

Lyman Meadow Condominium Owners Association
Rules as amended June 2010

Property Manager: Beth Muller – BAM Property Management, PO BOX 1023, Milton, VT. 05468
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All Owners and Tenants are required to comply with ALL By-laws and Rules and Regulations and are responsible for the actions of their guests while on the condominium property.

Master Insurance: The master policy agent is Chris Bessette at Bessette Insurance. They can be reached at 802-879-0144. There is a master policy deductible of \$10,000 per loss. Owners are encouraged to obtain "Loss Assessment" coverage over and above the normal coverage to cover the deductible in the event of a loss.

IMPORTANT PLEASE NOTE: In any of the items where the Association is generally responsible, all responsibility will be waived if damage is caused as a result of owner misuse or negligence.

I. In and Around the Unit

Gutters:

The Association (LMCOA) is responsible for maintaining all gutters.

The flashing on the roof that was part of the original roof installation is the responsibility of LMCOA.

Optional flashing (the metal strip that various owners install on the porch roof), however, is the responsibility of the owner.

Clotheslines:

Vermont State Law gives residents the "Right to Dry". Freestanding clotheslines are recommended on back decks only. Owners are encouraged to remove them when they are not in use. Clothes may not be hung to dry in the fronts of any units. Owners who install a clothesline to the building or the common elements without Board approval will be subject to fines for the repair of any damage to the buildings or common elements as per the by-laws.

Dryer Vents:

The association mandates that dryer vents be cleaned every two years. Frequency of cleaning is dependant on your dryer and the amount of usage. It may be necessary to clean your vent more often than every two years. Dryer vents are a fire hazard if they are not properly maintained. Quality Duct Cleaning is the recommended contractor. They can be reached at 893-7716 or 233-3017. Those who choose to use another contractor must submit a copy of the invoice to BAM Property Management as proof of the cleaning. If blockage is noticed by LMCOA, it will be mandated that you have your vent cleaned immediately as this is a fire hazard to all units in the building if it is neglected.

Decks/Porches:

Heaving, water damage and general maintenance are the responsibility of LMCOA. The Association does recommend that the owner use water sealant. **Please note that the only stain allowed on either the front porch or the back deck is a clear or semi transparent natural stain.** It is recommended that owners use a Behr or Benjamin Moore deck product as they have proven to weather the best.

A handrail may be installed on the back deck as long as it resembles the railing on the front porch. For approval, a sketch should be submitted to the Board of Directors **PRIOR** to any work being done. The handrail may only be attached to the deck itself, not to the building.

It is required by all unit owners to shovel snow from both the front porch and the rear deck during the winter months to alleviate the effects of the weather on the buildings. This will be monitored and owners

Everyone is asked to maintain his or her deck/porch as neatly as possible. Untidiness promotes the wrong community image and may lower property values.

The following **ARE NOT** allowed on **FRONT PORCHES**:

- Firewood, Toys, Tires
- Grills of any kind – this is a liability issue with the master policy
- Furniture – unless it is outdoor furniture
- Loose garbage bags – this is a health issue
- Appliances, Ladders, Banners, Canoes, kayaks, boats, Jet Ski
- Any other unsightly items not mentioned above

The following items **ARE** allowed on **FRONT PORCHES**:

- Seasonal decorations – within the holiday seasons
- Neatly rolled garden hoses
- Patio furniture appropriate for space

The following **ARE NOT** allowed on **REAR DECKS**:

- Firewood, Tires
- Grills of any kind – this is a liability issue with the master policy
- Furniture – unless it is outdoor furniture
- Hot tubs, Boats, Jet Ski, snowmobiles, motorcycles – due to the weight limits

The following items **ARE** allowed on **BACK DECKS**:

- Seasonal decorations – within the holiday seasons
- Neatly rolled garden hoses
- Garbage cans and recycling bins

Air Conditioning Units:

A/C units are only permitted in the REAR or SIDE of a Unit. They are NOT permitted in the Fronts of ANY units.

Firewood:

Is no longer permitted on **either** the front porch or the rear deck, because they are not designed to carry the weight and damage has been reported.

Firewood is permitted when the following conditions are met:

- 1) Wood may be stacked on a pallet at the back of the rear deck, deck width only.
- 2) Wood can **NO LONGER** be stacked on the front porch or rear deck.
- 3) Any damaged turf must be reseeded at unit owners' expense.
- 4) Wood and pallets must be removed no later than May 15th and the ground reseeded at the owners' expense.
- 5) If wood is stacked along the siding, it must be 18 inches from the building.

Fire Pits: Are not allowed anywhere on the Lyman Meadow property.

Roof: The roof is the responsibility of LMCOA.

Siding: The siding is the responsibility of LMCOA.

Windows: The windows are the responsibility of LMCOA.

Screens: Window and door screens (to include the frame) are the responsibility of the unit owner.

Doors: All interior doors are the responsibility of the owner.

Atrium/front doors: Is the responsibility of LMCOA. The exterior door must match the color of the trim on your building. Any changes to the doors, cosmetic additions etc...are the responsibility of the owner and must have Board approval.

Front screen/storm doors: Is the responsibility of the unit owner. Units with green trim must match building trim. These doors are readily available in many styles. Units with blue and red trim may select a white storm door if a matching color is unavailable. Wood doors may also be purchased for any of the units. Please contact the Property Manager for appropriate paint colors.

Walls:

From the sheetrock in is the responsibility of the owner from the paint in. From the sheetrock out is the responsibility of LMCOA.

Plumbing:

LMCOA is responsible for all plumbing inside the walls provided adequate heat is left on at all times. The OWNER is responsible for any plumbing equipment that comes out of the wall, i.e....faucets, pipes, toilets, etc...Please note this includes the pipes in the storage shed that are not main lines.

Wiring and Electrical:

LMCOA is responsible for original wiring. Any alterations or additions are the responsibility of the owner. All interior fixtures are the responsibility of the owner. All outside fixtures are the responsibility of LMCOA and cannot be changed without Board approval.

Smoke and C/O Detectors:

Smoke and C/O detectors should comply with all current Vermont State Laws and are the responsibility of the owner. Units not in compliance will be forced to do so upon sale of their unit by the State of VT.

Furnace/Hot Water Heaters/Water Softeners:

The owner is completely responsible for the furnace, hot water heater and water softener. Any changes, however, must fit in the existing structure and within the existing ventilation. Damage resulting from any failing equipment will be the responsibility of the owner. Owners must make sure that regular maintenance of both the furnace and water softener are done to avoid failure of either unit. Adequate heat must also be maintained to avoid freezing pipes.

Wood Stoves/Gas Units:

These units are completely the responsibility of the owner. However, the association will annually inspect all chimneys prior to the burning season for the protection of all unit owners.

The installation of any other wood burning units will NOT be permitted. Owners are required to seek approval for a gas insert.

The unit owner is responsible for getting their chimney cleaned and submitting proof no later than November 1st of each year.

Renovations:

All renovations that affect the structural integrity of the building are NOT permitted. The exterior appearance of the units may not be changed.

One-bedroom units may not be altered to two-bedroom units due to zoning regulations with the Town of

Signs:

Each unit is allowed to have a "For Sale" / "For Rent" signs in one window of their unit. Any other signage is NOT ALLOWED on the common elements. The association will provide a generic "Condo For Sale" sign at the entrance of the complex.

Floors:

The concrete floor and foundation is the responsibility of LMCOA and any carpets, tile, hardwood and linoleum flooring are the responsibility of the UNIT OWNER.

II. Living as a Community

Listed below are some general guidelines for the community. The over-riding principle is consideration. Please think of your neighbors and do everything possible to be considerate. The Board of Directors encourages communication between neighbors prior to Association involvement. Residents are responsible for the actions of their guests while on condominium property.

Noise:

The Town of Hinesburg ordinance requires quiet after 10 p.m. at night. However, please be aware there are residents living here who work all shifts and must sleep at different hours.

Garbage/Recycling:

Collection is every Monday morning including holidays unless otherwise noted. Please group trash with your neighbors in front of your building by the curb. Garbage/recycling cannot be placed out any earlier than Sunday night after dark and must be removed from sight by Tuesday. Owners may pick up recycling bin at either the nearest CSWD drop off location or Hinesburg Town Hall.

Please use care in securing garbage/recycling against animals and/or weather conditions (i.e....heavy winds).

Garden:

The garden is open to all who wish to participate. Please see your meeting minutes in the spring or contact the Property Manager for specific guidelines and conditions. If a garden plot is not properly maintained, it will be removed. Any owner more than 60 days delinquent in association dues will NOT be assigned a garden plot.

Parking:

Visitor parking areas are between Buildings B and C, by Building F, and between Buildings E and O. Each unit is allowed two vehicles. Each unit will have one marked space, and a one unmarked space.

Please note: You cannot always be assured of two spaces in front of your unit. Again, please be considerate of your neighbors and direct any guests to the nearest visitor parking area. Parking on or around the berm is prohibited. Parking is only allowed in the designated spaces. Violators will be subject to towing. On occasion it may be necessary to keep a recreational vehicle, i.e....boat or trailer, etc...on the premises. Please call the Property Manager in advance for permission and limit storage to one parking space overnight.

Vehicles must be "mobile" and registered at all times.

Vehicle speed shall be kept at 15 mph while on Condominium property. Pedestrians, children, pets and cars can co-exist if drivers do not speed.

Winter Maintenance:

Residents are responsible for shoveling their individual walkway and are asked to help keep the common walk/mailbox area clean. It is REQUIRED that owners shovel both the front and rear porches of their unit as preventative maintenance.

OWNERS WHO REPEATEDLY REFUSE TO MOVE THEIR VEHICLES DURING PLOWING WILL BE SUBJECT TO TOWING.

Pets:

Dogs shall be leashed and accompanied by the owner when on the common elements. Dogs may not be tethered. The owner shall immediately use a "pooper scooper" to remove dog feces from the common elements.

Cats: Outdoor cat owners should be responsible and respectful of their neighbors and may be held liable for damages from their cat. It is recommended that cat owners bring their cats in at night, while at work and during severe weather. Unit owners may not leave food on their porch or deck.

A maximum of two pets are allowed per unit. Every pet owner must submit a new pet registration including photo each year for identification.

LMCOA has the right to have any pet removed if any problems persist after 3 violations.

Pet violations are as follows:

1. Warning first offense
2. \$25 second offense
3. \$50 third offense

Examples of Violations:

- Loose/tethered dogs
- Not picking up after dog
- Cat spraying on other owners personal property

Satellite Dishes:

Owners may contact Satellite One @ 425-6297. This is the **ONLY** approved installation contractor of Satellite service. Existing community dishes on the complex can service multiple units.

Pests:

The owner is responsible for damage caused by pests i.e....moths, mice, ants, Japanese beetles.

Tenants:

The owner is solely responsible for his/her tenants. The owner is also responsible for ensuring that the tenant is in possession of and in compliance with all LMCOA By-laws and Rules/Regulations. Please make every effort to provide your tenant with these documents in advance. If you do not provide a copy of the By-laws and Rules/Regulations to the tenant within 30 days of occupancy, they will be provided by LMCOA at a charge of \$25.00 to the owner.

The owner is responsible for submitting a signed copy of the lease agreement to the Property Manager immediately. Leases may not be less than 1 year.

Late Fees:

Association dues are payable by the first of the month. Owner will be charged a late fee of \$15.00 per month for Association dues postmarked after the fifteenth of the month. A lien will be filed against those owners who have not paid the late fee(s) imposed on their unit.

Emergency Procedures:

In the event of a true emergency, please contact the Property Manager.

Complaints/Requests: Must be in writing to the Property Manager for the Board's review