

RULES & REGULATIONS

KNOLLBROOK CONDOMINIUM ASSOCIATION, INC./SHELTON, CT

These Rules and Regulations are in addition to rules and regulations detailed in the Amended and Restated Declaration of Knollbrook Condominium Association, Inc.

All Unit Owners and Tenants should be familiar with the contents of that governing document.

Unit Owners are responsible for the actions of all their guests, tenants and guests of tenants including children and pets.

Violation of these rules may result in fines assessed to the Unit Owner.

Definitions:

- **Unit Owner:** See the Amended and Restated Declaration of Knollbrook Condominium Association, Inc. subsection 1.32.
 - **Resident Owner:** A Unit Owner who resides in the unit.
 - **Non-resident Owner:** A Unit Owner who does not reside in the unit.
 - **Tenant:** A person who resides in a unit that he or she does not own and holds a valid and approved written lease agreement with the unit owner.
 - **Guest:** A person visiting a Resident Owner or Tenant for up to 7 consecutive days.
 - **Limited Common Elements:** See the Amended and Restated Declaration of Knollbrook Condominium Association, Inc. subsection 1.18.
 - **Common Elements:** See the Amended and Restated Declaration of Knollbrook Condominium Association, Inc. subsection 1.6.
 - **Executive Board: Also referred to as the “Board”, “Board of Directors:** See the Amended and Restated Declaration of Knollbrook Condominium Association, Inc. subsection 1.15.
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1. CONTACT INFORMATION

- A. All Unit Owners shall provide current and complete resident information associated with their unit to the Property Management company and update that information when changes occur. This includes all resident names, contact numbers, email addresses, motor vehicle information and pet information.
- B. **Motor vehicles registered with property management must belong to the Resident of record. The storing of vehicles for other parties regardless of relation is prohibited.**

2. ANIMAL FEEDING

- A. The feeding of animals and/or wildlife is expressly prohibited from ALL common elements and/or limited common elements within the Knollbrook property.
- B. All animal or bird feeders of any kind are prohibited on the common elements and/or limited common elements within the Knollbrook property.
- C. No food for animals/wildlife may be scattered on the ground within Knollbrook property.

3. ALTERATIONS/MODIFICATIONS/MAINTENANCE

- A. Prior to making any landscape modifications, IE. LANDSCAPE PLANTS, SHRUBS, FLOWERING PLANTS, a Unit Owner must contact Property Management for a variance request and instructions to obtain Board approval. NOTE: Any modification made to any limited common or common element, such as a planting, the maintenance and upkeep thereafter is the sole responsibility of the Unit Owner and not the Association. In the event that such modification is not maintained to the satisfaction of the Board of Directors the planting, or similar modification, may be removed or maintained by the Association at the Unit Owner's expense.
- B. Prior to making any modifications to a Unit including, but not limited to interior renovation, plumbing work, electrical work, structural modification, window replacement, exterior door replacement, storm door replacement, or garage door replacement, including fixtures and hardware, a Unit Owner must contact Property Management for a variance request and instructions to obtain Board approval.
- C. Prior to Any and all modifications or repairs to a common or limited common element Unit Owner must contact Property Management for a variance request and instructions to obtain Board approval.
- D. Unit Owner is responsible for ensuring that any approved modification is completed per the approved variance request. In the event an approved modification is completed in a way other than detailed in the approved variance request the Unit Owner will be liable for the cost of bringing the modification into compliance with said request, or to have the modified area restored to its original condition.
- E. Any changes made in common or limited common areas without prior written consent from the Association, must be restored to the original condition at the unit owner's expense. If the unit owner does not comply, upon written notice within thirty (30) days (or less if the change is deemed unsafe), the Association may make such restoration and assess the cost of that restoration to the Unit owner.
- F. Skylight replacement, at the unit owner's expense, is required at which time the Board contracts to replace the roof of that unit's building.
- G. Items including but not limited to exterior lighting fixtures, storm doors, windows, french/sliding doors, electronic door locks, video doorbells, and all related hardware; such item's model number/style/color are decided at the discretion and approval of the Board, and a Board approved variance is required prior to installation.
- H. All exterior doors (i.e. front, back, garage) must be reasonably maintained by the unit owner. Any visibly damaged or unsightly doors must be remedied.

4. DISPLAYS

- A. No item may penetrate, mar, or otherwise damage any common or limited common element.
- B. No signs of any kind may be placed in unit windows.
- C. Nothing, including, but not limited to, laundry, rugs, strings of lights, or other items may be hung on exterior railings, walls, entrance ways, windows, doors, decks, patios, etc.
- D. Access to units may not be obstructed in any way that will interfere with entrance to the unit by emergency responders or interfere with the use and enjoyment by other unit owners, tenants and guests.
- E. The only item that may be hung or affixed to the exterior siding of a unit is the flag of the United States. Flags must be affixed using a flagpole holder, and to wood surfaces only.
- F. Adhesive hook or wreath hanger may be used to hang 1 (ONE) item on a door.
- G. The use of pre-existing penetrating "hangers" that have been attached to units by previous residents is prohibited. Residents shall notify the Property Management company of any hangers found on their unit so that they may be removed properly.
- H. Holiday decorations including, but not limited to lights, wreaths, window lights, menorahs, etc. may not be displayed EARLIER than FOUR (4) weeks before the holiday and may not remain on display for more than TWO (2) weeks after the holiday ends.
- I. All windows, including those in unoccupied units, must have window treatments of some kind; including but not limited to curtains, blinds, draperies. Mylar, foil, bed sheets, blankets, towels, or paper materials are NOT acceptable alternatives.
- J. Garden statues/garden flags/planters, or similar may be displayed. Each unit is limited to TWO (2) items per front and backdoor/garage common and limited common areas. ONE (1) small bench seat or chair may be added at the front entry as an additional item.
- K. Items placed in common areas must be removed and stored inside before December 1st.
- L. Any item broken or not maintained may not be displayed.
- M. Fencing of any kind in limited common and common areas is not permitted.

5. STORAGE

- A. Bicycles may not be stored on decks, patios, porches or in any common element or limited common element.
- B. No items may be stored in common or limited common elements including but not limited to firewood, planters, ladders, and flowerpots. The Association will not be responsible for items left in these areas that may be damaged by contractors.
- C. Residents are responsible for the proper storage and use of all hazardous and/or flammable materials. Failure to do so may result in financial liability on the part of the unit owner.

6. DECKS

- A. Permitted deck items are limited to gas grill, freestanding outdoor furniture and umbrellas, outdoor rug, planters, or flower pots with saucers, and properly fitted over the edge railing-style planters.
- B. **Grills must be operated a minimum of 3 feet away from all exterior walls.**
- C. NO free-standing items of any kind are permitted on top of deck railings.
- D. All residents are required to keep the decks and patios clear of leaves and debris.
- E. **All residents are required to remove snow from their deck within 24 hours of the end of a snow event.**
- F. Residents are not permitted to change the exterior look of the deck by adding privacy screens, temporary artificial privacy walls/hedges, or the like.
- G. No exterior strings of patio lights are permitted.

7. SURVEILLANCE/VIDEO RECORDING DEVICES

- A. Drones or similar aircraft are prohibited from being operated on or above the Knollbrook premises except as necessary for use by an Association approved contractor.
- B. Video Doorbells (ie Ring, SimplySafe, etc) Require a variance approval from the Board of Directors prior to any installation or change. Once approved, the replacement may only be mounted in the **same location** replacing an existing doorbell. **They may not be mounted in any other area or in any other manner.**
- C. Video doorbells must be primarily black in color.
- D. No outdoor cameras of ANY kind are permitted to be mounted or otherwise affixed to any common or limited common element. If such mounting is done without approval from the Board of Directors, the unit owner will be responsible for any costs incurred to return the structure to its original condition.

8. PARKING/PARKING AREAS

- A. Vehicles not holding a valid State registration may NOT be stored on the Knollbrook premises, including in garages.
- B. Vehicles unregistered or unidentifiable through property management documents are subject to being towed at the vehicle owner's expense.
- C. All vehicles parked on the premises must be in running condition, insured and have a valid, State registration and license plate. Any vehicle in violation of this rule is subject to being towed at the vehicle owner's expense.
- D. Parking on the roadways or anywhere that protrudes into the roadway or anywhere that is not a designated parking area is prohibited.
- E. Units that have one or more vehicles associated with them MUST keep at least 1 (ONE) of those vehicles in the garage.

- F. Guests may use the available parking areas located throughout the complex. Residents whose Guests stay more than 7 consecutive days must notify the Property Management company to request a guest parking pass to avoid possible towing.
- G. Guest parking passes should be requested from the property management company as early as possible prior to guest arrival. It will be provided to the resident in a PDF format and must be displayed on the dashboard of the guest vehicle and visible at all times while parking within Knollbrook property.
- H. At no time may vehicles be parked in driveways in such a manner that they protrude into the roadway or block neighboring doors or garages.
- I. Vehicles that block another parked vehicle either by garages or open parking areas may be towed at the vehicle owner's expense.
- J. Parking areas are not to be used for long-term parking or storage of vehicles. NO vehicles may be parked in any area of the community for more than 30 days without notice to and approval from property management and the Board of Directors. Non-compliant vehicles may be towed at the vehicle owner's expense.
- K. Residents are responsible for clean-up and remedy of any damage or staining resulting from any spills or leaks that affect any limited common or common area. If required, the cost of a contractor hired by the Association will be charged to the Unit Owner to which the vehicle is associated.
- L. Residents are responsible for the repair of damage to curbing resulting from violations of Knollbrook Condominium Rules and Regulations.
- M. The speed limit is restricted to 15 miles per hour within the complex.
- N. During a snow event, parking in driveways or in front of garages is **not** permitted. If a driveway cannot be plowed or otherwise treated for snow and/or ice due to an obstruction in the driveway, such as a vehicle, the Unit Owner may be held responsible for any fees incurred that require the return of the snow removal contractor.
- O. Car repairs, including but not limited to motor oil or any fluid changes are not permitted to be performed anywhere in the complex including inside garages. Emergency repair or minor maintenance such as replacing a flat tire, battery change, windshield wiper replacement and light bulb replacement is permitted.

9. MOTOR VEHICLES

- A. Unit Owners and Tenants must register ALL motor vehicles associated with their resident address with the Property Management company and will be provided with a sticker which must be visibly affixed to the front windshield. Stickers may not be shared with guests of Residents for any reason.
- B. Residents are responsible for keeping new vehicle or revised vehicle information updated with the property management company.
- C. Vehicles may NOT be used for storage.
- D. Motorized vehicles may be operated on established roads only and only by individuals holding a valid operator's license.

Amended by BOD on 5/29/2024

- E. The operation ~~and storage~~ of snowmobiles and off-road vehicles, such as dune buggies, ATVs, dirt bikes, RV camper trailers and buses, is prohibited on Knollbrook property.
- F. Commercial vehicles like, but not limited to any vehicle using commercial license plates and/or commercial vans, flatbed trucks, box trucks, lawn equipment trailers, and vehicles longer than 18 feet are not permitted to be parked overnight at Knollbrook.
- G. Vehicles larger than a capacity of one (1) ton are prohibited except for temporary loading and unloading.
- H. Passenger-style pick-up trucks that do not fit into a garage must request a variance approval for parking and must keep a Knollbrook Parking Sticker visible in the front window at all times.

10. REFUSE/RECYCLING

- A. All ordinary household trash and recycling must be bagged and placed in the appropriate City of Shelton provided bins. Bins must be housed in garages, *except on collection days*.
- B. Bins shall be put out the day before pick up and shall be returned to the garage no later than the following day after pick up.
- C. Bulk trash items such as furniture, box springs, and mattresses, appliances, etc. are NOT permitted to be left outside units at any time.
- D. When having work done it is the responsibility of Owner or Resident to assure that all building materials/contractor debris is disposed of properly; daily.
- E. Prior to any dumpster/storage unit delivery, a written request must be made to the Property Management company for Board approval. Contact the Property Manager for details.
- F. NO Dumping of ANY hazardous/toxic waste, chemicals, motor oil, paints, solvents, etc. is permitted in the bins provided by the City of Shelton, or anywhere on Knollbrook property.
- G. Christmas Trees may NOT be disposed of in limited common or common elements. They may be taken to the Shelton Transfer Station or otherwise properly disposed of outside Knollbrook property. Town provided garbage bins may NOT be used for disposal of Christmas trees.

11. PETS

- A. Pets are restricted to 1 (ONE) dog, or 1 (ONE) house cat per unit.
- B. Effective on the date of the ratification of this document, residents owning more than one pet as of that date are permitted to keep their current pet(s). However, once these pets pass on or are given away, the Resident must abide by the 1 (ONE) pet rule.
- C. Pets may not be kept, bred, or maintained for commercial purposes.
- D. Residents must provide all required pet information to the Property Management company PRIOR to residency. Pets are expected to be licensed with the City of Shelton and be up to date on all shots and vaccinations.
- E. Pets must always be leashed and under the control of the handler while in any portion of the common areas.

- F. Pet hair resulting from brushing, bathing, or shedding of animals may not be discharged into the common areas.
- G. Any Pet(s) causing or creating any violation involving an unreasonable disturbance or noise may be subject to removal from the community.
- H. Each resident or guest shall pick up and remove any solid waste deposited by their pet, regardless of location.
- I. Pets are only permitted to relieve themselves in the exterior mulched areas on the perimeter of the complex or in the woods.
- J. Unit Owners, Residents, and Guests will hold the Association and other unit owners harmless from any claim resulting from any action of their pet, including any injury or damage to any person or property.

12. LOSS PREVENTION/SAFETY

- A. Any maintenance, repair and replacement activity authorized by the Unit Owner, whether performed in connection with one of the maintenance, repair and replacement standards contained herein or for any maintenance, repair and replacement activity not covered by these standards which relates to the Unit or any Limited Common Element to be maintained, repaired and replaced by the Unit Owner, shall be performed by a contractor which is licensed and insured to at least the minimum standards required by the State of Connecticut and the municipality in which the Unit is located. Upon request made by the Association, the Unit Owner shall provide the Association with documentation satisfactory to the Association with regard to the licensing and insurance maintained by any contractor which performs work on the Unit. Unit Owners must provide to Management the make, model and serial number of their unit's water heater when requested and immediately upon replacement.
- B. Water heaters must be replaced no later than ten (10) years after the date of installation. If the date of installation is not known, it must be replaced no later than ten (10) years after the date of manufacture.
- C. Any maintenance issue must be reported directly and promptly to the property management company by submitting a work maintenance request for an appropriate resolution.
- D. Unit Owners must have their fireplaces and chimneys inspected and, if necessary, cleaned every 2 (two) years on **even** numbered years. Unit Owners are responsible for the maintenance and repair of their fireplaces. Proof of these inspections, cleanings and repairs must be provided to Management.
- E. No open flame devices are permitted in the Knollbrook premises. This includes, but is not limited to, charcoal or other solid fuel grills, tiki torches, fire pits, and chimineas.
- F. Propane grills are permitted for exterior use on the deck ONLY. **Grills must be operated a minimum of 3 feet away from all exterior walls.**
- G. Dryer vents must be cleaned every 2 (two) years in **odd** numbered years. Proof of cleaning must be provided to Management.

- H. Unit Owners are responsible for the maintenance, repair, and replacement of all connections of clothes washers and dryers. Washing machine hoses must be steel braided and turned off when the Unit is vacant.
- I. Fireworks of ANY kind are NOT PERMITTED to be stored or used on Knollbrook property.
- J. The temperature within a Unit may not be allowed to drop below 55 degrees Fahrenheit at any time.
- K. All Units must have working smoke detectors and carbon monoxide detectors as outlined in all current applicable statutes. Unit Owners are responsible for keeping such detectors in proper operating condition. If applicable state or local requirements should change, Unit Owners are required to bring units into compliance. Proof of compliance may be requested by the Association.
- L. Unit Owners and occupants must comply with the rules and regulations of the New England Fire Rating Association and with the rules, requirements and regulations contained in any fire and liability insurance master policy on the property.
- M. No devices creating electrical overloading of standard circuits may be used. Any damage resulting from such misuse shall be the responsibility of the Unit Owner from whose unit it was caused.
- N. Stand-By generators are not permitted.

13. MOVING IN AND OUT

- A. Moving in and out may not begin prior to 7:30 a.m.
- B. Vehicles used for moving may not be parked on the property for more than 36 hours and may not block access to any other unit's garage or doors. Unit owners are responsible for any damage caused by their moving process to roadways, curbs, driveways, structural elements, landscaping, etc.
- C. Prior to the delivery/moving day, any "pod type" self-storage/moving units must have an approved variance from the Board of Directors. Information must include the proposed location for the placement of the unit as well as the dates of delivery and pick-up of the unit. Contact Management for details.
- D. All cardboard boxes must be flattened and put in blue City of Shelton-issued recycling bins or otherwise properly disposed of.

14. GARAGE/TAG/ESTATE/YARD SALE

Any type of "sale" of this kind is NOT permitted within the Knollbrook complex, other than one that is community-wide and previously approved by the Board of Directors and advertised as such.

15. WINDOW AIR CONDITIONERS/WINDOW FANS

NO window air conditioners or window fans may be installed in any unit windows.

16. ROOF ACCESS

Residents and unauthorized persons are not permitted on roofs for any purpose at any time.

17. NOISE

The City of Shelton noise ordinances (No. 803, §1, 1-11-07, and 824, §1, 4-12-07). Therefore, residents and guests are to refrain from gathering in the roadways, driveways, parking lots, courtyards, decks, etc. and creating a noise disturbance including, but not limited to, loud talking, shouting, playing loud music, or operating excessively loud motor vehicles or motorcycles between 9 p.m. and 7:30 a.m.

18. PEST CONTROL

- A. The Association is responsible solely for the remediation of wood destroying insects such as carpenter ants and termites ONLY. Unit Owners are obligated to report the presence of wood destroying insects to the Association as soon as such infestation becomes known to the owner. Failure to report such known infestation may result in fines and/or financial liability of the owner to pay for such remediation.
- B. The elimination of animal or insect infestation (including but not limited to ants, wasps, bees, cockroaches, rodents, bed bugs, etc.) is the Unit Owner's responsibility. If said non-wood destroying insect infestation is ignored by the owner and said infestation spreads to neighboring units, the negligent Unit Owner will be assessed the cost for the association to remediate the problem with neighboring units.
- C. Unit owners are responsible for remediating hazardous mold. If said infestation spreads to neighboring units, the negligent Unit owner will be assessed the cost for the association to remediate the issue with neighboring units.

ELECTRIC VEHICLE CHARGING STATIONS

See the document titled Knollbrook Condominium Association, Inc. Amendment to Rule Regarding Electric Vehicle Charging Stations.

LEASING OF UNITS

See the document titled Rule Regarding Restriction on Leasing of Units.