

RECORD OF ACTION OF THE BOARD OF DIRECTORS
OF
TOWNES OF BUCKINGHAM TOWNHOME OWNERS ASSOCIATION, INC.
(Establishment of Rules and Regulations)

Dated: November 26, 2018

NOW, THEREFORE, the undersigned, being a majority of the Directors of Townes of Buckingham Townhome Owners Association, Inc. record that effective the above date, they adopt the following resolutions:

WHEREAS, the Board of Directors of Townes of Buckingham Townhome Owners Association, Inc. is empowered to govern the Homeowners Association pursuant to Article 2, Section 2.9 of the Bylaws; and

WHEREAS, Per Article 6, Section 6.1 the Board has the right to establish and amend from time to time, reasonable rules and regulations; and

WHEREAS, There is a need to establish and clarify rules and regulations and to amend the current fine and fee schedule; and

WHEREAS, it is the intent that these policies shall be applicable to all owners, occupants, and guests within Townes of Buckingham Townhome Owners Association, Inc.

NOW, THEREFORE, BE IT RESOLVED THAT the following policies are hereby adopted by at least a majority of the Board of Directors as signified by their signature and affirmative vote; and

BE IT FURTHER RESOLVED, that the Manager, acting on behalf of the Association, shall provide notice to all members of the Association of the policies and procedures provided herein by mailing a copy of the resolutions to each of the addresses last shown in the records of the Association and shall e-mail blast an announcement and post a copy to the community website; and

BE IT FURTHER RESOLVED that the policies and procedures shall be effective as of January 1, 2019. This resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

[Signature page follows this page]

IN WITNESS WHEREOF, the following Directors of this association have hereunto subscribed their names
this 26 day of November, 2018.

Samantha Colletti

Samantha Colletti, President

☒ **Vote**
☒ Yes ☐ No ☐ Abstain

Omar Khan

Omar Khan, Secretary

☒ Yes ☐ No ☐ Abstain

Meghan F. Gilroy

Meghan Gilroy, Treasurer

☒ Yes ☐ No ☐ Abstain

Fangyi Song

Fangyi Song, Member 1

☒ Yes ☐ No ☐ Abstain

RULES AND REGULATIONS

TOWNES OF BUCKINGHAM TOWNHOME OWNERS ASSOCIATION, INC.

November 26, 2018

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I. GOAL OF THE RULES AND REGULATIONS

It is important that we preserve the living and architectural style that the Townes of Buckingham Townhomes represent. The goal of these Rules and Regulations is to provide reasonable, practical guidelines for the operation of the Townes of Buckingham. All residents and guests are obligated to comply with these Rules and Regulations and the Association's Governing Documents. Based upon the governing authority outlined in Article 6 of the Bylaws and Section 7.4 of the Declaration, the Board of Directors of the Association may adopt, amend, and/or rescind Rules and Regulations as deemed necessary or appropriate. References to the Association mean the Board acting for and on behalf of the Association. The terms used in these Rules and Regulations have the same meanings as set forth in Section 1 of the above referenced Declaration.

II. GENERAL REGULATIONS

- 1. Please be considerate of other residents. Owners, Occupants, and their guests may not engage in conduct that is an annoyance or nuisance of any kind to others or that is threatening or harassing in nature. Owners and Occupants are responsible for the behavior of their families, guests, and tenants while at The Townes of Buckingham. The cost of repair of damage to the Property the Association may incur resulting from acts of carelessness, violations, or other inappropriate actions by any Owner, Occupant, Guest, or Invitee may be assessed against the Owner's Unit.

2. **Annoyance** - No Lot or Common Area may be used in a way that annoys neighbors, could reduce the desirability of the Property as a residential neighborhood, may endanger the health or safety of residents of other Lots, may result in the cancellation of insurance on the Property or violates the law. The Board has the sole authority to determine what constitutes an annoyance per Section 7.6 of the Declaration.
3. **Noise and Odor** – Townhomes are not sound proof. Residents and guests must take extreme care to avoid making loud, disturbing or objectionable noises or noxious odors that are likely to disturb other residents. Quiet hours are from 10pm to 9am daily, without exception.
4. **Easement** - Each Owner, by accepting an interest in or title to a Lot, grants the Association an easement of access to enter any part of the Property, without limitation, including the inside of the Townhome, courtyard, and front yard for the following purposes: to inspect the property for compliance with maintenance and architectural standards, perform maintenance in accordance with the Declaration, enforce architectural standards, enforce use restrictions, exercise of self-help remedies permitted by the Documents or applicable law, respond to emergencies, grant easement to utility providers, perform any other duties of the Association as permitted in the Documents
5. **Residential Use** - The Townes of Buckingham community is designed to be a residential community. Business or commercial activities may not be conducted, except as outlined in Section 7.24 of the Declaration.
6. **Trash** - Trash must be placed in proper trash bags no smaller than 13 gallons. For health and sanitary purposes, any violation of this rule will result in financial penalties as outlined in the Fines and Fee Schedule. All trash bags must be securely closed to avoid debris in the community. Trash and recycling may be placed out after 8pm the night before the designated pick-up day. At all other times, trash and recycling must be stored indoors/garage until designated pick-up days.
7. **Yards** - Owners/Occupants must maintain their Yards in a neat and attractive manner that is consistent with the neighborhood, free of weeds and debris. Yards may not be used for storage of any kind. The Architectural Committee may limit colors, number, size and type of furnishings, plantings and other items kept in the yard per section 7.11 of the Declaration.
8. **Guns** – Hunting and shooting are not permitted anywhere on or from the Property per Section 7.18 of the Declaration.
9. **Drainage** – No person may alter or interfere with established drainage unless approved by the Board per Section 7.14 of the Declaration.

III.

COMMON AREAS

1. No plantings are allowed in the Common Areas without prior written approval of the Board. No alteration to the landscaping is allowed without the Board's prior written authorization.
2. The removal of refuse and litter left in the Common Area by Owners, Occupants or guests shall be the responsibility of such Owner or Occupant. Owners shall use their best efforts to keep the Common Areas neat. This includes proper disposal of all pet waste. The Association may provide pet waste bags, however, if bags are not available, it is still the responsibility of the pet owner to remove pet waste from Common Areas and dispose at designated waste stations or trash receptacles.
3. Damage to the Common Areas or property of others caused by Owners, Occupants, Family Members, Guests, or Invitees shall be repaired and paid for by the Owner or Occupant responsible. If the unit is rented or leased the Owner is ultimately responsible for the conduct of his/her tenant and shall be held liable and shall pay for such damage immediately upon receipt of the invoice. The Association may levy the costs to the Owner's account.
4. Any lawn water sources and equipment may not be moved, altered, or removed by any Owner, Occupant or guest.
5. Grilling, playing of music, parties or parades, washing of vehicles etc., are not permitted in any Common Areas unless the Board has provided prior written approval in advance of such activities.

IV.

MEMBERSHIP TRANSFER/HOME RESALE

1. Any Owner contemplating the sale of his or her Unit shall inform the Secretary of the Association, or the designated representative of the Association, of such intent before the Unit is offered for sale. The Association will, within a reasonable amount of time after a written request to the Association's Secretary or its Managing Agent, provide to the seller or seller's agent a Resale Disclosure Certificate as required by Section 8.11.1 of the Declaration. A reasonable charge will be made for issuance of the statement and documents.
2. Within 30 days after taking title to a Unit, the new Owner shall register with the Secretary of the Association and the Managing Agent in writing, by providing the following: a) A copy of the settlement statement or deed, b) Names of all Occupants and Owners of the Unit and the address at which the Owner desires to receive notices if other than the Unit address c) Owner's email address, and phone number d) Any mortgagee's name, address and loan number e) The name, address and phone number of Owner's management company, if any. Complete details on resale may be found in Section 8.11 of the Declaration.

V.

OCCUPANCY AND LEASING

1. No more than 3 people may occupy a Unit-- i.e. one person per bedroom. An exception is allowed for familial status as defined by applicable fair housing laws and permitted by the U.S. Department of Housing and Urban Development. Other than the living area, no thing or

2. Owners leasing their units must supply the following information to the Board and/or its Managing Agent no later than the commencement of the lease as follows: a copy of the lease agreement, the name of the lessee and all occupants of the Unit and Other information deemed necessary by the Board for emergency or health and safety reasons.
3. Owners must supply a copy of the lease agreement information each time their Units are leased to a new lessee or whenever the lease period is extended or renewed with an existing lessee.
4. The term of the lease must be for a period of no less than twelve (12) consecutive months. Owners are prohibited from vacation, air BnB, short term or "hotel style" rentals which means that no lease for less than the entirety of the unit shall be permitted for any period of less than twelve (12) months. Single room rentals shall be permitted only if the owner is also occupying the Unit, provided that occupancy complies with Section 7.22 of the Declaration. Subleasing of Units is prohibited.
5. A receipt must be signed by the Owner and the lessee in form and content provided by the Board that states the lessee has received a copy of and will abide by the Rules and Regulations, and such document must be included as an addendum to the lease agreement. Failure of the lessee to comply with the Documents, federal or state law, or local ordinance is deemed a default under the lease. When the Association notifies the owner of his tenant's violation, the Owner will promptly obtain his tenant's compliance or exercise his rights as a landlord for tenant's breach of lease. If violations continue or are repeated, and/or the Landlord is unwilling, unable, or unavailable to obtain his tenant's compliance, the Association has the power and right to pursue remedies of a landlord under the lease and state law, including eviction of the tenant.
6. No more that 10% of homes may be rented at any given time.

VI.

ARCHITECTURAL AND EXTERIOR RESTRICTIONS AND GUIDELINES

Per Section 6.3.1 the Board of Directors may act as the Architectural Control Committee ("ACC"). In Section 6 below any reference to Architectural Reviewer or Architectural Control Committee shall refer to the Board.

1. Per Section 6.4 and 7.2 of the Declaration, without prior written approval from the Board, no person may modify or change the appearance of the exterior of any Townhome or Yard. Owners and Occupants have the responsibility for obtaining written approval from the Board before making any additions, modifications, decorations, changes, or other improvements or exterior changes to their Units or the adjacent Yard. Certain improvements may also require approval by the City. If any exterior change is made without approval the Association has the right to remove the unapproved items at the expense of the Owner of the Unit.
2. A person may not construct a townhome, make an addition, alteration, improvement, installation modification, redecoration or reconstruction of or to a townhome or any other part of the property if it will be visible from the street, another townhome or the Common

Area are prohibited without the prior written approval of the Board as set forth in Section 6 and 7 of the Declaration.

3. Plans and specifications showing the materials, colors, structure, and location of any proposed alteration must be submitted to the Board and/or the Managing Agent in writing, in sufficient detail to assure its structural soundness, its compliance with the architectural scheme and harmony of the Property and its relation to the surrounding structures and topography of the Property. The Managing Agent assists in the processing and may assist in the review process upon request of the Board however, the Board, as the acting ACC, shall have the final authority with regard to approval for any architectural modification request.
4. Both the Lot and the townhome must be maintained in a manner so as not to be unsightly when viewed from the street or neighboring lots or common areas. The Architectural Committee is the arbitrator of acceptable standards per Section 7.7 of the Declaration.
5. Accessory sheds, dog houses, gazebos, playhouses and greenhouses are not permitted per Section 7.8 of the Declaration.
6. An Owner or resident may not change or add colors that are visible from the street, Common Area, or another unit without prior written Board approval.
7. Balcony carpeting or other coverings are not allowed without written approval from the Board. No permanent installation of balcony carpeting is allowed.
8. Regarding Section 7.13, Residents may have up to 2 potted plants provided that the pots may not exceed 18" in height or width. Additionally, potted plants must be located adjacent to the front door and may not impede access into/ out of the front door. Hanging planters are prohibited. Vines and climbing plants are prohibited. Plants may not interfere with the aesthetic of the community or landscape maintenance and must be kept watered and alive. Dead plants must be removed immediately. Pots and planters must be outdoor grade—made of wood, metal, concrete, or composite materials—in solid color dark wood tones, terracotta, or gray and may not be weathered or distressed in appearance. Potted plants are allowed without restriction in courtyards or balconies provided that they are actively maintained, are not vines/ climbing plants, and do not create a hazard or nuisance. The Board has the sole right to determine which plants and pots are appropriate.
9. Regarding Section 7.13, Residents may have 1) a bench or 2) no more than 2 chairs and a small table near their front door and or on their balcony provided that a) furniture is made of wood, wicker, metal, or composite materials that are considered outdoor grade b) furniture is wood tone, black, or gray in color. c) Furniture may not appear weathered, worn or in disrepair—proper appearance is at the sole discretion of the Board d) Furniture does not restrict access into/out of the front door e) furniture does not interfere with landscape maintenance f) Furniture not meeting the above criteria may still be allowed with written request to the Board. The Association does not bear any liability for the loss or damage to any Outdoor Furniture. Furniture in interior courtyards is permitted so long as it complies with community aesthetic guidelines and does not create a hazard or nuisance.

10. Exterior decorations are allowed as long as the conditions described herein are met and such decorations are not placed in Common Areas. Neither the HOA Board nor the Association bears any liability for the loss of or damage to any Exterior Decoration.
 - i. Wreathes placed on doors and doormats are allowed year-round
 - ii. Without limitation, any decoration determined to be inappropriate (including, but not limited to, decorations containing or promoting hate speech or containing vulgar language or imagery whether explicitly or implicitly) by the Board must be removed immediately by the resident. Should the resident not be able to remove the decoration within 24 hours or not be willing to remove the decoration, the HOA Board may have the decoration removed and disposed of at the resident's expense.
 - iii. Decorations may not be affixed to buildings
 - iv. Any organic material (e.g., pumpkins, evergreen wreathes or garland) must be removed prior to it becoming a hazard or nuisance. If organic material is allowed to decompose, it will lead to immediate financial penalties without a written warning.
 - v. Holiday decorations (e.g., lights, jack-o-lanterns) may not be placed outside more than 14 days prior to the holiday and must be removed within 14 days of the end of the holiday
 - vi. Decorations may not contain a flame
 - vii. Any decoration with light (e.g., Christmas lights) must be turned off by 10:00 PM each night and may not be turned on prior to 7:00 AM each morning
 - viii. Decorations in Common Areas are not allowed unless explicitly approved in advance by the Board in writing. This includes, but is not limited to, items hung in trees (e.g., bird feeders, windsocks) or placed in yards (e.g., gnomes).
11. The entryway to each unit must be kept clean and tidy. With the exception of Potted Plants, Outdoor Furniture, and Exterior Decorations as documented above, entryways may not be used for storage of any item (e.g., household supplies, toys, shoes, clothing, trash, etc.).
12. The following are prohibited activities as they relate to the use of balconies, front sidewalks, and front porches: a) Installation or use of electric lights other than as originally installed by Declarant or as approved by the Board b) Posting of signs or advertisements c) Hanging of garments, rugs, and the like from the balcony railings or use of clothes lines d) Storage of boxes, bicycles, or any items not considered seasonal furniture or accessories e) Placement or use of wind chimes, bells, or any item that creates a noise f) Feeding of birds, squirrels, or other wild animals.
13. All window treatments, curtains, etc. that are visible from the street or another townhome must be maintained in good condition, and must not detract from the appearance of the property. All window treatments are subject to Board review and determination of what is appropriate is at their sole discretion per Section 7.31 of the Declaration.

VII.

SIGNS AND FLAGS

1. Except as expressly permitted by law or under Section 7.25 of the Declaration, signs, flags, advertisement or displays of any kind may not be placed on the property without prior written approval from the Board. The Board has sole discretion over the nature, size, location, number and time period of approved signs. No sign of any sort, other than a security company sign or decal, may be displayed from a door or window of a Unit that is visible from the street,

Common Area or a neighboring Unit. For sale/lease signs are prohibited. Policies regarding exceptions for political signs are clearly defined in Section 7.25 of the Declaration.

2. Each owner has the right to fly the flag on his Lot. Only the United States Flag and/or Texas State flag and/or a flag for any branch of the U.S. Armed Forces may be displayed. All flag displays must comply with public laws. Flags must be wall-mounted to the first floor façade of the house, no in ground poles are permitted. Mounting of a flag requires prior written approval for size and location by the Architectural Committee and Board. No other flags, banners, pennants, kites or similar types of displays are permitted on a Lot if display is viable from a street or Common Area per Section 7.33 of the Declaration.

VIII.

ANTENNAS/ SATELLITE DISHES

1. Antennas, satellite dishes, microwave dishes, and receiving or transmitting towers that are visible from a street or another Lot are prohibited except for as defined in Section 7.27 of the Declaration. Prior to installing a satellite dish, antenna or other receiving device, Owners/Residents must submit an approval request to the Architectural Committee to confirm location, size and appropriate installation of the device. Residents who do not obtain prior written approval may be subject to fines or may have to relocate their dish/antenna at their own expense.
2. All antennas or dish devices must be professionally installed by a qualified individual who is licensed and certified in low voltage installations. If a satellite or antenna is improperly installed it may void the roof warranty resulting in the Owner being responsible for roof repairs or damage to their unit or neighboring units resulting from, improper installation. Any damage to the exterior of the Unit or insulation of Unit/neighboring Units or subsequent costs to repair shall be the Owner's responsibility.
3. All satellite dishes and antennas are subject to inspection by the Association, and in any case of faulty and/or non-compliant installation, the Association Manager will notify the Owner who will be instructed to correct the faulty installation within (14) days. If it is not corrected the Association may disconnect and remove the dish/antenna until such time as it can be installed correctly. All charges for such process and necessary repairs shall be charged back to the Owner.

IX.

VEHICLES: STREETS, PARKING AND GARAGES

1. The Driveway portion of a Lot may not be used for any purpose that interferes with its purpose of vehicular access to the garage. Driveways may not be used for parking or storage including boats, trailers of any kind and inoperable vehicles and may not be used for repair/restoration of vehicles. Vehicles blocking any Driveway will be towed at the vehicle owner's expense.
2. Garages may not be enclosed or used for any purpose that prohibits the parking of two standard-size, operable vehicles therein (i.e., Garages may not be used for storage or converted to any other use if such storage or use prohibits the space necessary for parking two standard size vehicles). Garage doors must be kept closed at all times except when a vehicle is entering or leaving.

3. If a resident or occupant has more than 2 vehicles, additional cars must be parallel parked in designated parking areas. Vehicles that are not parallel parked or not parked in the designated parking areas as outline in item 5 below, will be towed at the vehicles owner's expense.
4. Per section 7.30.2 of the Declaration, without prior written approval the following vehicles and equipment may not be kept anywhere on the property at any time: mobile homes, motor homes, buses, trailers, boats, inoperable vehicles, commercial truck cabs, trucks with tonnage over one ton, vehicles which are not customary personal passenger vehicles, commercial vehicles and any vehicle the Board deems to be a nuisance, unsightly, or inappropriate. Vehicles that transport inflammatory or explosive material are prohibited at all times.
5. Parking: guests and residents with more than 2 vehicles must parallel park in designated guest parking areas per the site map that was approved by the City of Richardson. A site map will be posted to the Townes of Buckingham website and is included in the First Amendment to the Declaration under Appendix A "Real Property Legal Description." This map is also attached to this Document as Exhibit 1. Vehicles must be parallel parked and no vehicle may sit unmoved in guest parking for a period of more than 7 consecutive days without prior written approval from the Board. Vehicles may not park in any other areas not designated for parking per the site map. Vehicles found in violation of these rules will be subject to towing at the vehicle owner's expense. Areas not marked as designated parking are considered Driveways and vehicles left unattended in such Driveways will be towed at the owner's expense.

X. PETS AND ANIMALS

1. No animal of any kind may be bread on the Property for commercial purpose or for food. Customary domesticated household pets may be kept subject to the Rules and Regulations. The Board may adopt, amend, and repeal rules regulating the type, size, number and location of animals and may affect the removal of any animal that violates these rules.
2. No more than 2 pets (combined weight of 100 pounds) may be maintained in each townhome. Of the 2 pets, no more than 2 can be cats or dogs. Permission to maintain other types of household pets must be obtained in writing from the Board.
3. Pets must be kept in a manner that does not disturb the peaceful enjoyment of other residents. No pet is permitted to bark, howl, whine, screech, or make other loud noises for extended or repeated periods of time. The Board is the sole arbitrator of what constitutes a disturbance or annoyance. Any repeated or prolonged disturbance by a pet, such as noise, odor, waste, or threatening or nuisance activity, will be cause for imposition of a fine on the responsible Owner and/or the removal of the offending pet from the Property. Decisions by the Board concerning the removal of a pet shall, upon written request of the applicable Owner, be submitted to a vote by the Board in an open meeting, provided that the requesting Owner shall pay the cost of calling and holding the meeting.
4. Pets must be kept inside and may not be kept on a patio, porch or yard area. No pet is allowed in the Common Area unless carried or leashed. Pets may be walked on the Property only in accordance with local leash laws.

5. It is the pet owner's sole responsibility to clean up after their pet. A resident must prevent their pet from relieving itself in the Common Area or the Lot of another owner. The Association may provide bags, however if bags are unavailable, pet owners must provide their own waste bags and all bags must be properly disposed of in designated pet waste stations. Residents that do not clean up after their pet will be subject to fines and penalties as outlined in the Fines and Fee Schedule for this community.
6. The pet owner is solely responsible for any property damage, injury or disturbance caused by or inflicted by an animal kept on their Lot. The Board, the Association, and other Owner/Residents are indemnified from any loss, claim, or liability resulting from any action of the animal or arising by reason of keeping the animal on the Property.

XI. CHILDREN

Parents are responsible for their children's behavior, welfare, and safety while on the Property.

XII. BARBECUE GRILLS/ FIRE SAFETY

1. Exterior fires are prohibited unless contained in a commercial standard grilling device approved by the Board. Commercial standard grilling devices (i.e., those purchased from a retailer) are allowed as long as they, and an appropriate fire extinguisher, are registered with the Board and are made available for a safety inspection at the Board's reasonable request. With the exception of Barbecues, any item creating or containing a flame is prohibited. This includes, but is not limited to: patio heaters, fire pits, torches, and outdoor candles.
2. Placement and/or use of barbecue grills or outdoor cooking equipment in a manner that causes smoke or smell in adjoining Units is strictly prohibited
3. Use of charcoal grills on balconies or in courtyards are strictly prohibited. Charcoal grills must be 15 feet from any building or flammable structure when in use. Charcoal grills must be stored inside the Unit's garage or courtyard when not in use.
4. No person may disconnect, tamper with, cover, use, misuse or modify the fire safety equipment of the Property, including any sprinkler heads or waterlines in and above the ceilings of the townhome, or interfere with the maintenance or testing of the same by persons authorized by the Association or public officials.

XIII. COMPLIANCE WITH RULES AND REGULATIONS

Enforcement of these Rules and Regulations will be accomplished by the Board of Directors ("Board") or the Association's Managing Agent within the bounds of, and with the authority given to, the Association by the Declaration, the Articles of Incorporation of the Townes of Buckingham Townhome Owners Association, and the By-Laws of Townes of Buckingham Townhome Owners Association, as any of the same may be amended from time to time (with said Declaration, Articles, and By-Laws hereinafter collectively referred to as "Governing Documents"). The Board will use its discretion in setting reasonable fines commensurate with the infraction. For purposes

of these Rules and Regulations, the term "Property" shall collectively mean the Common Areas and Units, as said terms are defined in the Declaration. Unless otherwise described in these Rules and Regulations, terms utilized shall be as defined in the Governing Documents. Waivers of specific Rules and Regulations for specific situations may be granted by the Board if the waiver is based upon an emergency situation.

The Board has the authority to amend these Rules and Regulations and make such other Rules and Regulations, from time to time, as it deems necessary for the use, safety, care, and cleanliness of the Townes of Buckingham community, and for securing the common comfort and convenience of all residents.

XIV. VIOLATIONS/ HEARINGS/ ACCESS FINES

When there is a violation of these Rules and Regulations or the Governing Documents, the Board is authorized to pursue various remedies. These remedies include legal action for damages or equitable relief in any court, imposition of late charges for past due assessments, imposition of reasonable fines for violations, and the correction of any exterior condition in a Unit that violates the Rules and Regulations or Governing Documents. (See Sections 7.4, 11.2, 12.2-12.5 of the Declaration.) Before the Board imposes a fine for any violation, the Board shall serve notice of violation and upon written request of the offending Owner, grant the Owner a fair hearing. Please refer to Section 12.1 of the Declaration for a complete discussion of the rights of an Owner with respect to hearings.

XV. NOTICE TO MEMBERS OF RULES CHANGES

The Board will provide reasonable notice of any changes in these Rules and Regulations to the members of the Association. At least 10 days before the effective date, the Board will give written notice to an Owner of each Lot of any amendment, termination, or adoption of a rule or will publish the same in a community newsletter, on the Associations website, or in any other form or medium that is circulated or available to all members. Any member or resident has the right to comment orally or in writing to the Board about proposed actions. Written comments must be directed to the Board's official communication channels including email via boardofdirectors@townesofbuckingham.com or sent to the physical address of the community's Management Company. The Board will from time to time distribute complete copies of the Rules and Regulations to owners and if the Board so chooses, non-members residents as well. See Section 6.3 and 6.4 of the Bylaws for further detail.

XVI. RECORD OF CHANGES

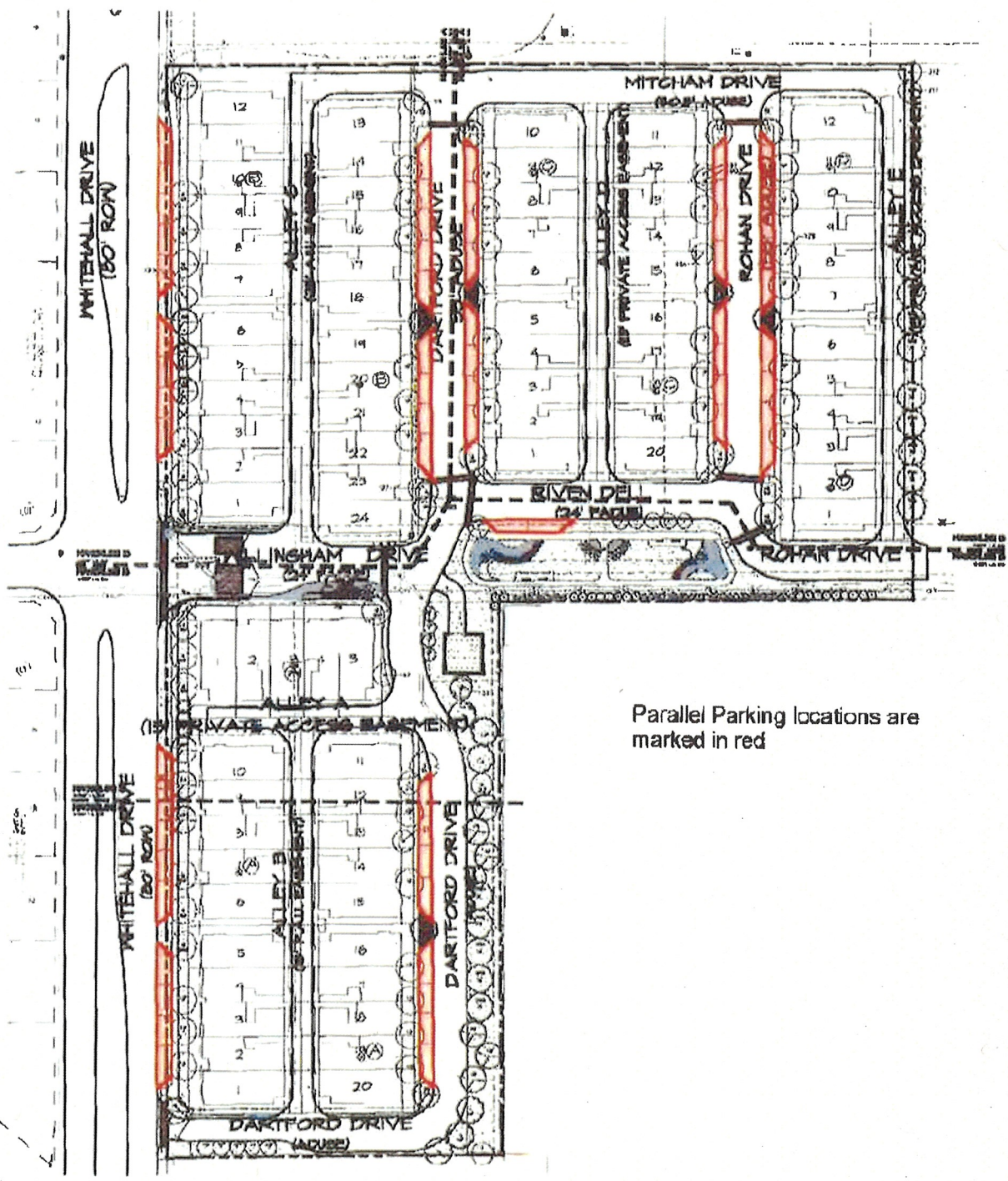
| DATE | SECTION | BRIEF DESCRIPTION OF CHANGE |
|-----------|-----------------|---|
| 11/2/2018 | Entire Document | Rules and Regulations first established |

EXHIBIT 1

TOWNES OF BUCKINGHAM TOWNHOME OWNERS ASSOCIATION, INC.

RESOLUTION OF THE BOARD

Townes of Buckingham Parking Diagram



Parallel Parking locations are marked in red