

Introduction

Welcome to Stony Hill Village (SHV) Condominium. Stony Hill Village is a popular place to live because of its convenient location and lush, spacious grounds. However, living in a condominium presents each resident with responsibilities that are often quite different from those of individual homeowners or tenants. At Stony Hill Village, such tasks as building maintenance, grounds care, snow plowing, and garbage removal are provided by the Association. But along with these benefits, condominium living has Rules and Regulations that apply to everyone—Unit Owners, tenants, and guests. Condominium living requires consideration of the rights of your neighbors. All residents should be conscious of the conveniences of others, the appearance and safety of the property, and the need for cooperation.

Stony Hill Village Condominium is a Common Interest Community. All Unit Owners are members of the Association and share the concerns and responsibilities of all other Unit Owners. Unit Owners own their individual Unit, as well as an interest in all the Common Areas and Limited Common Areas.

All Unit Owners, tenants, and occupants of Units shall be subject to, and shall comply with, the provisions of the Condominium Declaration, Bylaws, and Rules and Regulations as they may be amended from time to time. These rules, general prohibitions, and restrictions must be adhered to in order to maintain the uniform and attractive appearance of the condominium design as created.

Unit Owners must follow all laws, zoning ordinances, and regulations of Town, State, and Federal jurisdictions.

This Handbook has been prepared by the Association in order to provide a convenient information source that will be of assistance to all SHV residents. You are encouraged to carefully review the Handbook to ensure your safety and comfort as well as the safety and comfort of your neighbors and guests.

The Board of Directors

OPERATION OF STONY HILL VILLAGE CONDOMINIUM

Connecticut State law requires that a condominium form an Association composed of all Unit Owners and elect a Board of Directors. The Association is responsible for the operation, management, budgets, buildings and grounds maintenance and repairs, and numerous other functions of Stony Hill Village.

Board of Directors: The Board of Directors is the governing body for Stony Hill Village. As defined in the By-Laws, the Board consists of a maximum of nine Unit Owners who volunteer their services. They are elected to direct and control the operation of the Association. The Board has the responsibility to interpret, enforce, and change the rules as needed. The responsibilities and powers of the Board are extensive, and exercising these duties can be rewarding. But these responsibilities come with an inherent time requirement that can be burdensome if they fall only on the shoulders of a few. The willingness and ability of Board Members to carry out their duties are vital.

Managing Agent: The Board of Directors contracts with a professional Managing Agent to administer the operation of the Association. The Managing Agent is empowered to perform duties and provide services authorized by the Board.

The Managing Agent's duties include the payment of bills, the collection of Common Charges, the preparation of the annual budget for Board approval, and working with all vendors and contractors to oversee general repair and upkeep of the buildings and grounds. The Managing Agent receives all instructions from the Board of Directors before approving contracts with vendors.

The Managing Agent of Stony Hill Village is **Gail Mellin, Mellin & Associates, LLC, P.O. Box 275, Georgetown CT 06829**. You may contact the office between 9:00 a.m. and 5:00 p.m., at **203-938-3172**; and email to **gail@mellin.us**. After business hours, an emergency number at **203-733-5128** is provided with voice mail.

Common Areas: Common areas and facilities are all the parts of the community except the individual Units. All building exteriors, roadways, walkways, visitor parking areas, pool and clubhouse facilities, lawns, shrubs, and trees are Common Areas and not the property of an individual owner. Common Areas include any portions of the walls, floors, windows, ceilings, etc., that lie beyond the boundaries of a Unit as defined below, as well as easements through Units for pipes, wiring, etc., that support multiple units and shared facilities.

Limited Common Areas: Limited Common Areas are portions of the condominium that are assigned for the exclusive use of an individual Unit Owner. They include stoops, walkways, patios, and decks that provide access to the Unit; garages and garage doors; chimneys; exterior windows and doors and storm doors; heating and air-conditioning equipment serving the Unit but located outside it; and attic space above a unit that serves only that Unit.

Unit: A Unit is the space within a residence that is bounded by the walls, floors, windows, exterior doors, skylights, and ceilings. Wallboard, plasterboard, paneling, tiles, wallpaper, paint, finished flooring, and any other materials that form finished surfaces are parts of the Unit. Each Unit includes any improvements within those boundaries, as well as any chutes, pipes, flues, ducts, wires, conduits, and other facilities in the perimeter walls or ceilings that serve only that Unit.

Buildings Maintenance

The Association maintains and repairs all roofs, chimneys, building exteriors, and decks. Buildings are painted on a rotation basis. When a building is painted, the decks of that building are power-washed and sealed.

Bulletin Board

A bulletin board is located at the mailbox station. Important Association notices and information, including Minutes of the Board Meetings, are posted.

Board Meetings

The Board of Directors usually meets once a month, at the clubhouse. Unit Owners may address the Board prior to the business meeting. An Annual Meeting open to all Unit Owners is held each year. Notification is provided in advance.

Clubhouse

The clubhouse is a valued asset at Stony Hill Village. All Board Meetings and the Association's Annual Meeting are held there. The clubhouse is also available for rental to residents in good standing, for their private use. The clubhouse kitchen contains a refrigerator, a microwave oven, and a warming cart and trays. Only adults 21 years of age or older may rent the clubhouse facility.

Common Charges

Common Charges are paid by all Unit Owners and are the funding with which the condominium operates. State law dictates that Common Charges may not be legally withheld for any reason.

Common Charges are due on the first of each month. The Association provides mailing envelopes for your convenience. No monthly statements are sent. All checks are payable to **Stony Hill Village Condominium Association, Inc., P. O. Box 275, Georgetown, CT 06829**

Failure to pay by the 10th of the month results in a \$50.00 late charge.

Uncollected Common Charges affect every Unit Owner. If a Unit Owner is in default of payment of Common Charges, the Association has the right and duty to initiate proceedings to recover Common Charges. The Unit Owner shall be obligated to pay all expenses, including attorney fees incurred by the Association, in any proceeding brought to collect unpaid Common Charges. Continued delinquency subjects the Unit Owner to legal action that may include a lien and foreclosure.

The Association's Foreclosure Collection Policy can be obtained from the Managing Agent, and is also posted on the Association's website. www.stonyhillvillage.com.

Communications and Newsletters

A newsletter is published twice during the year to provide information concerning Association activities, special announcements, and items of interest and concern. It is sent to all Unit Owners and residents and is posted on the Association's website: www.stonyhillvillage.com.

Contractors

If the Association is responsible for a repair to a Unit, only the Association may hire contractors to make the repair. Contractors are provided work orders and, if necessary, will contact residents to set up an appointment.

Electrical Panels

Outside electrical panels are the responsibility of the Association.

Fines

Fines may be levied by the Association in cases of extreme or continued violation of the Rules and Regulations. The maximum fine is \$100 per occurrence. Each day a violation continues after receiving notice shall be considered a separate violation. Unpaid fines can subject Unit Owners to legal proceedings and a lien on their property. Before levying a fine, the Board of Directors will provide the Unit Owner with notice and an opportunity to be heard. The requirement for a hearing will not prevent the Board from acting to prevent immediate and irreparable harm.

Grounds Maintenance

The Association maintains Stony Hill Village's spacious grounds. Lawn care, seeding, fertilizing, pruning of trees and bushes, landscaping, and plantings are performed on a regular basis by professional landscaping firms.

Insurance

The Association's master liability and property insurance policy provides for public liability and for loss and damage to buildings and to the grounds and recreation facilities. Damage caused by fire or accident must be reported in writing to the Managing Agent within five (5) business days of occurrence.

Unit Owners must have their own liability and property insurance coverage for repairs to the interior of their Units and for personal property. Such coverage should be purchased through the Unit Owner's insurance agent and may be a requirement of the Unit Owner's mortgage. Tenants must also have insurance coverage. Unit Owners should make sure that their policy covers amounts that may be charged to that Unit up to the amount of the Association's master policy deductible.

Mortgage lenders may ask for proof of the Association's insurance. A "Certificate of Insurance" can be obtained from the Association's Insurance Agent.

The Association's Insurance Agency is Johnson-Stevens-Curran, 30 Main Street, Suite 302, Danbury CT 06810; 203-743-2844.

Lighting

All outside lighting is maintained by the Association. This includes outside lights on front doors, garages, and decks.

Mailboxes

The mailboxes are the property of the Federal Postal System, but they are maintained by the Association. The Association does not have keys for the mailboxes. Replacement keys and locks are the Unit Owner's responsibility, and they can be purchased and installed through the Post Office or a locksmith.

Pool

The Association maintains SHV's pool and surrounding grounds. The pool is available for use to all Unit Owners and residents in good standing. If a Unit Owner is not current with Common Charges, pool privileges may be suspended.

Refuse and Recycling

Dumpsters for trash and recycling are found at various locations at Stony Hill Village. Refuse is collected several times a week by LoPresti Carting. This service is for residents only.

Special dumpsters will be provided periodically for seasonal cleanups. These dumpsters will be located in the parking area of the recreational facility.

Right of Entry to a Unit

The Association has the right to enter any Unit (a request will be made in advance when possible) to make repairs, replacements, or improvements, or to remedy conditions that might result in damage to other portions of the building. Right of entry for emergencies will be immediate.

The Association has the right to enter any Unit in which there has been a violation or breach of any rule or regulation as established by the By-Laws and to correct any condition within the Unit that is contrary to the Rules and Regulations.

Snow Plowing

Snow plowing and sanding are provided during snow and ice storms. Snow plowing will begin after one-half inch has fallen and will continue as needed. Clearing of walkways starts at the end of a snow storm and will usually be completed within four hours for storms of one inch or less.

Unit Information Form

All Unit Owners will receive a yearly Unit Information Form from the Managing Agent. This form must be completed and returned to the Managing Agent. Failure to provide the information will result in a fine.

Unit Leasing

Before leasing a Unit, a Unit Owner must give notice to the Association by completing a Unit Owner Information Form. Each time a Unit is rented to a new tenant, the Unit Owner shall pay a Lease Charge to the Association of \$150.00. The Unit Owner shall pay another Lease Charge of \$150.00 when that tenant's lease is terminated. Failure to file the Information Form and provide the Association with the pertinent information will result in a fine of \$300.00. Contact the Managing Agent to obtain the Information Form.

Unit Owners will waive all recreational rights to their tenants. This includes the use of the pool, clubhouse, and dumpsters. Unit Owners will be responsible for all fines and violations caused by tenants.

Unit Resale

Upon written request, the Managing Agent will provide a Resale Certificate and the Association's documentation within ten (10) working days. The fee for this service is \$125.00, payable to the Managing Agent. Instructions for requesting this package are on the Association's website.

Website

The Association maintains a website at www.stonyhillvillage.com. The site provides important information about SHV to Unit Owners and residents. It also contains many of the forms, documents, and approval forms required by the Association.

UNIT OWNER RESPONSIBILITIES MAINTENANCE STANDARDS

The use of each Unit is limited to occupancy by a single family. No industry, trade, or commercial activity is allowed. No portion of the Unit, building, or property is to be used as a place of business.

Unit Owners are responsible for all the space and improvements lying within their Unit as well as for all services for their individual Unit--such as heating, air conditioning, appliances, plumbing, fixtures (sinks and toilets), electrical receptacles, switches, lighting fixtures, fireplaces, windows, screens, and doors, as well as for the personal property contained within the Unit. Unit Owners pay for the use of their own electricity, TV provider, and telephone service.

No Unit Owner or resident shall make any structural addition, alteration, or improvement in or to a Unit without the prior written consent of the Board. Upon approval of the Board, Unit Owners must obtain appropriate permits from the Town of Brookfield.

No major plumbing, electrical, or structural alterations or additions may be made without consulting a licensed and insured contractor in that field who can advise the Unit Owner regarding safety for all residents.

Unit Owners may also be responsible for damages to other Units and to Common Areas if such damages result from their negligence, misuse, or neglect.

Unit Owners may not do anything or keep anything in their Unit that will result in the cancelation of or an increase in the rate of the Association's insurance.

Unit Owners are responsible for reporting maintenance problems to the Managing Agent in a timely fashion and, if required, must provide reasonable access to the Unit for inspection and repairs as needed.

All required maintenance, repairs, and replacements within a Unit must be done by a licensed and insured contractor. The contractor must obtain work permits where required.

Unit Owners must retain copies of all documentation proving compliance with the required maintenance, repair, and replacement Standards, enumerated below, in the event that documents of compliance are requested by the Association.

The Association will hold a Unit Owner responsible for expenses incurred by the Association in excess of insurance proceeds if the expense is caused by a Unit Owner's or tenant's failure to comply with the provisions of these Standards.

Air Conditioners

No air conditioners or fans are permitted in windows.

Air conditioners in wall sleeves may be covered in a neutral color--black, gray, beige, brown, transparent.

Appliance Inspections

Care and maintenance of all appliances are the Unit Owner's responsibility. All appliances--including washing machines, dishwashers, and hot-water heaters--must be inspected annually because they can cause severe water damage if a failure occurs.

Bathrooms

Unit Owners must regularly inspect and maintain all tile and grout on the floor and in the bathtub/shower area. The seals around toilets and drains should be properly caulked.

Chimney Inspections and Cleaning

The maintenance of fireplaces is the responsibility of the Unit Owner. Chimney flues must be inspected annually if fireplaces are used. Unit Owners must arrange and pay for inspections and for any required cleaning. A fireplace should not be used if it hasn't been inspected.

Exterior repairs to the chimney--which include the surround, cover, and cap--are the Association's responsibility.

Decks and Patios

Unit Owners may, at their own expense, expand the size of their decks. They also may, at their own expense, install patio pavers under the second-story decks of specified units. To expand decks or install patios, Unit Owners must contact the Managing Agent for Board-approved forms; they will be required to provide design plans, permits, and certificates of insurance for contractors.

Dryer Vent Cleaning

Dryer vents must be cleaned annually by the Unit Owner to prevent lint from accumulating in the vent ductwork.

The Association is responsible for repair or replacement of outside dryer vent covers. A Unit Owner must notify the Managing Agent when the outside vent cover needs repair or replacement.

Electrical Panels

Electrical panels and circuit breakers within a Unit are the responsibility of the Unit Owner and must be inspected annually. Only a licensed electrician may replace old, worn, or damaged breakers or wiring.

No electrical device that could create electrical overloading of standard circuits may be used. Misuse or abuse of appliances or fixtures within a Unit that affects other Units or the Common Elements is prohibited. Any damage resulting from such misuse will be the responsibility of the Unit Owner in whose Unit it will have originated. Total electrical usage in any Unit will not exceed the capacity of the circuits as labeled on the circuit-breaker boxes.

Fire Extinguishers

All residents should have at least one small UL-listed or FM-approved fire extinguisher having a rating of 10BC or larger mounted in a reasonably conspicuous and accessible area of their Unit.

Floor Covering Rule

This rule applies to Unit Owners of Upper Units of Two-Unit dwellings, as specified here:

7, 8, 19, 20, 27, 28, 43, 44, 51, 52, 63, 64, 67, 68, 71, 72, 75, 76, 99, 101, 103, 105, 107, 109, 111, 113, 115, 117, 119, 121, 123, 125, 127, 129, 131, 133, 135, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162

A minimum of seventy-five percent (75%) of the floor area of each room of these Units (excluding kitchens and bathrooms) must be covered with rugs, carpeting, or equally effective noise-reducing material.

Complaints from neighbors require that owners of the above Units take immediate action to eliminate the noise no later than sixty (60) days after the date of notification.

Violation of this rule may result in fines of up to \$100 per day, with each day constituting a separate violation.

Heating and Cooling System Maintenance

Heating and cooling units must be inspected annually by a licensed technician. Unit Owners are responsible for the maintenance, repair, and replacement of the

heating and cooling units. The indoor air-circulation fan motor and outdoor coil-fan motor should be inspected annually. The air filter should be cleaned on a regular basis and replaced annually.

Hot-Water Heater Replacement

A hot-water heater failure will create damage to a Unit and to Units below. All hot-water heaters must be replaced within 8 years of the manufacture's date indicated by the serial number. A visual inspection of the outside (and even the inside) of a hot-water heater may not reveal any defect or potential problem. Since many hot-water heaters are located in upper Units, it is imperative that the water heater be properly maintained to avoid water damage to the lower Units.

The best reliable predictor of the condition of a hot-water heater is its age. Manufacturers of hot-water heaters typically use the first two digits of their serial number to indicate the year of manufacture.

To determine compliance with this policy, Unit Owners must provide the Association with the manufacturer's name, model number, serial number, and date of installation as recorded on their hot-water heater.

Only a licensed and insured contractor may replace a hot-water heater.

Kerosene Heaters and Pellet Stoves

Fire code forbids the use of kerosene heaters in condominium Units. Pellet stoves are also not permitted. Quartz and electrical space heaters are legal, but extreme caution must be exercised with their use. Do not use an extension cord, and avoid overloading any circuit.

Leaks

Upon identifying a leak or similar condition resulting in the escape of water within a Unit, immediate action must be taken. There are shut-off valves for faucets, toilets, and hot-water heaters. There is also a shut-off valve outside for the whole building. Immediately report any leak to the Managing Agent.

Plumbing

The Association is responsible for the main branch plumbing lines that serve each Unit up to entry into that Unit. Unit Owners are responsible for all exposed pipes, plumbing fixtures, sinks, and toilets within the Unit.

Do not dispose of or flush any grease, toxic items, baby wipes, and personal hygiene items into the system. This can cause clogging and backups that may damage the system and be very expensive to repair.

If your Unit is going to be unoccupied for several days during the cold months, it is suggested that the thermostat be set at least to 50 degrees to prevent water pipes from freezing and bursting. It is also recommended that cabinet doors be left open, and the kitchen faucet be left slightly dripping.

Smoke Detectors

All residents must maintain and inspect smoke detectors annually. Current building codes require a smoke detector in each room.

Sound Control

While relatively efficient soundproofing has been provided in each Unit, sound can travel between adjoining walls. Speakers should not be mounted on any common wall as this could cause excessive vibration.

Storm/Screen Doors

If Unit Owners want to install a storm/screen door, they must contact the Managing Agent for a form that provides the Board-approved manufacturer, model, and color. The installation of any door other than the approved door will result in fines and removal of the door at the owner's expense.

Stove Hood Cleaning

Stove hoods must be cleaned annually by the Unit Owner. Grease build-up in the hood could cause a fire.

Toilet Inspection and Repair

All toilet tanks and seals, shut-off water valves and connectors, interior flush valves, refill valves (ballcock), and flapper gaskets must be inspected annually and replaced by the Unit Owner when not properly working. Care must be taken to ensure that toilets do not become blocked with items like diapers or personal hygiene items. Blockage of the toilet can result in the overflow of the toilet and cause significant damage to that Unit and the Unit below.

Vacant Units

If a Unit is going to be unoccupied for an extended period of time, Unit Owners should turn off the main water valve in the Unit. They should drain all pipes, appliances, water heaters, and bathroom fixtures and add a solution of anti-freeze to all traps and commodes. The thermostat should be set to at least 50 degrees.

Washing Machines and Dryers

Washing machine hoses and connections must be inspected annually. The hose should not be twisted or kinked, and all clamps and connections must be tight. Steel-clad hoses must be used.

Dryer hoses must be metal and not plastic. To install a new metal hose contact Vent-Guard at 860-354-3043 or another vendor of your choice.

Windows, Screens, Slider Doors, and Skylights

Unit Owners are responsible for the maintenance and replacement of windows, screens, slider doors, and skylights. If Unit Owners want to replace any of these, they must contact the Managing Agent for a form that provides the Board-approved manufacturer, style, and brand. The installation of anything that differs will result in fines and removal at the owner's expense.

RULES AND REGULATIONS

The Rules and Regulations contained in the Handbook replace all other previously published Rules and Regulations. And such Rules and Regulations may be superseded by future decisions of the Board of Directors. The material is not intended to replace the Association's Declaration or By-Laws, which represent the official governing rules of the Association.

Unit occupants--whether owner, tenant, or guest--are obligated to observe all Rules and Regulations. Unit Owners are responsible for the actions of their tenants and guests.

The Board of Directors will enforce these Rules and Regulations in the interests of the community as a whole. However, the Board does not have a duty to pursue enforcement of a Rule or Regulation if it determines that such action is not justified, would be inconsistent with the law, or is not in the Association's best interests.

Violations of the Rules and Regulations should be reported to the Managing Agent, who will notify the Board of Directors. Requests for general repairs and maintenance of buildings and grounds should be in writing to the Managing Agent: **Gail Mellin, Mellin & Associates, P.O. Box 275, Georgetown CT 06829**. Email **gail@mellin.us**. You may contact the office between 9:00 a.m. and 5:00 p.m., at **203-938-3172**; and after business hours, an emergency number at **203-733-5128** is provided with voice mail.

Alterations and Improvements

Nothing may be done to any Unit or common element that would impair the structural integrity of the buildings or that would structurally or visually change the buildings. The uniformity of appearance of all buildings and the exterior view of the Units must be maintained.

No painting or staining of the exterior portion of any building is permitted. This includes decks, windows, sliders, and their dividers.

No resident is allowed on the roof of any building at any time.

Nothing may be done or kept in any Unit or on Common Areas that would increase insurance premiums or result in policy cancelation.

Annoyances and Nuisances

No noxious, offensive, obscene, dangerous, or unsafe activity shall be carried on in any Unit or Common Areas, nor shall anything be done therein either willfully or negligently that may be or become an annoyance or a nuisance to the other residents.

No resident shall make or permit any disturbing noises or permit anything to be done that interferes with the rights, comforts, or convenience of other residents. Parents are responsible for the actions of their children, including vandalism.

Disputes between neighbors are to be referred to the police.

Appearances

No personal property—including but not limited to grills, planters, toys, chairs, kiddie pools, bikes, shovels, brooms, flags--is to be stored or left overnight in Common Areas. Personal property in Common Areas may be removed upon discovery.

Plants may be placed on the front door stoops and stairs. A total of two plants is allowed. Plants must be in attractive containers. Dead or dying plants may not be placed there.

No chairs, garden ornaments, or statuary are permitted on the front door stoops or in Common Areas.

No bird feeders, fencing, or trellises are allowed.

Nothing is to be attached to the building trim, garages, or window and door frames. This includes plant hooks, thermometers, wind chimes, and wall plaques.

Nothing is to be hung over front door railings, including plant containers, doormats, towels, and articles of clothing.

Window treatments should be drapes, sheers, or shades. They must be neutral in color—white, ivory, beige, taupe. Sheets covering windows are not permitted. Stickers and decals are not permitted on windows or sliders.

Bulletin Board

Do not tape notices to the Association bulletin board, which is located at the mailbox station. If you want to post a notice, contact the Managing Agent for permission.

Unit Owners may post rentals and sales of their units for a period of 30 days. Also allowed are postings related to lost pets. Other than these, only Association matters may be posted on the bulletin board.

Clubhouse

The clubhouse may be rented for private functions by residents 21 years of age or older. Residents may rent the clubhouse only one time per month. Outside organizational groups are not permitted to rent the clubhouse.

The resident signing the reservation form must remain in the clubhouse for the duration of the function. Adults must supervise all minors and will be responsible for their actions. Under State of Connecticut law, no alcoholic beverages may be served to minors.

Procedure for renting and using the clubhouse:

- Call the Managing Agent for a reservation form to rent the clubhouse.
- Send back the reservation form, along with a check payable to SHV, covering the rental fee and a security deposit.
- Arrange to pick up the key at least 48 hours prior to your function. The key must be returned within 24 hours after your function.
- No barbecues or torches are allowed on the deck or any other part of the clubhouse area.
- Helium balloons are not permitted.
- Smoking is not permitted.
- No loud music or bands are permitted.
- Use of the pool and patio/picnic areas are prohibited.

Common Areas

Common Areas are to be used only for the purposes for which they were designed. No roadways, parking areas, or landscaped areas may be used for recreational purposes. Common Areas must be kept free of rubbish, debris, and other unsightly items. No one shall obstruct or store anything in the Common Areas.

Decks

The deck of a Unit must be kept neat. Decks may not be used for storage. Carpets may not be used on deck floors. Items such as toys, bikes, and scooters may not be stored on decks.

Nothing may be hung off the decks or over railings. This includes but is not limited to plants, wind-chimes, decorative items, towels, clothing, and screens.

Installation of wire mesh fencing or netting is not permitted. Vegetable plants are not permitted on decks.

Displays

No signs, advertising, awnings, canopies, tents, wires, laundry, shutters, or antennas may be hung or displayed on buildings, or on Common Areas and Limited Common Area.

Signs may not be hung inside if they can be seen from outside the Unit. Exceptions are strictly limited to the United States flag on appropriate legal holidays.

No plaques may be placed on exterior doors; only wreaths are permitted.

Holiday lights and decorations--including but not limited to Halloween, Thanksgiving, Christmas, Hanukkah, Easter, Fourth of July--may only be placed inside the Unit, not on Common Areas. Nothing is to be placed on the grounds, trees, or shrubs. Only Christmas and Hanukkah wreaths may be placed on exterior doors, and must be removed by January 30.

All potted plants, summer plantings, and plant containers are to be removed or stored out of sight by November 30.

Fireplaces and Firewood

Chimneys must be inspected and cleaned once a year if frequently used. It is the responsibility of the resident to arrange and pay for any required cleaning, and to provide access for these inspections.

To avoid smoke-filled rooms, make sure the damper is open and there is a draft. Warm the flue by lighting a piece of paper and holding it up to the damper until a draft is initiated.

Firewood may be stored on the deck from October 1 to May 1. Firewood must be neatly stored on a pallet or hoop to prevent rotting of the deck. No more than a ¼ cord (approximately 20 logs) can be stored on the deck. A plastic tarp in a neutral color--black, gray, beige, brown, transparent--may be used to cover the pallet.

Rotten or insect-infested firewood will be removed upon discovery, at the owner's expense.

Garage and Tag Sales

Garage and tag sales are not permitted on SHV property.

Gas Grills

The State of Connecticut has enacted restrictions pertaining to the use of grills at condominiums. These restrictions are being enforced by the Town's Fire Marshalls. The State Fire Code Ban on Grills says that "no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used [or stored] on any balcony and deck, under any overhanging portion, or within 10 feet of any structure." **The rule applies to those living in Upper and Lower Units of Two-Unit dwellings.**

The following rules apply to those Units (Townhouses) where gas grills are permitted. The grills may be placed on the deck, or they may be placed on Common Areas, as long as they are placed within 2 feet of the deck.

Charcoal and solid-fuel grills are prohibited. A gas grill must be checked annually to ensure it is in safe working condition. A plastic covering in a neutral color--black, gray, beige, brown, transparent--may be used to cover the grill.

Caution should be exercised when gas grills are in use to avoid excessive flare up. Efforts should be made to control heavy smoke fumes that may prove annoying to nearby residents. Preventive measures, such as fire extinguishers and water, should be readily available.

Propane tanks may not be stored inside a Unit, garage, or on Common Areas. They should be placed preferably underneath the grill, or on the deck.

Landscaping

A professional landscaping firm maintains the grounds. In the spring (after April 1), all loose debris, sand, leaves and branches are cleaned up. Lawn mowing begins no later than April 15 and ends approximately November 30.

Lawn mowing includes cutting grass and the pick up and removal of clippings. All sidewalks, steps, stairs, and parking areas are blown clean.

All plantings on Common Areas are the property of the Association. A Unit Owner or tenant may not remove lawn or foundation plants to install personal plantings without written Board approval.

Board-approved plantings installed by a Unit Owner or tenant are the express responsibility of the Unit Owner. This includes but is not limited to watering, fertilizing, and removing dead plant material. The Association assumes no

responsibility for damage to such plantings caused by work done on the premises by contractors hired by the Association for maintenance, upkeep, and repair of the buildings, roads, and landscaping.

Vegetable gardens (in-ground or in containers), statuary, fencing, trellises, supports, and identification markers are not permitted.

Lighting

All outside lights on front doors, garages, and decks are to be consistent in appearance. Contact the Managing Agent if new lightbulbs are needed for these fixtures.

Motor Vehicles

The Association requires that all motor vehicles, including motorcycles and motorbikes, belonging to SHV residents be registered with the Managing Agent. Forms are available from the Managing Agent.

All motor vehicles belonging to Unit Owners or tenants must have current registration and identification. All Connecticut motor-vehicle laws apply to residents. Any motor vehicle not in compliance is subject to towing.

Vehicles may not be repaired or washed on SHV grounds.

The speed limit throughout SHV is 15 mph.

Parking

Parking facilities are only for residents and visiting guests. Parking is permitted only in designated areas. All Units without a garage are assigned one parking space, which is marked with an identifying number. Unassigned parking spaces are not numbered and are available on a first-come basis. Residents of units with garages are expected to use the garage for parking.

Motorcycles and motorbikes must be parked in a garage or a designated parking space.

If someone parks in your assigned parking space, place a polite note on the offending vehicle stating it is parked in an assigned-numbered parking space. You may elect to have the vehicle towed. The owner of the vehicle normally pays the towing cost, although the resident who calls may also be responsible for the towing cost. The Association will not pay for towed vehicles.

For emergency reasons, no parking is permitted on roadways or along curbs at any time. If there is no space in your area, you may use the clubhouse parking lot.

No motor vehicle is permitted to be stored on SHV property.

When residents are away for an extended period of time, they may, with Board permission, park their vehicles at the recreational facility.

No camper, trailer, recreational vehicle, commercial vehicle, or a vehicle with advertising or a boat is permitted to be parked or stored within the condominium complex. Trucks are not permitted to have equipment such as ladders, paint, and construction material stored on the truck while parked on the premises.

A commercial vehicle consists of any of the following: All class 1 & 2 “chassis only” vehicles with GVW of 4,000-11,000 lb. All class 3, 4, 5 “chassis only” vehicles with GVW of 10,000-19,500 lbs. Any vehicle that displays advertising, carries a commercial license plate, transports passengers for hire, carries hazardous materials, has “portable” or wooden-slot sides, and is larger than a van.

Residents will occasionally be required to move their cars for parking-area snow removal, sweeping, and Common Area repairs.

While waiting for school buses, no parking is permitted along the roadway entrances. Vehicles must park in the recreational facility lot. Parents are to walk to the entrances when picking up their children. This is a safety issue that must be enforced.

Motor vehicles parked in violation of these regulations are subject to being towed without warning at the expense of the owner.

Patio/Picnic Area

The patio/picnic area is for the explicit use of Unit Owners, tenants, and their immediate families and invited guests. Children under 14 must be accompanied by an adult. All guests (maximum 4 per unit) must be accompanied by a resident and should be informed of the patio/picnic rules.

The area is open daily from 10:00 a.m. until 8:00 p.m., Memorial Day to the Fall.

Please observe the following patio/picnic rules:

- Entrance to the patio/picnic area is through the pool gate.
- Bicycles, scooters, and skateboards are not allowed.
- Grilling is not allowed.

- Music is not allowed.
- Smoking is not permitted.
- Pets are not allowed.
- Parties are not allowed.
- Cell phones are to be used outside the fenced area.
- Close the umbrellas before you leave the patio/picnic area; otherwise, winds will damage them.
- Do not leave anything on the tables or benches.
- Keep the area clean. If you spill, please wipe it up.
- Trash containers have been provided for garbage.

Pest Control

The control of common household insects and pests, inside or outside the Unit--such as ants, clover mites, crickets, firebrats, silverfish, spiders, bees, wasps, hornets, mice, rodents, squirrels, and bats--is the responsibility of the Unit Owner or resident.

Pets

Dogs, cats, and other household pets may be kept at SHV but are limited to one pet per Unit.

Dogs must be licensed by the Town of Brookfield. They must be walked on a leash. They may not be tethered, chained, or left outside.

Pet owners must assume responsibility for their pet's behavior. They must ensure the safety of all residents and of other residents' pets. Residents must not leave food or water bowls outside the Unit for dogs and cats. Residents are responsible for any damage caused by their dog or cat to buildings or grounds.

Pet litter is offensive to residents and damaging to grass and other plant life. It is to be removed immediately by the owner and disposed of properly. The Association has a formal policy for dealing with pet problems. If you see residents not walking their dog on a leash, or not picking up after their dog or cat, contact the Managing Agent. **The Association can levy a fine of \$100 for each violation.**

Residents shall not disturb the comfort, peace, or repose of any person in the vicinity by allowing their pets to cause or create a nuisance or unreasonable disturbance by continued or frequent noise. Pets creating a nuisance or disturbance may be permanently removed from the property.

Dogs should be walked on the roadway or at the edge of the woods, not on lawn areas. Pets are not permitted within the recreational facilities.

Pool

The pool is for the explicit use of Unit Owners, tenants, and their immediate families and invited guests.

The pool is open daily from 10:00 a.m. until 8:00 p.m., Memorial Day to a week after Labor Day.

A telephone is provided in the clubhouse hallway adjacent to the bathrooms. This phone is only for 911 emergency calls.

Please observe the following pool rules:

- The pool gate must be closed at all times. Entrance to the pool area is through the gate, using a key card issued by the Association. Residents will be charged \$150 for a replacement key card.
- Lifeguards are not provided. Residents swim at their own risk.
- Children under 14 must be accompanied by an adult.
- All guests (maximum 4 per unit) must be accompanied by a resident and should be informed of the pool rules.
- People must bathe before using the pool.
- Any person with (or suspected of having) a communicable disease cannot use the pool.
- Children who are not yet toilet trained must wear a swim diaper and a swimsuit in the pool area. Conventional and disposable diapers are not allowed.

The following are not permitted in the pool or pool area:

- Boisterous running, shoving, dunking, and rough play
- Spitting or nose-blowing in the pool
- Diving
- Toys and flotation devices
- Alcoholic beverages
- Glass bottles and glassware
- Bicycles, scooters, and skateboards
- Music
- Smoking
- Pets
- Parties
- Cell phones
- All personal items brought to the pool area—such as chairs, towels, food, and trash—must be removed when leaving.

The Managing Agent or any Board Member has the authority to remove anyone from the pool area for violation of the pool rules.

Refuse and Recycling

Dumpsters are found at various locations around the condominium complex. These are for residents only. Refuse is collected several times a week by LoPresti Carting: 203-798-8993.

Dumpsters labeled “trash” are for ordinary household refuse. Dumpsters labeled “recyclables” are for all recycling materials: newspapers, paperboard, corrugated fiberboard, catalogs, magazines, junk mail, plastic, glass, and aluminum containers.

Items such as chemicals, tires, furniture, construction materials, carpeting, paint, appliances, and water heaters are not to be placed in or by any of the dumpsters. You need to make special arrangements directly with LoPresti Carting for handling these large bulk items.

Garbage should be in tightly sealed plastic bags. Do not overfill or leave trash outside the dumpsters. Drivers will not leave their truck to handle trash or debris. The dumpsters are emptied by truck hoist, and loose trash is unsightly when it spills onto the ground and roadway.

Parking is absolutely prohibited near the dumpsters. Trucks will not empty any dumpster that may interfere with a parked vehicle.

Snow Plowing

During a heavy snow or blizzard-like conditions, the best possible effort will be made to allow residents to travel.

Snow plowing will begin after one-half inch of snow has fallen and will continue as needed. Clearing of walkways and sanding start at the end of a snow storm and will usually be completed within four hours for storms of one inch or less. Caution should always be used on the walkways and roads during a snow or ice storm.

When snow plows are in your parking area, it is mandatory that you move your car from the parking spot so that the plows can properly plow the area. It is the responsibility of all residents to move their cars. If your car is not moved, the Board of Directors reserves the right to tow the car without warning.

The contractor is not responsible for shoveling out residents' vehicles.

Roadways

The Common Areas are to be used only for the purposes for which they were designed. Roadways and parking lots are not meant to be recreational areas. There is to be no ball playing, bicycling riding, skate boarding or rollerblading on the roadways.

Satellite Dishes

To request permission to install a satellite dish on your deck, contact the Managing Agent for an approval form.

USEFUL TELEPHONE NUMBERS

If you are not sure about a problem or situation, call the Managing Agent, who is available during normal business hours for help.

Police/Fire/Medical Emergencies	911
Brookfield Police	203-775-2575
Managing Agent - Mellin & Associates, LLC	203-938-3172
Emergency.....	203-733-5128

Services:

Electricity: Eversource.....	1-800-286-2000
Refuse: LoPresti Carting.....	203-798-8993

Vendors: Vendor telephone numbers are provided as a convenience and are not an endorsement or recommendation.

Electrical Repairs: S & S Electric.....	203-748-4776
Heating/AC/Plumbing: A. Krueger Plumbing.....	203-743-2255