STRATFORD PLACE

at Coventry Woods

RULES AND REGULATIONS

In these Rules and Regulations, the word "Condominium" shall refer to Stratford Place 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).

I. GENERAL RULES OF CONDUCT:

A. Condominium Fees: Fees should be paid by the first of the month in which they are due. Fees in arrears 30 days from the first will be subject to a late charge of 1-1/2% per month.

B. 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).

C. No Offensive Activity

No noxious or offensive activity may be carried on in either a Unit or the common areas and facilities, nor should anything be done therein, either willfully or negligently, which may be or become an annoyance to the other Unit Owners or occupants. Neither may 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 prior approval of the Board of Directors. In addition, the board is very concerned with activities that will adversely affect other owners. So before installing anything, you need to check with the board for approval; for example - patio expansions.

A. No Obstruction of Common Areas

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

B. Decks

Decks should be kept in an orderly fashion at all times. Objects should not be placed on or hung from the deck railings or in any other manner placed such that there would be any reasonable risks of the object falling from the deck. The removal of snow from decks is an owner responsibility and should be done at least around the doorways to allow egress from the building in case of emergency.

C. Laundry

Please do not hang laundry, towels, rugs, or drapes, and the like out of a Unit, deck, or porch. No clotheslines will be permitted.

D. Rubbish Disposal and Recycling

1. The Town of Kennebunk has a "pay as you throw" trash disposal program. Trash must be in town approved bags that can be purchased at a number of places in town. All trash must be placed in the town provided container and is picked up on Wednesdays. The trash must be inside the purchased town bags and placed in the town container. Each trash container is assigned by the town to the unit so make sure you keep your container for your unit.
2. The Town of Kennebunk has a very active recycling program whereby you may set recycling material at curbside the same day as your rubbish. All recycling may be put directly into the town recycling container (no bag necessary). Each recycling container is assigned by the town to the unit so make sure you keep your container for your unit. The recycling container is the one with the green top

3 Your trash and recycle bins should be put out no sooner than 6:00 pm or 15 min before dusk, whichever is earlier the night before it is to be collected and should be returned to the garage by end of the day, or sooner, the day it is collected.

E. Flowers and Plantings

Those who wish to plant flowers will be responsible for their upkeep. It is not included in the Grounds Maintenance budget. No additional beds will be constructed without Board of Directors' approval. Nothing may be planted in the common area without Board approval.

Planting along building perimeters in rock areas is not permitted. These areas are for designated purposes of dissipating rain, which do not allow for any in-ground planting. Plants in containers are fine but not directly in the ground under the rocks.

Bird feeders and birdhouses can no longer be nailed to the trees. Nailing causes damage to our trees, and will only add additional cost of tree maintenance, which could reflect in our monthly condo fees.

F. Satellite Dishes

Federal law under the FCC states that the installation of satellite dishes cannot be prohibited. However, the guides for their use are as follows: (1) they may not be installed on the roof or through the siding or building trim; (2) they may not be placed on the front of the building; (3) the dishes may not exceed 12 inches in diameter. The Board of Directors prior to beginning any installation must approve all installations.

G. Recreational Activities:

Recreational Activities that may infringe on the peace and quiet and enjoyment of your neighbors are not permitted. Any recreational activity that can cause damage to association property is not allowed. Please respect your neighbors and please no organized team games are allowed on site.

H. 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. Lawn ornaments are permitted in the limited common areas. There should be no more than 3 in number and no taller than 24 inches.

I. Open Fires and Chimneys:

Open fires and deck chimneys are a danger to others in the building; therefore, they are not allowed in limited common or common areas.

J. **Yard Sales**

There will be one garage sale per year. The sale will take place on the first Saturday in June of each year, from 8am - 12 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.

III. ARCHITECTURAL INTEGRITY:

A. Signs

Unit Owners may not display any signs, including "For Sale" or "For Rent" signs, political signs or the like in windows of any unit or attached to any building nor may they place window displays or advertising in windows of such units. Signs are not allowed to be placed at the entrance to the complex or in common areas.

B. 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, heat pumps, electric outlets, etc. must be approved prior to installation. (Declaration Page 9).

C. Combination Doors

All combination doors should be Larsen FV77, full view, white; or the Larson Tradewinds white (or equivalent) with brass hardware; or similar style as approved by the Board of Directors.

D. Changes to Exterior

Approval from the Board of Directors to do anything outside the unit area must be obtained prior to action.

IV. UNIT OCCUPANCY:

A. In an emergency, it may be necessary for the property management team to provide entry to a unit. For this purpose, we ask each unit owner to provide a key to be stored with the property management company.

B. The property management company must have knowledge of the identity of the occupants of each unit and the necessary contact information for important communication.

1. If the unit owner does not occupy the unit but chooses to permit others to reside in the unit without a rental/lease agreement, documents with the necessary updated information must be completed and submitted to the Property Management Company. Unit owner liability, occupant responsibility, and tools of the Association to protect the interests of neighbors and the Stratford community must be acknowledged.

2. It is the expectation that each unit, when not vacant, will have the unit owner residing on the premises. The unit owner will ensure that updated information will be given to the Property Management Company to facilitate communication by mail, internet, and telephone.

3. If the unit owner does not occupy the unit but instead wants to make it available for rental, because the number of units for rental is restricted, the unit owner must request permission from the Property Management Company in advance of renting. If granted approval, the unit owner and lessee must abide by rules as specified in part V. Leasing of Units.

V. LEASING OF UNITS:

A. Length of Lease

No unit owner is permitted to lease his unit for less than six months 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 20% of the total units at any one time. In order to prevent the number or rentals from exceeding 20%, notice of Intent to lease must be presented to the Board before unit owner begins advertising.

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 is 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 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.

VI. PARKING:

A. Street Parking

There is no parking permitted in the street for guests or residents. All streets are fire lanes. 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. Storage Containers

No storage containers will be placed on unit owner's property. Board notification is required for extenuating circumstances for temporary placement (ie. Moving).

C. Vehicles

No recreational vehicles, no unregistered vehicles, commercial vehicles over one ton, boats, snowmobiles, motorcycles or other recreational vehicles are 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. The Board of Directors may grant exceptions.

D. Vehicle Repair

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

VII. PROCESS ISSUES:

A. Late Charges

Checks are made payable to Stratford Place Condominium Association. Monthly fees are due and payable the first day of each month. Fees in arrears thirty days or more are subject to a late fee of 1-1/2% (one and one half per cent) of the total fee due per month.

B. Problems & Complaints

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

VIII. PETS:

A. Number of Pets

Number of pets is limited to 2 per unit (Page 10, G in documents).

B. Owners Responsibility

Animals kept by owners or guests must not interfere with the comfort, safety, convenience, or enjoyment of occupants of other units.
Animal owners are responsible 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. It is a threat to a neighbor's comfort and enjoyment as well as potentially damaging to the lawn grass and shrubbery. Please be aware that ongoing property maintenance or other board-initiated activities can take place in common areas on an unscheduled basis.
Pets must always be on a leash when out of doors. Aggressive behavior and/or excessive noise by pets, such as barking by dogs left unattended in units, will not be tolerated
Property damage, personal injury or medical bills caused by a resident's pet or pets of guests of the unit are the responsibility of the unit owner, not Stratford Place Association or Association insurance.

C. Enforcement

Depending upon the violation, the Board may request that the town animal control officer be notified, and the owner may be asked to remove the animal from the property.
Should a pet cause harm to a person, the Animal Control Officer will be notified and the owner will be required to remove the animal from Stratford Place. Before removal is final, owners will be given an opportunity to appeal the decision before the Board. All expenses associated with the removal will be paid by the owner.
Pets causing harm to another pet may be reported to the Animal Control Officer and the owner may be asked to remove the pet from Stratford Place.
Owners will be notified if their pet is creating excessive noise and disturbing other unit owners. Additional reports for the same animal may result in fines, notification to the Animal Control Officer and if warranted, removal of the pet.

D. **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 Owner's trash .

E. **Town laws**

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

IX. 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, etc.

X. 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 be no less than 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 emergency and/or for periodic checks if you so direct.

8. Install a low temperature warning light in an easily visible window and ask a responsible person to observe for problems. (R & E or your oil provider can provide sources of such devices.)

Should an incident occur, as a result of negligence, owner will not only incur the cost of the insurance deductible, but also 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 what 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.

XI. OWNER DEPOSIT FEES:

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

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