

PLYMOUTH GROVE

=====

at Coventry Woods

RULES AND REGULATIONS

In these Rules and Regulations, the word "Condominium" shall refer to Plymouth Grove at Coventry Woods and the words "common areas and facilities," "unit" and "Unit Owners" shall have the meaning given to those terms in the Declaration creating the Condominium (refer to Declaration Sections 3 through 5).

Description of Common Elements

The **Common Elements** constitute all of the condominium other than the units. The following are the major common elements of the condominium: all of the land, driveways, walkways, outside covering of the buildings, trees and shrubbery and other landscaping.

The **Limited Common Elements** are those parts of the common elements which are reserved for the exclusive use of a specific Unit or Units. All units have limited common elements including porches, and and/or yards adjacent to their respective units, parking spaces and such other parts of the buildings or grounds as set forth in the Declaration. The units, the common elements and limited common elements are shown on the plat and plans, which are included in the public offering statement as Exhibit C.

Taken from the Public Offering Statement, Page 4

Plymouth Grove Condominium Association ("Association"), acting through its Executive Board, has adopted the following Regulations ("Regulations"). The Regulations may be amended from time to time by resolution of the Executive Board.

Management Company
Dirigo Management Co.
1 City Center
Portland, ME 04101
207-871-1080

info@dirigomgmt.com

President: Robert Keegan

Assistant Vice President Association Management: Elizabeth Thompson

DMC-South, formerly R&E Associates, Inc.

107 York Street

Kennebunk, ME 04043

207-985-9740

Owner: Thomas Wellman

Property Manager: Betty Burritt

Plymouth Grove Website

https://dirigomgmt.appfolio.com/connect/users/sign_in

Board of Directors 2023**Terms expire**

Eric Clough, Unit #39, 207-251-1171
Don Patriquin, Unit #23, 207-985-6747
Charlotte, Barra, Unit #15, 860-490-9753
Doug Erskine Unit # 45, 207-502-7376

2024
2023
2023
2023

I. GENERAL RULES OF CONDUCT:

A. Condominium Fees:

Fees should be paid by the fifteenth of the month in which they are due. Checks are made payable to Plymouth Grove Condominium Association. Fees in arrears 15 days from the due date will be subject to a late charge of 1.5% per month.

B. Maintenance Responsibility Guidelines A = Association O = Owner

1. **Grounds:**
 - i. Lawns A
 - ii. Permanent Plantings A
 - iii. Walkways A
 - iv. Driveways A
 - v. Parking Spaces A
 - vi. Patios A
 - vii. Patio Fencing A
2. **Doors:**
 - i. Front Exterior A
 - ii. Rear Exterior A
 - iii. Storm O
 - iv. Screen O
 - v. Exterior Patio Slider O
 - vi. Interior O
 - vii. Door Hardware O
 - viii. Garage Door O
3. **Windows:**
 - i. Replacement A
 - ii. Maintenance O
 - iii. Glass Damage O
 - iv. Screens/Hardware O
 - v. Washing O
4. **Electrical:**
 - i. Interior Fixtures & Wiring O
 - ii. Interior Switches & Wiring O
 - iii. Exterior Fixtures (Wiring from Unit) A
 - iv. Exterior Fixtures (Wiring from Common Area) A
 - v. Appliances O
 - vi. Hot Water Heaters (Replacement) O
 - vii. Hot Water Heaters (Damage from Leakage) O
 - viii. Telephone (Equipment & Wiring) O
5. **Plumbing:**
 - i. Within Unit O
 - ii. Outside Spigot O
 - iii. Collection pipes for more than one unit A
6. **Venting:**
 - i. Dryer O
 - ii. Furnace O
 - iii. Fireplace O
7. **Garage:**

- i. Door Panels O
- ii. Door Hardware O
- iii. Openers O
- iv. Door to Interior of Unit A

8. **Building Exterior:**

- i. Roof A
- ii. Chimney – Exterior A
- iii. Chimney Flues, Cleaning, Etc. O
- iv. Siding A
- v. Front Stairs/Landing/Railing A

9. **Pests:**

- i. Carpenter Ants & Termites A
- ii. Other Pests – e.g., Ants, Hornets, Bees, Rodents) O
- iii. Other Pests Exterior A

C. Radios, Phonographs, Musical Instruments, Televisions

The volume of television sets, radios, phonographs, stereos, musical instruments, and the like shall be turned down after 10:00 P.M. and shall, at all times, be kept at a sound level which will not annoy the occupants of the neighboring Unit(s).

D. No Offensive Activity

No obnoxious or offensive activity shall be carried on in either a Unit or the common areas and facilities, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance to the other Unit Owners or occupants. Neither shall a Unit Owner make or permit any disturbing noises by himself/herself, family, pets, servants, employees, agents, visitors, lessees, licensees, nor permit anything by such persons that will interfere with the rights, comforts, or convenience of other Unit Owners.

II. USE OF COMMON AREAS: No permanent alterations or additions may be made in the Limited Common or Common areas without approval of the Board of Directors. Before initiating activities or installing anything that will adversely affect other owners, check with the Board for approval, e.g., satellite dishes, direct TV, air conditioning units, hot tubs, etc.

A. No Obstruction of Common Areas

Unit Owners shall not alter or obstruct the common areas and facilities except as the Directors may in specific instances expressly permit (refer: Declaration for Plymouth Grove Condominium, Section 10, and Section 12. Restrictions on Use and Occupancy).

B. Laundry

No Unit Owner shall hang laundry, towels, rugs, or drape and the like out of a unit or off a porch. No clotheslines will be permitted.

C. Rubbish Disposal and Recycling

1. The Town of Kennebunk has a “pay as you throw” trash disposal program and has provided each unit with a dark-topped trash receptacle. You are required to use town approved trash bags for your trash. They come in two sizes and are available for purchase at the local supermarket, currently Hannaford’s. The Town’s waste disposal contractor picks up all household trash weekly. Trash should be placed curbside **not before** 6:00 p.m. prior to collection day.
2. Recycling material will be picked up at the same time as the trash. The receptacles, green-topped, should be placed one foot away from the trash receptacle. Please refer to Town guidelines for additional recycling and trash pick-up information.

D. Flowers and Shrubs

Those who wish to plant flowers shall be responsible for their upkeep which will not be included in the ground's maintenance budget. No additional beds will be constructed without Board of Directors' approval. Nothing may be planted in the common area without Board approval. **Bittersweet, Solanum dulcamara, as a decoration or a planting is forbidden.**

Our landscaping contracts require shrub pruning twice per year just after blooming in the Spring to allow for the formation of buds for next year's blooms. Non-flowering shrubs will be pruned in August. Our contract also includes the requirement to keep shrubs appropriately sized so that our neighborhood has an architecturally pleasing appearance. For example, the front shrubs will be kept at porch railing height and arbor vitae at roof gutter height.

The Board of Directors reserves the right to require unit owners to remove any owner installed and poorly maintained plants and to reinstate the area to a condition acceptable to the Board at no cost to the association.

E. Satellite Dishes and Other Additions to the Structure

Dishes must be installed at the rear of the building so as not to be visible from the street. The dishes may not exceed 18 inches in diameter. The same logic should be applied to the addition of skylights, air conditioning systems or the finishing of any unfinished rooms. The Board of Directors, prior to beginning any installation, must approve all installations in writing.

F. Recreational Activities:

Unit owners are responsible for damage caused by recreational activities.

G. Flags and Lawn Ornaments:

Only one flag per unit may be displayed in limited common areas. No penetration of the siding or the corner board is permitted. Ornaments are permitted in the flower and shrub beds. Holiday decorations such as wreaths, lights, or other holiday décor should be tastefully done. No elaborate decorations are acceptable. Items of political or religious nature are not permitted. If you have a question of what is acceptable, please consult a member of the Board of Directors.

H. Open Fires and Chimneys:

Open fires are a danger to others in the building; therefore, they are not allowed in limited common or common areas. An enclosed fireplace with spark containment is allowed on the patio areas with prior Board approval. Grilling should be done at least ten feet from any flammable part of the unit.

I. Yard Sales

There will be one yard sale per year. It will be a Coventry Woods wide sale. The sale will take place on the first Saturday in June of each year, from 9 am-4 pm. Ads will be provided by the Association. All material from the sale must be cleaned up from common or limited common areas by 5 pm.

J. Entry Security

Door viewers, aka peep holes, may be installed in the center vertical section of the front door at the owner's expense.

Smart doorbells, electronically or Wi-Fi enabled wireless video or audio, may be installed as replacements to the existing doorbells.

K. Home Based Business

Home based work or business is permitted unless it causes an increase in traffic flow on the street.

III. ARCHITECTURAL INTEGRITY:

A. Signs

Unit Owners may not display any signs, including “For Sale” or “For Rent” signs, on the common or limited common areas or in windows. Political or religious signs or icons are not permitted.

B. Combination Storm Doors

The Board of Directors has approved replacement combination storm and screen doors, the make and model of which is: **Anderson Model CRS36WH, hardware bright brass**. Substitutes are not permitted.

C. Front Door

The approved paint for re-painting the front door is: “Fire Brick” SW 6335 Ext gloss oil.

D. Front Porch Concrete Deck

Unit owners may elect to paint their front decks with **Rust-Oleum, Epoxy Shield, garage kit, grey without colored chips**. Great care must be taken with proper surface preparation including an acid wash and rinse as provided in the kit.

E. Shutters

Shutter color may be restored with one the following products: “**Wipe New**” or “**Shutter Re-New**”. Care must be taken to apply thoroughly by hand rubbing.

F. Siding & Trim

Penetrating or cutting the vinyl siding or vinyl trim of the buildings is prohibited for any reason without the permission of the Board of Directors. Therefore, any installation that compromises the siding, such as, but not limited to, awnings, central air conditioning, electric outlets, etc. must be approved prior to installation (Declaration Page 9).

G. Changes to Exterior

Approval from the Board of Directors to do anything outside the unit area must be obtained prior to action. **Rain gutter guards are prohibited.**

H. Alarm Systems

Propane detection alarm must be installed if you have propane.

1. **Carbon Monoxide detector must be installed** the best spot is a wall about five feet above the floor or about eye level, outside a bedroom.
2. Smoke detectors must be kept up to date in all the sites originally installed by the builder. Detectors with ten year battery life are acceptable and easily installed over the original base plate,
3. **Fire Extinguisher, at least one must be installed and reported to the management company. Primary site would be under the kitchen sink, but owners are urged to place extinguishers near their furnace and in the garage .**

IV. LEASING OF UNITS:

A. Length of Lease

No unit owner shall be permitted to lease his unit more than once per year nor can any part of the unit be sublet. See Condominium Document Page 19 - 20, paragraph H. Number of units to be leased is limited to no more than four of the total units at any one time. Notice of Intent to lease must be presented to the Board before unit owner begins advertising. Lease agreements must be reviewed and approved by the Directors before signing.

B. Responsibilities Under the Lease

When a unit is occupied under a lease, it is the owner's responsibility to inform the occupant(s) of any and all Condominium Bylaws and Regulations, preferably by providing a copy. The unit owner shall be responsible for any and all damages and/or violations of the Condominium Bylaws and Regulations; including payment of any insurance deductible amounts. Unit owners are still responsible for timely payment of condominium fees.

A copy of the Rules & Regulations must be provided with the lease. A copy of the lease shall be given to the management company within 7 days of execution per condominium declaration page 20.

C. Definition of Rental unit

Any unit not occupied by the property owner.

Renters are not usually available for board positions although their participation in volunteer projects is encouraged.

V. PARKING:

A. Street Parking

There is no overnight parking permitted in the street for guests or residents. There is no long-term storage of vehicles in view, and all vehicles must be able to be moved for plowing, sanding, removal of snow and removal of sand.

B. Vehicles

No recreational vehicles, no unregistered vehicles, commercial vehicles over one ton, boats, snowmobiles, motorcycles, or other recreational vehicles shall be allowed to be stored outside. If these vehicles are stored in view, the Board of Directors has directed the management company to order them towed away.

C. Vehicle Repair

No mechanical repairs to vehicles may be made on the property at any time.

D. Speed limit

The speed limit on Plymouth Grove Drive is 15 MPH

VI. PROBLEMS & COMPLAINTS

Complaints about violations of these rules should be made in writing to Dirigo Management South., 107 York Street, Kennebunk, ME 04043. Dirigo will respond within a 1 - 3 business daytime frame. The unit owner may request and shall receive a hearing with the Board of Directors if Dirigo has not been able to satisfactorily resolve the issue. Dirigo will present any problem to the Board they feel is appropriate for the Board's action.

VII. PETS:

A. Number of Pets

Number of pets will be limited to two per unit (Page 10, G in documents).

The Board of Directors has the authority to issue fines when deemed important for the control of animal issues that may be annoying

Property damage, personal injury, or medical bills caused by a resident's pet or pets of guests are the responsibility of the unit owner, not Plymouth Grove Association or the association's insurance company.

B. Animals outside unit:

Animals kept by owners or guests must not interfere with the comfort, safety, convenience or enjoyment of occupants of other units. It is an animal owner's responsibility to pick up and dispose of his/her animal's feces immediately after its dropping. A dog may not be kept outside a unit on a lead or rope in the common areas. It is a threat to a neighbor's comfort and enjoyment as well as potentially damaging to the lawn grass and shrubbery. It is required that animals be walked along the edge of the woods. Underground invisible fences are permissible with prior approval from the Board of Directors.

All animals (cats, dogs, etc.) must be under owners' control when out of the unit. No animal (cat, dogs, etc.) is allowed to run around the property without the owner present.

C. Cat litter disposal :

If an Owner has a cat, the cat litter must be properly disposed of in a sealed plastic bag and put in the trash . Do not flush any type of litter.

D. Town laws:

The owners are subject to all applicable Town of Kennebunk ordinances and the State of Maine Leash Law.

E. Dog Behavior

If a person is injured by a dog on Plymouth Grove (PG) common or limited common property, the following rules will apply:

Incidents of menacing, aggressive and biting behavior by dogs towards people will be reported to the Kennebunk Animal Control Officer (ACO).

A dog, not owned by a PG property owner, who has injured a person in PG, must be reported to the ACO, removed immediately from PG, and must never return.

A dog who has injured a person and is owned by a PG property owner or resident of PG will be notified by the board to:

- In the case of a first incident, owners will henceforth be required to use a leash and muzzle, at all times, when the dog is outside of their unit. Owners will provide proof of

vaccination and insurance which protects the PG Association, the Board of Directors, the property management company and any persons, dogs or cats injured by their dog.

- In the case of a second or subsequent episode, the above rules will apply, and the owner will be notified by the board to permanently remove the dog from Plymouth Grove property.

VII. INSURANCE CLAIMS:

Any property damage must be first reported to the management company in order to avoid confused insurance claims.

When an insurance claim is necessary due to damage caused by an owner, tenant, or guest, the unit owner involved is responsible for the incurred deductible by the Association Master Insurance Policy.

Situations may include, but are not limited to, broken window, tub/washer overflow to adjacent unit(s), driving car into building, frozen/burst water pipes, etc.

IX. WINTER UNIT PREPARATION:

If you plan to leave your unit for a week or more, the following steps must be taken:

1. Turn off water where it enters your unit. (This will not affect heating system)
2. Turn on all faucets to drain water and leave them open.
3. Make sure all windows are closed and locked.
4. Set ALL thermostats to **55** degrees.
5. Open doors under all sinks (bathroom and kitchen).
6. Install glass in combination storm/screen doors and be sure they are latched.
7. Leave a key to your unit with a neighbor, or the management company, to be used in an
8. Install a low temperature warning light in an easily visible window and ask a responsible to observe for problems. (Dirigo, the hardware store or your oil provider can provide sources of such devices.)
9. Units with mini split or heat pump heating must also have and leave set at 55F a primary source of heating (your furnace). Failure to do so has lead to frozen pipes.

Should an incident occur, as a result of negligence, owner will incur the cost of the insurance deductible, and will be subject to an additional fine of \$250.

If it is necessary to break into a unit in an emergency, and repairs are necessary, those costs would be the responsibility of the owner. Please let the management company know if an individual has keys for emergency access to the unit.

The management company does offer a winter watch program to watch those unoccupied units for an additional fee per month. This service does not relieve you of your responsibilities as an owner

X. OWNER DEPOSIT FEES:

Each new unit owner is required to pay to Plymouth Grove Condominium Association an amount equal to two times his or her monthly maintenance fees at time of purchase. This is a non-refundable charge,

XI. BOARD OF DIRECTORS:

General membership (unit owners, tenants, and their guests) are welcome to make “comments” to the Board of Directors at any regularly scheduled Board meeting, which occur quarterly.

A comment period is available for a maximum of ten minutes at the beginning of the Board meeting. At the end of that time, the meeting will be closed to all but the Board members and those who have previously scheduled business with the Board. Additional comments to the Board may be made in writing through the management company.

X. FINES AND FEES

Maine condominium law permits your board of directors to fine unit owners who do not comply with these Rules & Regulations.

At the Board's discretion, fines as shown below may be levied for parking violations, animal infractions, damage to the property, creation of an unsafe condition, causing a disturbance, fire hazard or any other situation which has not been or cannot be resolved.

<u>First Notice</u>	<u>Written warning by Management Company</u>
<u>Second Notice</u>	<u>\$25 Fine</u>
<u>Third Notice</u>	<u>\$50 Fine</u>
<u>Fourth Notice</u>	<u>\$100 Fine</u>

Unit Owners will have up to 10 calendar days to resolve the violation.

Approved by the Board of Directors on September 10, 2023