

SAVIN ROCK CONDOMINIUMS ASSOCIATION, INC. 283 West Walk, West Haven, CT 06516 www.savinrockcondos.com

SRCA RULES & POLICY MEMORANDUM

May ___, 2010

To: Residents and Unit Owners

From: Board of Directors

With summer approaching we want everyone to enjoy living at such a beautiful location as West Walk. With 282 units, and more than double the number of people living here in the summer, it is especially important that residents and their guests abide by SRCA's Rules and Regulations (SRCA's Rules). On recent ad hoc property inspections many violations were observed, some longstanding, some new.

Please review SRCA's Rules and correct any violations that apply to you or your unit (you can find SRCA's Rules at www.savinrockcondos.com). We will be conducting a property inspection in the next few weeks at which time we will note units having any violations which have not been corrected. In such cases unit owners will receive a Warning of Rules Infraction (see attached Ex. A-1) stating the violation and a compliance deadline for correction.

Daily fines will be assessed if violation(s) are not removed or corrected within the compliance deadline(s). In such cases unit owners will receive a Notice of Rules Infraction and Fines Assessment (see attached Ex. A-2) stating the violation, the past compliance deadline, and the fines being assessed. In addition to assessing fines, SRCA reserves the right to remove or correct any violation and charge unit owners for costs incurred in doing so. This may include removing any items that are noncompliant and storing them for unit owner's account. Note, also, if SRCA's landscapers are required to move noncompliant items (such as excess or oversized furniture, planters or improperly stored grills; see attached) in order to perform landscaping services, in addition to any fines being assessed, owners of such items will be charged an incremental cost of \$20 for each time such items must be moved. Also, the right of a unit owner or a unit's residents to use the SRCA pool will be revoked if noncompliance with SRCA's Rules continues.

This memorandum sets forth SOME of the rules that are commonly violated and the Board's policy for compliance by providing examples of violations and guidelines for compliance. Please review SRCA's Rules for further, more comprehensive guidance on ALL rules. Further rules notices will be issued as the Board continues its review and revision of all SRCA rules.

Thank you for your anticipated cooperation in these matters.

STORAGE AND PLACEMENT OF ITEMS IN COMMON AREAS

Common areas may not be used for storage or for placement of items other than those which have been approved in SRCA's Rules. Walkways and entryways to units may not be used for storage and must be kept neat and free of obstructions, clutter and debris. The Board reserves the rights to make these determinations.

OUTDOOR FURNITURE

PERMITTED outdoor furniture must be kept neat, clean and in good repair (no rotting, rusting, dented, broken, peeling or similar unkempt furniture; cushions must be kept clean and neat; determination of such to be at Board's reasonable discretion).

WHAT IS PERMITTED

- For Townhouses and 3 BR Units. One reasonably sized patio-style table (max 48" diameter) and 4-6 chairs (with or without umbrella). Maximum umbrella size: 9ft diameter. See below for details.
- **For Highrise Units**. One small table and two small chairs which do not impede residents' access to their units, mailboxes or common doorways

POLICY for Townhouse Units (without patio)

- Furniture and umbrella must be made of weather resistant materials and portable; "market-style" preferred for umbrellas (see **Schedule 1**)
- Umbrellas must be kept secure in a sturdy, portable stand
- Small accessory chairs and side tables permitted provided they are light and portable and area is not cluttered (determination of such to be at Board's reasonable discretion)
- See Schedule 1 for examples of what is PERMITTED
- See Schedule 2 for examples of what is NOT PERMITTED (note raised tables and chairs are not permitted <u>except</u> on patios of boardwalk-facing end units)

POLICY for Townhouse Units (with patios) and 3 BR Units

- Furniture and umbrella must be made of weather resistant materials; "market-style" preferred for umbrellas (see **Schedule 1**)
- Umbrellas must be kept secure in a sturdy stand
- Accessory chairs and side tables permitted provided patio or deck area is not cluttered (determination of such to be at Board's reasonable discretion)
- See Schedule 1 and 3 for examples of what is PERMITTED
- See Schedule 2 for examples of what is NOT PERMITTED (note raised tables and chairs are not permitted <u>except</u> on patios of boardwalk-facing end units)

GRILLS

WHAT IS PERMITTED

One Grill not to exceed 5 ft W 4ft H. See below for details.

GENERAL RULES & POLICY. Grills:

- Must be stored in designated areas for type of unit and location (see below)
- Must be portable
- May not be stored under overhangs or between sheds and units
- Must be kept in good repair, neat and clean
- Must be kept covered with a clean and neat cover when not in use
- May not drip grease
- Accessories, extra propane tanks, may not be stored in common areas
- May not block walkways or entryways to units
- When in use, must be at least 3 feet from any structure
- Are not allowed on the Highrise balconies
- If gas, may not be stored in sheds
- May not impede other residents' views from their units

POLICY for Townhouse Units (Courtyards)

With or without Patios. Grills:

- Must be stored against unit on sidewalk next to unit's mailbox entrance or on sidewalk in front of unit's shed
- May not be stored on blocks, bricks or other platforms which are not part of an approved patio (any such areas will need to be removed and the area seeded with grass or otherwise remediated)
- See Schedule 4 for examples of what is PROPER STORAGE
- See Schedule 5 for examples of what is IMPROPER STORAGE)
- For Courtyard units between buildings 4 & 5, if permitted storage area shown in Schedule 4 is not available due to no sidewalk, grill may be stored in front of shed next to unit's courtyard entrance door

POLICY for Townhouse Units (Parking Lots)

Without Patios. Grills:

- Must be stored next to large window of unit's parking lot entrance
- May not be stored on blocks, bricks or other platforms which are not part of an approved patio (any such areas will need to be removed and the area seeded with grass or otherwise remediated)
- May not be stored on mailbox side of unit entrance
- See Schedule 6 for examples of what is PROPER STORAGE
- See Schedules 5, 7 & 8 for examples of what is IMPROPER STORAGE

With Patios. Grills:

- Must be stored next to large window of unit's parking lot entrance or against side of unit's shed
- May not be stored on blocks, bricks or other platforms which are not part of an approved patio (any such areas will need to be removed and the area seeded with grass)
- May not be stored on mailbox side of unit
- See Schedules 6 & 7 for examples of what is PROPER STORAGE
- See Schedules 5 & 8 for examples of what is IMPROPER STORAGE

POLICY for 3 BR Units. Grills:

 Must be stored on unit's proper deck in a manner which complies with General Rules & Policy above.

POLICY for Highrise Units. Grills:

- Are permitted only on the ground floor in back of Highrise in designated areas and must be registered with Collect Associates. As storage areas are limited priority will be given to first floor residents.
- Other residents may request a grill storage space, if available, on a first come basis.
- Please contact Collect Associates to register a grill and for further guidance.

The Board may designate other appropriate grill storage areas for particular units in its reasonable discretion.

The following items are NOT PERMITTED To Be Stored or Placed in Common Areas (non-exclusive list)

- bicycles (against building, tied to trees)
- wheelchairs or any motorized vehicles (which would not be parked in a parking space)
- boats (including kayaks & canoes), masts, sails, wind surfing boards
- camping gear
- recycling bins, garbage containers or boxes, coolers, storage bins or cabinets dirty garbage bins (use your trash containers and secure all garbage in tied bags; no loose garbage is allowed in garbage pails; store recycling containers in garbage bins and put out regularly)
- tiki lights, outdoor lighting (other than approved solar lighting for flower beds)
- bird feeders, fake trees or palms (lit or unlit), bird baths or fountains
- sofas or other furniture other than patio style, swinging chairs, over-size chairs, oversize or long benches, oversize or long tables, hibachi tables, outdoor fire places, bars, chimeras, heat lamps, outdoor propane heaters
- swings, childrens' toys and play sets
- shoes, buckets, brooms, dust bins
- construction material, tools

- fire wood
- propane tanks (if not attached to gas grill)
- gardening tools and supplies
- tables, chairs, benches or other items in walkways or entryways or other common areas (e.g., center of courtyards, next to neighbors' sheds)
- unused furniture
- food and drink items and their residue
- ashtrays, dishes
- appliances, exercise equipment
- dividers between units
- loose hoses
- planters, flower pots or any other garden items in grassy or landscaped areas maintained by SRCA
- clothes, towels, blankets or bathing suits hung outside units;
- animal cages
- screens for windows or doors
- artificial grass or carpeting in runways and on steps
- tents or canopies
- hazardous items may not be stored outdoors or in highrise basements; storage in units or assigned storage bins or sheds must comply with safety regulations and laws; this includes propane tanks, gasoline containers, oil, paint, flammable materials, chemicals, etc.

Any of the above items you are not able to store in your units or in your sheds or in the highrise basement, including extra outdoor furniture or other items you may use for entertaining outdoors, must be stored offsite. Please see SRCA's website or call Collect Associates for a list of offsite storage providers. A list was also included with the Summer Newsletter.

Please refer to SRCA's Rules for further guidance.

ATTACHMENTS TO UNITS

<u>Nothing</u> may be attached to the hardi plank or outside walls of units, including sheds, other than a flag holder which may be placed in an APPROVED location on your shed.

<u>Items NOT PERMITTED To Be Hung, Displayed or Attached on Interior or Exterior of a Unit's Windows or on Exterior Walls or Doors of Units (including sheds) or from a Unit's Deck or in Common Areas (non-exclusive list):</u>

- hanging plants or garden trestles
- flags (other than U.S. flags; see SRCA Rules)
- clothes lines
- signs, awnings, canopies, shutters, satellite dishes, radio or TV antennas
- decorative items affixed to outside walls or sheds
- unit numbers unless provided or proscribed by SRCA,
- no unauthorized wiring (e.g., cable or electrical wiring) may be strung across or attached to units. Note, there are established inputs for cable, electrical and phone wiring into the units which the utility should be aware of. Contact Collect Associates if there are any questions about this,
- wind chimes, wind socks
- brick, stone or other pavers creating a walkway or unauthorized patio or storage area (see SRCA Rules and Bylaws for Patios),
- air-conditioning covers which do not match color of the building or which are in disrepair,
- unkempt or nonconforming window treatments (e.g., sheets, blankets or paper may not be hung on windows),
- anything under "Storage" section which could be affixed or attached to a unit,
- Holiday Decorations, Security decals, Open House signs (see SRCA Rules)

For Sale Signs. The Board is considering whether to continue permitting "For Sale Signs"; in the interim, the following policy will go into immediate effect:

- Signs may be displayed on inside of unit's window but may not be affixed to the window with tape
- Signs must show the unit's listing broker and must include a contact name and phone number; "For Sale by Owner" signs are **NOT PERMITTED**.
- Unit owners must notify Collect Associates before a sign is placed in the window.
- The sign may remain in the window for no longer than 60 days even if the unit is not sold within that period.

Please refer to SRCA's Rules for further guidance, including A/C Wall Sleeve, Dryer Vent and Outside Electrical Outlet Installation Rules and Specifications.

GARDENS, PLANTINGS AND FLOWER BOXES

<u>Maintenance of Plantings</u>. SRCA is responsible for maintaining all bushes and plant material on the property **except for** bushes and items planted by residents with prior approval (maintenance of which is unit owner's responsibility; any such bushes or plantings not properly maintained by residents are subject to removal by SRCA and the cost of removal and remediation will be charged to the unit owner).

Removal of Plantings. No trees, bushes or plants on SRCA property that are SRCA's responsibility may be moved, removed, cut or trimmed by residents (this includes beach area, walkway and front entrance berms, center courtyard landscaped areas and areas adjacent to units). If you wish to have a bush or plant removed next to your unit, please forward your request to Collect Associates for consideration. All requests must be approved before any action is taken in removing an item and any approval to remove a bush or plant not otherwise slated for removal by SRCA will be subject to unit owner agreeing to pay the cost of removal and remediation.

<u>Gardens</u>. Shrubs, plants and flowers may be planted around the perimeter of units and storage sheds in an area not to extend beyond 18 inches from the foundation. Exceptions may occur where unit owners have received permission to landscape areas surrounding authorized patio installations. Such plantings are unit owners' responsibility to maintain at unit owners' risk and expense. Residents may not plant anything anywhere else on SRCA property, including front entrance and walkway berms, center courtyard landscaped areas. The Board reserves the right to remove, at unit owner's expense and cost, any plantings not maintained in a healthy state and condition or in compliance with SRCA's Rules, and to revoke a unit owner's and/or resident's planting privileges for continued noncompliance.

Planters and flower pots

- All planters must be raised off the A/C sleeves to exceed 1 inch to avoid water pooling
- Second story planters (townhouses) or planters hanging from highrise balconies or 3 bedroom deck railings are not permitted
- Planters may not extend beyond the length of A/C sleeve
- Highrise units must secure planters on the balcony floor inside of the railings
- No more than two medium sized planters per unit for highrise units. Water proof containers must be used.
- Planters and flower pots must be removed for the winter season
- Planters must be maintained in a safe and appropriate manner, including removing dead flowers as soon as such occurs.
- Artificial plants or flowers of any kind are not permitted.
- Empty planters and flower pots must be stored in sheds or storage bins and not outdoors.

The following is NOT PERMITTED (non-exclusive list):

- IVY! All ivy and other invasive plantings need to be completely removed; these plants damage the outsides of units as well as the foundations;
- Vegetable, fruit and tomato plants
- Overgrown, unweeded gardens
- Stones, pebbles, rocks or similar materials covering garden beds or landscaped areas maintained by SRCA; garden beds must either be mulched or soil
- Decorative items in garden beds or other landscaped areas maintained by SRCA (statues, flags, "tchotchkes")
- Artificial flowers or plants in window boxes or planters or flower beds
- Large or tall shrubs growing beyond 18 inch perimeter of unit or which need trimming or which impede the view of other residents
- Plantings in the landscaped areas maintained by SRCA, including in center areas of courtyards (certain pre-existing plantings around electrical transformers may be permitted to remain subject to Board approval)
- Grass, weeds growing through patios
- Patio blocks or bricks in grassy areas
- Flower pots or planters in garden beds or on landscaped areas maintained by SRCA

Please refer to SRCA's Rules for further guidance.

PATIOS, DECKS AND BALCONIES

- Unit owners are responsible for maintaining patios once properly installed. This
 means replacing broken light fixtures, maintaining surrounding shrubs and
 flower beds installed by unit owners, keeping the patio free of weeds and grass,
 replacing broken bricks, etc.
- Residents must keep patios, decks, balconies, and walkways leading to them, free of debris, leaves, weeds, grass, hoses, snow and ice.
- No object, including shrubs, potted plants or trees, may be placed around perimeter of patios or on decks or balconies so as to create a barrier to entry to those areas or which have a height greater than 3 feet
- Shrubs and potted plants on decks, patios and balconies may not impede the view of other residents.
- Waterproof containers must be used for all potted plants on highrise balconies.
- No planters or potted plants may be hung from highrise railings.

Please refer to SRCA's Rules for further guidance, including SRCA's Patio Installation Rules, Regulations and Specifications

PETS

Residents are permitted to keep <u>only one</u> domesticated and properly licensed and registered dog or domestic cat. You will receive with your Summer Newsletter a Pet Registration form. You will be subject to fines and loss of pet privileges if you fail to return the registration form to Collect Associates with complete and accurate information by the compliance deadline.

- No pets may be kept, bred or maintained for any commercial purposes.
- No livestock, rabbits, rodents, snakes, fowl or poultry of any kind shall be bred, raised, or kept in any unit or in the common areas.
- Dogs and cats must be leashed and under a resident's control whenever in common areas. Pets are not permitted to roam freely.
- Dogs and cats are not permitted to relieve themselves within residential confines of SRCA property. Pets must be walked to the grassy areas on the beach side of SRCA's walkway to relieve themselves and droppings must be cleaned up immediately. Cat litter must be disposed of in a tied plastic bag and not be disposed of in the toilet or SRCA sewer system.
- Pets may not be tied up outside unless the pet owner is present and outside with the pet at the same time.
- Outside feeding of pets is NOT allowed.
- Pets are not permitted in the pool area, clubhouse or on the beach.
- No pet may create a nuisance or unreasonable disturbance, noise, or damage to SRCA or residents' property.
- Unit owners will be responsible for any damage caused by their or their residents' pets. In addition to fines, noncompliance may result in assessments for the cost of remedying or removing damage, waste or debris caused by the pet and ultimately removal of the pet and revocation of unit owner's and/or resident's privileges.

Please refer to SRCA's Rules for further guidance.

NOISY, NOXIOUS OR OFFENSIVE BEHAVIOR OR ACTIVITIES

No noisy, noxious or offensive activities shall be carried on in any unit or in the common areas nor shall anything be done therein either willfully or negligently which may be or become an annoyance or nuisance to the other unit owners or residents.

<u>Violations of this SRCA Rule include the following (non-exclusive list):</u>

- Drinking of alcoholic beverages by minors or illegal drug use in the common areas (including parking lots, courtyards, decks and patios);
- Playing of stereos, radios, televisions and musical instruments, use of washers
 or dryers or the use of a spa or hot tub in units, or entertaining or playing in
 common areas (including parking lots, courtyards, decks and patios), in each
 case in a manner which may unreasonably interfere with the rights, comfort and
 convenience of other unit owners or residents or cause them unreasonable
 disturbance;
- Use at any time in the common areas (including parking lots, courtyards, decks and patios) of swimming or kiddie pools, slides, swings, B.B. guns, sling shots, bows and arrows, bicycles, wagons, scooters and other ride on toys, whether or not motorized;
- Sports activities, such as playing ball of any kind, are not permitted in the common areas (including parking lots, courtyards, decks and patios); e.g., volley-ball, badminton, baseball, kickball, roller blading, street hockey, bicycle riding, skateboarding, etc.;
- Hanging wind chimes;
- Loud, noxious or offensive behavior, whether within or outside a unit (including parking lots, courtyards, decks and patios), whether or not such behavior is deemed to be a violation of an ordinance or regulation of the City of West Haven. E.g., use of loud, vulgar and/or offensive language; engaging in conduct or activity which obstructs or impedes access to a unit owner's residence or which may cause embarrassment or distress to a unit owner and/or a unit owner's residents or guests

Please refer to SRCA's Rules for further guidance.

MOTOR VEHICLES; PARKING

- All SRCA residents must register their vehicles with Collect Associates. You will receive with your Summer Newsletter a Vehicle Registration Form (also available on the SRCA website). You are responsible for ensuring that your tenants or other legal residents of your unit submit properly completed Vehicle Registration Forms to Collect Associates and otherwise comply with these Rules. Failure to register all vehicles may result in imposition of fines and other charges.
- Collect Associates will issue a Vehicle Registration Sticker for each properly registered vehicle but no more than two Vehicle Registration Stickers will be issued for any unit. Vehicle Registration Stickers must be placed in the rear window, driver's side, of residents' registered vehicles. Vehicle Registration Stickers will be color coded to correspond to designated unit locations and types.
- In addition to Vehicle Registration Stickers, residents will be issued two Visitors' Passes, also color coded. Residents are responsible for ensuring that their visitors display a Visitor's Pass in the front window of the visiting vehicle and that their visitors park in designated unnumbered spaces corresponding to the color code for the Resident's unit. Residents will be provided with a schematic of the unnumbered spaces corresponding to their unit's color code. Visitors may also park in a resident's numbered space so long as neither the visitor nor the resident violates the Motor Vehicle Rules and Regulations.

The following Motor Vehicle rules apply to all areas of SRCA property:

- No parking in fire lanes, yellow curb or "NO PARKING" areas;
- No speeding or dangerous driving within SRCA property;
- No double parking;
- No motorcycles or mopeds parked in unnumbered spaces;
- No blocking of dumpsters;
- No parking of trailers, boats, campers, full size vans and trucks, mobile homes, vehicles carrying signs advertising a business or municipality, jet skis or commercial vehicles;
- No car repairs allowed in the parking areas;
- No motorized vehicles are allowed on the sidewalks or promenade;
- No long term parking/storage in unnumbered spaces;
- All vehicles must be parked front end in:
- Vehicles must be parked in assigned numbered space;
- Vehicles must have current legal registration;
- Vehicles must be parked within designated lines;

- Residents shall not disturb the peace by unnecessary horn blowing, a faulty muffler system, gunning the engine, stereo playing too loud or other noise conditions that would bother other residents;
- Residents should not warm up engines for extended periods while parked in front of units in consideration of other residents;
- Vehicles shall not stain pavement with oil or antifreeze leaks;
- Each unit is limited to two vehicles;
- Vehicles which are not operational or properly equipped for travel on public roads or highways or are not registered with the Motor Vehicle Department may not be parked on the property. Violations of this SRCA Rule may result in towing of the vehicle at the owner's risk and expense and/or unit owner will be fined for each day these violations go uncorrected.

Please refer to SRCA's Rules for additional Motor Vehicle Rules and further guidance.

EXHIBIT A

- A-1 Warning of Rules Infraction
- A-2 Notice of Rules Infraction and Fine Assessment



SAVIN ROCK CONDOMINIUMS ASSOCIATION, INC. 283 West Walk West Haven, CT 06516

WARNING OF RULES INFRACTION

Date:					
To:					
Unit:					
From:	John Galaty, SR 203-924-5331	.CA Property Mana	iger		
	e be advised that Ir unit as noted I		come aware of SRCA	rule infraction(s)) related
1.	Infraction: _			Date:	
	Details:				
	Compliance Dea	adline:			
2.	Infraction:			Date:	
	Details:				
			· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	

	Compliance Deadline:	
3.	Infraction:	Date:
	Details:	
	Compliance Deadline:	

Please bring your unit into compliance within the Compliance Deadline(s) to avoid assessment of fines. Under the current SRCA By-Laws the SRCA Board may impose fines of up to \$20.00 per day for each day each violation numbered above occurs and is continuing. A fine **will be** assessed should you not remove or correct the violation(s) within the Compliance Deadline(s). <u>In addition SRCA reserves the right to remove or correct the violation and charge you for costs incurred in doing so. Also, your right to use the SRCA pool will be revoked if your noncompliance continues.</u>

We make a considerable effort to assure that our notices are based on valid observation and fact. However, if you find this notice to be incorrect, unjustified, unfair or improper in any way, please bring it to our immediate attention.

Thank you in advance for your cooperation.



SAVIN ROCK CONDOMINIUMS ASSOCIATION, INC. 283 West Walk West Haven, CT 06516

NOTICE OF RULES INFRACTION AND FINE ASSESSMENT

Date:	
То:	
Unit:	
From	John Galaty, SRCA Property Manager 203-924-5331
SRC/ corre	e be advised that despite the warning notice sent to you on, the rule infraction(s) related to your unit, as noted below, have/has not been ted and are/is continuing. As the Compliance Deadline(s) have/has passed, you reby being assessed the fine(s) set out below.
1.	Infraction: Past Deadline Noticed:
	Details:
2.	Fine: \$20.00 per day for each day violation occurs and is continuing Infraction: Past Deadline Noticed:
	Details: ———————————————————————————————————
3.	Infraction: Past Deadline Noticed: Details:

Fine: \$20.00 per day for each day violation occurs and is continuing

The fine(s) assessed for each violation numbered above will continue for each day the violation occurs and is continuing. The fines will automatically be added to your account and will be reflected in statements sent to you. In addition SRCA reserves the right to remove or correct the violation and charge you for costs incurred in doing so if the violation is not removed or corrected immediately. Also, your right to use the SRCA pool will be revoked if your noncompliance continues.

We make a considerable effort to assure that our notices are based on valid observation and fact. However, if you find this notice to be incorrect, unjustified, unfair or improper in any way, please bring it to our immediate attention. In accordance with SRCA's documents a unit owner has the right to be heard on an action proposed to be taken by or on behalf of SRCA. You are required to notify the Association in writing within ten (10) days of the date of this notice if you would like to be heard on the above. However, accrual of fines will not be suspended pending the notice and hearing period if the violation(s) are/is continuing.

OUTDOOR FURNITURE

PERMITTED FOR:

Townhouse & 3 BR Units

With and Without Patios



OUTDOOR FURNITURE NOT PERMITTED FOR: Any Units With or Without Patios (Examples)







SCHEDULE 3 OUTDOOR FURNITURE

PERMITTED FOR: Townhouse Units With Patios & 3 BR Units











PROPER GRILL STORAGE FOR:

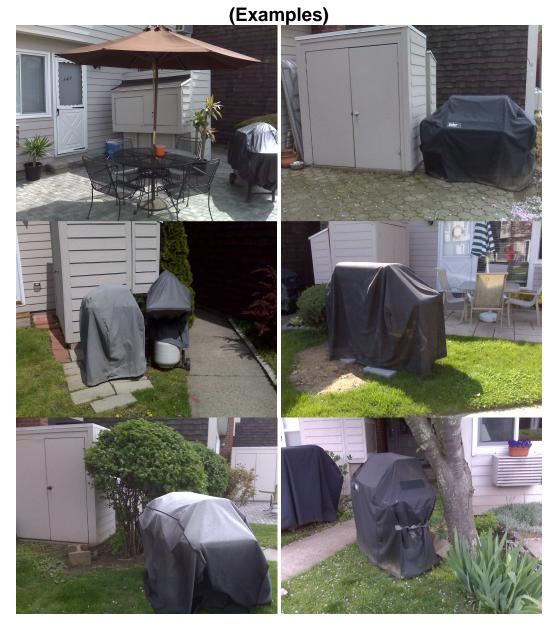
Townhouse Units (Courtyards)

With or Without Patios





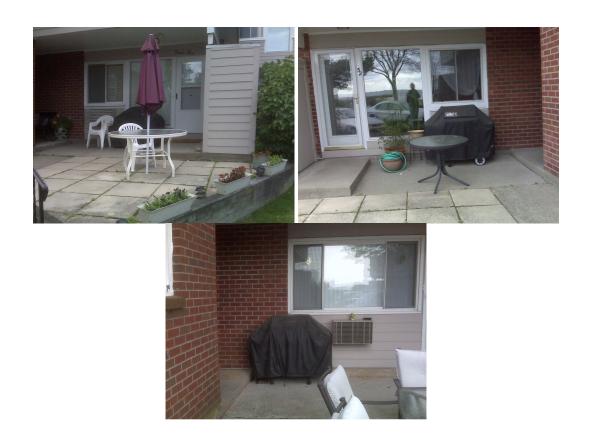
IMPROPER GRILL STORAGE FOR: Townhouse Units (Courtyards) With or Without Patios



PROPER GRILL STORAGE FOR:

Townhouse Units (Parking Lots)

With or Without Patios



PROPER GRILL STORAGE FOR:

Townhouse Units (Parking Lots)

With Patios



IMPROPER GRILL STORAGE FOR:

Townhouse Units (Parking Lots)

With or Without Patios

