

NORTHBROOK CONDOMINIUM ASSOCIATION

RULES & REGULATIONS

The rules and regulations have been adopted by the Board of Managers of the Northbrook Condominium Association in accordance with the by-laws to not only protect the integrity and harmony of the community, but also to promote the safety and welfare of residents and maintain an acceptable quality of life.

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Northbrook Condominium Association

Approval Date: 02/21/08

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Fine Structure

These Association Rules & Regulations are adopted for the benefit of the Unit Owners and Tenants of Northbrook Condominium Association. They are intended to contribute to preserving a clean, attractive and peaceful environment. They are not intended to unduly restrict or burden the use of property.

The essence of the regulations, rules and recommendations is for each Unit Owner and Tenant to treat each other with respect and courtesy and exercise common sense, so Northbrook Condominiums can be an outstanding place to live.

These Rules & Regulations supersede all previous rules, regulations and policy resolutions and may be revised in any way, consistent with the By-Laws, at any time by the Board of Managers as conditions warrant, provided that no revision shall be effective until a written copy thereof is sent to the Unit Owners advising them of the change.

All Unit Owners and Tenants of the Unit Owners in the Association and their Guests are bound to abide by the Rules, which reflect the provision of the originating legal documents and By-Laws of Northbrook Condominium Association.

Complaints of violations of these Rules & Regulations shall be made in writing to the Board of Managers. The Board of Managers will notify the alleged offending Unit Owner and/or the Tenant of the complaint and investigate the same with due process. If the Board of Managers feels that the complaint is justified, it will take appropriate action. The complaining party will be notified in writing by the Board of Managers as to what action has been taken or is to be taken.

A progressive discipline and fine system will be in effect for the violation of the Rules:

- A. First offense of a rule: a written warning from the Board of Managers to the Unit Owner
- B. Second offense of the same rule: up to \$25 fine against the Unit Owner
- C. Third offense of the same rule: up to \$50 fine against the Unit Owner
- D. Fourth offense of the same rule: up to \$100 fine against the Unit Owner
- E. Successive offenses of the same rule: up to \$200 fine against the Unit Owner.

These incremental steps will be taken unless the Board of Managers determines that special circumstances exist to warrant a different amount or that other measures are appropriate consistent with the By-Laws. Such special circumstances must be documented in writing by the Board. **Note that special circumstances are in effect relating to unleashed dogs, attacks by unleashed dogs and assault on a Board member. See the appropriate section for listing of these fines.**

Additionally, any criminal act committed on Northbrook property by a Unit Owner, Tenant or their Guests resulting in conviction on criminal charges shall be grounds for the Board of Managers to levy a fine of up to \$500 (Five Hundred Dollars) for a misdemeanor or \$1,000 (One Thousand Dollars) for a felony PER person, per offense.

Failure to pay a fine may result in a lien being placed against the Unit Owner for the amount of the fine. In addition, the Condominium Association shall be entitled to all costs and attorneys' fees incurred in any proceeding the Board of Managers deems necessary to gain compliance with the condominium documents. The money collected from such fines shall be expended at the discretion of the Board of Managers. Proper records will be kept of all transactions.

In addition to these rules Unit Owners, Tenants and their Guests are bound by any applicable governmental law, ordinance or regulation. Unit Owners and Tenants are urged to contact appropriate legal authorities in the event of activities deemed to be illegal.

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Due Process Procedure

The individual who is alleged to have violated a rule must be treated fairly and afforded basic due process rights.

An initial courtesy letter or reminder shall be issued to the individual alleged to have violated a rule for the first time.

The Board of Managers will provide the individual with a notice of the alleged rule violation in writing.

This notice is to include:

- a. A description of the alleged rule violation, including date, time and witnesses—photos should also be included if applicable
- b. A restatement of the rule
- c. The possible penalty
- d. A request for specific action to be taken by the individual by a specific date to correct or comply
- e. Action that may be taken for non-correction or non-compliance
- f. The opportunity to have a hearing with the Board of Managers in Executive Session to offer a defense

If a hearing is requested:

- a. The Board of Managers will state the case against the individual
- b. The individual will respond in their own words
- c. The complainants will be required to attend the hearing

A repeat offense will generate a letter informing the individual in violation of a fine.

Continued violations will generate additional written notices of fine(s).

Section 1: Animal Rules & Regulations

The maintenance, keeping, boarding and/or raising of animals, livestock or poultry of any kind, regardless of number, shall be and is hereby prohibited within any condominium Unit or Common Area except that this shall not prohibit the keeping of dogs, cats, caged birds and/or small domestic animals as pets provided they are not maintained, kept or bred for commercial purposes.

1. Small domestic animals are defined as reptiles and rodents and must be caged to prevent escape to Common Areas.
2. No animal is permitted to disturb the rest or peaceful enjoyment of any Unit or the Common Areas.
3. All pets must be kept duly licensed and maintained with local and state regulations including all immunization and vaccinations required in accordance with the Town Health Department laws and regulations.
4. An up-to-date Dog Registration Form must be on file with the Board of Managers.
5. All dogs shall be kept leashed and under the control of their owner whenever they are outside the Unit, and shall not be allowed to interfere with the rights, comfort or convenience of other residents.
6. **Special Fine Structure relating to Unleashed Dogs (mandated by Settlement Agreement dated October 4, 2000):**
 - First Offense: a **written warning** from the Board of Managers to the Unit Owner
 - Second Offense: a **\$50** fine against the Unit Owner
 - Third Offense: a **\$100** fine against the Unit Owner
 - **Special Fine Structure for Attacks by Unleashed Dogs:**
 - First Offense: a **\$100** fine against the Unit Owner
 - Second Offense: a **\$200** fine against the Unit Owner
 - Third Offense: a **\$200** fine against the Unit Owner, plus **dog is banned from all Common Areas** with a **\$200 per day** fine thereafter for each separate occurrence
7. No animal may be leashed to any stationary object of any Unit or upon the Common Areas.
8. Dogs may not be walked on grassy areas near a neighbor's Unit and the dog's owner must **immediately** clean up and properly dispose of any waste.
9. It is not permitted to use sewers for the disposal of droppings or kitty litter.
10. Owners are responsible for all damages caused by their pets to Common Areas and to the property of others. Individual Unit Owners shall be responsible for all fines assessed by the Board of Managers for violation of these rules.
11. Any pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the property, subject to the complaints received by the Board in writing by two or more Unit Owners. Any animal considered to be vicious, intimidating or uncontrollable can be removed by majority vote of the Board following a hearing with the pet owner. The Unit Owner shall be liable for all costs should an animal have to be removed from Northbrook property by direction of the Board. Costs incurred shall include all legal fees incurred by the Association and all costs incurred shall be assessed to the Unit Owner.
12. All incidents and violations of these animal rules must be reported to the Board in writing. The owner of the animal involved shall be notified by the Board in writing, in accordance with the current violation procedures, and will be provided the opportunity to dispute the charges.

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Section 2: Conduct Rules & Regulations

Violence and/or harassment of any kind will not be tolerated ***by or against*** any Northbrook Unit Owner, resident, tenant, guest or any member of the Board of Managers or their agents (such as but not limited to employees, contractors, etc). The Unit Owner is fully responsible for the conduct and behavior of all guests and visitors.

1. Any Unit Owner, resident, tenant or guest who feels themselves, any member of their family or any guest to be in danger, should immediately call 911.
2. Any form of violence and/or harassment on any Unit Owner, resident, tenant or guest should be reported to a member of the Board in writing.
3. Personal items, loose trash and construction debris of any kind should not be left on any common area.

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Section 3: Motor Vehicle Rules & Regulations

1. The posted speed limit is 15 miles per hour on Northbrook property.
2. No automobile maintenance or repair (such as, but not limited to, changing oil or antifreeze) is allowed. Changing of hazardous fluids is in violation of the Water-Shed Act. *For more information, please refer to www.epa.gov/owow/watersheds/laws.*
3. No snowmobiles, trail bikes, go-carts, motorized or electric vehicles (such as but not limited to scooters or carts) or unregistered vehicles are to be operated on condominium property.
4. No unregistered vehicles may be kept on condominium property without the express written permission of the Board of Managers.
5. *No unregistered vehicles may be kept on the Common Areas. **Unregistered vehicles will be towed at the owner's expense after a courtesy notice has been issued.***
6. No vehicle that may cause damage of any kind or obstruction of any kind during a weather event may be kept on the Common Ares. ***Such vehicles will be towed at the owner's expense after a courtesy notice has been issued.***
7. An up-to-date Vehicle Registration Form must be on file with the Board of Managers.
8. All incidents and violations of these motor vehicle rules must be reported to the Board in writing. The owner of the vehicle involved shall be notified by the Board in writing, in accordance with the current violation procedures, and will be provided the opportunity to dispute the charges.

Section 4: Parking Rules & Regulations

The following parking rules are intended to keep the parking areas and driveways free of obstruction so that emergency vehicles, trash collection vehicles, snow removal vehicles, delivery vehicles, etc. may pass through the areas unimpeded. They are also intended to maximize the availability of Guest parking spaces for use by guests of all eighty-four units. Residents must use all of the spaces designated for their unit before directing their guests to a Guest parking space. Improper parking will subject such vehicle to immediate towing. All towing expenses will be the responsibility of the vehicle owner. The condominium association will not be responsible for towing costs incurred or incidental damage to vehicles that must be towed.

1. Parking is allowed only in authorized or marked spaces. All Units have two deeded parking spaces. For Units with a garage, the deeded parking spaces consist of one space in the garage and one designated parking space.
2. Parking is prohibited along the yellow curbs or where No Parking signs are posted in order to allow emergency vehicles (police, fire, ambulance, etc) unrestricted access.
3. Parking is not allowed on lawns, sidewalks or other Common Areas.
4. No on-street parking is allowed except short-term parking for loading/unloading vehicles and during clearing of snow from driveways or parking spaces.
5. Parking in another Unit's designated space is not allowed. Unit Owners may, however, make verbal arrangements with one another to allow parking in another Unit's designated space or driveway. Such agreements must be unanimously approved by all Unit Owners affected or the Board will enforce the appropriate fines. *Unit Owners may wish to notify the Board if a Guest occupies their designated space for an extended time so that appropriate action may be taken in case of emergency.*
6. Residents are not allowed to use Guest spaces as additional parking for their Unit. Guest spaces are intended for short-term guests only.
7. Guests may occupy Guest spaces for not more than ten (10) consecutive days. Unit Owners or Tenants with guests visiting for a longer period of time need to notify the Board in writing. The Board may approve extended Guest parking in writing and issue a permit to be displayed in the vehicle.
8. Vehicles must not overhang another Unit Owner's designated space or sidewalks, walkways or other Common Areas.
9. To facilitate snow removal, it is recommended that Unit Owners move their vehicle as soon as possible. Vehicles that remain inappropriately parked on the premises once snow removal operations commence, may, ***without notice***, be towed at the vehicle owner's expense.
10. **IT IS THE RESPONSIBILITY OF THE UNIT OWNER TO INFORM TENANTS AND GUESTS OF ALL PARKING RULES.**
11. All incidents and violations of these parking rules and regulations must be reported to the Board in writing. The Unit Owner involved shall be notified by the Board in writing, in accordance with the current violation procedures, and will be provided the opportunity to dispute the charges.

Section 5: Use of Units Rules & Regulations

1. All condominium units shall be used for residential purposes exclusively.
2. Unlawful and Disturbing Noises/Practices/Objectionable Odors/Hazardous Materials: No Unit Owner shall make or permit any unreasonable noise that will disturb or annoy other residents, or permit anything to be done which will interfere with the rights, comfort and convenience of other residents. No Unit Owner shall make or permit any objectionable odor to emanate from any unit (including garages). Objectionable odors may be caused by but are not limited to the following: waste products, chemicals or garbage, etc.
3. Trash and garbage shall be placed in sealed plastic bags. Trash may be put out at the curb no sooner than dusk the evening before pick-up day. Trash cans must be placed back in your unit by the evening of pick-up day.
4. Heating season is defined as the period beginning November 1st and ending April 15th. All doors and windows (including garage doors) must be closed during this time unless the outdoor temperature reaches or exceeds 45 degrees Fahrenheit.
5. All air conditioners must be removed from windows for the period beginning November 1st and ending April 15th.
6. Any obstruction of sidewalks, walkways or driveways is strictly prohibited.
7. Signs, notices, advertisements or any alteration of exterior surfaces shall not be placed, inscribed or exposed on any window, door or other exterior parts of unit or on the common areas. Specifically excluded from this regulation are seasonal decorations. Seasonal decorations (including but not limited to Easter, Halloween, Thanksgiving, etc.) must be removed no later than one week after the holiday is observed. ***An exception to this would be decorations for the December holidays (including but not limited to Christmas, Chanukah, Kwanzaa), which should be removed no later than January 15th.***
8. Rental Property: All Unit Owners who rent to a tenant shall: (1) provide the tenant with a copy of the By-laws and Rules and Regulations; (2) include in the lease agreement a provision that the tenant has been given said copies, has read and understood, and agrees to abide by these documents; (3) notify the Board of Managers in writing that the unit is tenant-occupied, giving the name(s), address and telephone number of the occupants; and (4) provide the Board of Managers the name of any agent retained by the Unit Owner to manage the unit for him/her. The Unit Owner is responsible at all times for the enforcement of the established guidelines.
9. All maintenance, repairs and replacements to the Common Elements, as well as the painting and decorating of the exterior of the Units shall be done by the Board of Managers and shall be included as a Common Expense of the Condominium, **except to the extent that the same are necessitated by the negligence, misuse or neglect of the Unit Owner, in which case the such expense(s) shall be charged to said Unit Owner.**

Section 6: Vandalism Rules & Regulations

Vandalism is defined as the willful and malicious destruction of public or private property and is strictly prohibited.

1. Any conduct by any Unit Owner, Resident, Tenant, Guest, Visitor or Vendor that causes damage to common or private areas is strictly prohibited. Such conduct would include but not be limited to any recreational activity in the streets (such as street hockey, ball playing, etc.), riding bicycles or skateboards on lawns or walkways, climbing on trees, fences, buildings, etc.
2. Common areas include but are not limited to: roads; walkways; landscaping; buildings and maintenance equipment owned by Northbrook
3. Private areas include but are not limited to: patio areas and fences; decks; garages; mailboxes.
4. Playing in the street is not allowed.
5. **IT IS THE RESPONSIBILITY OF THE UNIT OWNER TO INFORM TENANTS AND GUESTS OF ALL ASSOCIATION RULES.**
6. The cost to repair any damage will be assessed to the Unit Owner in addition to the prescribed fines for violations.
7. **Vandalism of private property, motor vehicles or any circumstance not ascribed to by the Northbrook Condominium Association Master Deed shall be the Unit Owner, Tenant or Guest's responsibility to immediately call 911.**
8. All incidents and violations of these vandalism rules and regulations must be reported to the Board in writing. The Unit Owner involved shall be notified by the Board in writing, in accordance with the current violation procedures, and will be provided the opportunity to dispute the charges.