ADMINISTRATIVE RULES AND REGULATIONS

(SECTION 10 OF THE DECLARATION)

Windham Hill Woods Condominiums

Resident's Manual

This manual is published and distributed to each Association Member to ensure that all members are aware of the Policies and that all units must conform to certain standards (as detailed by the Bylaws and *Resident's Manual*) and any deviation from those standards may result in monetary assessment against those who do not conform with the Bylaws and Manual.

Trash Removal:

1. Removal of trash and recycling is done on Wednesday. Trash should be neatly near the designated area of your unit no earlier than the day before the scheduled pick up (Tuesday).

Pets:

1. State of Maine Leash Law must be observed. No dog shall be permitted in any common area unless accompanied by its owner. It is the responsibility of the pet owner to pick up and dispose of their pets' droppings. The Board of Directors can assess fines if this practice is not followed starting at $25.00 and doubling with each additional occurrence. Owners are responsible for any damage caused by their pets. The Association adopted a motion on 9/8/08 to limit the number of dogs per unit to one, unless unit is grandfathered.
2. UPDATED on Sept 11, 2017 at the Annual meeting it was voted to change the number of dogs per unit to two.

Building:

1. No changes or additions may be made to the exterior of the building.
2. Unit owners must request the approval of the Board, in writing, prior to making any modifications, additions, or deletions to their unit, including their deck.

Condominium Fees and Charges:

1. Dues are payable on the first of the month. A fine of $10.00 per month will be assessed against the unit owner who is delinquent beyond the last day of the month. Other collections procedures deemed necessary by the Board may be implemented, the entire cost of which will be assessed to the delinquent owner.

Window/Doors/Frames/Window Grids:

1. These are the responsibility of the individual unit owners. The Board, however, has voted to include the painting of exterior front doors as an item which will be done by the association. While the doors, windows, frames and window grids are owned by the individual owners, uniformity throughout the condominium units must be maintained and cannot be changed without written permission from the Board. Approved screen door is Anderson 3000.

8/31/2015

Heating System:

1. Each furnace and oil tank is the responsibility of the unit owner.

Storage:

1. No personal belongings such as cooking grills, bicycles, scooters, pool toys and riding toys, etc. should be left at the front or side of any unit.
2. Bicycles must be stored at the rear of the unit in your own space.
3. Grills may be left on the back deck.

Quiet Time:

1. Quiet hours are to be observed from 10:00 pm until 7:00 am daily.

Common Areas:

1. These are areas that we all must share and cannot be damaged or defaced in any manner. Some of these areas are the streets, sidewalks, lawns, tennis courts, swimming pool, trees and play areas. If any damage occurs, the damage will be repaired and charged to the responsible owner.
2. Parents' Responsibilities: Parents are responsible for supervising their children when they are playing in the roadways and/or common areas. If an owner and/or occupants wish to play an organized sport such as baseball, football or golf, they should use the common areas away from the owners' units. Please respect the privacy of your neighbors when playing outside.
3. No climbing in trees.
4. Tennis court is for tennis and basketball only, no bicycles or skate boards or scooters.

Parking:

1. Each unit is assigned two parking spaces. If an owner's family has more than two vehicles, arrangements must be made with another owner to use their space or the extra vehicle will have to be parked off site. Visitor spaces are not intended for long term use and are not to be used as a third parking space.
2. Visitors should be advised to park in the visitor spaces.
3. Parking on the grass is strictly prohibited.
4. Each unit owner is responsible for moving his/her own vehicle during snow removal. If the plowing company has to make a special trip back to complete his work, all associated charges will be billed to and paid by the responsible owner.
5. Parking spaces are not be used for storage of trailers, commercial vehicles, recreational vehicles, or vehicles not in operational order, registered and inspected. Such vehicles will be removed at the responsible owner's expense.
6. No car should be parked behind a vehicle already parked in a numbered or guest space.

Individual Planting Regulations:

1. Planting must be in the existing beds.
2. No new beds may be created or enlarged except by written permission from the Board.
3. No climbing plants on the structure itself, although acceptable on the latticework which is part of the rear deck.
4. No non-living items may be added to the front of the units such as bird baths, statues, or lawn ornaments.
5. All individual plantings added by the unit owner must be cared for and maintained by the unit owner.
6. The Board and landscaping contractor are not responsible for damages to individual plantings not planted in the proper location. All individual plantings are the sole responsibility of the unit owner.

Condominium Rental Units:

1. The Windham Hill Woods Condominium rentals may not exceed 10% of the total number of units (4). Any owner planning to rent his/her unit should notify the Board in writing to receive authorization. Upon approval from the Board, the owner should refer to the Declaration of Condominium, Article 17, Paragraph H.
2. Rental privileges are not transferable. When an owner sells a unit, it may not be sold as a "rental unit". The new owner may request approval to rent the unit from the Board only after the sale is closed.

The Residents' Manual is to be considered a part of the Bylaws and/or the Declaration and may be revised from time to time as the Board/Association deems necessary.

Note: If the policies and procedures set by the Windham Hill Woods Condominium Association are not adhered to, the owner will receive a written warning from the Board. If uniformity is not sustained, the Board may initiate an assessment starting at $25.00. The Association adored a motion to increase the assessment to $25.00 on 9/14/09