

WATERFORD GREENE CONDOMINIUM ASSOCIATION

➡ Revisions approved by the Board of Directors June 17th, 2013.

RULES AND REGULATIONS

The following Rules and Regulations of Waterford Greene Condominium Association apply to owners, renters and guests on the premises.

1) **Building Exterior**

a) **Changes:** Any changes to the exterior of any unit by anyone must be approved, in writing, by the Board of Directors prior to installation. Changes shall be in accordance with maintaining the integrity and quality of both the construction and aesthetics of Waterford Greene. No repair, modification, renovation, reconstruction or addition of any kind shall be undertaken without the above-stated approval. Any work, such as exterior painting, staining or driveway sealing, is included in changes requiring approval. No penetrations in the vinyl siding or trim or the exterior of the buildings in permitted.

b) **Attachments:** No antennae may be attached/affixed to the exterior of any building. There shall be no penetrating nails or lights of any kind affixed to the exterior.

ii. Federal law under the FCC states that the installation of satellite dishes cannot be prohibited. However, regulations for their use are as follows: 1.) they may not be installed on the roof or through the siding or building trim; 2.) they may not be placed on the front of the building; 3.) the dishes may not exceed 36" in diameter; 4.) dishes may only be placed on rails or floor of decks; 5.) all proposed installations must be reviewed by the Board before any work commences.

2) **Signage:**

No property owner shall erect any signage on or in the windows or doors, or on buildings, common areas or lawn areas. Signage includes but is not limited to "For Sale" or "For Rent", political or the like signs. Name signs that measure no greater than 8"x12") to designate a property owner's unit are acceptable, and must be placed within the limited common area.

3) **Landscaping:**

a) All changes to existing landscaping, except as noted below, must be approved by the Board of Directors prior to making such change(s). Changes shall be in accordance with maintaining the integrity and quality of both the construction and aesthetics of Waterford Greene.

b) General Common Area – In accordance with the Plat & Plan, the "general common area" consists of the following:

1. All grass areas in front of, behind, to the side and in between buildings.
2. General common planting beds located in the general common grass areas. For example, area at base of front yard trees.
3. Circles on Waterford Greene Drive and Greenwich Way.
4. Flag pole area.

All general common areas are the responsibility of the Association and Property Management Company. Any change to the general common area must be approved by the board of directors and will be at the expense of the unit owner and maintained by the unit owner. Approved changes that are not maintained by the unit owner shall be removed by the Association and charges for such removal shall be billed to the unit owner.

c) Unit Common Area – “Unit common areas” will consist of the following:

1. Middle unit - Front flower bed between middle units, front sidewalk and border.
2. End unit - Flower bed that extends from front stoop around to deck, front sidewalk and border.
3. End unit – Extending 20’ from rear deck post to rear corner of building and 10’ out from building (10’ x 13’).

Seasonal flowers in pots or portable containers are permitted, without board approval, in the unit common area, but not on lawns. In addition, seasonal flowers may be planted in the front unit common area bed, without board approval. No pot or container shall impede landscaping crews and are planted at the owner’s own risk. Upkeep, which includes removal, shall be the sole responsibility of the property owner and removal will be executed as soon as is reasonable after the season has ended.

Crushed stone may be replaced with the same crushed stone of neutral color in unit common area without board approval. Replacement of crushed stone with any other material (e.g. patio blocks, brick, colored aggregate) must be approved by the board of directors prior to installation. Any such change approved by the board of directors will be maintained by the owner and if removed, the area will be returned to the original condition of the unit common area.

Planting or replacing trees and shrubs must be approved by the board of directors prior to installation.

Any other change to the unit common area must be approved by the board of directors and will be at the expense of the unit owner and maintained by the unit owner. Approved changes that are not maintained by the unit owner shall be removed by the Association and charges for such removal shall be billed to the unit owner.

d) Limited Common Area – In accordance with the Plat & Plan, “limited common areas” are as follows:

1. End units – 20’ from the front post of the deck towards the back (side) yard and 15’ from the building (see diagram after Page 3 of 5)
2. Middle units – 20’ from the center privacy fence towards the end unit and 20’ from the building (see diagram after Page 3 of 5)

Seasonal flowers in pots or portable containers are permitted, without board approval, in the limited common area, but not on lawns. In addition, seasonal flowers may be planted in the limited common area, without board approval. No pot or container shall impede landscaping crews and are planted at the owner's own risk. Upkeep, which includes removal, shall be the sole responsibility of the property owner and removal will be executed as soon as is reasonable after the season has ended.

In-ground flag poles, tubs, bird feeders, windsocks, bird baths, statues and raised flower beds may be placed in limited common areas, without board approval.

Planting or replacing trees and shrubs must be approved by the board of directors prior to installation. Upkeep shall be the sole responsibility of the property owner. In addition, any shrubs planted next to deck must be pruned to keep shrub away from the deck.

Crushed stone may be replaced with the same crushed stone of neutral color in limited common area without board approval. Replacement of crushed stone with any other material (e.g. patio blocks, brick, colored aggregate) must be approved by the board of directors prior to installation. Any such change approved by the board of directors will be maintained by the owner and if removed, the area will be returned to the original condition of the limited common area.

Any other change to the limited common area must be approved by the board of directors and will be at the expense of the unit owner and maintained by the unit owner.

e) Miscellaneous

1. No clotheslines shall be permitted to be permanently hung. No unit owner/renter shall hang laundry, rugs or drapes out of unit.
2. There shall be no attachments to the front of the condominium unit.

For further clarification of defined planting areas, see detailed diagrams on the next 2 pages.

4) Pets:

Please reference the Waterford Greene Declaration Documents dated April 15, 1996 Item #10.g. Property owners and guests are responsible for cleaning up litter after their pets and properly disposing of it. While outside, pets must be under control at all times. Pets may not be kept outside of unit on a long lead rope as this is a threat to other unit owners' comfort and enjoyment as well as potentially damaging to the lawn and shrubbery. Dogs and their owners are subject to applicable Town of Kennebunk ordinances and the State of Maine Leash Law. Property owners are limited to two domestic pets. Renters are not permitted to have pets on the premises. The sole exceptions to this rule are pets that are "grandfathered" prior to the adoption of these rules and regulations, and current pets may not be replaced with others.

5) Storage:

- a) Storage of motor vehicles, to include but not limited to unregistered vehicles, or anything else outdoors is not permitted at any time. Motor homes, motor vans, commercial trucks, boats, snowmobiles and the like may be parked overnight for a maximum of three (3) consecutive nights. Guests may not sleep overnight in a motor home.
- b) Storage of flammable liquid and/or propane tanks is not permitted in the garage, basement, crawl space or within the unit.

6) Parking:

- a) No parking is permitted in the fire lane or in any grassed area of Waterford Greene.
- b) All motor vehicles must be moved (day or night) during snow removal operations so as not to interfere with plowing.

7) Garage/Yard Sales:

Garage/yard sales are not permitted except as a part of the Annual Waterford Greene Association Yard Sale.

8) Trash:

Trash should be in containers with covers. Trash shall only be left out unattended the night before or the morning of trash pick-up day and empty containers are to be removed immediately on the same day of pick-up. Recycling and recycling bin containers shall conform to the Town of Kennebunk Recycling Department regulations.

9) Offensive Activity:

- a) Unit owners and renters, their families and guests shall respect occupants of all other units in Waterford Greene by engaging in non-offensive and non-noxious activities in their units, and in the limited common areas. Volume of televisions, radios, stereos, musical instruments and the like shall be at a considerate level.
- b) Basketballs, skateboards, roller blades and the use of like items shall be used in normal daylight hours. Those using them shall adhere to rules of safety and courteous behavior pertaining to all residents/renters and their families and guests.
- c) Group sports activities shall occur so as not to impede the safety of anyone at Waterford Greene or so as to alter the integrity, quality and investment of Waterford Greene and its property owners.

10) Unit Rentals:

a) Unit rentals are not permitted except on a long-term basis. Long-term is defined as 1 year or longer. With prior Board approval, one year leases may be considered. All unit renters are required to adhere to these Rules and Regulations and property owners are required to provide a copy of these Rules and Regulations to their renters. Unit owners are responsible for keeping rented units insured and are responsible for any/all damages to the unit, limited and common areas caused by renters of their units. Unit owners are also responsible for any violations of the Waterford Greene Bylaws and Rules and Regulations by the renter(s), including insurance deductible amounts of the Condominium Association when applicable to the responsibility of a rented unit.

b) Compensation to Association: A security deposit of \$1,000.00 is to be paid to the Association by the owner to cover any potential damage or destruction to the areas for which the Association is responsible. The deposit is to secure the interests of the Association. The deposit is due to R&E prior to the tenant taking occupancy. Failure to comply with making this deposit will result in a \$100 non-refundable monthly fine. The deposit is refundable when the unit is no longer leased and an acceptable inspection has been completed. Deposits will be made to a separate interest bearing account.

c) Owners are required to provide R&E Associates a copy of the lease signed by all parties in advance of occupancy. R&E Associates will review said lease with the Board of Directors. If preferred, the owner may obliterate the monthly lease rental amount, but all other terms must be transparent to R&E Associates and Board members.

11) Camping and fires:

No outside camping is permitted in tents or otherwise. No fires are permitted on decks or on any property owned by the Association whether open or within containers of any kind. Gas cooking grills are permitted and must be kept at least 4 feet away from any structure. No other open flames of any kind are permitted.

12) For everyone's safety and to satisfy Waterford Greene Condominium Association insurance providers, the three provisions must be met by all unit owners.

a) Smoke Detectors: Unit owners are required to upgrade existing smoke detectors on an as needed basis, but minimally every ten years – per recommended product guidelines. All unit owners will be required to demonstrate proof of upgrade by November 1, 2010. Proof will be provided to R&E Associates in writing. R&E Associates will maintain updated data.

b) Furnace Cleaning: Unit owners are required to provide proof of annual furnace cleaning to R&E Associates. Proof will be provided to R&E Associates in writing. R&E Associates will maintain updated data.

c) Owners are subject to all requirements of item #10. In the event that the owner has a long-term guest (in excess of 30 days) and if the owner will be absent, the owner must notify R&E Associates.

Approved at Annual Meeting 1/25/99

Amended by Board of Directors at regular Board Meeting 7/14/99

Amended by Board of Directors at regular Board Meeting 6/18/01

Amended and Approved by Board of Directors at Regular Board Meeting 8/16/2010

Amended and Approved by Board of Directors at Regular Board Meeting 6/19/2013

Item #3 -Landscaping

