

Sherwood Glen Condominium Association Rules and Regulations

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Appendix A – Good Bird Feeding Practice

These condominium rules are adopted for the mutual benefit of owners of Sherwood Glen. They are intended to contribute to preserving a dean, safe, and attractive environment, assuring the peaceful enjoyment of the condominium. They are intended to protect and enhance the value of the unit owner's interest in the condominium, and are NOT designed to unduly restrict or burden the use of the property.

Complaints or violations of these rules should be made to the Property Manager or the Board, in writing. If either feels that the complaint is justified, it will take whatever action it deems necessary. The complainant will be notified in writing as to the action being taken.

I. General Information:

1. Great North Property Management, Inc.,
3 Holland Way, Suite 201
Exeter, NH 03833
PH: (603) 436-4100
2. All warranty calls should be directed to the-Property Manager. Maintenance calls should be made to: (603) 436-4100, between 8:30 and 5:00; after hours call: 659-2313.
3. Condominium Fees (see attached page)
4. All new owners must register with the Property Manager within 7 days of moving in. All information must remain current with the management.
5. Owners, guests and lessees will be expected to reduce noise levels after 10:00 p.m., so that neighbors are not disturbed. At no time are musical instruments, radios. or television sets to be so loud as to become a nuisance.
6. Peddling or soliciting are not allowed.
7. Signs (political, real estate, business, etc.) are prohibited within the Common Areas. (real estate signs are allowed in unit windows.)
8. Owners are responsible for the contractors they hire. Damage to the common areas and buildings because of contractors are the responsibility of the unit owner. Proof of insurance should be obtained by the unit owner.
9. No offensive activities shall be carried out within the condominium complex nor shall anything be done or placed within the condominium, which could be considered as a nuisance, disturbance or annoyance to other owners or the public.

10. Owners shall be held responsible for the actions of their children, visiting pets, and guests. If occupancy by guests creates a nuisance to other owners or tenants, the Board shall have the right to require that the offensive guests leave.
11. Nothing shall be done or kept in any unit or in the common areas that will increase the rate of insurance of the condominium. All owners should purchase contents insurance.
12. There shall be no use of or activity in any unit or common area, which shall be in violation of any governmental law, ordinance, rule or regulation.

II. Roadways, Driveways, Walkways, and Vehicles

In the interest of safety, ie, for emergency vehicles to pass, the following rules have been enacted:

Speed Limit

The maximum speed limit for ail vehicles within the condominium complex is 15 mph.

Parking: (see TEMPORARY amended rules which follow)

1. ** Primary parking is limited to the unit garage and driveway.
2. Parking is not permitted on any common area.
3. Overflow parking is available at the clubhouse.
4. It is suggested that owners park their vehicles(s) at the clubhouse, leaving the driveway free for guests.

Vehicles Other Than Automobiles and Small Trucks

No owner or other person may keep trailers, trucks, (semi or box), commercial vehicles, recreational vehicles or other such personal property within public view.

Repairing Vehicles:

No repairing of vehicles shall take place within the common areas, nor shall driveways be used for any purpose other than to park vehicles. Washing vehicles is permitted.

Maintenance of Driveways and Walkways:

Owners will be responsible to keep their areas in clean and sanitary condition. The parking areas and walks associated with each unit are to be kept dear of obstructions and other personal items.

This is a TEMPORARY amendment to Section II, page 3, of the Rules and Regulations.

Parking:

All residents must register their vehicle(s) with Great North Property Mgt.

In the interest of safety, for our residents and guests, and for emergency vehicles to pass, the following rules have been enacted and are now consolidated into one document for year-round use.

1. Primary Parking is limited to the garage and driveways.
2. NO PARKING on the streets between midnight and 6 a.m.
3. All street parking is AT YOUR OWN RISK.
 - a. Short term parking for visitors on Arrow Lane is permitted to a maximum of 2 cars per unit, along the RIGHT side of the road as you enter the complex up to, but not past Unit 51, and on the LEFT side around the island. No parking on the unit side of the cul-de-sac.
 - b. Short term parking for visitors on Sherwood Road and Locksley Lane is permitted to a maximum of 2 cars per unit on the RIGHT side of Sherwood and Locksley, as you enter the complex. No parking on or blocking of the Locksley Lane service road.
 - c. No street parking during any plowable snow event until streets are cleared.
 - d. Owners are responsible for moving the cars for snow removal or for emergency vehicle access when necessary.
 - e. No parking on any Common Area, including sidewalks.
 - f. Cars must not interfere with any owner's ability to move into or out of their respective driveways with ease.
 - g. Unit owners are responsible for their guests adhering to rules.
 - h. Additional parking is available at the Clubhouse.

Repeated violations of these rules may result in fines and/or cars being towed at owner's expense!

III. Exterior of Buildings

Decks and Porches:

13. Owners will be responsible to keep their decks and porches in a clean and sanitary condition.
14. Owners must make a reasonable attempt to remove snow from the rear decks as soon as possible at the conclusion of the snow event.
15. Deck product used and approved by the Board is Cabot Clear Natural Solution 3000.
16. Permanent storage of items either on front porches, or under the rear decks (with the exception of gas grills) is prohibited.
17. Screened decks require written approval of the Board. The Board further requires the owner to sign a waiver, accepting responsibility for repairing and possible damage caused by the installation. Both documents must be complete and on file before construction proceeds. Unit owners are responsible for screen maintenance.

Changes Affecting the Exterior of the Buildings

1. Attachments to the buildings are prohibited. Drilling of holes in the siding or the roofs is prohibited. Exceptions are granted as outlined below:
 - a. Antenna and satellite dish installation requires written approval of the Board. The Board further requires the owner to sign a waiver, accepting responsibility for repairing any possible damage caused by the installation. Both documents must be complete and on file before installation may proceed.
 - b. Flags (maximum size 3'x5') will be allowed only if erected on a small flagpole mounted on the side of the garage door, affixed to the wood molding at an elevation of approximately 6' above the driveway to the bottom of the flag pole bracket.
 - c. Storm doors must conform to the models and styles chosen by the Board. Approved models and styles may be purchased from any other vendor should the owner desire an alternate vendor. Unit owners are responsible for screen and storm window maintenance.
 - d. Garden hose reels must be free standing and cannot be attached to the building.
 - e. Awnings, sunshades, fans and/or other changes are to be installed only with the prior written consent of the Board.
 - f. No clothes, linens or other materials shall be hung from windows, placed on window sills, hung or draped from a railing, or otherwise left or placed in such a way as to be exposed to public view. Outdoors clotheslines or other outdoor clothes drying or airing facilities are not permitted in the condominium.

- g. Holiday decorations during the appropriate seasons are allowed provided they are conservative. At no time will decorations, including lights, be attached by nails or screws to the building. All decorations must be removed 2 weeks after the holiday. EXCEPTION: Christmas decorations may be placed the weekend after Thanksgiving and must be removed by January 12th. The Board reserves the right to review and request the removal of decorations it deems inappropriate.

Outdoor Equipment:

1. Patio furniture in good condition is permissible on the front porch and rear deck, and gravel areas.
2. Bicycles, sporting goods, other personal articles, and equipment must be kept within the unit or said mentioned items on the deck must be in use. Decks are not permanent storage.
3. No owner or other person may keep boats, personal watercraft, or other types of watercraft stored within public view. These must be stored in your garage and/or your basement.
4. ** Grills are allowed on the decks while in use, but must be at least 3' away from a combustible surface (house, railings, etc) It is recommended that grills not be used on covered decks or on the small decks attached to the 3-season porches. They are also not allowed under any deck, or in the garage while in use, and are not to be stored in front the building.

** If there are extenuating circumstances to this rule, contact the Board to discuss options.

IV. Household Pets:

1. "No animals, livestock, or poultry, except two (2) domesticated household pets, one of which must be (20) pounds or less, consisting of either dogs or cats, shall be kept anywhere within the condominium. Fish aquariums not in excess of twenty (20) gallons are exempt." (Article II, section 7, paragraph 5 of the condominium by-laws)
2. Cats and dogs (including all visiting pets) must be under the owners' control at all times. Pets are not allowed to create excessive noise, or run loose without supervision in the Common area, or in any way create a disturbance or unpleasantness.
3. The owner is responsible for cleaning up animal feces promptly. Feces may not be disposed of over embankments or on Sherwood Glen property. It must be bagged and thrown out with the trash.
4. Animals are not allowed to urinate in mulched areas.
5. Any damage caused by a pet on the Common area, (eg. grass) must be repaired by the pet owner at his/her expense, within a reasonable period of time. If not repaired in a reasonable period of time, the Board will notify the owner in writing and repairs will be made to the satisfaction of the Board at the owner's expense
6. Any dog in the Association must be registered with the town of Raymond.
7. Each owner will hold the Board harmless against loss or liability for any actions of his/her pets within the condominium.

V. Common Areas and Grounds

Improper Use of Common Area

There shall be no use of Common Areas, which injures or scars the Common Areas or plantings thereon, increases the maintenance thereof, or causes unreasonable embarrassment, disturbance or annoyance to the unit owners in the enjoyment of these common areas.

Planting Of Flowers:

1. Owners shall be permitted to plant flowers (perennials and annuals) in the normally mulched areas.
2. Plants in planters may be placed on the front porch, steps, driveway (at edges of the garage doors), or mulched areas; planters must blend with landscaping and the buildings.
3. Hanging baskets are limited to two (2) on the front porch and two (2) on the rear deck. Baskets on the front porch must be hung from a screw eye fastened into the inside surface of the white beam (which is supported by the 3 white columns.)
4. Planters are not permitted on the walkways or grass: lawn areas must remain untouched.
5. Window boxes are permitted on rear decks only,
6. The owner must maintain the flowers. Plantings shall be at owners' expense and subject to standards, as to location, use, and maintenance established by the Board.
7. The Association is not liable for damage to owners' plantings as a result of snow removal, salting or sanding.

Outdoor Ornamentation:

1. Outdoor ornamentation within the grass areas is prohibited.
2. Ornamentation must blend with landscaping and the buildings, and may not contain spinners, propellers, or other moving parts.
3. The Board requires the removal of all ornamentation from all areas by November 15.
4. The Board reserves the right to review and request the removal of ornamentation it deems inappropriate.

Bird Feeders:

1. Bird feeders, not birdhouses, are limited to two (2) feeders per unit. One bird bath per unit is permitted in mulched areas or at property tree line.
2. Bird feeders must be placed in the property's mulch beds or at property tree line; they cannot be attached to the unit or porches in any manner, except for suction cup feeders. A feeder is allowed to be attached to the deck railing.

Littering:

There will be no littering on the condominium property.

VI. Clubhouse/Gym:

1. The clubhouse is for the use of owners, residents, and guests only. Owners must accompany their guests.
2. Pets are not allowed in the clubhouse (unless for medical reasons).
3. The Association is not liable or responsible for owners and residents using the clubhouse or the fitness room.
4. The Board must approve donation items for use in the clubhouse or fitness room before their placement in the respective areas.

Clubhouse Rental for Personal Use:

1. All events must be scheduled with Art Wolinsky, 8 Locksley Ln. (609) 618-4433
2. Fire regulations allow for a maximum of 50 people.
3. All events require the filing of a clubhouse use agreement with the Property Manager, and the payment of a \$125.00 deposit. (\$100.00 is refundable upon a satisfactory condition of the clubhouse by the event host.) The remaining \$25.00 will be applied towards the maintenance expenses of the clubhouse.
4. Events ending after 10:00 p.m. require that the clubhouse be cleaned by the host, before 10:00 a.m. the following morning. Should an early event be scheduled for the next morning, cleanup must be completed before 8:00 a.m. (Check with for other scheduled events.)
5. Adults must supervise children at all times.
6. No items are to be left in the clubhouse. Trash has to be removed and refrigerator has to be cleaned out.
7. Owners are responsible and liable for their guests when renting the clubhouse.
8. **Under no circumstances shall guests attending a function be allowed to use the gym.**
9. Home theater room is subject to the same requirements as the clubhouse and adult supervision is required at all times.
10. No additional cooking appliances shall be brought into the clubhouse without the consent of the Board.

Clubhouse Rental for Association Use:

1. Unit owners may schedule clubhouse use for association functions with no fee, provided the function is open to all unit owners.
2. Cleanup procedures should follow as above.

VII. Procedures:

Rights of the Board

1. Any consent or approval of the Board or Management given under these rules shall be revocable at any time.
2. The Board may revise these condominium rules in any way, at any time, as conditions warrant, provided a written communication is sent to each unit owner advising him/her of the change.
3. The Board, in its declaration, may designate its power and duties, with respect to the granting of consent, approvals, and permission under these rules, to the Management of the condominium.
4. The Board of Directors has the power to assess and levy fines for violations of those Rules and Regulations and will do so in the case of unreasonable or continuing violations. Owners are reminded that the Board of Directors has the power to enforce such fines (if necessary) by placing a lien on an owner's unit and by seeking any other remedies available by law. A schedule of fines is provided in Attachment 1.
5. Board decisions in these procedures require a unanimous vote.

Rules Enforcement:

Violation	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Pet Violations (Note: Pet attacks on humans or other pets may result in legal action and will be cause to have the pet removed from the property permanently.)	Warning	\$50	\$75	\$100
Common Area Violations -littering, improper use, damage to lawns personal property	Warning	\$50	\$75	\$100
Unpaid Condominium Fees (see attached)	Warning	\$50	\$75	\$100
Vehicle Violations - speeding, parking, unregistered vehicle, performing vehicle maintenance or any other repairs, etc.	Warning	\$50	\$75	\$100
Parking and Roads Violations - Note: violations involving blocking of snow removal equipment or impeding the access of emergency vehicles, shall automatically go to \$100.00	Warning	\$50	\$75	\$100
Limited Common Area Violations - non-conforming changes to structure, unauthorized additions/changes, improper use, prohibited displays, etc.	Warning	\$50	\$75	\$100

This schedule is not intended to represent all fines or actions related to violations, nor is it intended to represent all possible violations that may occur. The Board of Directors reserves the right to review and assess violations. Violations beyond the 4th offense may result in increased fines or legal action where not otherwise indicated, Violation fines shall be per calendar year

Unpaid Condominium Fees

1. Owner will receive a REMINDER for fees 10 days overdue.
2. For fees that are 30 days overdue, owner will be sent a notice from Great North. A \$15.00 late fee will be assessed, along with an 18% per annum (about \$3.75/mo.) interest charge.
3. For fees that are 60 days overdue, a 2nd notice will be sent to the owner by Great North; another \$15.00 late fee will be assessed, and the 18% interest charge will continue.
4. For fees that are 90 days overdue, the account is turned over to an attorney for collection.

** For owners experiencing financial difficulties, please contact the Board of Directors, c/o Great North Management Company.