollers and such are not allowed to be stored or played with in the parking garage, lobby, or common hallways and stairwells for safety reasons.
 3. Congregating in the parking areas outside especially at night is disruptive to other residents.
 4. Smoking in common areas outside, in the parking areas, or inside The Westbury is discouraged both for safety reasons and the mess it makes.
 5. Discretion is to be used in giving out the code to the front door and should be reserved for family and close friends. Casual acquaintances and large groups should call from the front door or be met at the front door.
 6. No underage drinking will be tolerated in any of the common areas of The Westbury.
 7. Illegal drug use will be reported to the authorities.
 8. Congregating in the lobby area for long periods of time is disruptive to other residents and guests, as is constant use of the front door to enter and exit.
- Guests should arrive and exit as needed, however, multiple trips to and from cars

for whatever reasons, or to smoke in the parking lot is disruptive to other residents.

9. As with adult events, the schedule must be emailed or posted with the owner of record in residence at all times during a party. Arrangements must be made in advance for parking and for monitoring the front door and establishing a start and end time as with all residents. Reasonable hours should be observed at all times.
10. No illegal activities will be tolerated in the common areas.

Damages or injuries resulting from illegal activities will violate the Association insurance coverage.

GUEST ETIQUETTE AT THE WESTBURY

As an owner occupied property, The Westbury prohibits renting apartments except for a one time hardship Board approved case. Therefore any type of bartering such as an apartment being sold as an auction item or traded for another property falls under the rental umbrella.

The Westbury bylaws prohibit long term occupants other than immediate family members from living in the apartment.

Guests are a common and welcome occurrence at The Westbury when the owners are in residence. However, when the owners are not in residence, the following guidelines should be taken into consideration.

The Westbury does not have an office, a doorman, or an employee who could meet a guest and show them how to access the building. The owner or a representative of the owner (the representative could be a relative, a friend, a neighbor, or a Board member) must be on hand to show a guest the following:

1. How to access the front door.
2. How to access the elevator with the code.
3. How the front door telephone works.
4. How to access the side doors in the event of a power failure.
5. How to access the garage and where to park.
6. Locate the trash closet closest to the apartment and explain all trash must be

placed in bags and tied tightly at the top.

7. Locate the fire extinguishers closest to the apartment and the fire alarm pulls in the hallways.
8. Locate the stairwells including the ones to the parking garage.
9. Locate the water turn off valve inside the apartment.
10. Explain how the balcony doors work.
11. Explain the rules about entertaining as outlined in The Westbury Rules and Regulations.
12. Provide emergency phone numbers as outlined in The Westbury Rules and Regulations.
13. Caution about the use of candles and smoking materials.

A guest staying in the apartment without the owner should have a checklist when leaving.

1. Are the lights turned off?
2. Are all the appliances turned off or unplugged, especially irons and coffee pots?
3. Is there any water dripping or commodes running?
4. Are all the doors and screen doors secured so they don't get caught in the wind?
5. Is the front door locked?

Owners whether in residence or not will be held responsible for a guest's conduct or any damages. The insurance deductible is \$5000 and the owner will be responsible for any damages up to that amount and depending on the circumstances, possibly the entire amount. Therefore the owner should take into consideration the following:

1. Guests visiting with pets must adhere to the pet rules in place at The Westbury

which include size, temperament, training, and health. Pets are limited to cats and dogs.

2. Visiting dependent or underage children should not stay in the apartment without adult supervision.
3. Guests should be limited to the number who can comfortably stay in an apartment. Most apartments in The Westbury accommodate two to four guests.
4. Guests are required to follow the same rules and guidelines as the residents.

The Westbury Board must be notified of any guests staying at The Westbury without the owners present. The date and length of stay should be on record prior to the guest arriving. The Westbury Board should also have the name and phone numbers for the representative of the owner meeting the guest or guests.

Unlike a single family home The Westbury is a shared building. Anything that would put one apartment at risk could also put seventeen other owners at risk. This could include damages or lawsuits. Good judgment should be used any time an absent owner has a guest in residence. The owner should know the guest or guests personally and feel confident the guest would be respectful of the neighbors and the building.

SALE

The Owner is required to notify the Board of Directors as soon as an apartment is listed for sale, supplying both the name of the real estate agent and the asking price.

When an apartment is listed for sale, the Realtor is to have a copy of the bylaws and the rules and regulations.

An "Information for Real Estate Agents" is available from the Board of Directors. The seller should secure this document and give it to the listing agent.

RENTAL

1. A bylaw amendment prohibits the leasing/renting of apartments of The Westbury. (see Real Estate Handout for additional information.)

THE WESTBURY

INFORMATION FOR REAL ESTATE AGENTS

In order to help you better market the property that you have been asked to represent, The Westbury Homeowners Association offers the following information. Please make your potential buyers aware of the following rules and bylaws:

1. RENTING: No Owner shall rent his unit. However, to meet special situations, the Board of Directors shall, upon application, grant permission to any owner to lease his/her Unit, on one occasion only, for a period of not less than six (6) consecutive months and not more than twelve (12) consecutive months.

Applicable hardships are limited to the following:

- A. Death of Unit Owner-Rental to be allowed during probate period.
 - B. Loss of job or temporary job transfer.
 - C. Owner becomes ill or disabled and is confined to a hospital or nursing care facility.
 - D. Additionally, no Unit is to be principally occupied by anyone other than a Unit Owner and/or member of his/her family. Guests and "house-sitters" may occupy a Unit for periods not to exceed six (6) months.
2. CHILDREN: While children and grandchildren are encouraged and adored during their visits to The Westbury, the property and the lifestyle of the residents is not necessarily conducive to children in residence. For instance, there is no outdoor play area; West End Avenue is an extremely busy street at all times; the parking garage may not be used as a play area as cars leave and enter the garage; toys and strollers may not be stored in the hallways, stairwells or common areas both for safety reasons and because it is a shared space. Children running and loud voices are heard from floor to floor and apartment to apartment. Unsupervised use by small children of the elevator or the garage door is unsafe as they are mechanical. Due to door codes at the front door and parking garage access to the building is difficult while trying to juggle car seats, strollers or while holding on to toddler's hands. Dependent or visiting children should not spend the night without adult supervision for safety reasons and decorum. Children of driving age are discouraged from congregating in the parking lot as voices carry especially at night and loud music can disturb other residents, as can slamming of car doors and constant use of the front door. Smoking is not permitted in the common areas by anyone. Underage persons consuming alcohol or walking around with open containers of alcoholic beverages is absolutely not permitted in any common area of The Westbury inside or outside. The use of illegal drugs at The Westbury is considered a criminal offense and will be reported to the authorities.

3. **PETS:** Although the bylaws prohibited pets, at the Annual Meeting in March, 1993, the Board of Directors subscribed to a "rule of reasonableness" concerning well-mannered pets. Should such pets create a clear nuisance, a negative effect on unit values, or damage as determined by the opinion of the Board, a Unit Owner will be asked to remedy the situation.
4. **SIGNS:** As per the bylaws, no signs of any kind may be displayed on Westbury property or in windows.
5. **OPEN HOUSES:** Prior to the Open House being advertised the agent must receive Board approval. Signs may be placed outside on Saturday and Sunday of the weekend of the Open House. For security reasons and the protection of The Westbury residents, agents should have someone at the front door at all times during the Open House and stay with the potential buyers in the Unit for sale and in the halls. Please be sure the potential buyers leave the building.
6. **MOVE IN:** A move-in should be scheduled in advance with the property manager. Moving in should be done through the garage and side doors. No move-ins are allowed through the front door and lobby. There is a move-in fee due at time of the move-in.
7. **ASSESSMENTS:** Assessments may be necessary from time to time. Inquire of The Westbury Board of Directors.
8. **ORIENTATION:** The buyer needs to meet with a representative or representatives from the Board of Directors to review The Westbury Guidelines and any proposed renovation prior to closing.
9. **DRYER:** The Westbury as of September 28, 2005 requires that new dryers to the building or any replacement dryers to the building be "self-venting". This is a requirement and not a request.
10. The buyer is required to provide a copy of the HOME INSPECTION REPORT to the Board of Directors.
11. **RENOVATIONS:** The buyer should submit plans for renovation to the Board of Directors prior to closing to verify the renovations proposed meet within the accepted guidelines for The Westbury.

The Association encourages the selling agent to make copies of this information and leave it in the Unit for sale for the benefit of other agents who may show the Unit.