

TIMBER RIDGE

CONDOMINIUM ASSOCIATION

POLICY RESOLUTION 2004-5 RULES AND REGULATIONS

WHEREAS Article III, Paragraph (1) of the By Laws grants the Board, "Officers of the Association", the powers and duties specifically conferred upon by the Act, the Declaration, and the By Laws and all other powers and duties necessary for the administration of the affairs of the Condominium Association; and

WHEREAS the Board of Directors has the power to amend and adopt rules and regulations as outlined in the By Laws to manage the affairs of the Association; and

WHEREAS the Board deems it necessary to establish rules and regulations to be used as guidelines in the operating use of the common and limited common areas of the community and to regulate the activities of the community which would cause the disruption of the quiet enjoyment of its members,

NOW, THEREFORE, BE IT RESOLVED THAT the Board adopt the following rules for the purpose of establishing a standard in order to maintain its control for the enforcement of rules and regulations as granted to the Association unit owners by the Board of Directors.

RULES and REGULATIONS

1.0 Signs

1.1 No advertisements or signs, i.e., For Sale, of any kind shall be posted in or on the property.

2.0 General Appearance

2.1 No clothing, laundry, rugs or wash shall be hung from or spread upon from any window or exterior portion of a unit or in or upon any Common or Limited Common Area. Outdoor clotheslines or other outdoor clothes drying or airing facilities are not permitted.

2.2 Paper, cans, bottles, cigarette butts, food wrappers and other manner of trash are to be deposited in the unit owner's trash receptacles and under no circumstances are such items to be dropped or left on the grounds, lawns or Common Areas of the Association. Unit owners are responsible for policing of their own Limited Common Area.

2.3 No changes affecting the appearance of the exterior of any unit, such as fencing, decorations, awnings, signs, etc., are allowed. Air conditioning equipment, deck enlargements, gutters or any other changes shall be made only with the prior written consent of the Board.

2.4 Everyone will be expected to exercise extreme care to avoid unnecessary noise, and at no time are musical instruments, radios, or TV's to be so loud as to disturb others. Noise levels should be reduced after 10:00 PM so that your fellow neighbors are not disturbed. Noise levels are subject to local and city ordinances.

2.5 Outdoor equipment, bicycles, sporting goods, toys, cooking equipment, baby carriages, lawn furniture, etc., and other personal articles and equipment shall not be left

outside of a unit, and, when in use outside a unit, shall be removed immediately after such use, and used and maintained during such use in accordance with, but not limited to, rule 2.6.

2.5.1 Kiddie pools of 50-gallon capacity are permitted only in the rear of the unit owner's limited common area and require adult supervision while in use. The pool shall be emptied after use and stored out of sight. Such pools are not to be used on driveways or on the front lawns of the unit.

2.6 There shall be no use of common property that damages or destroys the property, trees, or plantings thereon, increases the maintenance thereof, or causes unreasonable embarrassment, disturbance or annoyance to other owners in their enjoyment of the condominium.

2.7 There shall be no organized sports activities on or near Limited Common property, or Common property, except in areas approved by the Board of Director.

2.7.1 Clarification: The intention of rule 2.7 is to direct groups of children playing outdoors, i.e., 'kickball,' 'Frisbee' etc., in open common areas away from units, front yards, or Limited Common property, in order to protect front lawns from damage and minimize disturbances to others due to close proximity.

2.8 Plantings shall be subject to standards and locations, use and maintenance as established by the Board (ref.: Landscaping Guidelines for Unit Owners dated May 2001). A written request as to intent must be submitted to the Board for approval.

2.9 Window-type air conditioners shall not be in direct view of the roadway. They must be placed on the least conspicuous wall(s) for general appearance reasons. No units will be permitted on the front side of the unit. Requests for installation of window-type air conditioners must be made in writing with a description of placement, to the Board for approval. Units may be installed after May 1st and removed by October 1st.

2.10 No one shall place trash, garbage, or refuse in the Common Area, except in an appropriate closed receptacle placed at the end of the driveway on the designated pick-up day (currently each Tuesday).

2.11 Improvements, maintenance and landscaping of the Common Area shall be performed only by the Board, except where permission of the Board has been obtained (ref. 2.8).

2.12 No yard sales, flea markets or similar activities shall be conducted in any area of the condominium complex without the prior written approval of the Board.

3.0 Storage

3.1 The only articles which may be stored on any patio, balcony, or deck, are plants, cooking grills (ref.: Policy Resolution 2004-1), and lawn furniture. No other articles may be stored on patios or decks.

3.2 Bicycles, children's pools, toys and other personal articles may not be left outside after use.

3.3 No items can be stored under any deck or patio unless the deck is properly enclosed with lattice.

3.4 Unit owner's without a garage may, at their expense and pursuant to Policy Resolution 2004-1, have a storage shed constructed. Plans, including materials and color, must be submitted to and approved by the Board prior to commencing construction.

3.5 Unit owner's are responsible for the maintenance of the unit's garage, driveway, exterior steps, and entranceway and shall keep all Limited Common Areas in a clean a sanitary condition (ref.: Policy Resolution 2004-1).

4.0 Pets

4.1 A household pet will be allowed with the written consent of the Board (ref.: Policy Resolution 2008). If the pet creates a nuisance, is allowed to run loose or in any way creates a disturbance or unpleasantness, the Board will be forced to withdraw its consent, in which case the pet must be removed.

4.2 No pet is allowed on Common or Limited Common areas unless it is on a leash, with a responsible person within visible sight attached to the end of it. Leash to be no longer than 6 feet.

4.3 No pet is to be leashed to the Common or Limited Common areas.

4.4 Any defecation by a pet on the Common or Limited Common property shall be immediately removed and disposed of by the owners.

4.5 Any damage caused by a pet shall be repaired by the Association to its satisfaction and the unit owner shall be assessed the cost of the repairs.

4.6 Any continued disturbance caused by a pet shall be cause for the pet's permanent removal from Timber Ridge.

4.7 All dogs shall have a current license as required by the City of Nashua.

4.8 All pets shall have certificates of rabies and distemper vaccination on file with the Management Company.

5.0 Parking

5.1 Each unit owner and resident at Timber Ridge shall have 2 parking spaces: one within unit's garage and in the driveway immediately outside or two spaces in driveway immediately outside of unit (ref.: Policy Resolution 2003-9).

5.1.1 Clarification: should you be able to park more vehicles in that space provided; absolutely no part of the vehicle may be on the landscaped area. There will be no violation to 5.1.

5.2 Only properly registered, private, passenger-type motor vehicles are to be parked within the condominium.

5.2.1 Clarification: designation and/or description of commercial vehicles include but is not limited to the following:

- a. Largely lettered panel truck (no side windows)
- b. Van or pick-up truck containing, on a regular basis, any commercial tools, equipment, cargo, materials or stores of any kind, with signs or advertising on the exterior.
- c. Recreational vehicles
- d. Limousines
- e. Vehicles with plows or similar attachments
- f. Trailers, snowmobiles, campers or any other vehicle requiring a trailer hitch for mobility
- g. Vehicles which do not fit into a Limited common driveway space, both length and width
- h. Any lettered vehicle determined to be non-passenger, utility type vehicle for commercial or business use
- i. No unregistered vehicle may be driven within Timber Ridge Condominium development. No registered vehicle can be driven by an unlicensed driver.

5.3 Overnight Parking of such private, passenger type vehicles will be only in the unit driveway. There will be no overnight street parking in the condominium complex or daytime street parking during snowstorms.

5.3.1 Between the dates of April 2nd and November 30th of each year, violations of overnight street parking will result in a \$25.00 fine for the first violation, and a \$50.00 fine for every violation thereafter within 30 days from previous violation. Any third violation within a thirty-day period will result in the towing of the vehicle at the owner's expense.

5.3.2 Between the dates of December 1st and April 1st, vehicles left on the street overnight will be towed without warning or notice to the owner.

5.4 Parking on lawns, Common or Limited Common Areas or on walkways is strictly forbidden.

5.5 Guest parking should be for Limited time use and should be in front of unit visiting, or as close as possible. If you are to have a guest overnight on occasion, you must notify the Management Company or leave a message with their answering service, noting the vehicle and plate number. Any vehicle parked on the street overnight or in a non-parking area without notice to the Management Company will be considered to be in violation of these rules and subject to enforcement proceedings.

Note: if a request is made to move a vehicle to facilitate snow removal or other road maintenance, and the request is ignored, this will be considered an infraction resulting in a fine and towing of the vehicle.

5.6 No motor or minibikes, trucks, mobile homes, boats, trailers, campers, snowmobile or all terrain vehicles shall be parked outside overnight except with permission of the Board.

6.0 Miscellaneous

6.1 Contractors doing any kind of work within the condominium complex must provide the Board with an Insurance Certificate prior to commencing any work.

6.2 No unit owner shall use his unit in such a way as to result in cancellation of insurance maintained by the Association or in any way increase the cost of such insurance. The Board strongly advises each unit owner and/or lessee to carry additional insurance to protect contents, improvements, liability and deductibles.

7.0 Enforcement

7.1 Board members or its designated agent shall have the authority and obligation to enforce these rules and regulations, but in its discretion, may delegate such authority and duties under these rules and regulations to whomever it deems appropriate.

7.1.1 The Board, at its discretion, may delegate its powers and duties with respect to the granting of consents, approvals and permissions under these rules, to any other person or other agent.

7.1.2 Any consent or approval of the Board or its authorized agent given under these rules shall be revocable at any time.

7.2 Reporting: Management company personnel or any Board Member or resident may report violations. The residents must do reporting in writing to the Management Company. A record of all violations will be kept. Enforcement of Rules and Regulations will be through Management Company personnel.

7.3 Procedure: Fines for violations shall be levied in accordance with policy resolution 2003-8. The unit owner will have ten (10) days to appeal in writing for a hearing with the Board. The Board will hold hearings within 60 days of first appeal made during such time frame. Hearing will not necessarily take place at Board meetings. Following the hearing, the Board will make a finding as to whether a violation exists. Unit owner is to comply with original finding until appeal is determined.

Failure by a unit owner to comply with corrective actions, especially for violations which affect the maintenance, repair, or appearance of the Common Property, will result in the Board directing the Managing Agent to take appropriate corrective action and to assess unit owner for cost of services.

7.4 Complaints of violations of these rules should be made to the Board or its authorized agent in writing. If the Board feels the complaint is justified, it will take whatever action it deems necessary. The complainant will be notified, in writing by the Board, as to what action has been taken.

7.5 These Rules and Regulations may be revised in any way, at any time, by the Board as conditions warrant, provided that a written communication is sent to each unit owner advising them of the change.

7.6 The failure to enforce any restriction herein, however long continued, shall not be deemed laches or a waiver of right to enforce thereafter these rules and regulations as to similar or other violations or as to the same continuing breach or violation.

All fines or charges are due thirty days (30) from the date of notice; all fines are subject to late fees. Any cost to collect such fines including legal fees and court cost will be assessed to the unit.

If a unit owner fails to pay a fine, or charges associated, within thirty (30) days of notice of such, the Board shall authorize the Managing Agent to place a memorandum of lien on the unit owner's unit, or any other legal proceedings required, all at the expense of the owner. -
Note: Late charges and returned checks will be handled as previously without changes thereto.

In the event the Association is required to take legal action to bring unit owners into good standing in the community, the Association will seek remedies to collect cost including all attorneys' fees, court costs and expenses incurred by the association in any legal action commenced against the owner in accordance with the Declaration, By-laws, rules, resolutions of the Board and New Hampshire RSA 356-B: 15 I and II.

This Resolution is adopted and made a part of the minutes dated November 17, 1998

This Resolution has been revised and adopted and made a part of the minutes dated June 22, 2004

ATTESTED: