SHANNON WOODS CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS

GENERAL

1. **Adoption and amendment:** Shannon Woods Condominium Association, acting through its Board of Directors (BoD), has adopted the following Rules and Regulations. These Rules and Regulations may be amended from time to time by resolution of the Board of Directors.

2. **Compliance:** All Unit owners, their families and guests and all other persons on the Condominium property shall comply with these guidelines.

3. **Obstruction:** There shall be no obstruction of the Common Elements.

4. **Document Conflict:** In the event these Rules and Regulations conflict with the provisions of the Condominium Bylaws or Declaration, the latter shall prevail.

5. **Insurance:** Northing shall be done or kept in any of the Common Elements which will increase the rate of insurance for the building or contents thereof applicable for residential use without the prior written consent of the Board of Directors. No waterbeds shall be permitted in any Unit. No Unit owner shall permit any activity to be done or kept in their Unit or on Common Elements that will result in the cancellation of insurance to the building or contents thereof or that would be in violation of any building or fire codes. No gasoline, propane or other explosive or flammable materials may be kept in any Unit.

   Unit owners are responsible for the payment of the property insurance deductible associated with the Shannon Woods Association's Insurance Policy of $10,000 per occurrence for damage to their Units with two exceptions, the water damage deductible is now $25,000 per unit and the wind and hail deductible is 2% of the insured building value or a minimum of $50,000 per building. Unit owners are encouraged to purchase a rider to their Homeowner's Insurance Policy to cover the deductible amount up to $25,000.

6. **Trash:** All garbage and trash must be stored inside each Unit in designated City containers until the evening prior to pick-up. After pick-up, containers shall be promptly returned inside the unit. Any trash spread or found on the Common and/or Limited Common areas shall be promptly picked up by the Unit owner, including delivered newspapers.

7. **Sewerage:** Toilets, sinks, or other plumbing fixtures shall be used only for household purposes. No oil, petroleum, sweepings, rags, ashes, or other improper articles shall be thrown therein. The cost of repairing any damage as a result of misuse to sewerage lines shall be paid by the Unit owner causing such damage.

8. **Decks:** Maintenance of decks, including railings and stairs, are the owners' responsibility per the Association Matrix. Power washing of decks is expected to be completed by the 4th of July each year. Staining, the deck stain color shall be neutral to compliment the Units siding. The owner will perform wood/composite material replacement, as necessary. Washing, staining and repairs of these areas,

when identified by the Board, will be brought to the owners' attention for action. If corrections are not completed, the Board will authorize repairs at the owners' expense.

9. **Unit Maintenance and Required Oversight:** Each Unit owner shall keep their property in a good state of preservation, repair, and cleanliness. No dirt or other material shall be swept or thrown onto Common Elements. Each Unit shall be maintained at a minimum temperature of no less than 55 degrees Fahrenheit at all times in order to prevent freezing of pipes and damage to the Unit or Common Elements. Each Unit owner is responsible for monitoring compliance with this requirement when the Unit is vacant. Each Unit owner must complete the "Unit Entry Form" located on the AppFolio Portal for absences (vacations, travel, etc.) over two weeks.

10. **Structural and Common Space Changes:** No Unit, Limited Common Elements or Common Elements changes that may impair the structural integrity or structurally change the buildings are permitted. Nothing shall be altered or constructed on or removed from the Common Elements, except upon the prior written consent of the Board of Directors.

11. **Nuisances:** No offensive activities shall be permitted in any Unit or on the Limited/Common Elements, nor shall anything occur therein that may be or become an annoyance or nuisance to the other Unit owners or occupants.

12. **Noise:** No Unit owner shall make or permit disturbing noises in their residence or permit anything to occur which will interfere with the rights, comforts, or convenience of other Unit owners, including the actions of pets. All Unit owners should keep the volume of radios, television, or musical instrument in their Unit at a level so as not to disturb other Unit occupants.

13. **Unit Uses/Leasing:** Except for activities conducted entirely within the Unit, not detectable from outside the Unit and not involving visits by customers, sales associates or clients, no Unit shall be used for commercial or business purposes.

    No Unit may be leased for transient purposes or be leased for period of less than six (6) months. No portion of any Unit (other than the entire Unit) may be leased for any period. No portion of any Unit, such as a single bedroom may be leased. No Unit shall be occupied for any purpose other than single family use.

    All leases must be in writing and on a Standard Form for Leasing available at Dirigo Management Company. The lease will require the tenant to comply with the Shannon Woods Condominium Association Declaration, By-Laws, and Rules/Regulations. Failure to comply with said documents will constitute a default under the lease and set forth the BoD's right to terminate the lease or to evict the tenant.

    A copy of the completed/signed lease Will Be Provided to Dirigo Management Company, Shannon Woods's Property Manager.

14. **Signs:** No "For Sale," "For Rent" or "For Lease" signs or other window displays or advertising shall be maintained or permitted on any part of the Units.

15. **Window Coverings:** Draperies, curtains, or blinds should be installed by each Unit owner on all windows of the Unit and must be maintained at all times.

16. **Hangings:** Unit owners shall not permit anything to be permanently attached to the exterior of a Unit or Common Element. This includes banners, signs, awnings, canopies, shutters, and radio or television antennas. No clothes lines, clothes, racks, rugs, or any other items may be displayed on the unit or the Limited/Common Element. No deck, patio, balcony enclosures, or coverings are permitted except for the construction of sunrooms approved by the BoD in accordance with the Declaration and approved Board resolutions.

17. **Satellite Dishes**: Federal law states that the installation of satellite dishes cannot be prohibited. However, the rules for their use are as follows.

    a) They may not be installed on the roof or through the siding or building trim.
    b) They may not be placed on the front of the building.
    c) The dishes may not exceed 18" in diameter.
    d) The dish must be placed on a 4"x4" post sticking no more than 4' out of the ground.

18. **Air Conditioners:** Window air conditioners are allowed between Memorial Day and October 31st.

19. **Holiday Lights:** Holiday lights are allowed to be placed on shrubs but not attached to the buildings. Lights are allowed on the decks if hung with plastic ties, no nails. Lights are allowed from the weekend after Thanksgiving through the first weekend in January.

    Inflatable decorations cannot be displayed, exposed on the exterior of a Unit, the Limited/Common Elements. This includes decorations for any Holiday (e.g., Thanksgiving, Christmas) or Non-Holidays/Events (e.g., Halloween, Birthdays).

20. **Outside Storage:** Outside decks, under decks and patios shall not be used for storage purposes. Outside functional seasonal outdoor furniture and barbeque units may go on decks/patios. Grills shall not be placed against vinyl siding when used.

    No propane tanks or gasoline containers shall be stored or used in any garage, basement or under decks in Shannon Woods.

21. **Illegal Acts:** No Unit shall be used for any unlawful purpose, and no Unit owner shall do or permit any unlawful act in or upon the Unit.

22. **Pets:** No animals of any kind shall be raised, bred, or kept in any Unit or on the Limited/Common Elements, except orderly dogs, cats or other household pets as permitted by the Declaration and these Rules and Regulations.

    Except for certain household pets as defined in this section, the maintenance, keeping, boarding, and/or raising of animals is prohibited within Units or on the Limited/Common Elements. This includes but not limited to laboratory animals, livestock, poultry, reptiles of any kind, regardless of number. Unit owners may keep within their residence up to one (1) dog (or two smaller dogs if each

weighs less than 25 pounds), two (2) cats and a reasonable number of other ordinary household pets such as caged birds and tropical fish.

No pets or animals shall be permitted outside of a Unit except in the case of dogs, on a leash or outdoor cats. Animals shall be attended by a responsible person and controlled. Pet owners shall immediately clean up pet waste.

All pets shall be controlled so as not to become a nuisance or offensive. Actions that may be considered a nuisance may include, but are not limited to, barking, unhygienic activity, scratching or crying within a Unit and on Limited/Common Elements. Pets may be maintained in a Unit so long as they do not become a nuisance or endanger others. BoDs shall have the exclusive right to determine what constitutes a nuisance or danger.

The BoDs may expel pets and fine owners upon notice and the opportunity to be heard for violations of the Rules and Regulations or the Declaration.

Pets must be licensed and maintain up-to-date vaccinations as required by law. Pet owners are fully responsible for personal injuries and/or property damage caused by their pets, including lawns and shrubs.

Dobermans, Rottweiler's and Pit Bulls or any mixtures thereof are prohibited. Any type or breed of pet which is not covered by the Master Association's liability insurance or by Owner's liability insurance or which results in an additional Master Association insurance premium, or which is deemed dangerous by the Board of Directors in its discretion shall also be prohibited.

23. **Parking:** The Association may restrict overnight parking on its streets. Parking shall not be permitted signed posted areas, blocking driveways, garage entrances, or sidewalks.

    Vehicles must be in operable condition and possess up to date license plates with month and year, and current inspection sticker. All owner/tenant vehicle information must be registered on the AppFolio Portal located under the Account Profile Section. Only passenger trucks and automobiles with a gross weight of less than 8,000 pounds are allowed to be parked or driven on Shannon Woods property. This excludes commercial delivery/contractor vehicles.

    Unit owners shall observe and abide by all parking and traffic regulations as posted by the Association or by Municipal Authorities. Vehicles parked in violation of such regulations may be towed away at the Unit owner's risk and expense. **Speed limit on all Shannon Woods Association Roads is 15 MPH.**

    Commercial vehicles with signage belonging to residents and guests are not permitted to be parked in the driveways or on streets of Shannon Woods Condominium property. Such vehicles must be parked inside garages.

    During snow related parking bans in the City of Saco or when snow has accumulated 2" or more, no parking is permitted in the streets. Owners shall move their vehicles as required to facilitate snow plowing of the roadways. This allows the grounds contractor clear pathways for snow plowing which will ensure our roadways are clear and safe for travel.

24. **Permitted Parking:** Parking of motor vehicles will be permitted on Association property only at the following locations and in the following manner:

    Given the lack of street parking, it is expected that unit owners who own one (1) or two (2) vehicles to park in their garage or driveway. The only exception will be temporary street parking to make way for service vehicles to your Unit, or during snowstorms when driveway snow removal is occurring.

    Residents who have a third (3rd) vehicle on Shannon Lane, whether a guest or Unit owner, may park in the Common Elements. Overflow parking for guest will be on Smith Lane or on Horseshoe just beyond the resident Units.

    Refrain from parking motor vehicles directly across from driveways. Common Element parking spaces shall be available on a first come basis. Parking shall be on the sidewalk side of street only.

    Unit owners are responsible for communicating the above information to guests, family members, tradesmen, vendors, and others.

25. **Carriage Way:** Due to the limitations of street parking in this area, the following guidelines apply:

    The end of Carriage Way is turnaround for Unit traffic and service vehicles ONLY. No parking is allowed in this area.

    The other two areas located on the left side of Carriage Way and at the tennis court are designated as short term parking. No overnight parking is allowed in these areas. Overflow parking for guest will be either on Smith Lane, or on Horseshoe just beyond the resident Units. The BoDs has no agreement with the adjacent church to park in their lot. Parking in their lot is at "YOUR OWN RISK" and may be subject to towing.

ENFORCEMENT PROCEDURES:

26. **Rules Enforcement:** The Board of Directors shall be responsible for enforcing these rules and regulations. In fulfilling its obligation to enforce these rules, the Board may enlist the assistance of its Property Manager and/or other agents. If the BoD has determined an actual violation has occurred, the Property Manager will contact the owner by phone or email to identify/correct the violation. Violations that continue 7 days after initial contact will trigger the fine sequence as listed below.

    a) First offense: written warning
    b) Second offense or non-compliance with the rule after a specified date: $75.00
    c) Third offense or non-compliance with the rule after a specified date: $100.0
    d) Fourth offense or non-compliance with the rule after a specified date: $100.00
    e) A fine of $100.00 will be imposed for continuance of the violation until a cumulative fine amount of $500.00 total is reached at which point the situation will be forwarded to the Management Company for legal advice/intervention.

       If the violation is considered beyond the scope of the established fine system, i.e., unapproved outside structural unit changes or addition of permanent items to the Common or Limited

Common Elements, non-compliance with established resolutions, the Board of Directors will immediately contact the Management Company for:

a) Consultation, and advice on its legal options.
b) Impose a onetime penalty fee with the amount determined by the board.
c) Removal of the changes to the Common or Limited Common Elements at the owners' expense.

In addition to the previous paragraph, the following parking violations are included in the progressive fining process mentioned above and include:

a) Repeated violations of parking more than one (1) vehicle in a Common Element.
b) Those who park their first or second car in the Common Element, unless in the exceptions noted for permitted parking.
c) Those who block or box in other areas in the Common Element parking area.
d) The following violations will result in immediate towing without warning:

i. Vehicles threatening the safety of Association residents.

ii Vehicles parked in such a manner or area that obstructs the safe, free flow of traffic or obstructs the movement of other vehicles in the Common Elements.

27. **Storage:** No inoperable vehicles are to be stored on the property. No motor vehicle repair may be conducted in the Common Elements. No vehicles shall be parked on the property with "For Sale" signs attached.

If any vehicle owned or operated by a Unit owner, any family member, tenant, guests, invitee, or licensee shall be illegally parked or abandoned on the Condominium property, the Association shall be held harmless by such Unit owner for any and all damages or losses that may ensue. Any and all rights in connection therewith that the owner or driver may have under the provisions of state or local laws and ordinances are hereby expressly waived. The Unit owner shall indemnify the Association against any liability which may be imposed on the Association as a result of such illegal parking or abandonment and any consequences thereof.

No personal property is to be left unattended in the Common Element areas or under decks. Fully functional outdoor chairs, tables, and barbeque grills may be left on the deck/patio area.

All individual property placed in any portion of the buildings or any place appurtenant thereto, shall be at the sole risk of the Unit owner. The Association shall in no event be liable for the loss, destruction, theft, or damage to such property, even if due to the alleged fault or negligence of the Association.

Nothing shall be stored on the Common Elements without the prior consent of the BoDs except as expressly provided herein or in the Declaration or Bylaws.

28. **Unit Entry:** The agents of the BoDs or the Managing Agent, any contractor or workman authorized by the BoDs or Managing Agent, may enter any room or Unit in the building with the permission of the Unit owner at any reasonable hour of the day (except in case of emergency in which case entry may be immediate and without such permission) for the purpose of exercising and discharging their respective powers and

responsibilities, including without limitation inspecting such Unit for the presence of any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests.

29. **Moving:** Except during the initial ninety-day move-in period for purchasers or their lessees, move-ins and move-outs are restricted to the hours between 9:00 a.m. and 8:00 p.m.

30. **Tennis Court:**

1. Court for residents and their guest only.
2. No food, glass, or alcoholic beverages.
3. No Pets on court.
4. No bicycles, roller blades, or skate boards.
5. Proper footwear required, sneakers/court shoes.
6. Children under the age of 12 must be accompanied by an adult.
7. Tennis court time is from 9AM to dusk and is available on a first come first serve basis.
8. Play must be limited to one hour if others are waiting to use the tennis court.
9. Court use is for racquet sports only.
10. Parking for court use:
    a. Carriage Way do not park on grass or on the street.
    b. Carriage Way, two parking spots near court are open parking.
    c. Parking on Smith is preferred, do not block mailboxes.

31. **Resolutions:** The Shannon Woods resolutions addressing stone patios; end unit deck extensions; sunrooms; radon mitigation systems; exterior guidelines; and care/maintenance of gutters, downspouts and heat tape can be found on Dirigo's AppFolio site. Once site is opened, select Menu / Shared Documents / Resolutions.

SHANNON WOODS CONDOMINIUM ASSOCIATION RESOLUTION #1

STONE PATIOS

On June 12, 2014, the following resolution was amended and approved by the Board of Directors with an effective date of June 12, 2014.

WHEREAS the Board of Directors of Shannon Woods Condominium Association is empowered to govern the affairs of the condominium association pursuant to Article IV of the bylaws,

WHEREAS the board desires to adopt a uniform, non-discriminating, and systematic procedure to allow unit owners to install a stone block patio off the steps of their rear entry and along the building that is no more than **8' wide by 8' long** and cannot be a poured concrete permanent fixture,

WHEREAS it is the intent that this shall be applicable to all owners and this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED THAT the following rule for the procedure for approving the installation of the stone patios is hereby adopted by the Board of Directors:

The following conditions shall be met:

1. The Request for Use or Improvements to Common Space form shall be used by the owner to document the request the installation of a stone patio. All vendors used by the owner must provide a copy of their liability insurance and workers compensation with the association named as an additional insured with the form.
2. The Request for Use or Improvements to Common Space form can be found on the Dirigo WEB site.
3. The form shall be submitted to Dirigo (Shannon Woods Property Manager) for review and completeness. If acceptable, the Property Manager will forward the form to the Board of Directors for their consideration. Whether the form is approved or denied by the Board of Directors, it will be returned to the owner via the Property Manager.
4. Owner must receive approval in writing from the Board of Directors prior to commencing work.
5. Any damage caused by this work will be the sole responsibility of the owner and not become the responsibility of the Shannon Woods Condominium Association or through claims made with the Shannon Woods insurance carrier.
6. Responsibility of this work, future repairs, and/or maintenance will be solely the responsibility of the unit owner, and the same responsibilities will be assigned and become transferable whenever the ownership of the unit is transferred.

SHANNON WOODS CONDOMINIUM ASSOCIATION RESOLUTION #2

END UNIT DECK EXTENSION

On July 18, 2012, the following resolution was proposed and approved by the Board of Directors with an effective date of July 19, 2012.

WHEREAS the Board of Directors of Shannon Condominium Association is empowered to govern the affairs of the condominium association pursuant to Article IV of the bylaws,

WHEREAS the board desires to adopt a uniform, non-discriminating, and systematic procedure to allow end unit decks to be extended no more than two feet six inches (2′ 6″) wider and to allow the existing deck stairs to be moved away from the building wall but remain on the same end as they currently are,

WHEREAS it is the intent that this shall be applicable to all owners and this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED THAT the following rule for the procedure for approving the extension of the decks and the moving of the stairs is hereby adopted by the Board of Directors:

The following conditions must all be met:

1. The Request for Use or Improvements to Common Space form shall be used by the owner to document the request the installation of a deck extension. All vendors used by the owner must provide a copy of their liability insurance and workers compensation with the association named as an additional insured with the form.

2. The Request for Use or Improvements to Common Space form can be found on the Dirigo WEB site.

3. The form shall be submitted to Dirigo (Shannon Woods Property Manager) for review and completeness. If acceptable, the Property Manager will forward the form to the Board of Directors for their consideration. Whether the form is approved or denied by the Board of Directors, it will be returned to the owner via the Property Manager.

4. Owner must receive approval in writing from the Board of Directors prior to commencing work.

5. Material used for framing shall be pressure treated. Decking and railing materials used for the extension shall be similar material and complement the existing decking and railing. The look and design must remain as originally built.

6. All vendors used by the owner must present a copy of their liability insurance with the association named as an additional insured.

7. If the owner requests the relocation of the steps down off of the deck, they must still be located on the

side where they were originally installed.

8. Any damage caused by this work will be the sole responsibility of the owner and not become the responsibility of the Shannon Woods Condominium Association or through claims made with the Shannon Woods insurance carrier

9. Responsibility of this work, future repairs, and/or maintenance will be solely the responsibility of the unit owner, and the same responsibilities will be assigned and become transferable whenever the ownership of this unit is transferred.

SHANNON WOODS CONDOMINIUM ASSOCIATION RESOLUTION #3

SUNROOMS

On October 24, 2012, the following resolution was proposed and approved by the Board of Directors with an effective date of October 24, 2012.

WHEREAS the Board of Directors of Shannon Woods Condominium Association is empowered to govern the affairs of the condominium association pursuant to Article IV of the bylaws,

WHEREAS the board desires to adopt a uniform, non-discriminating, and systematic procedure to allow the installation of sunrooms over the existing footprints of the existing decks,

WHEREAS it is the intent that this shall be applicable to all owners and this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED THAT the following rule for the procedure for approving the installation of a sunroom is hereby adopted by Shannon Woods Board of Directors:

The following conditions shall be met:

1. The Request for Use or Improvements to Common Space form shall be used by the owner to document the request the installation of a sunroom. All vendors used by the owner must provide a copy of their liability insurance and workers compensation with the association named as an additional insured with the form.

2. The Request for Use or Improvements to Common Space form can be found on the Dirigo WEB site.

3. The form shall be submitted to Dirigo (Shannon Woods Property Manager) for review and completeness. If acceptable, the Property Manager will forward the form to the Board of Directors for their consideration. Whether the form is approved or denied by the Board of Directors, it will be returned to the owner via the Property Manager.

4. If it is determined by the contractor or a tree service professional that a tree or trees are interfering with the construction of a sunroom, the Association will not be responsible to pay for removal of any tree or trees before or after construction of a sunroom do to proximity concerns of a tree or trees to the addition. Owners shall be responsible for the cost of a tree or trees removal.

5. Owner must receive approval in writing from the Board of Directors prior to commencing work and adhere to the following:
    a) Improvements shall be of first quality, permanent construction and shall not impair the structural integrity, mechanical systems, or support of the buildings.

    b) The improvements shall be compatible with the architectural design and quality construction of the existing building.

c) The improvement shall be built only in the locations shown on Shannon Woods plans.

d) The improvements shall comply with all fire, building codes and other governmental requirements.

6. Any damage caused by this work will be the sole responsibility of the owner and not become the responsibility of the Shannon Woods Condominium Association or through claims made with the Shannon Woods insurance carrier.

7. Responsibility of this work, future repairs, and/or maintenance will be solely the responsibility of the unit owner, and the same responsibilities will be assigned and become transferable whenever the ownership of the unit is transferred.

8. The installer must follow the specifications outlined below.
    a) Remove existing concrete supports and add three (3) new 12" sonotubes.
    b) Beef up rim joists to create a 3-member beam
    c) Re-use existing deck frame
    d) Add ½" plywood over the decking
    e) Frame 2x4 walls 16" on centers
    f) 2x8 continuous door and window headers
    g) Studs from shoe plate to underside of header in between window units
    h) Frame roof with 2x8 rafters 16" on centers
    i) 2x10 Hip
    j) OSB roof and wall sheathing
    k) Ice & Water shield completely new roof and valleys
    l) Shingle to match existing as close as possible
    m) Siding to match existing as close as possible
    n) Paradigm windows and sliding or regular door with grills
    o) Interior wall finish owners' choice (e.g., drywall, pine boards)

SHANNON WOODS CONDOMINIUM ASSOCIATION RESOLUTION #4

RADON MITIGATION SYSTEM

On October 21, 2018, the following resolution was proposed and approved by the Board of Directors with an effective date of October 21, 2018.

WHEREAS the Board of Directors of Shannon Woods Condominium Association is empowered to govern the affairs of the condominium association pursuant to Article IV of the bylaws,

WHEREAS the board desires to adopt a uniform, non-discriminating, and systematic procedure to allow the installation of radon abatement systems to be contracted on an individual basis by owners,

WHEREAS it is the intent that this shall be applicable to all owners and this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED THAT the following rule for the procedure for approving installation of a radon mitigation system is hereby adopted by the Board of Directors:

The following conditions shall be met:

1. The Request for Use or Improvements to Common Space form shall be used by the owner to document the request the installation of a radon mitigation system. All vendors used by the owner must provide a copy of their liability insurance and workers compensation with the association named as an additional insured with the form.

2. The Request for Use or Improvements to Common Space form can be found on the Dirigo WEB site.

3. The form shall be submitted to Dirigo (Shannon Woods Property Manager) for review and completeness. If acceptable, the Property Manager will forward the form to the Board of Directors for their consideration. Whether the form is approved or denied by the Board of Directors, it will be returned to the owner via the Property Manager.

4. Owner must receive approval in writing from the Board of Directors prior to commencing work.

a) Installation should be of first quality, and should not impair the structural integrity, mechanical systems, or support of the buildings.

b) The installation shall be compatible with the architectural design and quality construction of the existing building.

c) The improvements shall comply with all fire, building codes and other governmental requirements.

5. Any damage caused by this work will be the sole responsibility of the owner and not become the responsibility of the Shannon Woods Condominium Association or through claims made with the Shannon Woods insurance carrier.

6. Responsibility of this work, future repairs, and/or maintenance will be solely the responsibility of the

unit owner, and the same responsibilities will be assigned and become transferable whenever the ownership of the unit is transferred.

7. Piping for the system must all be internal to the unit and only exit the building from the roof and not prior to that.
8. The fan associated with the system must be located internal to the unit e.g., attic or basement and not on the exterior of the unit.

SHANNON WOODS CONDOMINIUM ASSOCIATION RESOLUTION #5

EXTERIOR GUIDELINES

On January 21, 2025, the following resolution was proposed and approved by the Board of Directors with an effective date of January 21, 2025.

WHEREAS the Board of Directors of Shannon Woods Condominium Association is empowered to govern the affairs of the condominium association pursuant to Article IV of the bylaws,

WHEREAS the board desires to adopt a uniform, non-discriminating, and systematic procedure to allow the installation of radon abatement systems to be contracted on an individual basis by owners,

WHEREAS it is the intent that this shall be applicable to all owners and this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED THAT the following rule for the procedure for exterior guidelines is hereby adopted by the Board of Directors:

The following conditions shall be met:

Limited Common Element Areas:

- Furnishings and decorations within the limited common element areas (e.g., decks, patios, front steps, etc.) must be seasonally appropriate and maintained accordingly.
- For example:
    - Pumpkins placed on the front steps during the fall season should be removed by winter.
    - All planter boxes, pots, etc. must be removed on or before Thanksgiving.
- Refer to Rule #19 for specific requirements for Holiday Lights and Decorations.
- Please check with neighbors or board members before placing items in the Limited Common Element Areas which may be distractive or inappropriate to our neighborhood community.

Common Element Areas:

- All changes, additions, or modifications to the Common Element areas require written board approval beforehand (see Rule #10).
- Although items such as bird feeders, bird baths, wind chimes, planter boxes, etc. have been placed in the Common Element areas without prior board approval, we are asking that these items be limited to the individual units and consideration given to neighbors beforehand.
- The board reserves the right at its discretion to direct unit owners to remove any items placed in the Common Element areas it feels are distractive or not appropriate to our neighborhood community.
- No items will be allowed in the Common Element areas that prevent the maintenance of lawns, gardens, or driveways by the grounds crew (see Rule #3).

- All items placed in the Common Element areas must be removed and stored properly before the winter season.
- All planter boxes must be cleaned out properly before the winter season.
- Decorations, advertisements, political signs/banners, etc. which would distract from the neighborhood community are not allowed in the Common Element areas (see Rules #14 and #16).
- Maintenance of lawn and garden areas is not required by unit owners but is appreciated by those willing and able to weed gardens, trim shrubs, install/remove annual plants, etc.
- Since there is no irrigation system at Shannon Woods, unit owners desiring green grass during drought or elevated temperature conditions, will be responsible for watering the lawn areas adjacent to their unit.
- Please check with neighbors or board members if you wish to volunteer your time making general lawn/garden improvements within our neighborhood community.

SHANNON WOODS CONDOMINIUM ASSOCIATION RESOLUTION #6

GUTTERS, DOWNSPOUTS, AND HEAT TAPE MAINTENANCE

The following resolution was proposed and approved by the Board of Directors with an effective date of May 1, 2026.

WHEREAS the Board of Directors of Shannon Woods Condominium Association is empowered to govern the affairs of the condominium association pursuant to Article IV of the bylaws,

WHEREAS the board desires to adopt a uniform, non-discriminating, and systematic procedure to allow the installation of radon abatement systems to be contracted on an individual basis by owners,

WHEREAS it is the intent that this shall be applicable to all owners and this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED THAT the following rule for the Unit Owners' (as applicable) required maintenance of exterior gutters, downspouts, and heat tape is hereby adopted by the Board of Directors:

Background:

Roof heat tape helps prevent ice dams by melting channels through snow and ice so water can drain off the roof. Regular maintenance ensures safe and effective heat tape operation.

Over the last several years, the association has spent several thousand dollars on heat tape and gutter installations for specific interior north facing units. In addition, other Unit Owners have opted to have gutters and downspouts installed requiring regular cleaning and maintenance.

Owners with gutters, downspouts, and heat tape are responsible for:

1. Cleaning downspouts and gutters

Why: Clogged gutters cause water to back up under shingles and onto fascia boards, leading to wood rot, roof leaks, and interior mold growth. If applicable, heat tape works best when water can flow into the gutter and downspout.

Remove the following gutter/downspout debris:

- Leaves
- Pine needles
- Dirt build-up/debris

2. Inspecting heat tape cabling

Why: Fire prevention is the most critical reason. If a cable is nicked/crushed by roof raking or chewed by a squirrel the cable could arc. If this were to happen near dry leaves in a gutter or under a shingle, it could start a roof fire.

Check for:

- Cracked or brittle insulation
- Burn marks or exposed wires
- No overlapping. Cabling crossing over itself could create a hot spot that can melt the wire and cause a fire
- Cabling pulled out of clips, dangling cables
- Roof clips secured to roof shingles
- If you see damage, cable shall be replaced.
- Do not tape or splice standard heat tape cabling.

3. Checking power connection

Why: To ensure reliability and safety.

Inspect the electrical components:

- Plug and outlet condition
- GFCI outlet functionality
- No frayed power cords
- Weatherproof connection box
- Press the GFCI test/reset to confirm breaker trips and resets.

SHANNON WOODS WATCH/EXTENDED ABSENCE PROGRAM

Unit owners leaving their property for two consecutive weeks or more are asked to complete the Watch/Extended Absence Notification Form (available on AppFolio Portal).

1. Watch/Extended Absence Requirements preparations to be completed by unit owners prior to leaving their unit at Shannon Woods:

1.1. Furnish a unit key to a family member, friend, neighbor or hired professional and ask the party responsible to inspect the unit. A walk-through should be done at a minimum at least once a week. This is key to protecting your unit during your absence, especially in the winter months.

2. Preventing Water Damage from Frozen Pipes

2.1. Each Unit shall be maintained at a minimum temperature of no less than 55 degrees Fahrenheit at all times in order to prevent freezing of pipes and damage to the Unit or Common Elements. Each Unit owner is responsible for monitoring compliance with this requirement when the Unit is vacant.

WATCH/EXTENDED ABSENCE NOTIFICATION FORM

Unit Owners Name:_____

Unit Address:_____

Telephone :_____

Email Address:_____

Date of departure:_____

Date of return: _____

PERSON(S) TO NOTIFY IN EVENT OF AN EMERGENCY OR REQUIRED ACCESS IN YOUR UNIT:

The name of the person(s) watching your unit that will have access to your unit:

Name: _____

Address: _____

Telephone Numbers(s):_____

Submit the completed Watch/Extended Absence Notification Form to the Dirigo Management Property Manager Representative(s)