

**RIDGEFIELD CONDOMINIUM TRUST
COMMUNITY POLICY
RULES AND REGULATIONS**

AMENDED OCTOBER 1, 1986
AMENDED NOVEMBER 2, 1988
AMENDED JANUARY 4, 1989
AMENDED JUNE 10, 1991
AMENDED MARCH 8, 2000
AMENDED OCTOBER, 2000

These rules and regulations are adopted for the benefit of Owners and Residents of RIDGEFIELD CONDOMINIUM (the "Condominium"). They are meant to guide Residents and Owners actions so they can live in close proximity to each other harmoniously with the least infringement on each other's privacy and lifestyle. They are designed to not unduly interfere, restrict or burden the use of property and the lifestyle of Residents.

All owners, residents and guests are obligated to read and abide by these rules which are meant to supplement the provisions of the Master Deed and Condominium Trust.

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1. ADDITIONS, ALTERATIONS OR IMPROVEMENTS TO EXTERIOR OF THE BUILDING

Changes affecting the appearance of the exterior of any building including but not limited to

Skylights	chimneys	awnings	air conditioning equipment
sun shades	antennas fans	screens	enclosures
gutters	garage doors	screen doors	storm doors
windows	light fixtures	room additions	satellite dish
irrigation systems			

shall be made only with the consent of the Board of Trustees of the Condominium Trust (the "Trustees"). Resident will be required to restore the building to the original condition if said resident does not comply with the above.

You need to...

- Get the proper form ("Request for Alterations") from the Ridgefield Management Office. This will include a list of approved vendors and products.
- Complete the form and return to the Ridgefield Management Office.
- Wait for approval from the Board of Trustees before starting the work.

2. NOISE

Owners, guests and lessees will be expected to reduce noise levels from 10:00pm through 7:00 am so that neighbors are not disturbed. At no time are musical instruments, radios, televisions, stereos or other audio equipment to be so loud as to become a nuisance.

3. OUTDOOR EQUIPMENT AND CHILDREN'S PLAYTHINGS

Cooking equipment, lawn furniture, bicycles, children's wheeled vehicles, toys and other personal articles and equipment shall not be left outside the Unit, except in Limited Common Areas.

4. CLOTHES LINES

No clothing, linens or similar materials shall be hung or otherwise left or placed in or on the Common Area and Facilities or Limited Common Areas. No such articles shall be placed in a Unit so as to be exposed to public view.

5. IMPROVEMENTS TO COMMON AREAS AND FACILITIES

Improvements to and landscaping of the Common Area and Facilities is the sole responsibility of the Trustees. Unit owners can request permission of the Trustees to make improvements to the Common Area and Facilities. If permitted, such improvements and landscaping shall be exclusively maintained by the Unit Owner requesting such permission.

6. IMPROPER USE OF COMMON AREAS AND FACILITIES

There shall be no use of the Common Areas and Facilities which injures or scars them or the planting thereon, increases the maintenance thereof, or causes embarrassment, disturbance or annoyance to the Owners in the enjoyment of the Condominium.

7. PETS

NOT Allowed:

The keeping, boarding and/or raising of animals, livestock, poultry or reptiles of any kind, regardless of number, is prohibited within any unit at Ridgefield.

Allowed without obtaining approvals:

Small, orderly, caged, domestic pets not to exceed two per unit. For example; birds, gerbils, etc.

Allowed if approvals have been obtained:

Cats and/or dogs, may be kept and housed within Ridgefield provided:

- pet permits/applications "for each animal" have been properly submitted by the unit owner
- the application has been approved by the Board of Trustees
- the total number of pets does not exceed two per unit

Pet Permit/Application:

- Residents may obtain pet permit/application from the Ridgefield Management Office.
- The completed application must be submitted to the Ridgefield Management Office along with the following:
 - Proof of immunization, including rabies
 - Their abutters signatures on the pet permit
 - \$10.00 application fee for each pet
 - \$100.00 Pet Compliance Bond for each pet
 - a copy of dog license from Town of Clinton

Ongoing Responsibilities of the pet owners:

- Immunization maintenance is each pet owner's responsibility and must be verified each time a violation is reported. Failure to have a valid immunization shall be grounds for immediate loss of pet permit.
- Pet owners must abide by all current Town of Clinton and Commonwealth of Massachusetts laws and regulations concerning pets.
- Property owners who lease their units are responsible for ensuring that the tenants adhere to all Ridgefield Pet Regulations and that these regulations must be incorporated as part of any lease.

All pets shall be subject to the rules and regulations as set forth herein:

- No pets shall be kept or housed for commercial purposes.
- No pet shall become a nuisance or create an unreasonable disturbance affecting the lifestyle of any Ridgefield resident.
- No animal shall be permitted to bark, howl, or make other loud noise such that it disturbs a neighbor's rest or peaceful enjoyment of their unit or common elements at any time.
- It is a violation of our regulation for any owner to allow or permit any animal to roam freely, to molest, attack, or otherwise interfere with the freedom of movement of persons on the Ridgefield property; to chase vehicles in the public right of way; to attack other domestic animals; or in any other way create a public nuisance or disturbance. The Ridgefield Animal Control Officer, Management personnel or the Trustees are authorized and directed upon identifying or capturing an animal creating a public nuisance to issue to the owner of such animal a notice of violation of this section. Unit owners must

remove from Ridgefield property any pet that the Board of Trustees believe to be a danger to others.

- All pets must be on a leash. This applies to both cats and dogs. It is against Ridgefield regulations to allow animals to run free on any common property or the limited common areas of others. Dogs and cats must be restrained by a dependable leash (not to exceed 15 feet in length) and controlled by a responsible person. No animal may be tied or leashed to any stationary object in the common areas.
- Pets are not allowed in the recreation hall, pool or tennis court areas.
- Pet owners are responsible for any property damage, injury or disturbance their pet may cause or inflict.
- Pet owners shall not allow their animal to soil, defile, defecate or otherwise relieve itself on any common property, sidewalk, play area, mulched areas, roadway or any place where people congregate or walk, unless the pet owner immediately removes and disposes of all feces by use of a "pooper-scooper" or suitable alternative.
- Pet owners are required to have on their person a pooper-scooper or suitable alternative and to immediately scoop up their pet's droppings and dispose of them at home. Disposing of the pet droppings in mulched areas, naturalized areas or in neighboring woods is not allowed.
- All pets shall be confined to the Unit or to the Private Area referred to in Section 7(b) of the Master Deed.
- No separate pet houses will be allowed in the limited common area.
- Pet access doors are not allowed from the units to the outside.
- In order to insure compliance with this regulation, the Trustees shall require a \$100.00 surety bond per pet posted by the Unit Owner.
- Any damage or accelerated wear and tear to the Common Areas and Facilities caused by a pet shall be repaired at the expense of the Unit Owner housing such pet, which expense shall constitute a common expense and shall be payable to the Trust on demand. (See Paragraph 5.11 of the Condominium Trust.)

Infractions of the Pet Regulations will result in the following:

- The pet permit will be automatically terminated after notification of three infractions of the pet regulations and the applicant shall not be entitled to apply for another permit within 6 months.
- The Trustees at their sole discretion may in any individual case substitute another penalty because of hardship for a third violation only once. A fourth infraction would then be absolute cause for removal of the pet.
- The Association has the right to capture and detain the pet whenever it becomes a public nuisance or is allowed to roam unleashed.
- The pet owner will pay fines or other such fees as determined by the Trustees; along with any additional boarding or holding charges as incurred by the Association to retain the pet until claimed by the permit holder. Pets not claimed after 4 days will be turned over to the local animal warden for disposition. All costs incurred will be the owner's responsibility.

- The Association will not be held responsible for any damage, liability, or injury claims caused by the pet including the person detaining the loose pet, and from any claim for injury to the pet, when it is being detained for violation of this pet policy.

SCHEDULE OF VIOLATIONS AND FINES

VIOLATION	FIRST OFFENSE *	SECOND OFFENSE *	THIRD OFFENSE *
Non-permitted Pet	\$20 per day fine until pet permit has been approved	\$50 per day fine	Removal of Pet And no further permits granted for 6 months
Biting People	\$20 fine + removal of pet subject to decision of Trustees and/or the Town of Clinton	Removal of Pet	
Biting other pets	\$20 fine + \$100 bond	\$50 fine + \$100 bond	Removal of Pet
Public Nuisance & Unleashed Pets**	\$20 per occurrence fine + \$50 bond	\$50 per occurrence fine + \$100 bond	Removal of Pet
Damage to Property	\$20 per offense fine + \$100 bond + cost of damage	\$50 per offense fine + \$100 bond + cost of damage	Removal of Pet
Noisy Pet	\$20 per day per offense fine + \$100 bond	\$50 per day per offense fine + \$100 bond	Removal of Pet
No pooper-scooper or suitable alternative	\$20 fine	\$50 fine + \$100 bond	Removal of Pet
Not picking up pet waste and disposing of properly	\$20 fine	\$50 fine + \$100 bond	Removal of Pet

* Proof of immunization must again be provided after any violation.

** Unleashed, roaming pets will be boarded at the expense of the owner.

8. SIGNS

Unit owners may not display signs in windows, on buildings, on limited common property, on common property, on automobiles or other items on Condominium property.

9. ABUSE OF MECHANICAL SYSTEMS

The Trustees may charge a Unit Owner for any damage to the mechanical, electrical, or other building service system or any property of the Condominium caused by misuse of those systems.

10. EXTRA PLANTING BY RESIDENTS

Extra planting may be done by residents in the limited common areas and adjacent to their decks or patios. Such planting must have the prior approval of the Trustees as to type and location. In all cases where extra planting is done, it is the responsibility of the resident to maintain such additional planting. Should the resident decide not to maintain such planting, it is his or her responsibility to restore the area to a condition comparable to other similar areas in the Condominium.

11. LAWNS

The schedule for cutting lawns in Common Areas during the growing season is once a week with some adjustments for any periods of extremely dry or rainy weather.

Unit owners are responsible for:

- removing lawn furniture, garden hoses, toys, bikes, etc. each week before the lawns are cut
- watering lawn areas in front, rear and sides of their unit
- proper installation and proper maintenance of lawn irrigation systems as to not interfere with the work done by the hired grounds contractor.

12. SNOW REMOVAL

Snow removal by the Association will be limited to roadways and driveways.

Individual Unit Owners shall be responsible for maintaining and removing snow and ice from their entry walks, steps, and other limited common areas as outlined in "Ridgefield's Snow Removal Policy".

Residents who are unable to remove snow from their entries, walks or steps can contact the Management Office for appropriate information and fees regarding this additional service.

13. RUBBISH REMOVAL

Garbage and refuse shall be disposed of only at such times and in such manner as described here:

- Rubbish pickup is Wednesday a.m.
- DO NOT put rubbish out Tuesday or prior to regular day of rubbish pickup.
- Rubbish may be placed at the curb on the day of regular trash pickup between the hours of 6:30 am and 8:30 am.
- Rubbish must be in securely fastened plastic bags or disposable containers.
- DO NOT use rubbish barrels.
- Trash containers are NOT to be stored outside of the buildings.
- Any rubbish barrels left out will be disposed of.
- Any rubbish that is not securely fastened and found blowing around Ridgefield property will be treated as an infraction of the Community Policy.
- Throwing trash or garbage out onto the common or limited common areas is considered a violation of these Rules and Regulations.

Residents who are unable to put their rubbish out on Wednesday am can contact the Management Office for appropriate information and fees regarding this additional service.

14. OFFENSIVE ACTIVITIES

No owner may use or maintain his or her Unit or the Common Areas for any purpose or in any manner which is contrary to any applicable law, rule, regulations or requirement of any governmental authority, or for any purpose which would constitute a nuisance or be offensive.

15. STRUCTURAL INTEGRITY OF THE BUILDINGS

Nothing shall be done on any Unit or in the Common Area and Facilities which will impair the structural integrity of any building, nor shall anything be done in or on said areas which would structurally change any building, without the prior written permission on each occasion by the Trustees.

16. FIRE LANES

The condominium roadways are designated fire lanes by the Town, and as such, must be kept open for fire trucks and emergency vehicles. Residents and guests are required to park in designated off street parking areas. Vehicles parked in roadways or on the grass areas are subject to Condominium rule violation fines and will be towed at owners expense.

17. SPEED LIMIT

Residents and guest are expected to drive with caution and to observe a 20 MPH speed limit within the condominium complex.

18. RENTERS and LEASES

Owners who wish to rent and/or lease their unit are required to abide by the following rules:

- Owners who rent and/or lease their units are responsible for actions taken by their tenants that violate Ridgefield's Rules and Regulations.
- Owners are responsible for informing renters and/or leasees of Ridgefield's Rules and Regulations.
- All rental agreements and/or leases shall be in writing and for a minimum duration of 6 months.
- A copy of Ridgefield's Rules and Regulations shall be part of the rental agreement and/or lease.
- A copy of all leases and renewals shall be filed within thirty (30) days of their effective date with the Management Office.

Failure to comply with the above shall constitute a violation of the Rules and Regulations and will be subject to a weekly fine until such violation has been corrected.

19. EXTERIOR DECORATIONS

Exterior residential individualizing decorations will be allowed as long as they are done in "good taste". "Good taste" is an intangible standard that will be decided on by the Board of Trustees, who shall be the final determining decision authority.

UNDER NO CIRCUMSTANCES SHALL DECORATIONS BE APPLIED TO THE SIDING.

Unit owners must remove, upon notification, any electrical decorations the Manager or the Trustees believe to be a hazard.

Unit owners must remove, upon notification, any decorations that result in complaints from other Ridgefield unit owners due to noise, such as wind chimes, garden fountains, etc.

20. MINIMUM HEAT REQUIREMENT

All units shall be heated at all times so as to maintain minimum temperatures in such Units of 60°F so as to avoid the freezing of pipes, plumbing facilities, and the like. If any Unit owner fails to maintain a 60°F temperature, the Trustees shall have the right to access each Unit at any time to increase the heating in order to maintain the minimum temperature or in order to repair any damage caused by the failure to maintain the 60°F temperature. Any heating bills thus incurred, or any repair bills thus incurred, shall be paid by the applicable Unit Owners, and until so paid, shall constitute a lien against such unit pursuant to Section 6 of Chapter 183A Commonwealth of Massachusetts General Laws.

Owners who leave garage and other doors open are responsible for any and all damage caused by this action, such as pipe freeze ups and the entrance of skunks, etc.

21. VEHICLE REGULATIONS

- Owners and their tenants shall be responsible to see that neither they, nor their guests, interfere with the right of the Owners and their tenants in regard to the appropriate use of parking spaces.
- No unregistered vehicles shall be stored for more than ten (10) days in the common area.
- No Unit Owner shall park more than two (2) motor vehicles within the Condominium without prior consent of the Trustees.
- Cloth and canvas covers are not allowed on motor vehicles in open parking spaces.
- No repairing of automobiles, boats, trucks or other vehicles shall take place except within the confines of the covered garage.
- **NON-PRIVATE PASSENGER VEHICLES** are not permitted within Ridgefield unless they are parked within the unit owner's garage or they are in Ridgefield for delivery or service purposes.

NON-PRIVATE PASSENGER VEHICLES include, but are not limited to

Trucks**	Mobile Homes	Mobile Campers
Motorcycles	Recreation Vehicles	Painted vehicles**
Limousines	Taxis	Buses

or any type of vehicle used for shuttle or passenger transportation service.

*1 Trucks:

- having over one (1) ton carrying load capacity, or
- dump body or cargo body other than a pickup type truck body
- having more than 2 axles or more than 4 wheels
- that openly store or transport materials, tools or equipment for trade purposes (closed tool boxes and caps excepted)
- having cargo body greater than 48 SF

** Painted vehicles:

- any vehicle distinctively painted with designs or advertising intended to attract attention, as determined by the Trustees
- has more than 2 lines of lettering on two sides of the vehicle
- the two accepted lines of lettering shall be no more than 4" in height.

Exceptions:

- This regulation does not apply to any private passenger vehicle with an official Massachusetts handicap registration plate.

- If vehicle owner applies for a TEMPORARY PARKING PERMIT and the permit is approved by the Trustees. The parking permit gives the vehicle owner permission to temporarily park the vehicle for a period of thirty (30) days from the effective date of the permit. Resident must park the vehicle in the corner of the office parking lot as far away from the office and Ridgefield Circle as possible. Ridgefield Association shall not be liable or responsible for and shall be saved and held harmless from and against any and all claims and damages of every kind, for injury to or death of any person or persons and for damage to or loss of the above vehicles or any property within the vehicles, arising out of or attributed, directly or indirectly, to the parking of the vehicles in this lot, including claims and damages arising in whole or in part from the negligence of Ridgefield. Parking permit must be signed by the vehicle owner, manager and a Trustee and it must specify an exact date by which the vehicle will be removed from Ridgefield property.

- Vehicles of guests or visitors that do not meet the requirements of the NON-PRIVATE PASSENGER VEHICLE regulation may park in either the driveway of their host's unit or in the common area for a maximum of two (2) weeks, provided:
 - a. The vehicle is registered with the Management Office upon the visitor's arrival.
 - b. The vehicle is not a truck exceeding the tonnage limits set in this Regulation for resident's vehicles.

Penalties:

Any vehicle that fits the definition of a NON-PRIVATE PASSENGER vehicle and has been parked in Ridgefield after having been notified of violating these rules shall be subject to a daily fine of \$20 (or an amount the Trustees deem necessary for enforcement) until such violation has been corrected.

The Trustees may upon continued violation have the vehicle towed and stored at the owner's expense and risk, or may take any necessary legal action at the owner's expense to clear the violation.

22. WILDLIFE

Bird feeding, or any other activity done in such a way as to attract pigeons, squirrels, chipmunks, skunks, raccoons, etc. to the point that any damage is done to Ridgefield property or where the animals are entering buildings shall constitute a violation of the Rules and Regulations.

Upon notification by the Manager or the Trustees, unit owners must stop the activity in question.

23. RIDGEFIELD'S RECREATION FACILITIES

The "Ridgefield Recreations Facilities" is defined as the

- recreation hall, kitchen and the adjacent meeting room
- pool and the area surrounding the pool
- exercise room
- tennis courts
- deck surrounding the recreation building
- parking area
- basketball court
- grass area that surrounds all of the above

During the use of the Ridgefield Recreation Facilities, the Resident assumes full responsibility for their safety and the safety of their guests and agrees to hold harmless and indemnify Ridgefield from any and all claims for personal injury arising during the use of the facilities.

ALCOHOLIC BEVERAGES:

At any time the recreation facilities are being used:

- All Commonwealth of Massachusetts regulations concerning the consumption of alcoholic beverages must be observed.
- The consumption of beverages and food shall be limited to the recreation hall and pool area, exclusively.
- No alcoholic beverages shall be sold and distribution shall be controlled.

During Ridgefield functions:

- Alcoholic beverages are allowed under the control of the Ridgefield Public Relations Committee.
- "Bring your own" allowed only for Ridgefield residents at Ridgefield functions.
- Only beer and wine shall be allowed.

During Resident's Personal functions:

- Alcoholic beverages are allowed **if Ridgefield resident...**
 - Supplies the beverages (only beer and wine are allowed).
 - Oversees the function and the distribution of beverages.
- Guests are not allowed to bring their own alcoholic beverages.
- Ridgefield resident is responsible for all their guests' actions.

During the use of the pool area:

- No glass containers allowed in pool area.
- No person shall abuse the privilege by over indulgence.
- Residents shall be responsible for the actions of their guests.
- Residents shall supply all alcoholic beverages. Their guests are not allowed to bring their own.
- Any abusive Resident or guest can immediately be asked to leave by the lifeguard or other persons in authority. Pool passes may be withdrawn or withheld by the Trustees for misuse of the premises.

24. RECREATION HALL RENTAL

The recreation hall is available to owners and residents for private parties for family, social, educational, charity, community and certain types of business use. Business use may be meetings, seminars, instructional or similar uses by or for Ridgefield residents or owners. Community use may be for any local community activities which include Ridgefield residents and are sponsored by the Ridgefield Trustees or Public Relations Committee.

Residents must obtain a Recreation Hall Rental Agreement from the Ridgefield Management Office. The agreement must be signed by the Resident and the Manager. The Resident must submit two separate checks along with the agreement:

1. The security deposit.
2. The rental amount.

Plus an additional charge, if alcoholic beverages are being served.

Rental Agreement Conditions:

- The premises covered by the Rental Agreement are described as the Social Hall and Kitchen within the Recreation Building of the Ridgefield Condominium Trust. It is understood that it does NOT include any use of the Swimming Pool or Exercise Room areas.
- If the Resident is signing on behalf of a non-Ridgefield Owner, the Resident will be in attendance during the entire rental time period and the Resident is responsible for all personal injury and property damage as stated above and on the Rental Agreement.
- The Premises must be vacated by 1:00 am of the next day.
- The recreation hall, kitchen and restrooms must be returned to a clean and sanitary condition including the removal of trash. Otherwise, resident will be charged the cleaning fee.
- The Manager will return the Security Deposit less any appropriate deductions to the Resident within 72 hours after:
 - The Resident vacates the Premises
 - The Resident cleans the Premises to the satisfaction of the Manager
 - The Resident has paid for the cleaning of the Premises
- Resident agrees that no tape, tacks or nails are to be affixed to
 - the ceilings
 - walls
 - the ceiling fans
 - the wood frames that surround the ceiling fans
 - the sophet containing the indirect lightingThe use of the picture-molding strip is allowed.

25. EXERCISE ROOM

No one under the age of 16 is allowed in the Exercise Room or is allowed to use the equipment unless accompanied by an adult Resident at all times. Soft soled shoes or sneakers are to be worn when using the exercise equipment.

26. TENNIS COURTS

- Soft-soled shoes or sneakers are to be worn when using the tennis courts.
- Limit playing time to one (1) hour when others are waiting to play.

- All children 5 years old and under must be accompanied in the main pool by a parent or responsible adult over 18 years of age.
- All infants must have plastic or rubber pants. No diapered children allowed in either pool.
- Free floating devices are not allowed. Children with floatation wings and rings must be directly supervised by a parent at all times in the pool.
- Children in the wading pool area must be supervised at all times by a responsible adult.
- Parents and guardians are responsible for the welfare and actions of their children. Unruly and boisterous children are an imposition on other resident's rights to the peaceful enjoyment of Ridgefield's facilities. Unsupervised or boisterous children will be asked to leave the pool area.

28. ANTENNAS AND SATELLITE DISHES

Antennas and satellite dishes are allowed if:

- resident completes a "Request for Alteration" form and submits it to the Management Office
- the antenna/satellite dish and the installation of such meets the guidelines stated in resolution #96-74 dated 12/18/96 and resolution #96-78 dated 1/22/97
- the request has been approved by the Board of Trustees