

## **RULES AND REGULATIONS**

The following rules and regulations shall be observed by the owners. The term "owner" shall include the owner or any other person occupying the unit with the owner's approval, the term "property" shall include the units and the common elements comprising the corporation. Failure of the Board or manager to enforce any rule or regulation on any occasion or occasions shall not be construed as a change in the rules or as permission to continue or repeat a breach of such rule or regulation. Any loss, cost, or damages incurred by the Corporation by reason of a breach of any rules or regulations in force from time to time by any owner, the owner's family, guests, tenants, servants, agents, or occupants of that unit shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses.

### **Board Responsibilities:**

- 1 - The Board of Directors of the Condominium Corporation has the legal obligation to maintain all common elements. If it is necessary in the performance of its obligation the Board may remove any obstruction created by an owner and will invoice the owner for the costs incurred.
- 2 - Any loss, cost or damages incurred by the Corporation by reason of a breach of any rules and regulations in force from time to time by any owner, his family, guests, servants, agents or occupants of his unit shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses.
- 3 - In the event that the Board, for reasons of cleaning, snow removal, maintenance or repair, temporarily requires vacant possession of any parking space, the owner thereof shall insure that such space is vacated for the period as the Board requires in the circumstances. In the event that such owner fails to so vacate the parking space upon reasonable notice the Board shall be entitled to remove or have removed any motor vehicle or other obstruction from the parking space and the cost thereof shall be charged back against such owner as an additional contribution to the common expenses and shall be recoverable as such.
- 4 - No animal, livestock or fowl other than a pet shall be kept on the property and no pet that is deemed by the Board or manager, in its or his absolute discretion, to be a nuisance shall be kept by the owner of any unit or in any other part of the property. Any owner who keeps a pet on the property or any part thereof shall within two weeks of receipt of a written notice from the Board or manager requesting the removal of such pet, permanently remove such pet from the property.
- 5 - The Rules shall be reasonable and consistent with the Act, the Declaration, and the By-laws. Owners may at any time after a Rule becomes effective amend or repeal that Rule at a meeting called by a minimum of 15 percent of the owners called for that purpose within 30 days of the Rule becoming effective.

**Owner's Responsibilities:**

- 1 - The repair of any damages resulting from any change to the common elements made by an owner is the sole responsibility of the unit owner, both present and future.
- 2 - All future maintenance of any change to the common elements made by an owner is the sole responsibility of the unit owner, both present and future.
- 3 - No owner may make modifications to their unit that will cause an increase in the maintenance costs of the common elements.

**Shared Responsibility:**

- 1 - Replacement of garage doors and their exterior repair and maintenance (except for damage caused by the resident) is the responsibility of the Corporation. Maintenance, replacement and repair of all mechanisms, fittings, and springs inside the garage remain the responsibility of the owner.

**Actions Needing Board Approval:**

- 1 - Owners wishing to do some landscaping or develop a patio must submit a plan and obtain approval from the Board prior to making any changes to the common elements.
- 2 - After approval of the plan by the Board, owners are authorized to plant small shrubs and flowers around the perimeter of their unit not more than three feet from the foundation. (Owners of Charleston units are allowed to plant small shrubs and flowers in the whole area between the foundation of their unit and the walkway.) Edging devices and low frames, up to six inches (15 centimeters) in height, are permissible providing they don't make care and maintenance of the common elements more difficult or expensive. Owners may not landscape any other area in front or on the side of their unit. That is, nothing can be planted along the driveway, along the street, or in front of the hydro meter closets.
- 3 - Home decoration with flower boxes and hanging baskets, that requires mounting hardware, is permitted after receiving written approval from the Board. The method of allowable support, available from the Property Manager, varies according to unit model but in all instances is designed to minimize the chance of damage to the common elements. Repair of any damage that does occur will be charged against the owner, present and future.
- 4 - No owner may make modifications to the small deck (balcony) in the rear of their unit. The space below the deck may be enclosed with lattice frames after approval is obtained from the Board.

5 - Owners may build patios made of interlocking bricks, or patio stones, in the rear of their unit. They must, however, submit a plan to the Board of Directors and obtain the Board's written approval before starting the construction. The patio and the landscaped area must not extend beyond a straight line drawn between the outer ends of the privacy fences.

6 - Unit owners who wish to install eavestroughing on their unit must obtain approval from the Board and employ a qualified installer.

7 - Unit owners wishing to install a screen door must obtain the Board's written approval prior to installation. Contact the Property Manager to determine acceptable models. In addition, a frame must be built because the front door frames are not currently designed to accommodate screen doors. The screen door must be installed professionally, and both frame and door must be white.

8 - No television antenna, aerial, tower or similar structure or appurtenances thereto shall be erected on or fastened to any unit or exclusive use area except as a connection for a common television cable system. Satellite dishes may be installed after receiving written approval from the Board. Specifications for installation must be respected and are available from the Property Manager.

**Directives:**

1 - The owner shall not place, leave or permit to be placed in or upon the common elements any debris, refuse or garbage. Such debris, refuse or garbage shall be contained in properly sealed refuse bags or properly secured containers and placed at the curb area designated by the Board for reception of garbage not earlier than 7:00 PM the evening before scheduled pick-up.

2 - No noise shall be permitted, which in the opinion of the Board may be deemed to disturb the comfort and quiet enjoyment of the other owners.

3 - No building or structure shall be erected by an owner on the common elements.

4 - No stores of combustible goods, shall be kept on the property other than for use in the fireplace. Because of fire hazard, and for reasons of safety, propane tanks must not be stored inside any unit and barbeques must only be used out-of-doors.

5 - No clothesline shall be erected nor shall clothes be allowed to dry outside a unit.

6 - Basketball nets are not permitted on the property.

7 - No one shall harm, mutilate, destroy, alter or litter any of the landscaping work on the common elements including grass, trees, shrubs and curbing.

8 - No owner shall allow vines, shrubs or flowers to exceed the height of the fences or allow vines to crawl on fences or brick walls. Free-standing trellises may be used but large arches are not allowed.

9 - Landscaped areas adjacent to units must be composed primarily of shrubs and ornamental vegetation, annual and perennial. Such plantings are designed to enhance the appearance of the property, not to produce vegetables.

10 - Owners may plant annual flowers such as geraniums, petunias and impatiens, in the tree well surrounding the tree in front of their property. This applies only to trees that have been in place for a minimum of three years. Having done so, however, it is the responsibility of the owner to maintain the tree well in a weed free, well kept state.

11 - Water shall not be left running unless in actual use. Any damage to the common elements caused by the uncontrolled flow of water will be charged against the unit owner.

12 - No motor vehicle shall be driven on the common elements other than on a street, driveway or visitors parking space.

13 - All residents must use their garages and exclusive use driveways for parking their own vehicles. Visitors parking spaces are reserved exclusively for guests of owners, and for service personnel. All owners possess a "Parking Permit" for use by their visitors. These permits should be placed on the dash of visitor's vehicles when parked overnight, and be easily visible through the windshield. Out of town guests, whose vehicle is appropriately identified, are permitted to use a parking space for up to seven consecutive days. For any period beyond seven days contact the Property Manager. Any resident not complying with this rule may have the offending vehicle ticketed and/or towed at their expense.

14 - The walkways, and driveways used in common by the owners, must not be obstructed by either owner, or used by them for purposes other than ingress and egress to their respective properties

15 - Small decorative wreaths and Christmas lights during the Christmas season are permitted. The lights are to be turned off by February 1, and should be removed as soon after that date as ice and snow conditions permit safe removal.

16 - To maintain the Corporation in an attractive state, garbage containers, and blue and black boxes, must be stored in the garage, not on the front porch. Also items stored in the space under the rear deck should be kept in an orderly and tidy state.

**Insurance Premiums:**

1 - No owner shall do or permit anything to be done in his unit or bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance on any building, or on property kept therein; or result in cancellation or the threat of cancellation of any policy of insurance arranged by the Corporation; or obstruct or interfere with the rights of other owners; or do anything which is, on a reasonable standard, bound to annoy them or conflict with the laws relating to fire or with the regulations of the Fire Department or with any insurance policy carried by the Corporation or any owner or conflict with any of the rules and ordinances of the Board of Health or with any statute or municipal by-law.

2 - The Corporation carries fire and all risk insurance on all units and common elements as they existed at the time construction was completed. Individual unit owners and residents need only insure their personal goods and chattels and any improvements, additions, and upgrades made to the unit. Should the occupation or use of a unit result in an increase of premium payable by the Corporation for any policy or policies of insurance, then the owner of such unit shall be liable to the Corporation for the increased premium payable which shall be charged back to the owner as additional contributions towards common expenses and shall be recoverable as such.