

***Belmont Square Condominium Association
Rules and Regulations
Updated November 2021***

Our Association is bound by our Master Deed, Condominium Bylaws and Association Bylaws (30 November 2014). In addition, the Board of Directors has the authority to enact Rules and Regulations that expand or clarify those legal documents. Pursuant to the Master Deed and Bylaws, the Board has the responsibility to create and enforce a set of Rules and Regulations. After review of the use restrictions laid out in the Association’s documents, below are restrictions adopted as the Rules and Regulations as well as the violation procedures that will be used to enforce such restrictions. This will help to ensure that the Association’s documents are upheld, and Belmont remains a safe and enjoyable place to live.

Rules and Regulations must be consistent with our Master Deed and Bylaws and with relevant federal, state, and local laws. All co-owners and other residents must abide by all stipulations in these four sets of documents. Rules and Regulations become effective 10 days after notification of co-owners. While co-owner approval is not needed to establish and/or change Rules and Regulations, any such rule and regulation “...may be revoked at any time by the affirmative vote of more than fifty percent (50%) of all co-owners...” [Article VII, section 1(p) of the Condo Bylaws] Any co-owner interested in creating a new rule and regulation may present such a request to the Board of Directors in writing.

All co-owners are responsible for understanding and following all regulations in the Master Deed and Condominium Bylaws. In addition, the Belmont Square Board of Directors has established the following rules and regulations. Other behavior that is disruptive or inappropriate can be deemed unacceptable by the Board, even if not covered by a specific rule. Co-owners are responsible for making certain that other residents, visitors and renters abide by the Bylaws and Rules.

- I. **Items requiring Belmont Board approval or notification:** The following items listed in our Bylaws and rules require notification to or approval by the Belmont Square Condo Association Board of Directors.
 - a. New buyers must complete the “New Co-Owner Information Request Form” prior to the closing. This includes acknowledgement of compliance with the association bylaws, rules and regulations.
 - b. Rental or leasing of a condominium unit must be approved by the board prior to offering for lease. See Article VIII of Condominium Bylaws. – Cornerstone and the Board will have a form available for these requests. Upon returning the form for consideration, a copy of the proposed lease and a background check for each potential occupant will need to be reviewed by the Board before the Board will grant approval.
 - c. Rental of Association Garage Units or Special Parking permits. See section Article VII, Section 1, clause (m) of Condominium Bylaws. This is to specifically arrange for:
 - i. Rental of one of the condo association garage units, (see Lease Agreement)

- ii. Rental of parking lot space for a boat (maximum of two boats allowed, April – October), (see Lease Agreement)
 - iii. Permission to keep a motorcycle on the property,
 - jjj. Permission to park an RV, trailer, moving van, or dumpster in the parking area beyond the 24 hours allowed in Bylaws.
- d. Approval for construction or remodeling of condominium units. See also Bylaws article VII, section 1 (c). Use “Construction Approval Form” to inform board of planned remodeling work and to review and agree to construction rules. See also Belmont Responsibility Matrix which identifies co-owner responsibilities versus Association responsibilities, and new Architectural Specifications for a list of approved windows, doors and garage doors to maintain the consistent appearance of the association.
- e. Request for approval for any landscaping changes to plantings/flowers in immediate vicinity of co-owner’s unit. See also Bylaws article VII, section 1 (i). Placement of perennial and annual plants in the limited common areas around each unit is welcomed. **Hedges, shrubs, trees and/or other plantings placed around units cannot be added, altered or removed without approval from the Board.** Board (landscaping committee) will review and approved based on continuity with surrounding landscape, maintainability (ease and responsibility).
- f. Pet Registration - See also Bylaws Article VII, section 1 (l). All pets must be registered with the Association by providing the following information: a) Owner name, address b) Pet name, breed, age, sex, c) For dogs: withers (shoulders) height, d) Pet photograph, e) Acknowledgement that the bylaws and rules and regulations regarding pet restrictions have been read and will be followed. All pets must be kept on a leash and be attended by the owner while outside of condo units.
- g. No garage sales or yard sales are permitted unless sponsored by the Association and approved by the Board.

II. Financial Rules & Regulations (see also Condominium Bylaws Article V, section 7)

- a. New co-owners must pay the equivalent of 2 months association dues as a “buy-in” fee.
- b. Monthly assessments are due on the 1st of each month. Co-owners will be notified of the due date for any special assessment. A late fee of \$50 will be assessed when payments are received 10 days or more after the due date. Interest will be charged based on an annual rate of 5% of the past due balance for each subsequent month. If payment is not received by the 10th of the month, legal proceedings can be taken on the 11th of the month. All additional expenses (postage, court costs, attorney fees, etc) will be billed back to the delinquent owner. Garage rental agreements can be revoked when payment of the rental fee is 30 days late. The Board has the authority to waive the late fee when there are compelling extenuating circumstances, these requests from co-owners must be put in writing and addressed to the Board (in care of Cornerstone) for consideration.

III. General Rules & Regulations:

- a. It is the duty of co-owners to ensure that residents and guests in their units adhere to all Belmont Square restrictions, rules and regulations.

- b. Garbage must be deposited in trash bins in the garbage area. Recyclables are to be placed in the blue bins and no longer need to be bagged. Compostable yard waste is to be deposited in the round containers at the West side of Garage Building Two.
- c. Limited common areas around each unit must be kept in a neat, uncluttered and in an orderly fashion. Limited common areas are defined in the Master Deed and are basically the patio areas at the front and back of each condo, and the landscaped areas immediately adjoining those patios.
 - i. Clothing lines, clothes racks, and storage of household items are not allowed.
 - ii. Lawn furniture, and other patio items, except grills, must be stored in garages or basements during the winter season. Large planters can remain on patios, and a chair, small table, a snow shovel and small container of ice melt can be kept on the driveway side patio during the winter season.
- d. No decorations, furniture, equipment or other personal belongings may be installed or left on the common grounds at any time without Board approval.
- e. Real Estate "For Sale" signs are allowed as follows:
 - i. A copy of the listing (or realtor listing contract) and an intent to sell form is required to be supplied to the Board before any sign should be displayed.
 - ii. Realtors or co-owners may place a small directional sign at the Belmont entrance.
 - iii. Another small "for sale" sign, along with an info box, should be placed in the owner's limited common landscaped area on the driveway side of the unit for sale.
 - iv. Open houses can be advertised Monday through Saturday of the week the open house is held.
- f. Residents shall not make unreasonable noise that disturbs other residents. Quiet times outside of condo units apply between the hours of 10pm and 8am on weekdays (Sunday – Thursday) and 11pm to 8am on weekends (Friday and Saturday). No fireworks are allowed.
- g. No sheets, blankets, paper, or other objectionable material will be allowed on windows.
- h. Bird-feeders are allowed only in the limited common areas adjacent to each unit. Using bird-feeders designed to discourage squirrel and chipmunk access is recommended. It is the Co-owner's responsibility to clean up droppings or overflow from bird-feeders. No food or feed can be placed outside on common or limited common grounds for the purpose of feeding birds and/or other animals (squirrels, ducks, chipmunks, rabbits, etc.).
- i. To avoid the danger of fire that can be caused by a clogged dryer flex hose, all Co-owners are asked to have the dryer hose within their unit (between the dryer and the wall vent) cleaned upon initial notification of this rule and then every subsequent two years. Contact Cornerstone Management for vendor recommendations if needed. Co-owners are responsible for keeping the area on the outside where the dryer vents cleared of mulch, dirt or other debris.

IV. Garages, Driveways & Vehicle Parking - See also Condominium Bylaws, Article VII, Section 1 (m), and Board Approvals section above.

- a. The speed limit is 10 mph in Belmont Square

- b. Because we have communal garages, neighbors are asked to close garage doors that are found left open.
- c. Do not leave vehicles parked in front of condo units unattended. The driveway must remain clear for emergency vehicles. Co-owner, resident, guest and commercial vehicles may be parked briefly in the driveway while loading and unloading. Otherwise all vehicles are to be parked in assigned garages or in a designated parking space.
- d. It is the responsibility of co-owners to notify Cornerstone if they observe unsafe snow or ice conditions. Salting will be performed on request based on observed, reported or predicted conditions.

V. Satellite TV Dish Policy

- a. Drilling through the exterior wall of the unit requires prior written approval from the Board of Directors.
- b. The dish must be installed using a ground pole in the patio limited common area in a position of least visibility from the street or from other units.
- c. The dish may not be installed on the roof, on the shingles, or on the side of the building or on any other common element areas.
- d. The dish must be installed by a professional dish installer.
- e. The unit co-owner and subsequent owners assume responsibility for installation costs, maintenance and any repairs regarding the satellite TV dish.
- f. The dish cannot exceed 1 meter in diameter.

VI. Enforcement

- a. All restrictions, stipulations, rules and regulations found in the Master Deed, Condominium Bylaws, Association Bylaws and these Rules & Regulations are enforced jointly by the Board of Directors and Cornerstone Management, including levying fines and initiating appropriate legal actions.
- b. Co-owners are encouraged to resolve complaints by speaking with the neighbor who is causing the concern. Residents may bring a complaint about violation of rules to Cornerstone Management for action. Names of those filing a complaint will not be released unless the Board is legally required to do so.
- c. If a violation has occurred, below is the procedure the Board will follow:
 - i. First Violation - Warning (sent via usps mail)
 - ii. Second Violation Offense - \$50 violation fee
 - iii. Third Violation Offense - \$100 violation fee
 - iv. Fourth (and each time thereafter WITHIN 2 YEARS) Violation Offense - \$250 violation fee

Revised and approved by the Belmont Square Condominium Association Board of Directors:

Stewart Myers, President
Lisa Denniston, Secretary
Lori Carlson, Treasurer
Christian McDaniel, Vice President
Fran Clark, Member at Large

List of Supporting Forms: (Request current version of forms from Cornerstone as needed)

New Co-Owner Information Form

Intent to Sell Form

Intent to Lease Form

Garage Storage Lease Agreement

Construction Approval Form

Architectural Specifications

Responsibility Matrix