ROYAL OAKS CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

(Updated July 24, 2024)

To: Royal Oaks Condominium Owners

The following are the revised Rules and Regulations for Royal Oaks.

The Board of Directors usually meets monthly. All owners are welcomed and encouraged to attend meetings and share their input.

WHAT YOU HAVE BOUGHT

You have bought your house from the walls in, including the dishwasher, stove, electrical and water hook-up, etc. You did not buy studs, framing, insulation, outside walls, or load bearing walls. Windows, doors, including outside storm doors, are the owner's responsibility and must be maintained to meet Condo standards, which includes proper door operation and visually maintained or the Association will require that the Unit Owner replace it. Unit Owners are responsible for their individual mailbox locks and keys. The Association is responsible for the box of units.

You did buy the right to use the common areas in common with other Unit Owners as may be required for ingress and egress to the respective Unit. This right extends to members of your immediate family, guests, authorized occupants, licensees, and visitors. You have exclusive rights to the limited common area at the rear of each Unit with your deck. The Association reserves the right to inspect any of the said areas, including decks, for compliance to standards. The Board encourages all owners to participate in the running of THEIR Condo Association by attending all Board meetings and participating as a Board member. We all have a vested interest in our properties. The Association Board will work to maintain what we have by actively monitoring all properties. Rules not followed will result in fines, as stated in #19, for each incident. Unless previously approved by the board, the rules apply to all residents. This is within the Association's privileges and the Maine Condo Association Laws. If you have any questions, call the Association President.

WHAT YOU MUST MAINTAIN

The cleaning and maintaining of the inside of your Unit, plus the inside and outside of your windows, is your responsibility.

The inside of your home plus its furnishings and appliances is yours and therefore should be insured by you.

WHAT YOUR ASSOCIATION MAINTAINS

Care of the grounds—mowing, replacing dead shrubs, etc; snow removal in the winter; outside/ exterior building maintenance, including painting; upkeep of parking lots and common areas. The Association also insures that share of the property which is common ground and the outside of the buildings.

RULES AND REGULATIONS

1. Each Unit and the abutting grounds must be kept neat and clean.
2. **Trash:** Trash and garbage is collected by the City of Auburn, presently on each Monday. All trash must be put out every week. Only covered containers can be put out on the night before and trash bags can be put out the day of. We highly recommend using cans. If you use bags and your trash spills, the Unit Owner is responsible to clean it up. It is recommended that you use black trash bags, as they are less likely to attract birds. Any trash containers must be taken back in that same day. Trash kept on deck must be in covered containers. No trash bags of any kind are allowed on decks.
3. No clothes lines, poles or racks are permitted outside of the Unit. Decks are not to be used for storage. Use your basement or attic to store off-season articles and supplies.
4. Automobiles & motorcycles must be parked in the parking lot, not on lawns.
5. Boats, trailers, motor homes, buses and vehicles used for commercial purposes and/or over a ton capacity shall not be left in parking spaces for longer than 24 hours. They may be left temporarily in a parking area with permission of the Board of Directors.
6. There shall be no all-terrain vehicles or snowmobiles within the common area of the Association.
7. **Quiet Hours:** Unit Owners and their guests are asked to observe reasonable quiet between the hours of 10:00 PM and 7:00 AM.
8. **Pets**: The maintenance, keeping or boarding of animals is prohibited within the Unit or upon common elements, except for the keeping of small domestic pets, such as caged birds, aquarium fish, cats, and small dogs (for cats and dogs no more than 4 are permitted in a Unit.) As of September 9, 2016, only cats of current owners are allowed outside of their Unit. Cats allowed outside must be vaccinated and neutered and the owners must be prepared to prove that their cat/cats were neutered and vaccinated. Going forward, only indoor cats will be permitted for existing owners as well as new owners acquiring a new cat. No dogs shall be permitted in any common element or outside of a Unit unless on a leash and accompanied by and under the direct supervision and control of a Unit owner or a member of the Unit owner's household. Owners must immediately pick up after their pets and will be responsible for any damage done by their pet in any common and limited common areas. The placing of any kind of food, including pet food, outside of a unit and placed on

any common and/or limited common area, is prohibited. Any food left out in said areas will be removed and disposed of. Any pet causing or creating a nuisance or unreasonable disturbance or noise will not be tolerated. All cats must be vaccinated; dogs must be licensed according to City and State Laws. Owners must show proof of vaccination and/or licensing and proof of neutering (only applicable for existing cats allowed outside) when requested by the Condo Board.

9. Unit Owners may not alter exterior landscaping without prior approval of the Board.

10. **Monthly Assessment**: The monthly assessments paid to Royal Oaks are due on the first of each month. If a monthly assessment is not paid thirty (30) days after the due date, there shall be a late fee of twenty-five dollars ($25) per month and the amount thereof shall bear interest from the due date of eighteen (18%) per annum, and together with such interest, cost and attorneys' fees. After three (3) months, if the Unit Owner has not contacted a Board member, the board reserves the right to pursue legal action which may include liens on your property and added fines. The total amount due, from monthly assessment dues, fines, interest, legal fees will the the Unit Owner's responsibility.

11. **Returned Checks:** If a check is returned for insufficient funds, an amount equal to twice the fee charged by the bank will be added to the next month's assessment.

12. All Unit Owners must grant access to Units for plumbing, electrical, cable or anything that is common to any other Unit or all Units within their building.

13. The parking lots are for parking only. There will be no recreational or sporting activities of any kind allowed, such as and not limited to Frisbees, playing ball, skateboarding, soccer, hockey and so on. Car repairing is not allowed in these lots.

14. **Awnings:** Awnings must be approved in color, kept clean and taken down in the fall. Any frame that is no longer being used must be taken down and removed from the property.

15. **Parking for Occupants:** Owners and occupants occupying a unit in either of the two (2) Upper Andrea Lane buildings have one(1) assigned parking space marked with the unit number they occupy. Parking for additional vehicles is available in the lower lot on University Street.

16. Satellites are not allowed to be installed on a tree of any kind or on a pole and cannot be placed on the lawn in any way. Owners are responsible for the removal of satellites or antennas when they move and for the repair of any modifications made to the roof.

17. **Smoking:** Any Unit Owner, lessee or guest smoking on or around the property grounds must use a metal container to dispose of their butts.

18. **Suggestions/Complaints:** Any Unit Owner who wants to discuss their position on any issue has the right to take the opportunity to be heard. All suggestions or complaints regarding maintenance, nuisances or general welfare should be submitted in writing to the Board of Directors together with, if desired, a request for a hearing. If a matter is too urgent for this procedure to be practical, a member of the Board should be advised by telephone. Any group of Unit Owners wishing to make a suggestion or complaint may follow this procedure, nominating one or two spokespersons to represent them.

19. The Board of Directors is authorized to enforce all provisions of the By-laws, Declarations and Rules and Regulations of the Association by levying penalties and fines, counting each day of any violation as a separate offense. A Unit Owner or his tenant who violates any of the provisions shall be subject to a fine of $50 for each offense, payable to the Association, upon which monthly interest shall accrue at a rate of 18% per annum, which shall compound monthly. After verbal notification thereof, each day that such violation is permitted to continue shall constitute a separate offense. Notice of the provision which has been violated, fines, interest, and other consequences shall be reduced to writing and mailed to the Unit Owner by way of USPS or email. Fines which are not paid will be subject to consequences, including the accrual of interest at a rate of 18% per annum, which shall compound monthly. The Board of Directors reserves the right to pursue legal action against the Unit Owner which may include the attachment of liens on your property, interest, reasonable legal fees.

20. **Document Fee:** The Association may charge a fee of $25.00 for each document requested by a unit owner or any other party. This applies (without limitation intended) to copies of the Declaration, or the Bylaws or the Rules and Regulations and to providing a so-called re-sale certificate. The amount of this fee may be changed from time to time by rules established by the Board of Directors of the Association.

Dated this 24th day of July, 2024

Signed by:

Brian Mousseau, Acting President

Jennifer Dimond, Secretary