Hogan Circle Condominium Association

Westbrook, Maine

Rules & Regulations

Adopted: _____, 2026

General Rules and Structure

Purpose of These Rules

The purpose of these Rules and Regulations is to promote a safe, attractive, and harmonious community at **Hogan Circle Condominium Association**. These rules help protect property values, ensure peaceful living, and clarify community policies.

All Unit Owners, residents, tenants, and guests are required to follow these Rules and Regulations in addition to the Condominium **Declaration and any future By-Laws**.

The **Board of Directors** is responsible for interpreting and enforcing these rules.

Organizational Structure

Hogan Circle Condominium Association is governed by a **Board of Directors elected by the Unit Owners**.

The Board is responsible for managing the maintenance and administrative activities of the Association and may hire a **professional property management company** if deemed appropriate.

Meetings

Meetings of the Board of Directors will be held periodically to conduct Association business.

Meetings of Unit Owners will be held at least annually. Notice of meetings will be provided to all Unit Owners in advance.

Questions, Suggestions, or Complaints

Questions, suggestions, or complaints regarding the community or violations of these rules should be submitted in writing to the **Board of Directors or Property Manager**.

The Board will review and address issues as appropriate.

When Board Approval Is Required

Certain actions require **prior written approval from the Board of Directors**, including but not limited to:

- Exterior lighting changes
- Deck or walkway modifications
- Structural alterations
- Any work requiring a **City of Westbrook permit**
- Any change that affects the exterior appearance of a unit

Unit Owners must submit an **Alteration Request Form** before beginning any such work.

Any work performed without required approval may be required to be **removed at the owner's expense**.

General Rules

1. Common Areas

Common areas are for the shared use of all residents.

Unit Owners and residents must keep common areas free of debris, rubbish, and personal property.

No structures, tents, equipment, or other items may be placed in common areas without Board approval.

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2. Exterior of Buildings

No equipment, fixtures, or attachments may be installed on the exterior of buildings without prior written approval from the Board. Room air conditioners cannot be placed in windows that face the street

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3. Additions to Structures

The footprint of any building may not be expanded or altered.

No additional structures may be constructed on the property including:

- Sheds
- Fences
- Detached structures

Exterior decks may be **renovated or enclosed as sunrooms** at the Unit Owner's expense only after receiving **prior written approval from the Board of Directors**.

Any such renovation must:

- Be consistent with the architectural design of the community
- Receive all required **permits and approvals from the City of Westbrook**
- Be constructed in accordance with applicable building codes and regulations

The Unit Owner must submit an **Alteration Request Form** including design plans, materials, contractor information, and copies of all required permits prior to beginning work.

All costs associated with the construction, permitting, installation, maintenance, repair, replacement, insurance, and removal of the sunroom shall be the **sole responsibility of the Unit Owner**.

The Association shall **not be responsible for any structural, maintenance, insurance, or liability issues related to sunroom enclosures**, including but not limited to damage to the building, roofline, siding, foundation, or common elements.

Responsibility for the sunroom and any associated structures shall **transfer automatically to any future owner of the Unit**, and all subsequent owners will assume full responsibility for its maintenance, repair, replacement, and compliance with Association rules.

The Board reserves the right to review and approve the proposed **design, materials, contractor information, and construction plans** before any work begins.

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4. Maintenance and Repair of Units

Each Unit Owner is responsible for the maintenance and repair of their unit, including:

- Windows and doors
- Garage doors
- Heating and cooling systems
- Smoke and carbon monoxide detectors
- Interior plumbing and electrical systems

Owners must immediately report the following to the Board:

- Fire or smoke damage
- Water leaks or flooding
- Mold that cannot be removed with household cleaner
- Frozen pipes or heating system failure

Unit owners are responsible for maintaining adequate heat in their units during winter months.

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5. Extended Absence

If a Unit Owner is absent from their unit for **two weeks or more**, the unit must be inspected periodically to ensure that heating systems and plumbing remain operational and that no damage has occurred.

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6. Renovations and Interior Improvements

Any renovation requiring a building permit from the **City of Westbrook** must receive prior approval from the Board using the **Alteration Request Form**.

The Board may require inspections upon completion of major projects.

7. Residential Use

Units may be used **for residential purposes only**.

Home offices are permitted provided they do not generate traffic, noise, or disturbances within the community.

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8. Moving Procedures

Prior to occupancy, owners or tenants must provide:

- Owner/Tenant contact information
- A copy of any lease agreement

All tenants must agree in writing to comply with the Condominium Documents and Rules.

Minimum lease term: **6 months**

Short-term rentals such as **Airbnb or VRBO are prohibited**.

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9. Noise

Residents should keep noise to a reasonable level at all times.

Quiet hours are generally between:

10:00 PM and 8:00 AM

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10. Offensive Activity

No activity may be conducted that becomes a nuisance or interferes with another resident’s peaceful enjoyment of their home.

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11. Landscaping

The Association provides **lawn mowing and general landscaping maintenance**.

Unit Owners may:

- Maintain potted plants on decks or near entrances
- Plant small gardens that do not interfere with the Association landscaping plan
- Maintain container vegetable gardens

All such plantings must be maintained by the Unit Owner and may not interfere with landscaping maintenance.

The Board reserves the right to require removal of plantings that interfere with maintenance or damage common elements. A landscape company will be scheduled and hired by the Board.

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12. Decks

Decks must be kept clean and in good condition.

Decks are intended for **seasonal furniture and reasonable use**, not for storage.

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13. Exterior Lighting

Exterior lighting attached to units is the responsibility of the Unit Owner.

Changes to exterior lighting require Board approval.

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14. Parking

Each unit includes a **garage and driveway space located directly in front of the garage bay(s).**

Residents must park in their garages or driveways whenever possible.

Visitor Parking

There are **three visitor parking spaces located along Lopez Drive** available on a **first-come, first-served basis**.

Visitor parking is limited to **two consecutive days**.

Street Parking

Street parking is permitted **during daytime hours only**.
Overnight street parking is not permitted.

Prohibited Vehicles

The following vehicles may not be parked on the property:

- Boats
- Trailers
- Campers
- Recreational vehicles

Commercial vehicles are permitted **only while actively servicing a unit**.

Temporary Storage Pods or Dumpsters

Temporary storage pods or dumpsters require **prior Board approval**.

They must be removed within **7 days** unless an extension is granted by the Board.

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15. Vehicle Repair

Vehicle repair or maintenance is not permitted within garages, driveways, or elsewhere on Association property.

Vehicles leaking fluids must be promptly repaired.

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16. Speed Limit

The speed limit on Hogan Circle is **15 mph**.

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17. Pets

Each unit may have **up to two household pets**.

Allowed pets include dogs and cats.

The following breeds (or mixes of them) are not permitted:

- Pit Bull
- Rottweiler
- Doberman Pinscher
- Akita
- Chow
- Wolf Hybrid

Pet owners must:

- Keep pets under control at all times
- Clean up pet waste immediately
- Prevent excessive noise or nuisance behavior

Pets must be **leashed when outside the unit**.

Exotic animals and livestock are not permitted.

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18. Fire Safety

Open Flames

Fire pits and outdoor fireplaces are not permitted without Board approval.

Grills

Electric and gas grills may be used on patios or decks but must be used safely and in accordance with local fire regulations.

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19. Generators

Portable emergency generators may be used only during power outages and must be operated safely and in accordance with manufacturer guidelines.

Generators may not be used inside buildings and must not create excessive noise.

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20. Mail Kiosk

Residents should keep the mail kiosk area clear and report any issues with mailbox access to the Board.

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21. Trash and Recycling

Each unit will have individual trash containers. A trash and recycling company will be selected by the Board. The vendor will establish a pick up schedule

Rules include:

- Trash may not be stored outside except on designated collection day.
- Containers must be returned to the unit within **24 hours of pickup**.
- Residents must follow the trash and recycling schedule established by the Association.

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22. Winter Snow Removal

Hogan Circle is a **private road** maintained by the Association.

A snow removal company will be selected by the Board and the vendor will issue protocols that may be in addition to the following:

During snow removal operations:

Residents must move vehicles when plowing is occurring so that snow removal equipment can clear the roadways and parking areas.

Residents are encouraged to cooperate fully with snow removal crews to ensure safe access for all residents and emergency vehicles.

23. Holiday Decorations

Seasonal decorations may be placed on doors or decks.

Decorations must not be placed in common areas.

Holiday decorations should be removed by **February 1**.

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24. Signs and Flags

No business, political, or advertising signs may be placed on the property or attached to buildings.

The **United States flag** and seasonal decorative flags are permitted.

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25. Feeding Wildlife

Feeding wildlife is prohibited except for birds using standard bird feeders placed away from buildings.

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26. Drones

Drone use for real estate marketing or inspections is permitted with advance notice to the Board.

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27. Storage

Personal property must be stored within the unit or garage.

Outdoor storage is not permitted except for normal deck furniture or grills.

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28. HOA Fees

Unit Owners are required to **pay the HOA fee by the first of each month**.

HOA fees are essential for maintaining the property and funding Association operations.

Late payments are subject to the Association's **warnings and fines schedule**.

Accounts that remain unpaid may be referred to a **collection agency**, and the owner will be responsible for all associated collection costs.

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29. Compliance

The Board of Directors is responsible for enforcing these Rules and Regulations.

All compliance issues are the responsibility of the **Unit Owner**, even if caused by tenants, guests, or family members.

Warning and Fine Structure

Incident	Action
First	Verbal Warning
Second	Written Warning
Third	$50 Fine
Fourth	$100 Fine

Subsequent	$150 per incident

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30. Safety Violations (Speeding / Parking)

Incident	Action
First	Verbal Warning
Second	Written Warning
Third	$100 Fine

Alteration Request Form

Unit Number: _____

Owner Name: _____

Phone: _____

Email: _____

Type of Renovation
□ Exterior
□ Interior

Description of Proposed Work:

Contractor Name: _____

Insurance Certificate Attached: □ Yes □ No

Permits Required:
□ Building
□ Electrical
□ Plumbing

Board Approval:

Approved By: _____

Date: _____

Owner / Tenant Information Form

Owner Name: _____

Unit Number: _____

Phone: _____

Email: _____

Tenant Name (if applicable): _____

Emergency Contact: _____

Emergency Phone: _____

Owner / Tenant Acknowledgment

I acknowledge that I have received and reviewed the **Hogan Circle Condominium Association Rules & Regulations** and agree to comply with them.

Name: _____

Unit Number: _____

Signature: _____

Date: _____