

Oakwood Lane Owners' Association
Rules and Regulations
Revised May 17, 2018

1. **Any changes** to the common area, including the exterior of any unit, must be **approved** by the Board of Directors in writing. No repair, modification, renovation, reconstruction or addition, exterior painting, staining or driveway sealing shall be undertaken to any unit by any owner.

Railings on stoops may be installed if they are black wrought iron and simple in design, and the homeowner is responsible for the expense. Additions to the rear of the units must follow the footprint of the patio and match the unit's siding, color, roof, etc. A sketch of the proposed addition should be furnished to the board prior to any work being done. This also applies to skylights. If visible from the street, there can be one (1) skylight on the front roof. Up to four (4) skylights are allowed on the rear roof. These items are owner responsibility for upkeep.

2. **Signs**: No owner shall erect a sign of any kind (excluding name of reasonable size) on any part of the residence or common area without prior written approval from the Board of Directors. One professionally constructed real estate sign per unit will be allowed in the lawn in front of the unit.

3. **Items** such as urns, in ground flag poles, tubs, bird feeders, windsocks, bird baths and statues may be placed on the patio or to the rear of the condominium.

Seasonal flowers in pots or portable containers are permitted on the pavement, not on lawns. No flower boxes may be attached to the unit. Gardens, other than foundation plantings, must be approved by the Board of Directors and maintained by the owner.

No hedges may be planted nor fences erected on common property. Planting of trees must receive prior written approval. Trees will only be removed if they pose a danger or are diseased. Removal of plantings and shrubs is under the care of the association in order to protect the building structures.

4. **Furniture, equipment and recreational gear** shall be stored in garages or on patios when not in use. Lawns must be kept clear for maintenance. Driveways must be kept cleared because they are shared. Parking is not allowed on lawns. Discretion should be used in placement of grills when in use, specifically away from the exterior of the building, because of fire hazard. No open flame patio heater/fire pits are permitted on the Oakwood Lane Condominium Association property.

Firewood must be stored in the garage or otherwise hidden from public view at the rear of the condominium. Propane tanks cannot be stored in garages.

No outside drying of laundry or other articles shall be allowed on the Condominium property.

No antenna may be attached to the exterior of any building

5. **Trash** shall be put out in town provided containers with covers. Town rules state containers should be put out no earlier than sunset the evening before pickup. Empty containers must be stored as soon as possible.

(Revised May 17, 2018)

6. **Dogs and/or cats** will be restricted to a combined total of two. They must be under the control of residents or guests at all times. In no event shall any pet be permitted in any roadway, lawn or other common area unless carried or on a leash. Pets may be tied up for a short time in the rear of a unit only. According to town ordinances, residents and guests are responsible for immediately cleaning up the litter of their pets regardless of where it is deposited, and all pets must be properly immunized and licensed per town ordinances. Repeated complaints by owners concerning pet management will result in the Board of Directors enforcing removal of the animal from the Oakwood Lane property.

In addition, no venomous pets are allowed on the Oakwood Lane property.

Tenants are **not** allowed to have dogs and/or cats.

(Revised May 17, 2018)

7. **Motor homes**, motor vans, commercial trucks and boats may be parked overnight for a maximum of one night each ninety (90) days. Guests may not sleep overnight in a motor home.
8. **Dead storage** of motor vehicles outdoors is not permitted at any time.
9. **All motor vehicles** must be removed (day or night) during snow removal operations so that they will not interfere with plowing. Parking on lawn area is prohibited without prior Board approval. Any damage to the lawn is owner responsibility to repair, or association will repair and bill back to the owner.
10. **Music** must be moderate at all times.
11. **Garage sales** are not permitted at Oakwood Lane Condominium.
 - Oakwood Lane Condominium will have one community wide yard sale per year, if there is interest in doing so. The date of the yard sale will be determined by the Board of Directors. Everyone is invited to participate and display their items at their individual unit, as opposed to a central location.
12. **Fireplaces**: The chimney should be checked periodically for cleaning. Yearly checkups are suggested if you use your fireplace frequently. This is not only for your safety but your neighbors' as well. The expense of chimney care is the owner's responsibility.
13. **Absence**: If your condominium will be vacant for an extended period of time the following precautions are necessary:
 - a. Leave spare keys for emergency access and advise Board of Directors or Management who has them.
 - b. Leave the address and phone number where you can be reached.
14. **Most commonly asked Homeowners' Responsibilities**: chimney cleaning, dryer vent cleaning, monitors cleaned (every two (2) years), all forms of skylights and their maintenance, front stoop

railings, garage door openers, screens and screen doors, dehumidifiers in crawl spaces, water heater care, maintenance and replacement. All homeowners should check with Dirigo Property Management **before** filing individual Homeowners' Insurance claims.

15. **Oakwood Lane Association** responsibilities and unit owner responsibilities are listed in the restated 2010 Declaration. Please review documents.
16. **Rental Units**: All rental agreements must be in writing and must make the tenants' occupancy subject to the Declaration, By-Laws and Rules and Regulations. No Unit Owner may rent his/her unit to more than one (1) individuals/family in a consecutive twelve (12) month period, unless an exception is granted by the Board of Directors. No lease may be for less than one (1) year. A copy of the lease must be delivered to the Board of Directors/Management Company at least ten (10) days prior to the start date of the lease. Such copy need not disclose the rental fee. The Unit Owner shall also provide a copy of the CURRENT Oakwood Lane Condominium Rules and Regulations initialed and signed by the tenant, along with the lease.
17. **Maximum Number of non-owner-occupied Units** – No more than 20% (6 units) may be occupied by non-owners unless a hardship exemption is granted by the Board of Directors. Before leasing any unit, the owner must contact the Management Office of Dirigo to see how many units are currently rented. **(Revised May 17, 2018)**
18. **Entire Unit leased** – No portion of any Unit (other than the entire unit) shall be leased for any period of time.
(Revised May 17, 2018)
19. **Window Air Conditioners** are to be placed only in side and back windows.
20. **Late Fees**: Checks are made payable to the Oakwood Lane Owners' Association and are due on the first of each month. If payments are not received by the tenth of the month, a late fee of

\$75.00 will be assessed. Balances over 30 days late will be charged interest at the rate of 18% per annum (**Revised May 17, 2018**)

21. Penalties:

- A. A system of penalties has been established to address individuals who violate these rules. The board has no intent to restrict unit owners' rights to reasonable and unrestricted use of their property or privileges of ownership.
- B. Fines will be imposed for violations of the rules according to the following schedule:
 - i. 1st violation: owner will receive a friendly reminder in writing requesting compliance within 5 days. If the offense is not corrected, a fine of \$50.00 per day will be imposed until the violation is corrected.
 - ii. If the violation is repeated: a fine of \$100.00 per day will be imposed until the violation is corrected.
 - iii. The violator may request a hearing with ten (10) days after imposition of the fine. The request must be made in writing and be addressed to the Board of Directors. The violator will be afforded a reasonable opportunity to be heard and may present his/her case to the Board, and the Board will decide, based on the available information regarding the alleged violation, whether or not any fines and/or penalties should be lifted. The hearing shall be held in executive session (that is, a closed session) of the Board.
 - iv. If the violator is not a unit owner, the violation will be addressed with the unit owner. Owners are responsible for the actions of their tenants and for providing their tenants with a copy of all fines and the removal of all violations.
 - v. Unpaid fines will result in a lien against the owner's property.

(Revised May 17, 2018)

**** Please also see Heating Policy and Snow Parking Policy****

Dirigo Management Contact Information – our manager is Paula Beyer. She can be reached by email at PaulaB@dirigomgmt.com, or by phone at 207-871-1080.