

**Rules and Regulations**  
**Walnut Tree Village Condominium**

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**COUNCIL RULES  
OF  
WALNUT TREE VILLAGE PHASE I COUNCIL, INC.**

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ARTICLE I  
USE AND OCCUPANCY OF PHASE I UNITS AFFECTING  
COMMON ELEMENTS AND OTHER UNITS

Section 1.1 – Application of Declaration and Bylaws. What Phase I Unit Owners and/or occupants can do with their Units and the Common Elements is subject to the Declaration, Bylaws and Council Bylaws.

Section 1.2 – Cleanliness. Each Phase I Unit Owner and/or occupant shall ensure that his/her/its Unit and any Limited Common Element(s) to which he/she/it has sole access, is in a good state of preservation and cleanliness.

Section 1.3 – Rugs and Mops. Rugs and mops may not be hung or shaken from windows, windowsills, doors, balconies, terraces and patios of any Unit located within the Phase I Council Area of the Condominium (“Phase I Unit”).

Section 1.4 – Window Coverings and Displays in Windows and Exterior Walls.

- (a) Without the prior written consent of the Council Board, Phase I Unit Owners and/or occupants shall not cause or permit anything to be hung or displayed on the windows or placed on the outside walls of any of the buildings or within Common Elements in the buildings except curtains, shades, or conventional draperies.
- (b) Nothing shall be hung, exposed or placed on trees and shrubs.

Section 1.5 – Seasonal Decorations. Notwithstanding the limitation in Section 1.4 of these Council Rules, Phase I Unit Owners and/or occupants may hang or display seasonal decorations within and/or on Common Elements of the buildings in the Phase I Council Area, as follows. Such holiday decorations shall be unlighted and contained within the framework of the main door or windows. They may not be displayed for more than forty-five (45) days. There shall be no flashing, twinkling, moving, or animated figures or lights. Decorations that produce sound that is audible outside of Phase I Units are prohibited. The Council Board may prohibit such decorations that are unreasonable in quality or quantity or that interfere with the use and enjoyment of other Phase I Units or the Common Elements.

Section 1.6 – Taxes on Non-Owner Occupied Phase I Units. In the event that the state, municipality or other governmental entity imposes any sales or service tax upon a non-owner occupied Phase I Unit that it does not otherwise impose equally on all Phase I Unit Owners, the landlord or other Phase I Unit Owner shall pay such tax through the Phase I Council as an additional Common Expense Assessment. The Phase I Council may require certificates of status from Phase I Unit Owners in order to enforce and determine applicability of such taxes.

Section 1.7 – Occupancy; Occupancy per Bedroom

- (a) In no event shall a Phase I Unit be used for any other purpose than as a single-family residence. A single-family residence is defined as a single housekeeping unit, operating on a non-profit, non-commercial basis between its occupants, cooking and eating with a

common kitchen and dining area.

- (b) In no event shall a Phase I Unit be occupied by more than the maximum number of persons per bedroom, as designated on the building plans filed with the building official of the Town of Newton allowed under applicable state and municipal requirements.
- (c) No industry, business, trade or commercial activities, other than home professional pursuits without employees, public visits or nonresidential storage, mail, or other use of a Phase I Unit, shall be conducted, maintained or permitted on any part of the Phase I Council Area.
- (d) Occupancy of Phase I Units shall comply with all municipal zoning restrictions applicable to the community, including, but not otherwise limited to, the prohibition against permanent occupancy of Phase I Units by individuals less than eighteen (18) years of age.

## ARTICLE II

### RESTRICTIONS ON STRUCTURAL CHANGES TO PHASE I UNITS AND CHANGES TO THE EXTERIOR APPEARANCE OF THE CONDOMINIUM

#### Section 2.1 – Application of Standards

- (a) The standards in Article II of the Rules apply to the following activities:
  - (i) Additions, alterations, or improvements to any portion of the Common Elements;
  - (ii) Permanent attachment of any item to the Common Elements;
  - (iii) Changes to the Common Elements, including plants and other landscaping;
  - (iv) Changes to the exterior appearance of any part of the Phase I Council Area;
  - (v) Alterations or improvements to Phase I Units that impair the structural integrity or lessen the support of any portion of the Phase I Council Area; and
  - (vi) Alterations or improvements to Phase I Units that impair electrical or mechanical systems in the Phase I Council Area.
- (b) In the event that the Council Board permits additions, alterations, improvements or other changes to the Common Elements, the Council Board may require the Phase I Unit Owner to either maintain such changes or pay an additional assessment for the reasonable additional costs, if any, imposed on the Phase I Council for any additional maintenance burdens. Changes within Phase I Units which involve the change of structural, electrical or mechanical (plumbing, heating, air conditioning, sprinkler location, fire or smoke detection, or other usual mechanical components) must be made in accordance with plans prepared by a certified professional in the field of such changes, including a certification that the changes comply with all relevant codes and ordinances. Changes shall maintain adequate sprinkler clearance and accessibility for repairs. The Council Board may consider the impact of any changes on the building, neighboring Phase I Units and the

Condominium, and it may recommend changes to the plans or deny the application.

- (c) Phase I Unit Owners shall not add bedrooms or bathrooms or convert rooms to bedrooms without consent of the Phase I Council and the Town of Newtown.

Section 2.2 – Interpretation of Standards.

- (a) The Council Board shall act in accordance with the terms of the Declaration, Bylaws and Council Bylaws on requests from Phase I Unit Owners to make additions, alterations, improvements, or other changes to the Common Elements and to alter or improve their Unit in a way that affects the structural integrity or support of any portion of the Phase I Council Area or that affects electrical or mechanical systems in the Phase I Council Area.
- (b) The Council Board shall interpret and apply the standards in the Declaration, Bylaws and Council Bylaws and Article II of these Council Rules in making its decisions. The standards set forth in Article II consist of both general guidelines and specific requirements. They shall apply by analogy in instances where specific requirements are vague, ambiguous or non-existent.
- (c) The Council Board may interpret the standards in Article II of these Council Rules in accordance with reasonable variations, provided that an overall consistency of look and feel is maintained in the Phase I Council Area.
- (d) The decisions of the Executive Board shall bind the Phase I Unit Owner applying for permission to take actions under the Declaration.

Section 2.3 – Specific Requirements.

- (a) Flags. Placement of flags shall be subject to approval by the Council Board for the consistency of its location and design with the community character, the preservation of views, and safety. Draping a flag from a balcony, roof or down the side of a balcony is not permitted.
- (b) Fences. Fences are not permitted in the Common Elements, except as may be installed by the Phase I Council.
- (c) Barbecues. Portable barbecues of any type are permitted only on Limited Common Element decks, patios and terraces to the rear of Phase I Units. Phase I Unit Owners and occupants shall consider prevailing winds when locating any barbecue to prevent excessive smoke and odor from blowing toward adjacent Units or Common Elements. Notwithstanding the foregoing, no charcoal grills are to be used on the Phase I Council Area.
- (d) Security Devices. The Council Board may approve security devices for Phase I Units that do not detract from the design integrity of the Phase I Unit or the Phase I Council Area. Devices such as alarms and sirens may be permitted if they are of the minimum size

needed to be effective.

- (e) Signs. With the following exceptions, no signs shall be permitted within or adjacent to a Phase I Unit. A name plate or unit number sign not exceeding nine (9) square inches in area, on the main door to each Phase I Unit. "For Sale" signs not exceeding five (5) square feet in area may be posted at the entrance to the community, together with the Phase I Unit number so for sale, pursuant to the Phase I Unit Owner's permission.
- (f) Decks, Patios and Terraces.
  - (i) Phase I Unit Owners must keep all decks, patios or terraces, which are appurtenant to his/her/its unit, free of snow, leaves and/or any debris and shall not drape and/or hang any clothes, blankets, towels, clothing or other articles on any portion thereof.
  - (ii) Decks, patios or terraces are not to be used for storage purposes and no items shall be stored in those areas, even temporarily.
  - (iii) All items resting on wooden decks, patios or terraces must have point contact and not surface contact.

### ARTICLE III USE OF COMMON ELEMENTS

Section 3.1 – Obstructions. Phase I Unit Owners and/or occupants and their guests and contractors shall not obstruct the Common Elements. Storage of anything outside of Phase I Units is prohibited without the prior consent of the Council Board, except as hereinafter expressly provided.

Section 3.2 – Walkways. Phase I Unit Owners and/or occupants and their guests and contractors shall use the walkways only for pedestrian purposes in a manner that does not unreasonably interfere with the rights of other Phase I Unit Owners and/or occupants. Phase I Unit Owners and/or occupants shall be responsible for their actions and the actions of their guests and contractors. Motorized vehicles or bicycles are prohibited on walkways, except for motorized wheel chairs or carts used by handicapped persons.

Section 3.3 – Proper Use. Phase I Unit Owners and/or occupants and their guests and contractors shall use the Common Elements only for the purposes for which they were designed. No Person shall commit waste on the Common Elements or interfere with the proper use of the Common Elements by others. Vandalism and boisterous or improper behavior that interferes with or limits the enjoyment of the Common Elements by all others are prohibited.

Section 3.4 – Motorized Vehicles and Bicycles. Phase I Unit Owners and/or occupants and their guests shall not operate any motorized vehicle and/or bicycle on the grass or landscape areas of the Phase I Council Area. Operators of any motorized vehicle and/or bicycle within the Phase I Council Area shall comply with all applicable state and municipal requirements, including, but not otherwise limited to, the use of protective headgear.

Section 3.5 – Vehicle Repair and Servicing. Except as otherwise provided within the Council Rules, Phase I Unit Owners and/or occupants and their guests shall not perform any repairs and/or servicing of vehicles on any Common and/or Limited Common Elements.

Section 3.6 – Landscaping. No additional plantings of shrubs, trees, flower beds, etc..., nor the construction of any walkways or paths, are to be made without submission of a written request by a Phase I Unit Owner, accompanied by a descriptive plan or diagram, and approval in writing from the Council Board.

Section 3.7 – Storage. Storage of materials in Common Elements or other areas designated by the Council Board, including storage lockers, shall be at the risk of the person storing the materials.

#### ARTICLE IV ACTIONS OF PHASE I UNIT OWNERS AND OCCUPANTS

Section 4.1 – Annoyance and Nuisance. Phase I Unit Owners and/or occupants and their family members, servants, employees, contractors, agents, visitors, and licensees shall not perform, suffer to be performed, or permit any of the following activities:

- (a) Carry on any noxious, offensive, dangerous, or unsafe activity anywhere in the Common Elements;
- (b) Make any immoral, improper, unreasonably offensive, or unlawful use of the Phase I Council Area;
- (c) Do anything in any Phase I Unit that may be or become an unreasonable annoyance to other Phase I Unit Owners or occupants;
- (d) Make any disturbing noises or do anything else that will interfere with the rights, comforts, or convenience of other Phase I Unit Owners or occupants; or
- (e) Play any musical instrument or operate a radio, television set, or any other device for the reproduction or amplification of sound at such high volume or in such other manner that it will cause an unreasonable disturbance to other Phase I Unit Owners or occupants. If persons of normal sensitivity can hear and understand such sounds within other Phase I Units when the doors and windows of the Phase I Unit in question are closed and air handling systems are on, the sounds shall be considered to be excessive.

Section 4.2 – Compliance with Law. Phase I Unit Owners and/or occupants and their family members, servants, employees, contractors, agents, visitors, and licensees shall comply with and conform to all applicable laws and regulations of the United States and of the State of Connecticut and all ordinances, rules, and regulations of the Town of Newtown.

Section 4.3 – Indemnification for Actions of Others.



- (a) Phase I Unit Owners shall hold the Phase I Council and other occupants harmless for the actions of their children, tenants, guests, pets, servants, contractors, employees, agents, invitees or licensees.
- (b) Phase I Unit Owners shall hold the Phase I Council or other Phase I Unit Owners harmless from all fines, penalties, costs and prosecutions for the violation thereof or noncompliance with applicable laws and regulations of the United States and of the State of Connecticut and all ordinances, rules, and regulations of the Town of Newtown.

Section 4.4 – Prohibition Against Waste. Phase I Unit Owners and/or occupants and their family members, servants, employees, contractors, agents, visitors, and licensees shall not make any use of the Phase I Council Area that constitutes waste.

Section 4.5 – Employees of Association and Management. No Phase I Unit Owner or occupant shall send any employee of the Manager or Phase I Council out of the Condominium on any private business of the Phase I Unit Owner. No Phase I Unit Owner shall use any employee of the Manager or Phase I Council for the individual benefit of the Phase I Unit Owner, unless in the pursuit of the mutual benefit of all Phase I Unit Owners or pursuant to the provision of special services for a fee to be paid to the Phase I Council.

## ARTICLE V PETS

Section 5.1 – Size, Number and Species. No animals, birds, or reptiles of any kind will be raised, bred, or kept in the Phase I Council Area, except for no more than one (1) dog of less than twenty (20) inches in height at the shoulder at maturity and of gentle disposition, no more than two cats, or other household pets, approved and licensed by the Council Board or the Manager as to compatibility with the Phase I Council Area may be kept.

Section 5.2 – Noisy Dogs. No Phase I Unit Owner and/or occupant shall keep any dog that has the practice of barking or making noise for prolonged periods of time. Upon receiving notice of the presence of such a dog, the Council Board shall give the owner of the dog a reasonable period time in which to train the dog to remain quiet before the Council Board orders removal of the dog within three (3) days after Notice and Hearing from the Council Board.

Section 5.3 – Commercial Purposes. No Phase I Unit Owner and/or occupant shall keep, breed or maintain any pet for any commercial purposes.

Section 5.4 – Pets in Common Elements. All dogs and cats will not be permitted in any portion of the Common Elements unless temporarily caged, or carried, or kept on a leash. No pets will be curbed in any landscaped area or close to any walk, patio or court, except in streets, the woods or special areas designated by the Council Board. No pets will be tied to unit posts or railings, front or back. Any droppings in the Common Elements will be picked up and removed immediately to trash storage containers.

Section 5.5 – Animals Providing Assistance to Handicapped Persons.

- (a) Notwithstanding anything to the contrary in this article, trained guide dogs or animals are permitted for persons holding certificates of blindness and necessity. Other animals will be permitted if such animals provide assistance to blind, deaf, or mobility-impaired persons and such animals have been trained, are being trained, or have been provided by an agency or service qualified to provide or train such animals, as permitted by Section 46a-64(a)(5) of the General Statutes.
- (b) The guide or assistance animal will be kept in direct custody of the assisted person or the qualified person training the animal at all times when on the Common Elements, and the animal shall wear and be controlled by a harness or orange leash and collar.

Section 5.6 – Phase I Unit Owner’s Responsibilities and Liabilities.

- (a) A Phase I Unit Owner and/or occupant having any animal exhibiting viciousness, ill temper, or dangerous behavior will permanently remove the animal from the Condominium upon three (3) days written after Notice and Hearing from the Council Board. An occupant of a Phase I Unit having any animal exhibiting continuous barking or other continuous objectionable noise that is clearly audible in other Phase I Units will be given notice by the Council Board and a reasonable time to cure the animal of the habit. If such a cure is not effectuated, the occupant of the Phase I Unit will permanently remove the animal from the Condominium upon three (3) days written after Notice and Hearing from the Council Board.
- (b) The owner of any animal will compensate any person hurt or bitten by the animal and will hold the Phase I Council harmless from any claim resulting from any action of the animal whatsoever.
- (c) Phase I Unit Owners will be responsible for any damage done by their or their tenant’s pet.

ARTICLE VI  
INSURANCE

Section 6.1 – Increase in Rating. Nothing will be done or kept that will increase the rate of insurance required to be maintained by the Phase I Council and/or Association without the prior consent of the Council Board. No Phase I Unit Owner and/or occupant will permit anything to be done or kept in the Phase I Council Area that will result in the cancellation of such insurance coverage or which would be in violation of any law.

Section 6.2 – Rules of Insurance. Phase I Unit Owners and/or occupants shall comply with the rules and regulations of the New England Fire Rating Association, local fire officials and with the rules and regulations contained in any fire and liability insurance policy on the Condominium.

Section 6.3 – Reports of Damage. Damage by fire or accident affecting the Phase I Council Area, and persons injured by or responsible for any damage, must be promptly reported to the Manager or a Council Director by any person having knowledge thereof.

ARTICLE VII  
RUBBISH & RECYCLABLE MATERIALS

Section 7.1 – Trash and Recyclable Material Containment. No storage of trash and/or recyclable materials will be permitted in or outside any Phase I Unit in such manner as to permit the spread or encouragement of fire or vermin. Trash shall be tightly secured in either heavy-duty trash bags or cans. Recyclable materials shall be secured in recycling bins. No garbage cans and/or recycling bins shall be stored outside a Phase I Unit. No trash and/or recyclable materials, whether secured in either heavy-duty trash bags or cans, may be kept on decks or patios.

Section 7.2 – Trash and Recyclable Material Pickup Areas; Accumulation. No garbage cans and/or recycling bins shall be placed outside Phase I Units, except at designated pickup areas. No accumulation of rubbish, debris, unsightly materials or recyclable goods will be permitted outside of Phase I Units.

ARTICLE VIII  
MOTOR VEHICLES

Section 8.1 – Compliance with Law. Phase I Unit Owners and/or occupants and their family members, servants, employees, contractors, agents, visitors, and licensees will comply with the laws of the State of Connecticut and with the regulations of the Department of Motor Vehicles on the roads, drives and other areas for vehicular access in the Phase I Council Area.

Section 8.2 – Registration. All vehicles of employees, agents, Phase I Unit Owners and occupants regularly using the premises must be registered with the Manager and/or Council Board. Construction and management vehicles not registered will be identified by a special pass card.

Section 8.3 – Registration Application. The Manager and/or Council Board will register vehicles on a special application form and shall issue parking stickers to such vehicles. The form will provide that registered vehicles parking in “no parking” areas, fire lanes, on the pavement or blocking access, or otherwise improperly parked may be towed at the owner’s expense.

Section 8.4 – Unregistered Vehicles. Unregistered vehicles present within the Phase I Council Area shall park in either designated visitor parking spaces or in the drive and/or garage of the Phase I Unit which they are visiting. Unregistered vehicles present within the Phase I Council Area shall not park on roads and drives in a manner which would preclude clear two-lane passage by other vehicles. Phase I Unit Owners who are being visited by owners of unregistered vehicles will assume responsibility for the actions and towing charges of such vehicles, as a Common Expense Assessment, which will be levied following Notice and Hearing.

Section 8.5 – Limitations on Use.

- (a) All Garages are restricted to use as a parking space for motor vehicles, specifically excluding, however, any vehicle having a capacity in excess of one (1) ton, possessing

more than four wheels, or of a size that cannot fit in the Garage with the doors of the Garage closed, and to use for the storage of personal goods and household items, provided, however, that such storage does not prevent the owner of the Garage from parking one four-wheeled motor vehicle in the Garage with the doors of the Garage closed. Phase I Unit Owners or occupants who keep two (2) or more motor vehicles in the Phase I Council Area shall park one of the vehicles in his/her/its Garage and shall park his/her/its second vehicle in the drive immediately adjacent to the aforementioned Garage.

- (b) Campers, trailers, boats, motorcycles or motor homes shall not be parked in any part of the Phase I Council Area by Phase I Unit Owners, occupants or guests, except for temporary loading and unloading, or as may be designated by the Council Board. Commercial vehicles and trucks shall not be parked in any part of the Phase I Council Area by Phase I Unit Owners, occupants or guests, except for temporary loading or unloading, or as may be designated by the Council Board.
- (c) Except as otherwise provided in this section, there shall be no long-term parking within the Phase I Council Area.

Section 8.6 – Visitor Parking. Except where special arrangements have been provided by the Council Board, unregistered vehicles not own by Phase I Unit Owners and/or occupants must park in designated visitor parking spaces. Notwithstanding anything to the contrary in this article, designated visitor parking spaces may not be used by Phase I Unit Owners and/or occupants.

Section 8.7 – Manner of Driving; Speed Limit. Driving on roadways shall be done with care and caution for pedestrians and other vehicles. The speed limit on the entrance road is twenty-five (25) miles per hour. The speed limit on other drives is fifteen (15) miles per hour.

Section 8.8 – Snowmobiles and Off-Road, Unregistered, Unlicensed, or Immobile Vehicles. Snowmobiles, off-road vehicles, including trail bikes, Jeeps, and other four-wheel-drive vehicles that are not used in maintenance, are prohibited, except where they are licensed and equipped for passage on public highways and are actually used by licensed drivers on the paved portions of the Phase I Council Area. Except for other motor-assisted bicycles and wheelchairs, as permitted by state law, all highway vehicles used or parked on the Phase I Council Area will be registered and licensed, properly equipped, and in operating condition for safe travel on the public highways of the state. The license tag for all highway vehicles used or parked on the Phase I Council Area will be clearly visible at all times. Except for temporary repairs not involving immobility in excess of 10 hours, highway vehicles will not be disassembled, repaired, rebuilt, painted, or constructed outside of Garages.

Section 8.9 – No Parking Areas. Vehicles may not be parked in such a manner as to block access to Garages of persons other than the vehicle owner, fire hydrants, sidewalks running perpendicular to drives, pedestrian crossing areas, handicapped access ramps, designated fire lanes, clear two-lane passage by vehicles on roads and drives or posted “No Parking” areas. Violating vehicles will be towed after reasonable efforts have been made to contact the person, Phase I Unit Owner or occupant to whom the vehicle is registered. In

addition, following Notice and Hearing, the person, Phase I Unit Owner or occupant to whom, or to whose invitee, the vehicle is registered and the owner of the violating vehicle may be levied a fine for the period that the vehicle violated these Council Rules, unless at the hearing good and valid reasons are given for such violation. Costs of towing and enforcement may be assessed and collected as a Common Expense from Phase I Unit Owners whose tenant or guest violated this restriction, or directly from the owner of the vehicle by small claims action.

Section 8.10 – Limited Use of Truck, Vans, Trailers and Commercial Vehicles. The following types of vehicles are prohibited in the parking areas or drives in excess of eight (8) hours, except for temporary loading and unloading, following which the vehicle must be removed from the Phase I Council Area for at least sixteen (16) hours: commercial vehicles with company advertising/logos, trucks, vans and vehicles having capacity of more than one ton; trailer of any kind; and vehicles with more than four (4) single tired wheels. Construction equipment used in the actual repair, construction or maintenance of the Phase I Council Area will not be so restricted during use.

## ARTICLE IX GENERAL RECREATION RULES

Section 9.1 – Occupants and Guests. Recreational open space, walkways and woodland within the Phase I Council Area are limited to the use of Phase I Unit Owners, their tenants and invited guests. All facilities are used at the risk and responsibility of the user and the user shall hold the Phase I Council harmless from damage or claims by virtue of such use.

Section 9.2 – Boisterous Behavior. Boisterous, rough or dangerous activities or behavior, which unreasonably interferes with the permitted use of recreational facilities, open space, walkways, and woodland within the Phase I Council Area by others are prohibited.

Section 9.3 – Reserved Areas. Specific portions of woodland or open space facilities, or specific times of recreational schedules may be reserved, or priority given, to certain age groups. Such reservations and scheduling shall be done by management personnel and shall be effective after publication in the newsletter.

Section 9.4 – Children. Parents will direct and control the activities of their children in order to require them to conform to these Council Rules. Parents shall be responsible for violations, or damage caused by their children whether or not the parents are present during the violations or damage.

Section 9.5 – Ejectment for Violation. Subject to the terms of the Declaration, Bylaws and Council Bylaws, Phase I Unit Owners, occupants, guests and tenants may be summarily ejected from recreational facilities by management personnel in the event of violation of these regulations within a facility, and suspended from use of such facility until the time for Notice and Hearing concerning such violation. Following such Hearing, they may be suspended for the period established during the Hearing.

Section 9.6 – Proper Use. Recreational facilities will be used for the purposes for which they were designed. Picnic areas, equipment, and surrounding areas shall be properly used, and

may not be abused, overcrowded, vandalized or operated in such a way as to prevent or interfere with permitted play or use by others. Rules of safety promulgated by nationally recognized organizations regulating play of a game or sport for which a facility is designed will be followed, and where appropriate, customary safety equipment will be worn and used.

ARTICLE X  
GENERAL ADMINISTRATIVE RULES

Section 10.1 – Consent in Writing. Any consent or approval required by these Council Rules must be obtained in writing prior to undertaking the action to which it refers.

Section 10.2 – Complaint. Any formal complaint regarding the Phase I Council Area, management of the Phase I Council Area and/or actions of other Phase I Unit Owners shall be made in writing to the Manager.

Section 10.3 – Contents of Complaint. Written complaints referenced in Section 10.2 of these Council Rules, must be in writing on a Rules Violation Report form, addressed to the Manager and include:

- (a) Date, time and location of violation;
- (b) Violator's name, if known, and unit number;
- (c) Description of the rule violation; and
- (d) Name and unit number of the complainant (which shall be kept confidential).

Section 10.4 – Receipt of Complaint. Upon receipt of written complaints referenced in Section 10.2 of these Council Rules, actions that will be taken by the Manager and/or Council Board include:

- (a) The Phase I Unit Owner in violation will be issued a written warning;
- (b) The Phase I Unit Owner will be extended the right to appear before the Council Board at the next scheduled Council Board Meeting to discuss the written warning;
- (c) Upon receipt of a second written complaint for the same violation, the Phase I Unit Owner will be assessed a fine; and
- (d) Said fine will continue to be assessed until the Phase I Unit Owner in violation corrects the violation and/or complies with the Council Board's direction (failure to appear before the Council Board shall constitute failure to comply).

Section 10.5 – Fine for Violation. By resolution, following Notice and Hearing, the Council Board may levy a fine of up to \$35.00 per day for each day that a violation of the

Council Bylaws and/or these Council Rules persists after such Notice and Hearing, but such amount shall not exceed that amount necessary to insure compliance with the rule or order of the Council Board.