

All owners, residents and their guests are expected to abide by the rules which apply equally to owners and residents and are meant to supplement the provisions of the Master Deed and Condominium Trust. Owners are responsible for the actions of their tenants, guests and vendors.

#### **FINES SCHEDULE**

Violations of these rules and regulations of the condominium by-laws shall be enforced by the assessment of fines by the Board of Trustees. Each day the violation continues shall constitute a separate offense. Fines shall be assessed as follows:

<b>First offense</b>	<b>\$10.00</b>
<b>2nd offense</b>	<b>\$25.00</b>
<b>3rd offense</b>	<b>\$50.00</b>
<b>4th and subsequent</b>	<b>\$100.00</b>

At the discretion of management, higher fines may be imposed.

Violations by tenants can be cause for termination of lease and eviction.

### **1. USE**

No part of Williamsburg Court Condominium property shall be used for any purpose except housing and the recreational purposes for which the property was designed, unless specifically authorized in writing by the Board of Trustees.

### **2. OFFENSIVE BEHAVIOR**

No offensive, obnoxious or illegal behavior or activity which is an annoyance to other unit owners or occupants or staff members will be tolerated in any unit or common area.

### **3. NOISE**

Owners, occupants and guests will be expected to reduce noise levels between 10 pm to 7 am so that neighbors are not disturbed. At no time may noise levels from any source be so loud as to become a nuisance.

### **4. COMMON AREAS**

There shall be no obstruction or alteration of the common areas; nor shall anything be stored in the common areas. Outdoor equipment, children's playthings, bicycles and other personal articles shall not be left outside a unit. If these items are found, they will be removed at the owner's expense.

### **5. BALCONIES**

Balconies are to be maintained in a neat and presentable condition at all times. Only matching patio furniture in good condition and healthy plants are allowed. Patio furniture is to be set out and cleaned (covers removed) no later than June 1.

Clothes, towels, blankets, rugs etc may not be set out on balconies to dry. Clotheslines are prohibited.

One storage container may be used. Information on the size and color is to be obtained from the condominium management staff.

No changes may be made to balconies which affect the appearance of the building. Final determination as to the acceptability of the appearance of any balcony shall rest with the condominium management staff as agents for the Board of Trustees.

**6. RECREATION AREAS**

Ball playing, raucous behavior, bicycle riding, skateboarding and rollerblading are not permitted in the central courtyard or on driveways or parking areas. These activities are restricted to the hill on the north side of the property.

**7. GRILLS**

Only electric grills may be used on the balconies. Any other type, including propane and charcoal grills, are not permitted.

Charcoal and/or propane and or butane may be used in the grill area on the north hill picnic area. When not in use these items are to be kept in your vehicle.

**8. PETS**

No dogs are permitted anywhere at Williamsburg Court including visiting dogs.

Indoor cats are permitted with the permission of the management staff which may be revoked if in the opinion of the staff the cat is considered a nuisance or if found in the common areas. Pet supplies and litter boxes shall be maintained and cleaned inside the pet owners unit and all material disposed of in a sealed container in the dumpsters. Cat litter and or trays may not be kept on the balconies.

**9. FACILITIES RULES**

The use of all common facilities, such as the clubhouse and pool area etc, is governed by the specific regulations established for each area by the Board of Trustees.

**10. WASHERS AND DRYERS**

Installation of washers or dryers in units is not permitted.

### **11. WINDOW / SLIDER DRESSINGS AND APPEARANCE**

Proper draperies or blinds must be installed by each unit owner on all windows and sliders of his/her unit and must be maintained in good condition and appearance at all times. The color of such dressings visible from the exterior shall conform to the white or off-white property standard and must cover the entire window/slider area, leaving no gaps.

Decals, stickers or other ornaments are not allowed in windows. Air conditioners are not allowed in windows. Properly mounted fans, inside the screen will be allowed. Windows shall not be propped open with foreign objects. Window and slider screens must be kept in good condition and appearance and screens should be kept clean.

Replacement windows and sliders must conform to the appearance of the existing windows and sliders.

Final determination as to the acceptability of the appearance of any window/slider dressing shall rest with the condominium management staff as agents for the Board of Trustees.

### **12. LOCK OUTS**

All lock-outs require payment at the time of service.

Maintenance will only respond to lock-out calls from units which are on the master key system. On Monday to Friday from 8:00 am to 4:00 pm a fee will be charged for this service. After hours and on weekends, the fee will be appropriately larger and it is up to the discretion of the on-call maintenance person as to whether he responds to a lock out call or not.

### **13. KEYS AND LOCKS**

All units are required to be on the master key system. In the event that a lock is changed the unit owner shall provide the condominium management staff with a unit key.

#### **14. ACCESS**

The agents of the Board of Trustees and their staff may enter any unit in the event of an emergency.

#### **15. RENTALS**

The Condominium rules and regulations automatically become a part of any lease and it is the owner's responsibility to ensure that tenants have received and signed for a copy of this booklet. Owners must provide the office with a copy of the lease and inform their tenants to register their vehicles and obtain a permit. Where no lease exists because a family member or house sitter is in the unit a letter to this effect needs to be provided to the Management Office.

#### **16. FLAGS, SATELLITE DISHES AND CABLE**

Before installing an American flag, satellite dish or cable, you must contact the office and obtain instructions on the rules and placement procedures. If you fail to do so, you can be required to have the flag, dish or cable installation removed and or reinstalled correctly.

#### **17. VEHICLES AND PARKING**

- a. Residents and their guest must obey all rules, regulations, posted signs and parking restrictions. Violations of any of the vehicle regulations will result in fines and or towing for which the unit owner will be responsible.
- b. Resident parking is by permit only. Permits must be affixed to the top of the driver's side rear window. To receive a parking permit, your vehicle registration must be presented at the office and must be in the name of the owner or resident. Tenants must also provide a copy of their lease.
- c. Each numbered space is deeded to a specific unit and is for the use of that unit only.
- d. Each unnumbered space is for the use of residents vehicles with permits only.

- e. Please be sure to tell your visitors to park in visitor parking spaces only. A visitor vehicle may park in a visitor space for two nights without requiring a permit or notice to the office. A vehicle parked in a visitor space for more than two nights, without notification will be subject to fines and towing. Any resident parked in a visitor space without authorization is subject to immediate towing at the vehicle owners expense.
- f. In the event that you or a guest receives a ticket, citation or other notice on or about your vehicle and you are confused about it **do not** ignore it. Contact the Management Office between 8:30am and 4:00 pm weekdays so we can help clear it up.
- g. If someone is parked in your deeded space, **do not** park in someone else's space. Park your own vehicle in an unnumbered space or a visitor space and report this to the office or security immediately.

diately. You have the option of having the offending vehicle ticketed or towed.

- h. If you are borrowing/renting a car, you must inform the office immediately so we have it on record (If after hours call (508) 845-9207 and leave a message for security). If a new car is obtained or if you get a new license plate/registration on a currently registered vehicle, you must register it with the office immediately by bringing in the new vehicle registration and your old parking permit.
- i. The speed limit throughout the property is 10 miles per hour.
- j. No recreational vehicles, trailers, campers, boats, vehicles with advertising on them or vehicles longer than 16 feet may be parked anywhere on the property.
- k. The maintenance or cleaning of vehicles is not permitted on the property.

- i. The storage of any vehicle is not permitted anywhere on the property without permission from the office staff. All vehicles parked at the property shall be registered, insured, legally inspected and maintained in good repair and in a condition that will not detract from the appearance of the property.**
  
- m. Snow removal – whole-lot plowing usually occurs on the day after a storm, and sand removal occurs in the spring. Notices are posted specifying the hours the plows/sweepers will come to clear the entire lots, including the parking spaces, during which time all vehicles must be moved. Any vehicle not moved is subject to fines and or towing.**