SANDY BROOK CONDOMINIUMS ASSOCIATION

RULES AND REGULATIONS

Approved August 2017

In these Rules and Regulations the word "Condominium" shall refer to **SANDY BROOK CONDOMINIUMS ASSOCIATION** and the words "common elements" and "limited common elements" "unit" and "Unit Owners' shall have the meaning given to those terms in the Declaration and By-Laws (2/15/06) creating the Condominium.

By adoption of these Rules and Regulations the Unit Owners do hereby appoint the Board of Directors and its agents their duly authorized representatives for the purposes herein set forth and each Unit Owner agrees to save and hold harmless the Board of Directors and its agents from and against all liability in the enforcement contemplated herein, except for any willful violations of State and Local laws.

1. **No Obstruction of Common Areas or Elements.**

   Unit Owners shall not cause, nor shall they suffer obstruction of common areas or elements except as the Board of Directors may in specific instances expressly permit.

2. **Audio/Visual Devices.**

   The volume of audio/visual devices, musical instruments and the like shall be turned down between 10:00 PM and 8:00 AM and shall at all times be kept at a sound level which will not annoy the occupants of the neighboring Unit(s).

3. **Laundry.**

   No Unit Owner shall hang laundry items for extended periods out of a Unit or on a porch or deck. No clotheslines will be permitted on common area (grass).

4. **Signs.**

   Unit Owners may not display "For Sale" or "For Rent" signs in front of any Unit or in the windows of any Unit or place window displays or advertising in the windows of Units. In addition, such signs are not allowed to be placed on the lawn at the entrance to the complex by owners or agents.

5. **No Offensive Activity.**

   No obnoxious or offensive, disturbing noises, activity shall be carried on in either a Unit or the common areas or elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance to other Unit Owners or occupants.

6. **Sporting Equipment.**

   Sporting Equipment is not allowed in the common areas or elements. Bicycles, scooters, skateboards and roller blades should only be used in normal daylight hours and those using them should adhere to the safety and courteous behavior regarding the other Unit Owners' of the complex.

7. Leases/Rental of Units.

No Unit Owner shall be permitted to lease/rent their unit for less than six months nor can any part of a Unit be sublet. In the event a Unit is occupied under a lease/rent the Unit Owner shall only lease/rent to occupants over age 55 and be responsible for any and all damages and/or violations of the Condominium Bylaws and Rules and Regulations including payment of any insurance deductable amounts. The Unit Owner is responsible for providing the leaser/renter with a copy of the Sandy Brook Condominium Rules and Regulations. A copy of the lease/rent shall be provided to the Board of Directors, within seven days of execution. Renters are not allowed to have pets.

8. Decks/Patios.

The Condominium Association is not responsible for the removal of ice and snow from decks or patios. It is the owners responsibility to keep decks clear of snow to accommodate the second egress.

9. Open Fires.

Open fires are not permitted in common areas or elements, nor are they permitted in limited common areas. This does not limit the use of gas and charcoal grills or screened fire pits; however any open flame used by a Unit Owner is the responsibility of the Unit Owner in the event of any damage.

10. Parking.

Each Unit has a minimum of two parking spaces in front of their garage. There is no parking in the street for guests or residents, the street is a fire lane and should not be blocked. There is additional parking available in the cul-de-sac for guests. All vehicles must be registered.

There is no long-term storage of vehicles and all vehicles must be moved for plowing.

11. Recreation Vehicles.

No boats, snowmobiles, or other recreational vehicles shall be stored or placed on common areas or elements for more than 6 hours.

12. Plantings.

Those Unit Owners who wish to plant perennials, shrubs, bushes, trees, etc. in mulched areas around their Units shall be responsible for their upkeep. The care of the plantings will be transferred to any subsequent owner and noted on the Resale Certificate. These plants shall not be included in the grounds maintenance budget. Any owner that is removing shrubs needs to get approval first from the Board. If replacing shrubs, a plan of what is being used needs to be submitted and approved. The Association needs to know what is going to be planted for growth concerns and maintenance needs.

13. Pets. (updated Aug 26, 2010)

Effective immediately, each household will be limited to two domestic animals. Animals kept by Unit Owners and guests must not interfere with the comfort, safety, convenience, or enjoyment of others. It is an animal owner's responsibility to pick up and dispose of their

animal's waste, immediately after its dropping. All cat litter must be properly disposed of in an appropriate bag and placed in the Owner's trash. No animals shall be permitted in any common element unless accompanied by and under the direct supervision of a unit owner. All pets must be on a leash. This rule applies to all pets of guests and family members.

A Unit Owner shall be responsible for any damage caused by their animal including damage to lawns, shrubbery and to any common area or element.

14. Speed Limit.

The speed limit on Hidden Brook Drive shall be 15 miles per hour for the protection and safety of any pedestrians and Unit Owners.

15. Trash/Recycling Disposal.
All household trash and recycling will be stored inside and placed at the end of the Unit Owner driveway in a container for appropriate pickup, no earlier than the night prior to the scheduled pickup.

16. Satellite Dishes.

Federal Law under the FCC states that the installation of satellite dishes cannot be prohibited. However, guidelines for their use are as follows:

a) They may not be installed on the roof, exterior walls, decks, privacy screens.
b) They may not be placed in the front of a building.
c) The dishes may not exceed 12" in diameter.
d) **All installations must be approved by the Board of Directors, in writing, prior to the beginning of any installation.**

17. Building integrity.

There shall be no exterior changes made to any building. Common areas must be uniform in style and design. Penetrating or cutting the vinyl siding, vinyl trim or roof of the buildings is prohibited for any reason without the written permission of the Board of Directors.

18. Scheduled Work

When Association work or requested approved work is scheduled and workers arrive, the home owner will be billed for the time if the home owner stops the job.

19. Insurance.

Unit Owners will be responsible for the deductable on the Association's insurance when an event takes place because of a Unit Owner's actions or those of their guest(s), causes an insurance claim. If you have an event that warrants a claim, call Management immediately, then your home owners insurance agent and file a claim.

20. Initial Fee upon purchasing a Unit.

All new Unit Owners buying a Unit in Sandy Brook Condominiums are required to contribute a non-refundable one-time payment equal to two months association fees, which will be

deposited in the reserve funds of the Condominiums, and will not be considered a prepayment of monthly condominium fees. This payment shall be collected at the time of closing and forwarded to the Sandy Brook Condominiums. This is in the declaration and cannot be changed.

21. <u>Snow Plowing and Removal</u>.

The following policy has been developed for all Unit Owners to help contractors perform their tasks during snow (minimum 2"):

- **a) Be aware of the possibility of snow storms.**
- b) **Please use your garage for your car. Units with multiple cars must be aware when the plowing contractor is on the property and remove their vehicles from their driveways and cul-de-sac parking. Vehicles cannot be left on the road unattended.**
- **c) Overnight parking on the road is never permitted. We must have the road open for snow plowing and emergency vehicles.**
- **d) If you have permission to use a neighbor's driveway for parking you are responsible for removing your vehicle, because that driveway also needs to be cleared.**
- **e) If you will not be here during part of the snow season or a snow storm, please make arrangements to have your vehicle removed during a snow event.**
- **f) Unit owners are responsible for moving vehicles during a snow storm. If the vehicles are not moved and the plowing contractor has to be called to return, a minimum of $100.00 will be billed to the Unit Owner.**

22. <u>Seasonal Decorations-</u>

Seasonal decorations are permitted in the unit common area. ~~but not on lawns.~~ No decoration shall impede landscaping or plowing crews. Removal of seasonal decoration shall be the sole responsibility of the property owner and removal will be executed as soon as is reasonable after the season has ended.

23. <u>Seasonal Residents</u>

Seasonal residents are responsible for the security and safety of their unit. In the absence of being on site for long durations, Unit Owners should make sure that their unit is heated properly or properly prepared for enduring the weather of long absences. Unit Owners should consider identifying and providing the name of a trusted/responsible individual, who can assist in gaining entrance to their unit in an emergency. The Board of Directors should have the name and contact number, on file, of the identified individual in the event that there is an emergency and entrance to a Unit is necessary.

24. <u>The Annual Meeting of the Sandy Brook Condominium</u> Association will be held the third Saturday in September; should a change in the date be necessary, the Board of Directors must select an alternate at least sixty (60) days prior to the alternate date. The Board of Directors desires that as much participation in the Annual meeting is provided Unit Owners and believes that setting the annual meeting in September of each year will avail owners of participation.

25. <u>Propane tanks and flammable liquids</u> must be stored outside, not in the garage or inside the unit.

26. Monthly Condominium fees and late charges.

Monthly Condominium fees shall be due and payable by the 1st of each month. All fees in arrears after 15 days of each month are subject to a late fee of $25.00 and 1 ½ % (one and one half per cent) of the outstanding balance. Those who choose to pay their fees quarterly would not be subject to a late fee until 30 days have passed.

27. Violations of the Sandy Brook Condominiums Rules and Regulations.

Any Unit Owner who is in violation of these Rules and Regulations, Bylaws, and Declarations will be given a written warning. If the violations have not been corrected in the time allowed, the Unit Owner will be fined ~~$50.00~~ $25.00 per day, per violation, until the offense is discontinued.

Definitions: (from Declaration and By-Laws, page 3 & 4, dated Feb. 15, 2006)

Common Elements: consist of all portions of the property other than the units, which is all the property located with the boundaries of the parcel more fully described in Appendix 1. Joint ownership of the common elements includes the ownership rights and maintenance responsibilities including but not limited to site roads, drives, parking areas, landscaping, lighting and subsurface utilities.

Limited Common Elements: Private yards, decks, patios, porches, stoops, shutters, awnings, window boxes, doorsteps, walkways and any other fixture, including but not limited to chutes, flues, ducts, wires, conduits, designed to serve a single unit but located outside the unit's boundaries, are limited common elements allocated exclusively to the unit served.

Unit Boundaries: each unit's boundaries are the interior surface of the roof rafters, walls, windows, and the basement concrete floor slab. All interior floor and wall coverings, including but not limited to linoleum, polyurethane, carpeting, paint, wallpaper, are included with the boundaries of a unit.