

Villa Madeleine Resort Condominium Association ("VM") Rules & Regulations

Effective Date: May 1, 2017

1. No activity shall be carried on within any individual villa, or on or within the resort property as a whole, that constitutes a violation of any law, government rule and/or regulation, VM documents or which constitutes a nuisance.
2. No occupant of a villa shall make or permit any disturbing noises to emanate from a villa or do anything therein to interfere with the rights and reasonable comfort and convenience of the occupants of any other villa. Villa Madeleine quiet hours are between 9 pm and 9 am.
3. No occupants shall discharge any sweepings, rubbish, chemicals or grease cutters other than household detergents into the sewage system. Feminine products should not be flushed down the toilets.
4. No occupant shall keep a pet within any villa unless written permission has been given by the board. See Appendix A.
5. No clotheslines shall be installed in any part of a villa which can be seen by occupants of another villa. No towels, bathing suits or other laundry shall be hung over any walls visible to occupants of other villas.
6. No planting or landscaping of common areas shall be allowed without prior approval from the VM Property Manager.
7. Trash receptacles are located around the parking areas. All trash must be tightly secured in plastic trash bags.
8. Please conserve rain water as rain is our only free source of water. See Appendix B.
9. No jumping or diving in villa pools, as the depth does not permit this and can cause injury. There shall be no climbing on any structure or wall within the VM complex. Pools are cleaned weekly by Villa Madeleine staff members who enter the pool area via the locked back door entrance to the pool.
10. No awnings shall be installed without board approval and must be either yellow or white. No curtains, drapes or other window decorations shall be placed in any window without white backing. Umbrellas on the pool deck shall be yellow or white. No logo umbrellas are allowed.
11. No lock may be installed or changed on any exterior door without VM Property Manager's approval. Doors should be locked when leaving villas. Villa Madeleine does not take any responsibility for theft.
12. Only one vehicle per unit may occupy the adjoining parking area to the villa. If more than one vehicle is used per unit it must be parked at the lowest level parking area near the tennis courts. When leaving the villa for any extended period of time (more than 2 days) vehicles should also be parked at the lowest level parking area near the tennis court and a key shall be left with the VM Property Manager. Any vehicle blocking another may be towed without warning at the expense of the owner. Designated handicapped spaces are available from the VM Property Manager if you have a valid handicap parking permit or are using a walker or crutches. All parking areas are for automobiles only and not available for boats or other recreational vehicles.
13. Physical changes to the structure, both inside and outside the unit must be approved by the board in writing including adding, eliminating or modifying an exterior opening of the villa or roof, adding or removing any equipment to the exterior of the unit including air conditioners, vents, storage units and awnings (as noted in #10 above).
14. The entry of each villa is part of the common area and shall not be used for storage except small tables and chairs, plants or small decorative items.

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15. Rentals of less than 5 days are not permitted. Owners or their rental agents are responsible for providing renters with these rules and regulations by which they must abide. The owner or rental agent is responsible for notifying the VM Property Manager of renters' arrival at least one week in advance.
16. Hurricane Protection Plan. (In effect July 5 to December 10th) See Appendix C.
17. A fine of \$50.00 per day will be levied against the owner if these rules and regulations are found to be in violation until the violation is corrected. Fines levied due to renters' violations are the owner's responsibility for payment.
18. The proper procedure for requesting maintenance on your villa is to send an email request to the VM Assistant and cc the board president or their designated contact shown below.

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Appendix A

Pet Rules and Regulations

I. General

A. Subject to prior written approval (which may be withdrawn at the board's discretion) certain pets may be allowed to reside with owners of Villa Madeleine. Renters, tenants and guests may not have pets on the premises. Only one pet per unit is allowed.

B. Allowable pets shall include only dogs and cats, subject to these rules and regulations.

C. Non- Permitted pets: Dogs that exceed 25 pounds in weight when mature. Breeds not allowed: Pit Bulls, Rottweiler, Doberman, Akita, Bernese, Canary dog, Chowchow, Husky, Karelian Bear, Rhodesian Ridgeback, German Shepherd, Alaskan Malamute and any other potentially aggressive dog or breed based on the discretion of the board. Reptiles, birds, rodents, mammals and other creatures are not allowed. Dogs previously approved will be "grandfathered," in exception to the 25-pound rule. This will only apply to the specific animal and will not be construed to imply approval for a replacement animal.

D. Owners must request approval from the board and register their pet with the Association by providing a photo, the pet's name, weight, breed, color, gender, age and a copy of the license, rabies vaccination certificate, and verification of insurance coverage for liability to cover loss to anyone harmed by the pet. Prior to the pet's arrival to VM the owner must sign a document indicating they understand the pet rules and regulations of VM and will abide by them.

II. Requirements and Restrictions

A. Pet owners may only allow pets to relieve themselves on the common green space immediately outside the owners front entry porch or on the lower green space beside the sewer plant. Owners must prevent pets from relieving themselves on any other green spaces, landscaped areas, walls, walks, paving, plantings or other common elements of Villa Madeleine.

B. Pet owners are responsible for the immediate cleanup, removal and proper disposal of animal waste. All animal waste including cat litter shall be tightly sealed in a plastic bag and placed within the owner's sealed household trash bag prior to being placed in an outside trash receptacle. Animal waste including cat litter must never be placed in the outside trash receptacles until it is double bagged within a second sealed plastic household trash bag.

C. Pets are not permitted within the common elements of Villa Madeleine unless they are carried or leashed. Leashes may not exceed six feet in length. Pets must be kept under control of the pet owners at all times.

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D. Owners are responsible for any property damage, injury or disturbances their pet may cause or inflict.

E. All pets must be spayed or neutered if 6 months or older.

III. Nuisances

The following shall be grounds for complaint and finding of a nuisance:

A. Pets running loose.

B. Pets relieving themselves on any area except as noted in Section II. A above.

C. Pets causing unsanitary, dangerous, damaging or offensive conditions.

D. Pets making or causing noises of sufficient volume to interfere with other residents' rest or peaceful enjoyment of the property.

E. Allowing any pet to molest, bite, attack or otherwise interfere with the freedom of movement of others on the common elements, to attack other pets or to create a disturbance in any other way.

F. Feral cats or feral dogs are not allowed on Villa Madeleine property and no occupants shall feed or house a feral cat or feral dog within the Villa Madeleine property lines.

IV. Procedures for resolving Pet Problems

If a pet causes any of the above nuisances, this shall be cause to remove the pet from Villa Madeleine.

Any owner or resident concerned with a pet-related problem should do the following:

A. Send a written complaint to the board with a copy to the VM Property Manager documenting the problem as thoroughly as possible. Documentations should include identification of the pet involved, unit where it is residing, a description of the problem or disturbance and dates/times of problems/disturbances. Upon receipt of this written complain, the VM Property Manager shall speak to the pet owner about the situation and try to rectify the problem.

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B. If verbal warning from the VM Property Manager does not resolve the issue, the board shall provide written notice to the villa owner and upon investigation may initiate enforcement action including withdrawal of the pet approval and removal of the offending pet from the property. All fines, fees and other costs and expenses to enforce this regulation shall be assessed to the villa owner.

Appendix B

Cistern Water and Water Purification

Villa Madeleine Condominium villa owners are solely and exclusively responsible for the testing, purifying and maintaining the quality of water used in their individual villas. The process is technical and requires a certain level of knowledge, skill and attention which Villa Madeleine is not equipped to oversee.

Villa Madeleine is not in a position to make specific recommendations as to purification practices. There are companies on St. Croix which offer water purification, filtration equipment systems and services.

Appendix C

HURRICANE PROTECTION PLAN

Hurricanes pose a threat to safety and property in the Virgin Islands. It is acknowledged that there may be many times when a hurricane is predicted and it simply misses. However in order to protect and preserve the assets of Villa Madeleine and our individual villa owners, the following policy shall be implemented. Scheduling and execution of the plan shall be the responsibility of the VM Property Manager.

Corrugated Plastic Window Panels:

In order to save preparation time in the event of an approaching hurricane, the VM Property Manager and Staff shall install corrugated plastic panels securely fastened on the exterior over the glass picture window at villa Guest Bedrooms during the period of July 15 through November 30 annually. Panel installation shall start no earlier than July 5 and shall be completed by July 15 annually. The VM Property Manager shall email Board confirmation upon completion. The VM Property Manager shall have all plastic panels removed by no later than December 10, annually.

Hurricane Emergency Protection Plan:

Upon notification that a hurricane is heading toward St. Croix, the President, after consultation with the VM Property Manager and other Board Members (if available,) shall make the decision to implement the Hurricane Emergency Protection Plan. This includes approving any required overtime hours and/or temporary labor costs needed to accomplish the tasks prior to the hurricane's arrival. The President shall notify all Board members via email regarding the decision to implement the plan.

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The VM Property Manager and all Staff shall immediately proceed to bring all outside deck furniture and any other furnishings including plants, grills, tables, floats, and benches inside the villas, including benches or other items on the front entry porches. All corrugated plastic panels on Guest Bedrooms not installed per owner requests, shall be securely installed. French doors shall be boarded with plywood. The VM Property Manager shall inspect and confirm to the Board via email the completion of the above work prior to hurricane arrival.

Post Hurricane Response:

The property and each villa shall be inspected by the VM Property Manager and Staff as soon as possible following a hurricane in order to assess and document visible damage. Action to prevent further damage shall be undertaken at that time by the VM Property Manager and Staff.

An emergency meeting of the Board and VM Property Manager shall convene as soon as possible following a hurricane event in order to assess and determine what, if any, additional action should be taken. The VM Property Manager shall report on the condition of the property and each villa at that time.

A report detailing known damage to villas shall be provided to Owners or Agents as soon as possible by the VM Property Manager. A brief report shall be sent to all Owners and Agents from the Board following a hurricane indicating the overall condition of the property following the hurricane.

If an Owner or Agent intends to use or occupy a villa after a hurricane or tropical storm event which has impacted St Croix, it is their responsibility to request via email at least two weeks prior to travelling and to have received, a report from the Board indicating the habitability of the villa and/or to confirm plywood boarding placed over the French doors will be removed prior to their arrival.

Individual Owner Requests for Guest Bedroom Plastic Panel Removal:

Corrugated plastic panels are scheduled to go up once per year and be removed once per year. If an Owner or Agent requests the Guest BR corrugated plastic panels not be installed, they must do so via email to the VM Assistant prior to July 5 each year and the VM Property Manager shall not install them. If the Hurricane Emergency Response Plan is implemented, the panels will be installed and a service fee of \$100 shall apply.

If an Owner or Agent requests the Guest BR corrugated plastic panels be taken down after being put up for the season, they must do so via email to the VM Assistant and the VM Property Manager shall have them removed. A service fee of \$100 shall apply. Once panels are removed, panels shall not be reinstalled unless the Hurricane Emergency Response Plan is implemented and in this event, a service fee of \$100 shall apply.