

# Shadowbrook Condominium Trust Rules and Regulations

Approved: April 20, 2017

**EFFECTIVE: May 15, 2017**

These rules and regulations are intended to develop and maintain a sense of community and safety for all of our owners, residents and our property. These are based on common sense and courtesy to help us enjoy a high quality of life at Shadowbrook.

In addition to the provisions of the applicable Federal and State laws, local ordinance and the Shadowbrook Condominium Trust's Master Deed and By-Laws, the following rules and regulations shall govern the use of all Shadowbrook units and common areas of the property, as well as the conduct of all residents.

## **1. General Common Area Usage**

1.1 Common areas shall not be obstructed, littered, defaced or misused in any manner. Acts of vandalism will not be tolerated. Perpetrators and/or unit owners will be fined and held responsible for costs due to loss. Such vandalism will be reported to police for criminal prosecution.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

1.2 Outside water use is limited to maintenance staff and contractors hired by the Board of Trustees or their designated agent.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$75 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

## **2. Unit and Interior Common Area Usage**

2.1 Occupancy (Unit owners who lease a unit(s) are also referred to the subsection of these regulations titled "Leasing/Renting of Units")

2.1.1 Units are for residential use only. In accordance with the Shadowbrook Condominium Trust's Master Deed and By-Laws, no unit shall be used for business activities of any nature whatsoever.

Fine: 1<sup>st</sup> \$175 2<sup>nd</sup> \$200 3<sup>rd</sup> \$225 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500 plus legal action

2.1.2 All new residents will be charged a one-time, non-refundable move-in administrative fee of \$200.

## **2.2 Noise**

2.2.1 Unit owners and residents shall not use or permit the use of their premises or common property in any manner which would be found, by a reasonable person, to be disturbing or a nuisance to other unit occupants. Electronic equipment and instruments (i.e., TV's, stereos, radios, guitars, drums etc.) must be kept at quieter levels. Quiet hours are 10:00 p.m. to 8:00 a.m. but residents should maintain a reasonable noise level at any time.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings: \$500

## **2.3. Pets**

2.3.1. Common household pets such as dogs and cats may be kept on the premises but must be registered with the Shadowbrook Office. Each unit is permitted a total of two pets per unit. Residents with unregistered pets on Shadowbrook property will be fined.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.3.2. All pets must be walked on a leash while in the common areas. Milford Animal Control will be called to pick up any pet found roaming free.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.3.3. Residents who own pets are expected to clean up after their pets. Pets are not allowed to urinate or defecate within 25 feet from the building or walkway. The Board reserves the right to rescind the pet privilege for individual owners who do not follow this rule.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$75 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.3.4. Pets are not permitted to be fed and/or left unattended in common areas and limited common areas including balconies and patios. Pets cannot be tied to any object including the patio railing.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$75 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.3.5. The Board of Trustees reserves the right to ban exotic pets from the premises (i.e. snakes, lizards, etc.). Failure to comply with any restriction defined by the Board will result in penalties against the Unit Owner.

Fine: 1<sup>st</sup> Remove pet notice 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500 plus legal action.

2.3.6. The Board of Trustees reserves the right to ban from Shadowbrook property any pet which, in their opinion (or in the opinion of Milford Town Officials), may be hazardous or disruptive to Shadowbrook residents and/or area residents.

Fine: 1<sup>st</sup> Remove pet notice 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500 plus legal action.

2.3.7 Pet items including but not limited to beds, carriers, cages, leashes, food or litter boxes are not allowed on the patio/balconies.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$100 5<sup>th</sup> and subsequent warnings \$500

## **2.4. Laundry and Laundry Facilities**

2.4.1. Laundry is only permitted to be done in designated laundry facilities within each building. Laundry machines in common areas may only be used between the hours of 8 a.m. and 10 p.m.

2.4.2. Unit-based washing machines and dryers are strictly prohibited.

Fine: \$500.00 per week plus legal action after 30 days of non-compliance.

## **2.5. Storage**

2.5.1. Other than storage within the Unit itself (excluding the balcony), storage is limited to designated, locked storage units. No storage of any kind is permitted in the common areas. The Board of Trustees or their agent reserves the right to dispose of any and all articles found stored outside of locked storage areas or in common areas without warning to the owner.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$75 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.5.2. Storage of fuel, combustibles, explosives and unstable materials is prohibited.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$75 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

## 2.6. Balconies, Patios and Exterior Displays

2.6.1. Balconies and patios must remain uncluttered. Furnishings permitted on the balcony/patio are limited to patio furniture/accessories, electric grills, bikes and planters. The Board of Trustees and their agent reserves the right to require removal of any item. The use of balconies for the long-term storage of personal property is prohibited.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.6.2. Residents living on the ground floor are reminded that the exclusive-use of their patios do not exceed beyond the concrete pad and railings. However, at the present time the Board will allow residents to plant flowers, shrubs, and ground cover on the common area within 3 ft of the concrete pad. Fencing can be installed up to 4 inches high provided the used area does not exceed the length of the adjacent patio. Such planting shall be the responsibility of the unit owner to maintain. Decorations and furniture are not permitted to be displayed anywhere on the common area grounds or building, including but not limited to figurines, signs, wreaths, bird baths, rocks, plastic edging, flags, Shepard hooks, tables, chairs, and benches. Violators are subject to a fine and the Board of Trustees and their agent may remove any non-complaint items and material found outside of the boundaries of the concrete pad and railing without prior notice.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500 plus any and all costs related to removal of material.

2.6.3. Unit owners are responsible for the proper maintenance and repair of their unit balcony or patio including the railings, routine maintenance, painting and upkeep in accordance with the specifications on file in the management office which confirms the paint color schemes, materials and design approved by the Board of Trustees. Failure to do so could result in fines and in the Trustees ordering their agent to paint and/or fix a balcony. Charges for such work will include all materials costs and labor costs at the double time rate with a minimum charge of \$25.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500 plus painting/repair costs identified above and possible legal action.

2.6.4. The use of child safety screens around the balcony or patio railing is permitted provided the safety screen is approved in writing by the Board of Trustees or their designated agent.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.6.5. The use or storage of non-electric indoor/outdoor grills, heaters or similar devices is strictly prohibited in the unit, on the balcony/patio or other common areas. Such devices and fuel will be requested to be removed immediately from the property. Residents can only use an electric grill on the balcony/patio or Shadowbrook's charcoal grills provided in designated picnic areas throughout the property. Grills must be plugged into a GFI plug and used facing away from the building. The Board needs to approve the installation of any outside plug on the balcony/patio.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$100 3<sup>rd</sup> \$300 all subsequent will escalate an additional \$100 not to exceed \$500

2.6.6. The decorating of balcony or patio for holidays is permitted provided that a reasonable person would not find such lighting to interfere with the comfort of neighbors and that any such lighting is silent. The decorations must be taken down within 21 days of the end of the holiday.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.6.7. American Flags may be displayed during the day in a manner consistent with rules honoring the flag. No other flags, decorative or otherwise, are permitted to be displayed at any time.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.6.8. Bird feeders are allowed provided they are hung no closer than 18" from within the boundaries of the balcony or patio, and, their use is not disruptive to neighbors or common areas.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$50 3<sup>rd</sup> \$75 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.6.9. No cigar butts, cigarettes, matches or ashes may be thrown from patios or balconies.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

## 2.7. Bulletin Boards and Solicitation

2.7.1. Bulletin board notices must be approved and stamped by the Management Office before being posted. Notices may not be posted on doors, walls, etc. Residents are reminded of the availability of the Community Bulletin Board located in the Clubhouse.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.7.2. Solicitation is prohibited on Shadowbrook property except by Shadowbrook residents for occasional, not-for-profit causes (Scouts, civic groups, schools, etc.) but only with the express written permission of the Board of Trustees or their agent.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus legal action

2.7.3. The distribution of fliers or other materials door-to-door is only permitted under the auspices of the Board of Trustees or their agent. No other individual or group is permitted to distribute fliers or other materials door-to-door unless authorized to do so by the Board of Trustees or their agent.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus legal action

## 2.8. Rubbish

2.8.1. Rubbish is to be disposed of by placing tightly closed trash bags inside dumpsters located outside each building. Trash may never be left in unit door alcove, hallways, laundry rooms, in common areas, around the dumpsters or limited common area: balconies/patios.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.8.2. Appliances, bicycles, furniture, construction materials and other large items may not be disposed of on Shadowbrook property. Failure to abide by this regulation will result in both fine as well as the unit owner bearing financial responsibility for all costs related to the removal of such materials.

Fine: 1<sup>st</sup> \$50\* 2<sup>nd</sup> \$100\* 3<sup>rd</sup> \$150\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus costs related to removal of building material and possible legal action

## 2.9. Architectural Integrity, Renovations, Repairs and Construction

2.9.1. The architectural integrity of the buildings and common areas shall be preserved without modification. Signs, lock boxes, awnings, antennas, exterior guards, banners, wind socks, wind chimes or decorations are prohibited unless otherwise provided for in these regulations. **See pages 18-22 for Antenna/Satellite Dish Rules & Regulations adopted on 1-31-08.**

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.9.2. No structural changes or alterations can be made in any unit without the written approval from the Board of Trustees. Failure to abide by this regulation will result in both a fine as well as the unit owner bearing financial responsibility for all legal and construction costs associated with returning the unit to the original structure.

Fine: 1<sup>st</sup> \$50\* 2<sup>nd</sup> \$100\* 3<sup>rd</sup> \$150\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus costs related to removal of material and possible legal action

2.9.3. Door, window, and slider replacement may only be made if a permit for such work is granted by the Board of Trustees and must preserve the architectural integrity of the complex. Applications and specifications are available in the management office. Failure to abide by this regulation will result in a fine, as well as the unit owner bearing financial responsibility for all legal and construction costs associated with returning the unit to the original structure.

Fine: 1<sup>st</sup> \$50\* 2<sup>nd</sup> \$100\* 3<sup>rd</sup> \$150\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus cost related to removal of material and possible legal action

2.9.4. All unit renovations must be reviewed by the Board of Trustees or their designated agent prior to the commencement of any work. Due to restrictions placed on renovations by the Master Deed and the plumbing and architectural infrastructure of the Complex, some renovations may require specific architectural drawings to be presented to the Board of Trustees for review, modification and decisions regarding approval.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$100 3<sup>rd</sup> \$150 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500 plus legal action

2.9.5. Anyone working on Shadowbrook property for a fee must be licensed and insured, including Worker's Compensation Insurance, at a rate to be set by the Board of Trustees or their designated agent. This includes but is not limited to such tradespeople as carpet layers, cabinetmakers, painters, electricians, plumbers, etc. A copy of their insurance certificate must be on file in the management office prior to work commencing.

Fine: 1<sup>st</sup> \$75 2<sup>nd</sup> \$150 3<sup>rd</sup> \$250 4<sup>th</sup> \$350 5<sup>th</sup> and subsequent warnings \$500 plus legal action

2.9.6. Contractors and their workers are limited to the hours of 8 a.m. – 5 p.m. business days Monday through Friday. Contractors and their workers must check in and out daily at the management office.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.9.7. Any work which involves shutting down the water supply to a building(s) will be limited to twice a month so as not to unduly inconvenience other building residents. Such work must be scheduled for the first or third Wednesday of each month between the hours of 9 a.m. to 12 p.m. without exception unless there is an emergency or common area project. Unit owners must request a shutdown no later than the Friday before by noon time so notices can be sent out accordingly. A shutdown will not be granted without obtaining liability and worker's compensation certification for

the plumber doing the work. Any water shut down caused by a resident or worker doing unlawful plumbing will be subject to a fine.

Fine: 1<sup>st</sup> \$100 2<sup>nd</sup> \$150 3<sup>rd</sup> \$200 4<sup>th</sup> 250 5<sup>th</sup> and subsequent warnings \$500

2.9.8. Unit owners and/or residents are responsible to ensure that any tradespeople working for them in their unit abide by the rules and regulations of the Shadowbrook Trust and do not infringe on the rights of other residents.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.9.9. As cited elsewhere in these regulations, construction material waste (e.g., paint cans, construction debris, old appliances, etc.) may not be disposed of on Shadowbrook property. It is the responsibility of the Unit Owner to arrange with tradespeople for the appropriate removal of such waste.

Fine: 1<sup>st</sup> \$50\* 2<sup>nd</sup> \$100\* 3<sup>rd</sup> \$150\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus costs related to removal of materials

2.9.10. The management office will store unit keys for owners at their request.

2.9.11. Residents and unit owners must provide reasonable access to their units for extermination and repairs of common areas accessible therefrom when requested to do so by the management office.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500 plus legal action

2.9.12. Overtime for Shadowbrook staff or contractors called to the site after hours as a result of homeowner errors, actions or repairs, will be billed back to the owner. Damage caused to common area carpeting, studs, walls, etc. will be billed back as well.

Charges: Actual cost with a minimum of \$250/ incident

2.9.13. The use of wheeled dollies is not allowed on interior common area floors, including stairs.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.9.14. No liability will be borne by the Shadowbrook Board of Trustees or their current agent for any vendors or any promises extended by an agent of any previous management companies.

## **2.10. Realtors**

2.10.1. Lockboxes are not permitted to be used on Shadowbrook Property at any time.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$75 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.10.2 "Open Houses" for the purpose of selling, renting or the showing of real estate are prohibited.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

## **2.11. Leasing/Renting of Units**

2.11.1. As stipulated in the Declaration of Trust, no unit may be rented for a period of less than thirty (30) days nor may any unit be used for transient or hotel purposes.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$100 3<sup>rd</sup> \$150 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500 plus legal action

2.11.2. Unit owners must provide their tenants with a copy of a signed lease at the time of move in. Parking Permits and Pool Passes will not be issued without the management office having a copy of this lease on file.

Failure to Comply Charge: Move-in Fee (\$200) x 2 = \$400

2.11.3. All leases and tenant at will agreements must be for the entire unit, must be in writing and must contain at a minimum the conditions outlined in subsections 2.11.3.1 and 2.11.3.2 below:

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.11.3.1 A provision requiring the tenant to comply with all terms and conditions of the Rules and Regulations, By-law's, Master Deed and Condominium Trust.

2.11.3.2 A provision specifying that failure of the tenant to comply with the above terms and conditions shall be regarded as a default of the lease or tenant at will agreement.

2.11.4 Unit owners are responsible for the actions of their tenants and must ensure that tenants are provided with copies of and know and abide by all requirements of the Master Deed, By-Laws and any rules and regulations of the Trust. Any fines resulting from tenant non-compliance with Shadowbrook rules and regulations will be levied against the Unit.

2.11.5 Unit owners are responsible for ensuring that all keys and vehicle visitor passes are returned to him/her upon the termination of a tenant's lease. Any cost for additional keys or passes required by a Unit Owner or tenant is at their expensive.

## 2.12 Miscellaneous Occupancy Unit and Interior/Exterior Common Area Usage

2.12.1. Personal property is prohibited in the common hallway, unit entry way (excluding a door mat and door embellishment) or other common areas. The Board has the right to request the removal of any such item.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.12.2. Playing and/or recreational activities is prohibited in the hallways at all times.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.12.3. Loitering in the hallways and lobbies of buildings is prohibited.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

2.12.4 Private use of common area electrical outlets are prohibited.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$25 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

**3. Motor Vehicles and Parking - (All provisions of these regulations regarding motor vehicles and parking will be strictly enforced and violations may result in fines and/or towing. Any charges related to towing will be the responsibility of the vehicle's owner).**

### 3.1 Shadowbrook Resident Parking Stickers

3.1.1. All motor vehicles must display a valid Shadowbrook Resident Parking Sticker or a valid Shadowbrook Visitor's Parking Pass.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500 plus possible towing.

- 3.1.1.1. A current lease or deed, a current vehicle registration and a current driver' license are required to obtain a Shadowbrook Resident Parking Sticker.
- 3.1.1.2. Shadowbrook Resident Parking Stickers are to be displayed on the bottom rear corner of the passenger side rear window of passenger cars and passenger vans. Residents owning vehicles with soft-tops shall affix their sticker to the front window. Residents owning motorcycles or mopeds are not required to affix a sticker to the vehicle but they must be properly registered and a copy of said registration must be provided to the Management Office. A motorcycle or moped will be considered as one of the two vehicles permitted per unit.
- 3.1.2 No More than two (2) Shadowbrook Resident Parking Stickers will be provided to each unit unless specific written permission for a specific additional vehicle or specific additional vehicles is granted to the unit owner by the Board of Trustees. The Trustees reserve the right to approve or deny any such request for additional Shadowbrook Resident Parking Stickers and to place any stipulations(s) on such permits, including but not limited to, those regarding fees, those regarding the period of time when such vehicles may be parked and those regarding the locations(s) where such vehicles may be parked. Shadowbrook Resident parking Stickers will only be provided for vehicles in regular use by the resident. All other Shadowbrook parking rules apply.
- 3.1.3 Except for specified handicapped spaces, there is no guarantee spaces will be in close proximity to your building or entrance door.

### 3.2 Commercial Vehicles, RV's, Snowmobiles and Trailers

- 3.2.1 Each parking space shall be used only for the parking of one approved vehicle, unless otherwise approved by the Board of Trustees. An approved vehicle shall include any conventional passenger vehicle, including sport utility vehicles, vans, mini-vans, motorcycles and private pick up trucks, but excluding vehicles which are equipment burdened, vehicles bearing advertising or signage, vehicles containing hazardous or noxious materials, box trucks, snowplows, all-terrain vehicles, recreational vehicles, mobile homes, camping trailers, utility/tow or storage trailers, boats, and vehicles too large to fit into the marked boundaries of a single parking space, except with the written consent of the Trustees of the Condominium Trust and for the parking from time to time of commercial vehicles providing services at the condominium. The Shadowbrook office will need photos of any truck, van or commercial plate vehicle prior to approving and issuing a sticker.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

- 3.2.2 All unregistered passenger and commercial vehicles, motorcycles and mopeds, all snowmobiles, all go-carts (motorized or otherwise), all dune buggies, any all-terrain vehicles are prohibited from being housed, parked or operated on Shadowbrook property.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500 plus legal action

### 3.3 Shadowbrook Visitor Parking Passes

- 3.3.1. Shadowbrook Visitor Parking Passes are provided to residents for the convenience of their short-term guests. They are not intended nor permitted to be used to take the place of resident parking stickers. These passes will bear the door and unit number of the resident and must be displayed in any vehicle and on any motorcycle parked beyond 10 p.m. in any Shadowbrook parking lot. Shadowbrook Visitor Parking Passes must be hung from the vehicle/motorcycle's mirror with the information side facing out.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

- 3.3.2. The use of Shadowbrook Visitor Parking Passes per month, per unit for specific vehicles will be time limited to no more than seven (7) days. These may be consecutive or non-consecutive days.



Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$50 3<sup>rd</sup> \$100\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus possible towing at the vehicle owners expense

3.3.3. Residents or visitors may not park in designated handicapped parking spaces as these are provided for specific residents.

Fine: 1<sup>st</sup> \$50\* 2<sup>nd</sup> \$75\* 3<sup>rd</sup> \$100\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus possible towing at the vehicle owners expense

3.3.4. All Unit owners and/or tenants will be held responsible for vehicles used by their visitors. Any fines for violations of parking regulations by visitors will be imposed on the Unit Owner.

### **3.4 Designated Parking Areas**

3.4.1 Parking is restricted to lined spaces in designated parking lots.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus possible towing at the vehicle owners expense

3.4.1.1 The parking of any motor vehicle on the lawn or curb is not allowed under any circumstances and may result in towing of the vehicle.

Fine: 1<sup>st</sup> \$50\* 2<sup>nd</sup> \$100\* 3<sup>rd</sup> \$150\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus possible towing at the vehicle owners expense

3.4.1.2 The parking of any motor vehicle in an area of a parking lot, which is yellow-lined, unlined, marked as a fire zone or in any other way marked as a no parking area is strictly prohibited. (Note: Parking in a fire lane may result in towing of the vehicle with all charges related to the towing being the responsibility of the vehicle's owner)

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$100\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus possible towing at the vehicle owners expense

3.4.1.3 Parking in front of dumpsters is prohibited.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$100\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus any extra cost

3.4.1.4 Parking in the Clubhouse parking lot between the hours of 8 a.m. and 10:00 p.m. is restricted to those using or working in the Clubhouse facilities, security and Shadowbrook Staff.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

3.4.1.5 Assigned handicapped parking spaces will be granted by request for those holding HP plates or placards. Such individuals must bring their vehicle registration and handicap placard and/or plate to the management office to obtain such a space. Each handicapped space will be assigned to a specific vehicle. Only the vehicle to which they are assigned may use HP spaces. All other vehicles found parking in that space may be subject to immediate tow without notification of the vehicle owner.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and all subsequent warnings \$500\*  
\*plus possible towing at the vehicle owners expense

3.4.2 Parking lots are for motor vehicles in regular use only.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus possible towing at the vehicle owners expense

3.4.3 Every vehicle parked in a Shadowbrook Parking Lot must at all times have a properly displayed current license plate and registration.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*  
\*plus notification to Milford Police and possible towing at the vehicle owners expense

3.4.4 Every vehicle parked in a Shadowbrook Parking lot at all times must properly display a valid, current state inspection sticker. Vehicles which do not display these or which display an overdue inspection sticker will be tagged and may be reported to the Milford Police.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> Advisory 3<sup>rd</sup> and subsequent: Advisory & Notification to Milford Police

3.4.5 Sleeping, eating and camping in RV's, tent trailers or any other vehicle on Shadowbrook Property is strictly prohibited.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

3.4.6 Vehicles, which display a valid Shadowbrook parking sticker may be covered with a tight fitting, white or off-white, cloth vehicle cover. Cover must be approved first by the management staff or Board of Trustees. Vehicles, which display Shadowbrook visitor passes, are not permitted to be covered with any vehicle covering. However, the Board of Trustees reserves the right to have Security personnel or their designated agent lift or remove such covers for the purpose of verifying vehicle registration, inspection and the display of a valid Shadowbrook parking sticker.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

3.4.7 Parking along a roadway is only permitted during times requested by the Board of Trustees or their designated agent for specific purposes (i.e., snow removal, parking lot repair, painting, building construction, etc.) and for up to 30 minutes while loading or unloading the vehicle provided that it does not interfere with the egress or safety of the building. (Note: In addition to any fine and/or towing imposed by the Shadowbrook Trust, the Milford Police have the authority to ticket any vehicle parked in fire lanes at any time).

Fine: 1<sup>st</sup> Warning 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250\* 5<sup>th</sup> and all subsequent warnings \$500\*  
\*plus possible towing at the vehicle owners expense

3.4.8 In order to perform and complete snow removal operations in the parking areas when snowstorms have ended, all residents must move their vehicles within 24 hours of the start of snow removal operations. Residents failing to move their vehicles within 24 hours of the commencement of snow removal operations may be subject to an assessment of a fine up to \$100, and may also be assessed any increased cost incurred by the Association caused by the failure to move their vehicle within the prescribed time. Staff shall not be available to move vehicles for residents during snow removal operations. Residents who may be unavailable or unable to move their vehicles within 24 hours of commencement of snow removal operations are required to make their own arrangements to have their vehicles moved.

### 3.5 Vehicle Cleaning and Maintenance

3.5.1 Vehicle maintenance permitted to be conducted on Shadowbrook property is limited to minor or safety repairs such as jump-starts, flat tire changes, or light bulb changes. Any vehicle repair including, but not limited to, body work, tune ups, brake repairs, muffler system repairs and the removal or replacing of fluids other than windshield washer fluid are strictly prohibited.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

3.5.2 Residents are not permitted to use the Shadowbrook water supply to wash their vehicles. Residents are permitted to vacuum, clean windows and to wax vehicles on Shadowbrook Property provided they are not using the Shadowbrook water or electricity to do so.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250\* 5<sup>th</sup> and all subsequent warnings \$500\*  
\*plus possible towing at the vehicle owners expense

#### **4 Smoking**

4.1 Smoking in the interior common areas, clubhouse or within 10 feet of any entrance or exit is prohibited.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

4.2 Individuals smoking outside on the Shadowbrook property must dispose of their cigarette and and cigars properly and not throw them on the ground.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

4.3 No cigarette and cigars, matches or ashes may be thrown from the patios or balconies.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

#### **5 Recreational and Social Facilities**

##### **5.1 Pool**

5.1.1 Anyone using the pool facilities must sign in with the Lifeguard on duty. All residents and their guest must each display a Shadowbrook Pool Pass to the Lifeguard.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warning \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.2 Per the Milford Board of Health, all persons are required to take a cleansing shower before entering the pool.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and all subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.3 Per the Milford Board of Health, no person with a communicable disease is allowed to use the pool.

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues, may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.4 Lifeguards are on duty per Milford's Board of Health and for your safety, not as babysitters. Shadowbrook residents up to age 13 need a red pass and must be supervised by an adult. Shadowbrook residents age 14 or older need a blue pass. Guest of any age need a white pass and must be accompanied by a Shadowbrook resident. There is an 8 person limit per unit. Lifeguards, Security and the Shadowbrook Staff are granted the discretion to request any person to leave the pool area for failure to comply with the provisions of this section or its subsection

5.1.4.1. All fines and actions identified pertain to this entire provision and its subsections to follow. The lifeguard has the authority to limit guest during heavy usage. Residents must carry an Id on them for age verification.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and if non-compliance continues may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.4.1. Direct supervision, for the purposes of this section, means that an adult is either in the pool or immediately next to the pool when the child is in the pool area depending on the child's swimming abilities and that the adult is actively watching the child. Direct supervision does not mean that that the adult is outside on the patio while the child is in the pool area.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warning \$500

Action: Lifeguard may decide to not permit the individual in the pool and if non-compliance continues, may Request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.5 Only bathing suits may be worn in the pool. Cut-offs are not permitted.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.6 Any child who is not toilet trained is not permitted in the pool unless wearing a swim diaper specially designed for swimming with a bathing suit over it.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues, may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.7 Hair longer than shoulder length must be tied back.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues, may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.8 Toys and floats are permitted in the pool only at the discretion of the Lifeguard on duty.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues, may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.9 Swimming aids for young children are permitted only when an adult is in the pool accompanying the child.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues, may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.10 Battery operated radios and stereo equipment are permitted to be operated in the pool area only with the use of headphones.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.11 No Running, Skateboarding, rollerblading, ball playing, bicycling or rough-housing is permitted in the pool or patio area.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.12 Proper behavior is expected in the pool/patio area. The ladders and stairs are only to be used to enter and exit the pool. No jumping, diving, yelling, profane language or rowdy behavior is permitted.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.13 Lounge chairs may not be removed from the pool/patio area.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.14 No alcoholic beverages or glass containers are allowed in the pool or patio area.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

5.1.15 Animals are not permitted in the pool area or other indoor recreational facilities.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

Action: Lifeguard may decide to not permit the individual in the pool and, if non-compliance continues may request the Board of Trustees to temporarily suspend the pool privileges for that individual.

## 5.2 Tennis Courts

5.2.1. Tennis Courts are kept locked but are available for use from 8:00 a.m. – 10:00 p.m. and are for the sole use of residents and their guests. Guests must be accompanied by a resident. Residents may a purchase key from the Management Office.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.2.2. Proper behavior is expected on the Courts. No shouting, profane language or rowdy behavior is permitted.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.2.3. Proper attire must be worn on the courts.

5.2.4. There is a one hour match limit if other residents are waiting to use the courts.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.2.5. Only activities related to tennis are permitted on the Tennis Courts.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.2.6. Pets, bicycles, roller skates, skate boards, scooters etc. are not permitted in the Tennis Courts.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.2.7 Residents are responsible for any damage to the Tennis Courts and are required to pick up any rubbish (wrappers, containers, drinks etc.) and deposit these in the rubbish barrel by the duck pond.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

### 5.3. Playground

5.3.1. The Playground is kept locked but is available for use from Dawn to Dark. The Playground is for the sole use of residents and their guests. Guests must be accompanied by a resident. Residents may purchase a key from the Management Office.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.3.2. Children under 12 years of age using the playground should be supervised by a responsible person.

5.3.3. No bicycles, skateboards, rollerblades are permitted to be used in the Playground.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.3.4. Pets are not permitted in the Playground.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.3.5. Residents are responsible for any damage to the Playground and are required to pick up any rubbish (wrappers, containers, drinks etc.) and deposit them properly in a barrel or dumpster.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.3.6. No alcoholic beverages or glass containers are allowed in the Playground.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.3.7. The use of profane language in the Playground is prohibited.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

#### 5.4. Exercise Room

5.4.1. The Exercise Room is available for use by eligible residents when the pool is open or during office hours. Residents using the Exercise Room do so at their own risk. The Board of Trustees and the Management Company bear no liability for any injuries or deaths which may occur due to a resident's use of the Exercise Room and the equipment in the room.

5.4.2. Exercise Room and the exercise equipment are for the sole use of residents 16+. Id required. Non-residents are not permitted to use the exercise room or exercise equipment.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.4.3. Radios and stereo equipment are permitted to be operated in the Exercise Room only with the use of headphones.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.4.4. Proper behavior is expected in the Exercise Room. No shouting, profane language or rowdy behavior is permitted.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.4.5. No alcoholic beverage or glass container is allowed in the Exercise Room.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.4.6. Animals are not permitted in the Exercise Room or other indoor recreational facilities.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.4.7. During times of heavy use, residents are limited to no more than 30 minutes per station.

5.4.8. Residents using the Exercise Room are required to pick up any rubbish (wrappers, containers, drinks etc.).

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.4.9. Residents are responsible for any damage they cause to the equipment.

Fines: 1<sup>st</sup> \$50\* 2<sup>nd</sup> \$75\* 3<sup>rd</sup> \$100\* 4<sup>th</sup> \$250\* 5<sup>th</sup> and subsequent warnings \$500\*

\*Plus repair/replacement costs and possible revocation of privileges related to use of exercise room and equipment

5.4.10. Residents are required to clean all equipment after each use.

Fines: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.4.11. Proper workout footwear is required. Residents are not allowed to workout with flip flops, sandals, bare feet, socks only or any other non-exercising footwear.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

#### 5.5. Function Room

5.5.1. Shadowbrook residents may use the Clubhouse function room for social gatherings. A room usage charge and security deposit is required and other fees may apply. See the management office for complete guidelines and application.

5.5.2. The function room is not to be used by outside organizations or companies for fundraising or profit-making events.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

5.5.3. All events occurring in the function room must be ended and cleaned up by no later than 10 p.m.

Fine: 1<sup>st</sup> \$25 2<sup>nd</sup> \$50 3<sup>rd</sup> \$75 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

## 6. Safety and Security

6.1. Shadowbrook residents are residents of the Town of Milford. Shadowbrook security does not take the place of local public safety departments such as police and fire. Any concerns of an emergency public safety issue (i.e., suspicion of criminal activity or fire) is to be immediately directed to the Milford Emergency Response system by dialing 9-1-1.

6.2. Shadowbrook does not provide 24-hour security. Should a security patrol be on duty and you wish to contact them please call the Shadowbrook Answering Service at (508)473-1784.

6.3. Residents and motorists using Shadowbrook roadways and parking lots are expected to abide by The posted speed limits - 15 miles per hour for Shadowbrook and Kennedy Lanes and 10 miles per hour for parking lots. These limits will be aggressively enforced.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

6.4. No recreational vehicles (ATV's, dirt bikes, go-carts, etc.) are permitted to be operated on any Shadowbrook property.

Fine: 1<sup>st</sup> \$50 2<sup>nd</sup> \$75 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

6.5. Riding of bicycles and the use of roller blades, skateboards and ball playing is not permitted in the parking lots; however, bike riding, roller blading and skateboards are permitted on the roadways provided that individuals using such equipment stay to the side of the road.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> Advisory 3<sup>rd</sup> \$25 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

6.6. Entry and hallway fire doors may only be propped using a wooden or rubber wedge when moving in or out of a unit and should remain closed and locked otherwise. See the office for wedges. No rocks, bricks, boxes or anything else that will scratch or damage the door can be used for propping. Entry doors should never be propped open to let pets in and out or to let guest in without having to ring a buzzer or use a key.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$50 3<sup>rd</sup> \$100 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

6.7. Residents are not permitted to grant building access to individuals who are not their guests.

Fine: 1<sup>st</sup> Advisory 2<sup>nd</sup> \$25 3<sup>rd</sup> \$50 4<sup>th</sup> \$250 5<sup>th</sup> and subsequent warnings \$500

6.8. Residents who are locked out of their units may call the management office Mon-Fri 9 a.m. to 5 p.m. or security Mon-Sun 6 p.m. to 2 a.m., and request someone to open the unit provided that resident has supplied the management office with a key.



Charge: Courtesy during regular operations hours of the Management and security hours  
All other times: \$100

**7 Miscellaneous**

- 7.0 It is the responsibility of each Unit owner and resident to be familiar with these rules. The Board of Trustees may levy reasonable fines against a Unit for failure of the unit owner, unit occupant(s) or guest to comply with any provision of the Association's Master Deed, By-Laws or rules and regulations. Fines will be billed on your monthly invoice and considered a part of your balance due. A fine may be levied on the basis of each day of a continuing violation with a single notice. Penalties listed herein are to be used as guidelines only and may vary. Unit owners may appeal penalties, in writing, to the Board of Trustees within 30 days of receipt of notice.

**Fines:** The Trustees shall enforce obligations of the Unit Owners and may levy fines against the Unit Owners for violations of the M.G.L. c. 183A (the "Condominium Act"), Master Deed, Declaration of Trust, By-Laws and Rules and Regulations (collectively "governing documents") governing the conduct of the Unit Owners, family members, residents, tenants invitees, and persons for whom they are responsible in amounts set forth in these Rules and Regulations and in addition the following also applies:

Each day a violation continues after notice shall be considered a separate violation. Violations that endanger the health, safety and welfare of others and/or pose a substantial threat to property shall be subject to such additional fines in amounts as the Trustees in their sole discretion may determine. Collection of fines may be enforced against the Unit Owner(s) involved as if the fines were common charges owed by the particular Unit Owner(s). If any expense is incurred by the Board as a result of a Unit Owners failure to abide by the Condominium Act, Master Deed, Declaration of Trust, By-Laws, Restrictions, Rules and Regulations, or by the misconduct of a Unit Owner or his/her family members, tenants, or invitees the Trustees may assess those expenses exclusively against the Unit Owner and such assessment shall constitute a lien against that unit and shall be enforceable as a common expense.

RE: Shadowbrook Condominium  
Antenna and Satellite Dish Installations

Dear Residents:

Enclosed please find Antenna and Satellite Dish Rules and Regulations, which have been adopted by the Board. If you have any questions, comments or concerns relating to the Rules and Regulations as it may apply in your individual case, please contact the property manager immediately so that we may attempt to resolve these issues.

Pursuant to the Telecommunications Act of 1996, the Federal Communications Commission ("FCC") has promulgated an Order and Rule which in essence allow residents in condominiums to use exclusive use areas for antennas or satellite dishes. However, the rules allow the Board to provide for certain restrictions relating to the installation and appearance of the satellite dish or antenna. In addition, it should be noted that the rules do not allow installation of satellite dishes or antennas on general common areas over which the unit owner does not have exclusive use.

In some cases, antennas or satellite dishes installed on the exclusive use area may not allow for an acceptable signal to receive television reception. Unfortunately, if such reception is not possible, the FCC rules do not allow the resident or unit owner to use any general common areas for the installation. Therefore, residents are advised to ensure that they may receive appropriate reception on the exclusive use area prior to purchasing a satellite dish or signing any agreement relating to the rental of a dish or the subscription to any satellite service.

In addition, based upon a relatively recent change in the law, satellite service might include local television stations. Residents should check with the service provider as to which stations will be received with the satellite dish to determine if you need to continue using basic cable or an antenna in order to receive local stations.

Satellite dishes typically will work only on one television set. Additional equipment may have to be purchased if you wish to receive satellite dish reception on more than one television in your unit.

**Please be advised that no satellite dish or antenna may be installed without prior written approval of the Board or managing agent. The Board or managing agent will approve or disapprove requests, upon receipt of the notification and approval form which must be submit to the Board five or more days prior to any installation.**

**All satellite dishes or antenna installed prior to this resolution will also need approval. Please complete and return the enclosed form within 30 days of this notice. Any unit with a satellite dish that does not comply with this resolution is in violation of Rules and Regulation 2.9.1.**

We hope that this letter adequately addresses questions which residents may have relating to the issue of satellite dishes and antennas. If you have any questions or comments please contact the Board or managing agent.

Sincerely, Board of Trustees

**SHADOWBROOK CONDOMINIUM**  
**ANTENNA AND SATELLITE DISH RULES AND REGULATIONS**

The undersigned, being a majority of the Board of Trustees of the Shadowbrook Condominium Trust (the "Board") under Declaration of Trust dated August 10, 1982 and recorded with the Worcester County (South District) Registry of Deeds in Book 7530, Page 137, as amended, the organization of unit owners of the Shadowbrook Condominium (the "Condominium"), in order to comply with the Federal Telecommunications Act of 1996 and the Order and Rules promulgated by the Federal Communications Commission on September 25, 1998 and November 20, 1998, do hereby adopt the following resolution relating to antennas and satellite dishes pursuant to Article V, Section 5.6 of the Declaration of Trust:

1. Definitions.

(a) Video Antenna means an antenna or satellite dish designed to receive video programming services intended for reception in the viewing area and/or designed to receive or transmit fixed wireless signals. Examples of video programming services include direct broadcast satellite services, multipoint distribution services, wireless cable and television broadcast signals. Fixed wireless signals means any commercial non-broadcast communications signals transmitted via wireless technology to and/or from a fixed customer location. Examples include wireless signals used to provide telephone service or high speed internet access to a fixed location – The definition does **NOT** include, among other things, Amateur ("HAM") radios, Citizens Band ("CB") radios and Digital Audio Radio Services ("DARS"), AM/FM radio signals. The mast supporting the Video Antenna, cabling, supports, guy wires, conduits, wiring, fasteners, bolts or other accessories for the Antenna or similar structure are part of the Video Antenna.

(b) Impermissible (prohibited) Antenna means any antenna, satellite dish, or structure used to transmit or receive radio, television, cellular, or other signals other than a Video Antenna permitted in 1(a) above.

2. (a) No resident shall install a Video Antenna on any portion of the common areas and facilities unless the area is approved by the Board and is a limited common element or exclusive use area appurtenant to the unit where the resident resides.

(b) A Video Antenna which encroaches on the air space of another owner's unit or limited common area or onto the general common areas does not comply with this rule.

3. If a Video Antenna is installed in a limited common area or exclusive use area appurtenant to the unit where the resident resides, such installation shall be subject to the following:

(a) Video Antennas shall be no larger than necessary for reception of an acceptable quality signal; provided that under no circumstances shall Video Antennas for satellite services be larger than one meter in diameter.

(b) Due to safety concerns relating to wind loads and the risk of falling structures, masts, supports, and other structures more than twelve feet in height must receive the prior written approval of the Board. The owner must submit an application including detailed drawings of the structure and methods of anchorage. No antenna may extend beyond the uppermost boundary of the exclusive use area, which shall be the deemed as the same height as the uppermost boundary of the Unit itself.

(c) To the extent possible, Video Antennas should be placed in areas designated by the Board that are shielded from view from outside the project or from other units; provided that nothing in this rule shall require a Video Antenna to be placed where it precludes reception of an acceptable quality signal unless no acceptable reception is available in any limited common area or exclusive use area. In no event may Antennas be installed on roofs, lawns or other general common areas. The Board may require that connections of wiring must be through the nearest window or sliding glass door of the unit owner and may not be connected through general common areas.

(d) Video Antennas shall not be placed in areas where they block fire exits, walkways, parking spaces, ingress or egress from an area (including a unit), fire lanes, fire hoses, fire extinguishers, safety equipment,

electrical panels, or other areas necessary for the safe operation of the condominium. The purpose of this rule is to permit evacuation of the units and to provide clear access for emergency personnel.

(e) Video Antennas shall not be placed within two feet of electric power lines and in no event shall they be placed within an area where it can be reached by the play in the electric power lines. The purpose of this rule is to prevent injury or damage resulting from contact with the power lines.

(f) If Video Antennas are allowed to be placed outside the building, the Board may require it to be painted to match, or be compatible with, the color of the building if such painting does not cause an unacceptable quality signal. In addition, the Board may require a resident to install and maintain inexpensive screens or plants to shield the Video Antenna from view consistent with the requirements of Federal Communications Commission rules.

(g) Any resident installing, maintaining, or using a Video Antenna shall do so in such a way that does not materially damage the general common elements or the units, void any warranties or impair the watertight integrity of the building.

(h) The residents who own or use a Video Antenna are responsible for all costs associated with their Video Antenna including, but not limited to, costs to: (a) repair, maintain, remove, and replace the Video Antenna; (b) repair damages to the common elements, the unit, other units, and other property caused by the installation, existence, or use of the Video Antenna; (c) pay for medical expenses incurred by persons injured by installation, existence, or use of the Video Antenna; and (d) reimburse residents or the Association for damages caused by the installation, existence, or use of the Video Antenna. To the extent permitted by the FCC Regulations if a contractor is hired to install the antenna, the contractor must provide evidence of insurance of the installer in satisfactory kinds and amounts to the Board prior to the commencement of work, naming the Association and its managing agent as an additional named insured.

(i) Due to safety concerns relating to the falling of structures, all Video Antennas shall be securely attached at their base and shall, if necessary, have guy wires securing the device. Guy wires, fasteners and the like may not be attached to common areas and facilities.

(j) Residents shall not permit their Video Antenna to fall into disrepair or to become a safety hazard.

#### 4. Process and Procedure.

In the event of a violation of these rules, the Board may bring an action for declaratory relief with the Federal Communications Commission (FCC) or any court having jurisdiction over the matter. The Association shall be entitled to fines, reasonable attorneys' fees and costs and expenses. In addition, the Board may seek injunctive relief.

#### 5. Impermissible Antennas as defined in Section 1(b) are prohibited.

6. To the extent permitted by the FCC, in order to allow the Association's engineers and/or other professionals to review the method of installation to attempt to ensure the safety of all residents, at least five (5) days prior to the commencement of any installation, the resident is required to provide a copy of the Notification and Approval Form attached hereto to the Board. If the work is performed by a contractor, the contractor must be licensed and insured.

7. The resident is responsible for the immediate removal of the Video Antenna if it must be removed in order for the Board to repair, paint or maintain the area where it is installed. The Board shall attempt to provide reasonable notice of the need for such removal. If a resident fails to timely remove their Video Antenna, the Board may do so at the resident's expense.

**NOTIFICATION AND APPROVAL FORM  
FOR THE INSTALLATION OF DBS SATELLITE DISH,  
MMDS ANTENNA OR TV ANTENNA**

NOTE: This form is required to be completed and returned five (5) days prior to the installation of an antenna in order for the Board to review the proposed installation method to attempt to ensure the safety of all residents and unit owners.

TO: Shadowbrook Condominium Trust  
1 Shadowbrook Lane  
Milford, MA 01757

FROM: Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone (home): \_\_\_\_\_  
Phone (work): \_\_\_\_\_  
Unit Address: \_\_\_\_\_

Type of proposed satellite dish or antenna check any that apply)

- DBS satellite dish 1 meter or smaller (e.g., Primestar, Dish network, Direct TV)
- MMDS antenna (wireless cable) 1 meter or smaller (e.g. WANTV)
- Television antenna

Installation will include a mast  No  Yes  
If yes, insert total length or height of mast: \_\_\_\_\_ feet.

Installation will be done by \_\_\_\_\_ resident \_\_\_\_\_ licensed contractor  
If by a licensed contractor, please fill in the information below:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Insurance Agent: \_\_\_\_\_

A copy of the contractor's license and certificate of insurance evidencing \$1Million in liability and workers compensation insurance in statutory amounts naming Shadowbrook Condominium Trust and its managing agent as an additional named insured is attached hereto and made a part hereof.

Describe below or on a separate sheet of paper the location of the dish or antenna and attach a diagram or drawing of the location of the antenna.

Will the installation and the location of the dish or antenna comply with the Association's Rules and Regulations?  
 Yes  No

If no, state in detail the reason for noncompliance on a separate sheet of paper.

I acknowledge that I have read, understand and have complied and will comply at all times with the Association's Rules and Regulations with respect to the installation, operation and maintenance of dishes and antennas.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

ATTEST: WORC Anthony J. Vigliotti, Register