

CANTER VILLAGE ASSOCIATION  
MANUAL OF RULES AND REGULATIONS

This Manual has been compiled at the direction of your Board of Directors (the "Board"). It is presented in looseleaf form so that any future changes can be made by simply distributing single pages for insertion, which saves retyping the whole manual. Any future changes will be marked with an asterisk and the new pages will be dated.

It is regrettable that community living makes so many rules necessary, however, it is hoped that the owners will comply with them voluntarily. If not they will be enforced by the Manager, who is backed by the Executive Board, which has the legal responsibility for enforcement.

This is a jointly maintained property which is "home" for most owners. Those who are not pleased with a particular rule are urged to cooperate for the overall good, keeping in mind that, if our experience so dictates, rules can be changed.

July 16, 1991

## THE PHILOSOPHY OF COMMUNITY LIVING

Your Association is governed by its Declaration of Covenants, Restrictions and Easements (the "Declaration"), and by its By-Laws, which the Board must observe and enforce. It is also an obligation of all members to comply with these documents and with rules promulgated by the Board, as provided by Article IX of the Declaration.

Owners, tenants, guests, licensees, servants, agents, employees and any other person or persons that shall be permitted to use the Association-owned areas and any other portions of the Property described in the Declaration shall be conclusively deemed to have accepted and ratified the provisions of the Declaration, By-Laws and the Rules and Regulations of the Association and will comply with them.

A community association requires the cooperation of all its members. Members should make constructive suggestions to the Board for the improvement and operation of the property. Any suggestion or ideas should be submitted in writing, signed by a member, and given to the managing agent in the office at One Pritchard Place. The appropriate committee will review the suggestions and decide whether or not to recommend them. Members should not feel offended if their suggestions are not favorably acted upon. The Board or Committee will explain the reason for its action either by letter or in person.

The following rules supplement and not supercede the Association By-Laws, the Declaration, or any statutes, ordinances or regulations. Objectionable behavior is not acceptable even if it is not specifically covered in the rules. Violations by members' employees, tenants, guests, and children are the responsibility of those members. The Board welcomes the cooperation of all members in the enforcement of these regulations. We are all equally responsible for the comfort and well-being of our community.

## INDEX OF RULES AND REGULATIONS

The following group of rules concerns your actions as individuals. We are in no way trying to limit your enjoyment of life, but living in a community means that you are joining a family group that respects the privacy, comfort and convenience of their neighbors.

A-1	Management Company
A-2	Solicitation
A-3	Grills
A-4	Pets
A-5	Moving In or Out
A-6	Hang, Shake, etc. from patios and balconies
A-7	Noise
A-8	Refuse Disposal
A-9	Traffic Regulations
A-10	Hours of Repair
A-11	Security
A-12	Fireworks
A-13	Damage Responsibility
A-14	Littering - Common elements

- A-1 The Association employees a Management Company to handle Association affairs.
- A-2 Door to door soliciting by anyone is not permitted.
- A-3 Gas or electric grills are permitted on patios or decks. Gas grills must be inspected annually. No charcoal or other flame producing grills shall be permitted.
- A-4 Common domestic pets (which terms shall not include horses, cows, sheep, goats and other such animals) may be kept on a lot subject, however, to the following:
- (a) All dogs must be leashed when they are not inside the unit; and all pets shall be walked for purposes of waste elimination in and around the immediate area of its owner's home, and all waste shall be immediately disposed of in the resident's garbage containers.
  - (b) The Board of Directors of the Association may promulgate such rules and regulations under Article IX of this Declaration as it deems desirable to regulate the keeping of pets, including provisions prohibiting the keeping of certain types of pets if it deems such provisions desirable, the establishment of certain limited walking areas, and the like.
- A-5 Moving & delivery vans or trucks are not permitted to cross lawns and must unload & load from parking area. All damage to any unit or the common areas caused by moving or carrying of any article in or out shall be paid by the owner or tenant responsible.
- A-6 No one shall hang, sweep, drop, or throw anything from patios & decks. No clotheslines, clothes or other sundry related materials shall be displayed on patios or decks. No materials, furnishings or property shall be stored on patios & decks except for permitted furnishings currently in use.
- A-7 No one shall make or permit any noises that will unreasonably disturb or annoy the occupants of any of the other units or do or permit anything to be done which will unreasonably interfere with the rights, comfort or convenience of the occupants of the other units.
- A-8 Trash collection is scheduled for Monday and Thursday. Please have all trash and garbage bagged and secured with twist clasps and placed in trash cans at curbside. Trash should not be placed at curbside earlier than the night before scheduled pick-up. Newspaper pick-up day is Monday. Newspapers must be bagged and securely tied.
- A-9 Unit owners, tenants, their families, their employees, servants, agents, visitors and licensees will obey any traffic and parking regulations promulgated in the future by the Association, including posted speed limits, stop signs and no parking area signs. No overnight parking on street is permitted.
- A-10 No contractor or workman employed by an owner or tenant shall be permitted to do any work in any unit or on any lot (except for emergency repairs) if such work is likely to disturb the occupants of other units, without the prior written permission of the Association.

- A-11 When Association Contract work is being done (ie. painting) and access is required, owner will be notified and owner must provide access, otherwise, there will be a back charge for any added cost incurred by the Association.
- A-12 Firecrackers or fireworks are specifically prohibited anywhere on the lots or Association property.
- A-13 Owners and tenants are responsible for all damage to Association owned property caused by their children or their guests, and the responsible person shall have such damage repaired at his expense.
- A-14 Littering on the lots and Association-owned areas is prohibited.

CANTER VILLAGE ASSOCIATION

ARCHITECTURAL CONTROL  
FORMAT FOR APPLICATIONS

1. A detailed drawing, with all specifications, must be submitted in duplicate to the Management Office by registered mail, together with a complete written application in the form attached, in duplicate.
2. The contractor's name, doing the work, must be submitted.
3. Estimated cost of doing the work shall be stated.
4. All applicants are required to obtain a building permit and all other necessary permits and a copy must be submitted to the Association's Management Office.
5. The Management Office, on receipt of the completed application, shall notify, and provide copies of the same, to the Architectural Control Committee for recommendation and to the Board for decision.
6. The Architectural Control Committee shall make its recommendation, if any, to the Board within thirty (30) days of the date of the application.
7. In the event that after such presentation of such an application, with plans and specifications, the Board of Directors fails to approve or disapprove the same within 60 days of their receipt by the Management Office, the approval of such plans and specifications shall be deemed denied.
8. Approval shall be made in one way only: by the signature of the Board of Directors, or their authorized agent, on each sheet of the application and plans submitted.
9. The terms hereof do not supersede but merely supplement those contained in Article VIII and X, Section 3(b) of the Declaration.

## INDEX OF RULES AND REGULATIONS

The following group of regulations concern your actions to modify the exterior of your Unit or Lot; such as by architectural changes and additions or landscaping, planting of flowers, plants, and the appearance of your Unit and Lot as visible from the outside.

- B-1 Awnings or sun-screens
- B-2 Radio or Television Aerials, etc.
- B-3 Signs, decorations
- B-4 Unit doors and Alterations
- B-5 Fruits and vegetables
- B-6 Window treatments
- B-7 Wood Storage
- B-8 Lights
- B-9 Modify Common Elements

APPENDIX: Architectural Control Format for Applications

- B-1 Sun screens or privacy screens are not permitted. Awnings on decks are permitted but only according to detailed specifications. Contact the Management Company for specifications and ordering procedures.
- B-2 Erection of any outside aerial, wires or equipment in connection with any radio or television, or making any other outside installations will not be permitted.
- B-3 No sign, including sales or for rent sign, notice, decoration, advertisement, flag, banner or the like shall be placed, erected, inscribed or exposed on any part of a lot or unit so as to be visible from outside of the unit; except that a single security sign, no more than 4" by 6" in size, may be placed on the lot at a location approved by the Board in accordance with the architectural control provisions set forth below.
- B-4 The appearance of the exterior of the units including but not limited to unit doors, may not be altered in any manner except pre-approved storm/screen doors. Contact the Management Company for specs and ordering instructions.
- B-5 No fruits or vegetables such as tomatoes, beans, corn etc. may be grown on the lots or any other part of the property. Bedding plants (flowers) and bulbs will be permitted in garden areas already established around each unit. Additional foundation shrubbery or trees will not be allowed without architectural approval.
- B-6 Window treatments must be white or beige or lined in white or beige.
- B-7 Wood storage is permitted as long as it is not visible from the street.
- B-8 No exterior light bulbs on any lot or unit shall be of any color other than white. No new or additional exterior lighting shall be installed unless approved by the Board pursuant to the architectural control provisions set forth below.
- B-9 Pursuant to Article VIII and Article X, Section 3(b) of the Declaration, no exterior changes, alterations, additions, landscaping, or planting, of any lot or unit, including but not limited to patio or deck additions or modifications, planting beds, changes to unit door colors or fixtures, changes or addition to exterior lighting, or any other change, modification or addition whether or not similar to the foregoing, shall be made except upon prior approval by the Board. The process for obtaining Board approval is set forth in the attached "Architectural Control Procedure".



INDEX OF RULES AND REGULATIONS

The following group of rules and regulations concerns the placement of personal property in and on the lots and Association-owned property:

- C-1     Objects and Ornaments
- C-2     Walkways and Entrances
- C-3     Parking Areas
- C-4     Parking Violations

C-1 No statues, sculptures, painted trees, bird baths, and feeders, wind chimes, mobiles, windsocks, hammocks, animal replicas, planter boxes or other ornaments or similar objects may be placed on or affixed to any other Unit, Lot, or any other part of the Property, or on Common ground, where they would be visible from any street, without prior approval of Board pursuant to the architectural control provisions set forth, in part "B" of these Rules and Regulations.

C-2 No furniture, decorative planters, or any other objects may be stored on the front entrance or walkways.

C-3 The driveways and street parking areas are for passenger vehicles only. No one shall park or store anywhere on the exterior property, any truck exceeding 1/2 ton capacity, trailer, boat, camper or disabled motor vehicle, or commercial vehicle, of any kind, nor perform repairs to any motor vehicle anywhere outside on the property.

C-4 Parking or storage of any vehicles, as follows, shall be a violation of these rules and regulations:

(a) in any posted no parking areas

(b) of any vehicle with expired registration tags

(c) in any manner so as to prevent or impede access to any driveway or over any street within the property, or to obstruct snow removal efforts, and fire lanes or other emergency access

(d) Garage door should be kept closed except when in use.

Vehicles parked in violation of these regulations may be towed without further notice beyond that given by these regulations and such towing shall be at the owners expense. Parking violations shall also subject the violator to fines, as above generally provided.

C-5 No furniture property or objects of any kind shall be placed on or affixed to any part of Association owned areas.

CNATER VILLAGE ASSOCIATION  
Rules and Regulations

ENFORCEMENT

Section 1.0 - Violations

- 1.1 Any violation of the Rules and Regulations stated herein shall be reported, in writing, to the Management Office as soon as possible.
- 1.2 The Manager, as authorized by the Board of Directors (the "Board"), will make an investigation and will attempt to adjust the matter on a confidential basis with a letter to the violator specifying the nature of the violation and requesting correction within a specified period of time. As used herein, any letter or notice to the "violator" shall mean notice to the owner of the unit occupied by the offending party (with a copy to the tenant if tenant-occupied).

Section 2.0 - Violation Assessments

- 2.1 If the violation continues after notification and request for correction, as specified in 1.2 above, a second letter will be sent advising the violator that a \$25.00 rules violation assessment has been levied.
- 2.2 An additional \$10.00 per day rules violation assessment will be levied for each day a violation continues after the initial \$25.00 assessment has been levied. In addition, the Board has the right to enforce, by any procedure at law or in equity, all restrictions and covenants contained in the Rules and Regulations or in the governing documents.
- 2.3 The rules violation assessments will be added to the owner's monthly assessment fee and will become a lien in the same manner as such regular assessment.
- 2.4 Any cost incurred by the Association, including attorneys fees, in enforcing its covenants will become the responsibility of the owner whose unit is in violation.

CANTER VILLAGE ASSOCIATION  
Rules and Regulations

ENFORCEMENT  
(continued)

Section 3.0 - Appeals

- 3.1 An owner has the right to appeal to the Board the levying of a rules violation assessment by notifying the Board in writing within ten (10) days of receipt of the notification that a violation assessment has been levied.
- 3.2 The Board will review and decide upon any such appeal at the next regularly scheduled meeting, not to exceed thirty (30) days from the time of the appeal.
- 3.3 Daily violation assessments shall continue to accrue pending any such appeal, as long as the condition which creates the violation continues to exist.
- 3.4 The decision of the Board with respect to any appeal is final.