



February 1, 2022

To All Sweetbriar Village Owners & Residents

**Subject: Sweetbriar Village Condominium Association
Amendment to Rules & Regulations – Rule 9.0**

Dear Sweetbriar Village Owners & Residents:

The governing documents of the Sweetbriar Village Condominium Association, implemented through your Board of Directors, have established Rules & Regulations designed to maintain property values and ensure an enjoyable living experience. The Board of Directors is charged with the duty to enforce these Rules & Regulations, and from time to time may amend them as deemed necessary by the Board, consistent with the Association Declaration and By-Laws.

In accordance with a fire safety recommendation recently received from the Association insurance carrier, CAU, recommending that the Association require grilling to be a minimum distance of 10 feet from our buildings, the Board of Directors has amended Rule 9.0, to help ensure the continuing safety of our community and protection of our Association assets.

The Sweetbriar Village Rules & Regulations are hereby amended to revise Rule #9.0 as follows. Please add this document as a supplement to your existing copy of the Association Rules & Regulations. This amendment is effective immediately.

Rule 9.0

Gas grills only are permitted to be used on Association property. Gas grills may be stored only on or next to a patio when not in use. Gas grills must be used at least 10 feet away from the building to prevent damage to the exterior building surfaces. Unit Owners shall be responsible for any damage that occurs due to the use of a gas grill, either for repair or reimbursement, at the Association's sole discretion.

Sincerely,

Board of Directors
SWEETBRIAR VILLAGE CONDOMINIUM ASSOCIATION

MK/laf

Enclosure



Condominium Association

**SWEETBRIAR CONDOMINIUM ASSOCIATION
RESOLUTION**

BOARD OF DIRECTORS ETHICS AND CODE OF CONDUCT

Board Members are elected by the Association's membership to represent their general opinions, protect the value and integrity of the property and at all times act in the best interest of the community. In doing such, each Board Member when elected, agrees to serve on the Board in the following manner:

1. Each Director must be a member in good standing and may not be delinquent in any assessment or any charge due to the Association for more than thirty days;
2. The absence of a Director from three consecutive regularly scheduled meetings of the Board, shall be deemed a resignation;
3. Each Director must act in the best interest of the community at all times with no personal agenda and shall not benefit in any way personally or materially from their service on the Board;
4. Each executive Board Meetings and Board communications are private and confidential. No Member may publish or disseminate information from Executive Board Meetings or any Board communications in any way;
5. Each Director has one vote on each Association issue. No Director's vote carries more weight than any other. At all times, the majority of affirmative votes received, will approve the action of the Board of Directors;
6. The Board President is the spokesperson for the Board of Directors. Any approved Board decisions or communications will be presented to the Management Company, the Property Manager or any contractors through the President if so chosen. If the President is unable at any time to complete this function, the Vice President will act in the President's place. At no time may an individual Board member act on their own without the majority approval of the Board;
7. Each Director must present themselves in a professional and productive manner and in the full spirit of cooperation, without slander, spite or malice, when serving their role, as a Member of the Board of Directors;
8. A lack of compliance, with any of the above conduct requirements, will be deemed automatic resignation from the Board of Directors and will disqualify the individual from future service on the Board.

This Resolution is adopted this 16th day of January, 2018 by a majority vote of the current Board of Directors.

Dawn M. Gregory 1/16/18 Dawn M. Gregory

William J. Robbins 1/16/18 William J. Robbins

Alan Simchayoff 01/16/2018 Alan Simchayoff

RECEIVED MAY 26 2016



Condominium Association

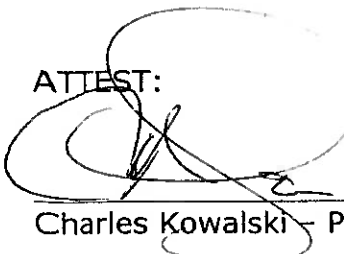
ASSOCIATION'S PARKING LOT AREAS AND SIDEWALK USAGE RESOLUTION

WHEREAS: Sweetbriar Village Condominium Association's Board of Directors has noticed an increase in the amount of children riding bicycles, skateboards, and play equipment in the parking lot area and on the sidewalks within the community

WHEREAS: The newly revised Rules & Regulations do not specify the use of the parking lot and sidewalk areas for children playing.

Be it resolved, that the Sweetbriar Village Condominium Association's Board of Directors voted in favor on May 17, 2016 of the Association prohibiting any play equipment to be used in the parking lot areas or on the sidewalks around the buildings. The only area that play equipment is allowed to be used is in the playground area located behind building 200. Also, all play equipment must be stored properly inside of the courtyards and the climbing of trees and other Association property is strictly prohibited. This resolution will be in effect from this date forward.

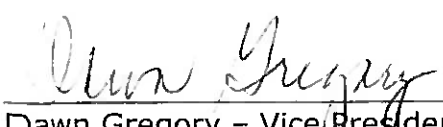
ATTEST:



Charles Kowalski - President

5-25-16

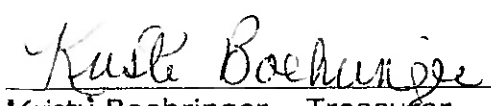
Date



Dawn Gregory - Vice President

5/25/16

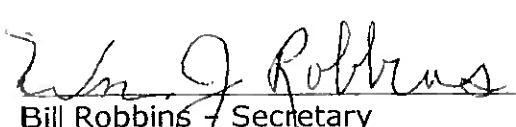
Date



Kristy Boehringer - Treasurer

5/25/16

Date



Bill Robbins - Secretary

5/25/16

Date



Condominium Association


COMMERCIAL VEHICLE PARKING RESOLUTION

WHEREAS: Sweetbriar Village Condominium Association's Board of Directors has noticed an increase in the amount of commercial vehicles that are being parked on the property.

WHEREAS: The Association's newly revised rules & regulations (Section 19.2), specifically states that "Parking of Unit Owners/Tenants commercial vehicles is only permitted in the overflow parking areas. Commercial vehicles may not be parked adjacent to the buildings."

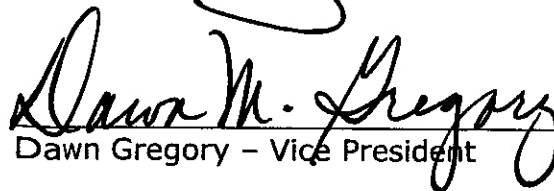
Be it resolved, that the Sweetbriar Village Condominium Association's Board of Directors voted in favor on September 28, 2015 of the Association accepting a resolution requiring all commercial vehicles to be parked in the overflow parking area between building 100 and building 200 (the parking spots that are closest to building 100 @ the island). The Board of Directors at its discretion can grant permission to park a commercial in other areas on the property for a specific timeframe. This resolution will be in effect from this date forward.

ATTEST:



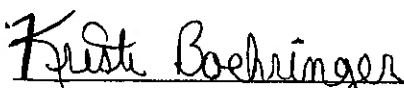
Charles Kowalski - President

10-13-15
Date



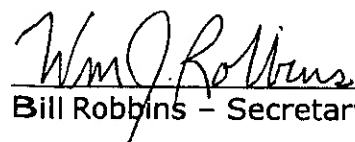
Dawn Gregory - Vice President

10-13-15
Date



Kristy Boehringer - Treasurer

10-13-15
Date



Bill Robbins - Secretary

10/14/15
Date



Condominium Association

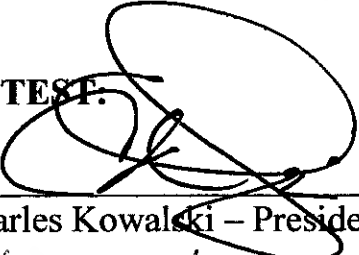
VEHICLE COVER RESOLUTION

WHEREAS: Sweetbriar Village Condominium Association's Board of Directors has noticed an increase in the amount of vehicles being covered on the property. The overall aesthetic appeal of the property is being devalued with the increasing number of vehicles (cars, trucks, vans, motorcycles, etc.) that are being covered.

WHEREAS: The Association's Declaration does not specifically address the topic of vehicle covers.

Be it resolved, that the Sweetbriar Village Condominium Association's Board of Directors voted in favor on September 18, 2015 of the Association adopting a resolution requiring all unit owners that intend on covering their vehicles to seek permission prior to covering the vehicle from the Board of Directors. The Board of Directors at its discretion can grant permission to cover a vehicle for a specific timeframe and may also direct the owner as to where to park the vehicle on the Association's property. This resolution will be in effect from this date forward.

ATTEST:



Charles Kowalski - President

Date

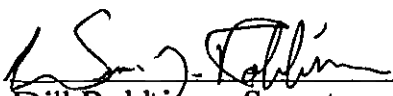
9/28/15



Dawn Gregory - Vice President

Date

9/28/15



Bill Robbins - Secretary

Date

9/28/15



Kristi Boehringer - Treasurer

Date

9/28/15

**SWEETBRIAR VILLAGE CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS**

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SWEETBRIAR VILLAGE CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS

INTRODUCTION

As provided for in the SweetBriar Village Condominium Association (hereinafter referred to as the "Association") By-Laws, the Executive Board of Directors (hereinafter referred to as the "Board") has the authority to promulgate Rules and Regulations for the purpose of supplementing or elaborating on the provisions contained in the By-Laws or the Declaration.

The provisions in this document set forth in more detail the specific use and enjoyment of the SweetBriar Village Property.

1.0 ARCHITECTURAL GUIDELINES & UNIT RENOVATION

Exterior changes to the property or alterations to the grounds are prohibited, unless prior written approval is received from the Board. All exterior change requests must be submitted in writing to the Management Company (**See Attachment 1**). The request must be in sufficient detail to allow the Board to render a decision. Failure to obtain the necessary approval letter from the Board for a requested change will result in the Association requesting areas to be returned to their original condition. While interior changes and renovations are not affected by this rule, any associated activities that may directly or indirectly impact common and limited common elements require notification to the Association (i.e. storage and use of construction or demolition vehicles and equipment and materials, waste containers, "dumpsters", etc.). Storage of more than one (1) day in the parking lot or anywhere on Association property requires approval. The Owner is responsible to obtain any required municipal permits for Association approved alterations.

2.0 ATTIC FANS

Roofs are common areas and attic fans are not permitted.

3.0 CLOTHESLINES

Clotheslines are not allowed. Laundry/linens may not be hung outside for drying or airing, on any part of the property.

4.0 CURTAINS AND BLINDS

All curtains and blinds must appear white, ecru or eggshell (neutral colors) from the outside. Colored curtains must be white, ecru or eggshell (neutral colors) lined as to present a cohesive and consistent look from the outside. Wooden blinds/internal shutters may only be of a natural light wood color. No painted colors may appear from the outside unless they are painted white, ecru or eggshell (neutral colors). Any Unit Owner that has a color other than listed above on the date these rules go into effect shall be grand-fathered until the Unit Owner/tenant moves or the curtains/blinds are replaced.

5.0 EXTERIOR LIGHTING

Any change or addition to the exterior lighting on each home, including patio and landscape lighting, requires prior written approval from the Board. Only white or clear bulbs are permitted. All exterior lights outside a home must be of the same style. Please contact the Management Company for pre-approved light fixture make/models.

6.0 FIREARMS

Open carrying, cleaning and/or use of firearms and similar weapons, including BB guns, pellet guns, paint-ball guns, laser light devices and bow-and-arrow on Association property is strictly prohibited, except as permitted by state or federal law.

7.0 FLAMMABLE ITEMS & OPEN FLAMES

- 7.1 No tank for storage of flammable gas shall be maintained in any Unit, except for a 20-pound propane tank for a gas grill, which may only be stored on a patio.
- 7.2 No fire pits, chimneas or the like may be used anywhere on Association property.
- 7.3 Tiki torches are not permitted.

8.0 FRONT DOORS

Front doors are to be maintained by the Unit Owner. When the doors need to be replaced, they must be replaced with the same style, size and color as the existing door. The outside of the front doors will be painted by the Association on a periodic basis.

9.0 GRILLS

Only GAS grills are permitted to be used on Association property. Gas grills may be stored only on or next to a patio when not in use. Gas grills must be used a safe distance from the building to prevent damage to the exterior building surfaces. Any damage, which occurs due to the improper use of the gas grill, shall be the Unit Owner's responsibility to repair.

10.0 HOLIDAY DECORATIONS

- 10.1 Holiday decorations are permitted to be installed a month before the holiday and must be taken down no later than a month after the holiday.
- 10.2 Decorations are limited to the following:
 - 10.2a Lights may be turned on at sunset and must be turned off by midnight.
 - 10.2b No more than two (2) lawn ornaments. Lawn ornaments must be under 4' in height.

10.2c No spotlights are allowed.

10.2d No audible decorations are allowed.

10.2e Non-blinking white (or blue or orange, depending on the religious significance for the household) electric window candles.

10.2f Electric lights:

- (1) May be applied to shrubs in the mulch bed immediately at the front of the Unit.
- (2) May be applied on your front porch or back porch area.
- (3) No lights may be placed on any common area trees or bushes.

10.2g Nothing may be hard-mounted to the building (no nails, screws, tape or anything that will damage the structure in any way). Damage to exterior surfaces of the building and cost of repair shall be the responsibility of the homeowner.

11.0 HOSE REELS

Hoses must be neatly stored when not in use. Wall mounted hose reels and the storage of hoses on the exterior of the building, in a non-contained manner, is not permitted.

12.0 HOT TUBS AND OUTDOOR SPAS

Hot tubs and outdoor spas are not allowed.

13.0 HOUSE NUMBERS

13.1 Unit Owners are responsible for house numbers.

13.2 Any style that does not match the current builder supplied style requires Board approval.

13.3 House numbers must be black in color.

14.0 INSURANCE COVERAGE AND REQUIREMENTS

(See Attachment 2) for explanation of insurance coverage and requirements.

15.0 LANDSCAPING

15.1 All Unit Owner's are encouraged to water landscaped areas including shrubs, trees and grass (when permissible by county and state water conservation authorities).

15.2 Homeowners are permitted to plant flowers, bulbs and perennials in existing front planting beds.

- 15.3 Vegetable and fruit bearing plants and trees and vegetable or fruit gardens are not permitted. Small containers of decorative vegetables or fruits are permitted on the Unit Owner's patio.
- 15.4 Additions or changes to the landscape beds at the front of the home must be approved by the Board. **(See Attachment 1)**
- 15.5 Unit Owners are responsible for maintaining all items they plant in a neat and attractive manner, including planters and baskets. All dead material must be removed and/or replaced in a timely manner. If the Association's landscaper must be asked to clean a poorly kept bed, the Unit Owner will be assessed the cost of such service. The Unit Owner shall be responsible for seasonal clean-up and maintenance of landscape beds.

16.0 LEASING OF UNIT

Except as expressly provided in this section, there shall be no restrictions on the leasing of Units.

- 16.1 No transient tenants shall be accommodated in any Unit.
- 16.2 No lease shall be for less than the whole Unit (i.e. Unit Owners are prohibited from subleasing individual rooms or floor of a Unit).
- 16.3 *The initial term of a lease must be for no less than one (1) year.*
- 16.4 A Unit Owner shall not engage in the leasing of his Unit except after having lessee execute a written lease, which shall provide the term of the lease and must contain the following provisions:

"Lessee hereby agrees to be bound by all terms and conditions contained in the Amended Declaration of Condominium, By-Laws and Rules and Regulations of the Association as the same shall apply to the Unit leased hereunder, and agrees to assume all duties and responsibilities and be jointly and severally liable with the Unit Owner for all the liabilities and for the performance of all of the obligations applicable to the Unit Owners under the Act, the Condominium documents or otherwise during the term of the lease. Lessee further agrees that they shall not sublet or assign this lease except with the approval and consent of the lessor."

- 16.5 Each lease shall be subject in all respects to the provisions of the Declaration, the By-Laws and the Rules and Regulations of the Association. Any failure by the lessee to comply with the terms of such documents shall be an event of default under the Lease. The Association shall be a third party beneficiary of such covenants in any Lease and shall have the right to enforce them.
- 16.6 Copies of all leases must be provided to the Management Company for their files within ten (10) calendar days of execution, along with a copy of the required Tenant Registration Form **(See Attachment 3)**.

- 16.7 The Unit Owner is responsible for the actions of their tenants and will remain liable for any violations of the Association's governing documents, Rules and Regulations, assessed fines, or any damage to Association property caused by their tenant.

17.0 MAINTENANCE

- 17.1 Each Unit Owner shall be required to maintain the interior of his/her Unit, and all limited common elements assigned to the Unit, in good repair.

17.1a Limited Common Elements

Unit Owners shall be responsible for the maintenance and replacement of any Limited Common Elements assigned to their home, such as patios, entry walks, exterior stairs, (pre-approved and installed) railings and homeowner installed landscaping. Maintenance of any metal railings includes keeping them in good condition with appropriate application of rust inhibiting black paint. Limited Common Elements assigned to a Unit, are for the exclusive use of that Unit.

- 17.2 The Association is responsible for the maintenance, repair and replacement of the Common Elements.

17.2a Common Elements

The Association shall maintain the roof and exterior building surfaces of the Unit, lawn areas, landscaping not installed by the Owner, parking lots, streetlights, common area sidewalks and any other Common Element. Damage to Common Elements by a resident, tenant, guest, or contractor employed or contracted by a Unit Owner or Tenant, becomes the financial obligation of the Unit Owner to repair.

- 17.3 The Association shall have the right, but not the obligation, to make any necessary repairs to such Limited Common Elements if the Unit Owner to whom they are allocated fails to do so, and to charge such Unit Owner for the cost thereof as a Common Expense Assessment.
- 17.4 See attached for specific maintenance responsibilities of the Association and Unit Owner (**See Attachment 4**).

18.0 OUTBUILDINGS

No outbuilding, shack, shed, above ground swimming pool, hot tub or other structure of any kind shall be placed or erected by a Unit Owner on any portion of a Unit, Limited Common Element, or Common Element. (See 29.0 Storage Equipment for other storage)

19.0 PARKING

- 19.1 Two (2) parking tags are given to each Unit Owner. Cars with these parking tags visibly hanging from their rear view mirror may park adjacent to the building. All other cars, including visitor cars, must park in overflow parking away from the buildings. No trailers are allowed overnight.

- 19.2 Parking of Unit Owner/tenant's commercial vehicles is only permitted in overflow parking areas. Commercial vehicles may not be parked adjacent to the buildings.
- 19.3 Vehicles must not have any equipment (ladder racks, bike racks, hitches, side tool boxes etc.) hanging over the vehicle when parked in the parking lot.
- 19.4 No electrical cords may be plugged into the home and run out to a vehicle, etc.
- 19.5 Do not park your vehicle so that it hangs over common ground or the sidewalk. Double parking is also prohibited.

20.0 PATIOS

No indoor or outdoor type carpet, whether bound or unbound, may be used on patios. Only a standard exterior type doormat is permitted.

21.0 PETS

Neither dogs, cats, nor any non-domestic animal life shall be bred in any Unit or in the Common Elements. Small animals (including dogs, cats, hamsters, birds, reptiles, amphibians, and fish) may be kept by a Unit Owner as household pets; provided that such permitted species are not kept for any commercial purposes, do not constitute a nuisance to others, and kept in strict accordance with any rules and regulations relating to household pets promulgated by the Board.

Feeding of stray animals is prohibited.

22.0 PET CONTROL

- 22.1 Pets as described herein refer to dogs and cats.
- 22.2 Pets must be on a leash at all times, kept under control and attended by a responsible person while outside the Owner's Unit.
- 22.3 All solid pet waste must be **immediately** picked up, bagged and disposed of in **Owner's trash**. Do NOT place the bags at trash pickup areas on trash day. It is not the responsibility of our trash company to pick up these small bags.
- 22.4 Unit Owners are responsible for any property damage, injury or disturbance caused by pets belonging to themselves, lessees or guests.
- 22.5 Pets shall not be tethered to any buildings, trees, lawns, or ground stakes.

23.0 PROPERTY USAGE

- 23.1 No part of the Property shall be used for anything other than housing and related common purposes for which the property was designed.

- 23.2 No industry, business trade, occupation or profession of any kind, commercial, religious, educational, or otherwise, designed for profit, altruism, exploration, or otherwise, shall be conducted, maintained, or permitted on any part of the Property. **Exceptions to this practice will include incidental businesses run from a Unit, which does not increase traffic to the Unit and does not conflict with the Association's Declaration or any other rule or guideline.**
- 23.3 No use or practice shall be permitted in any Unit, or on any other place within the Association's Property which is the source of undue annoyance to the other occupants of the Property or interferes with the peaceful possession and proper use of the Property by such other occupants, or will materially increase the rate of insurance on the Property beyond that to be anticipated from then proper and accepted conduct of otherwise permitted uses hereunder.
- 23.4 Each Unit Owner shall have the right to use the Common Elements in common with all other Unit Owners as may be required for the purposes of access, ingress to, egress from, use occupancy and enjoyment of the Unit owned by such Unit Owner, and for such other purposes incidental to the use of Units. Such right to use the Common Elements shall extend to each Unit Owner and to his agents, servants, tenants, family member, customers, invitees, and licensees. Limited Common Elements assigned to a Unit, are for the exclusive use of that Unit. **No personal belongings should be left in the breezeways or in the courtyards.**
- 23.5 No Unit Owner shall overload the electric wiring in his Unit, or operate any machines, appliances, accessories or equipment in such a manner as to cause unreasonable disturbance to others.

24.0 RULES AND REGULATIONS CHANGES

Rules and Regulations, not in conflict with the provisions of the Declaration, concerning the use and enjoyment of the Property, may be promulgated from time-to-time by the Board, subject to the right of the Association to change such Rules and Regulations. Copies of the then current Rules and Regulations, and any amendments thereto, shall be furnished to all Unit Owners by the Board promptly after the adoption of such Rules and Regulations or any amendments.

25.0 SALE OF UNITS

There shall be no restriction on the sale, conveyance or other transfer of title to any Unit, but any sale conveyance or other transfer shall be subject to the Act, the Declaration, the By-laws, and the Rules and Regulations of the Association. Without limiting the generality of the foregoing, the sale of a Unit shall not be subject to any right of first refusal in favor of the Association or any other Unit Owner. In order to maintain proper Association records, at least thirty (30) calendar days prior to any transfer, a transferring Unit Owner shall notify the Board of Directors in writing of the name and address of the proposed transferee and the projected date of settlement. All buyers are required to pay a onetime, non-refundable, capital contribution fee to the

Association at the time of settlement. The capital contribution fee is currently 3 months of the annual assessment.

26.0 SATELLITE DISHES

Exterior antennas of any kind are not permitted, except as follows: pursuant to federal law (Telecommunications Act of 1996) and adoption of applicable rules by the Federal Communications Commission, a digital dish (satellite) antenna less than 1-meter in diameter shall be deemed acceptable under the following conditions.

- 26.1 Board approval is required for all satellite dish/antenna installations. A request for approval of installation must be submitted in writing for Board review no later than thirty (30) calendar days prior to scheduled installation date of the equipment **(See Attachment 1)**.
- 26.2 Satellite dishes/antennas must be placed in the least obtrusive location possible, consistent with obtaining an acceptable quality signal. The preferable locations in order of preference are: (1) inside attic of residence, (2) within landscaped beds of residence, (3) attached to the rear patio. At no time may dishes be attached to any portion of the exterior common area surfaces of the condominium buildings including the roof, siding, trim or any other location deemed common property. In the event of inability to receive an acceptable signal quality the Board may, at their discretion, grant special condition considerations as a last resort.
- 26.3 Satellite dishes must compliment the color of the home or landscaping and must be for the personal use of the Unit Owner of the residence.
- 26.4 If federal regulations change, the Association reserves the right to require the Unit Owner to remove the satellite dish at the Unit Owner's expense. Any damage caused by the installation or maintenance of the satellite dish will be the Unit Owner's responsibility.
- 26.5 When a Unit Owner sells their home, they must remove the satellite dish before settlement.

27.0 SIGNS

One "For Sale" sign is permitted inside the front or side window. No other signs, advertising or display shall be maintained or permitted on any part of the Property except a small non-illuminated security sign. Rental signs are not permitted to public view. Open House signs may be displayed on the day of the open house only, with a maximum of two (2) days per week.

28.0 SNOW AND ICE REMOVAL

- 28.1 Snow will be removed from roadways, mailboxes, and from sidewalks when 2-inches or more accumulates from any single snowstorm **(See Attachment 5 for further explanation)**.

29.0 STORAGE EQUIPMENT

Storage Equipment referred to herein includes but is not limited to the following: moving vehicles, moving containers, portable moving and storage equipment (for example: Portable On Demand Storage [PODS]). Such storage equipment is permitted on Association property for no more than seven (7) consecutive calendar days. The aforesaid storage equipment shall be removed from the SweetBriar Village community no later than by sundown of the seventh calendar day. Non-compliance of this regulation shall result in the imposition of a fine.

Approval must be obtained by the Board of Directors at least two weeks prior to when the Storage Equipment delivery is planned. Any damage to common areas is the responsibility of the Unit Owner.

Storage Unit requests (ie. deck boxes, lock boxes, etc.) must be submitted to the Board and written approval must be received before it can be placed in the back of the home.

30.0 STORM DOORS

- 30.1 Storm doors, in "full-view" style, with full-length plain glass may be installed by the Unit Owners, at their expense, and remain the property of the Unit Owner to be maintained and/or replaced as required.
- 30.2 Storm doors must be white in color or match the color of the doors and shutters on the exterior of the Unit.
- 30.3 Installation of compliant storm doors does not require additional Board approval but are done at the Unit Owner's expense and risk.

31.0 SUN FILTERING FILM

Sun filtering film is permitted on the interior of the windows, provided it does not alter the exterior appearance of the window.

32.0 TRASH MAINTENANCE

- 32.1 Trash and recycling receptacles must be stored in the mulch bed or on the back patio of the Unit Owner.
- 32.2 Trash shall be placed outside (**See attachment 6 for trash locations**) in secured containers no earlier than the evening before the scheduled pick up day and shall be returned to the designated storage place the evening of trash/recycling pick-up. Trash and recyclables must be secured against weather that may cause it to blow through the Property. Failure to properly secure trash and recyclables shall not be permitted.
- 32.3 All trash cans and recycling bins must have the Unit Owner's house number clearly visible on them so that they can be returned to you if it blows away.
- 32.4 Our trash company DOES NOT take tires, old batteries, paint cans or flammable materials. Please contact the township for the next date for hazardous material collection in our area.

32.5 There is one bulk item per unit per month allowed. Please contact Republic Services at 215-723-0400 to schedule a bulk pick-up.

33.0 VEHICLES

33.1 All vehicles must be currently licensed, registered, inspected, and in operating condition.

33.2 No Unit Owner shall conduct repairs or restorations of any motor vehicle upon any portion of the property.

33.3 There will be no storage of vehicles on association property. Storage means, any vehicle that is not used more than once a month.

33.4 Storage of inoperable vehicles is strictly prohibited.

33.5 Vehicles may not display "For Sale" signs.

33.6 Unit Owner or tenant vehicles must be registered with the Association (**See Attachment 7**).

34.0 WADING POOLS

Child wading pools are permitted to be used on hot days with the following conditions:

34.1 The pool shall be emptied of water at all times when not attended by a responsible adult.

34.2 Pools must be stored off the grass when not in use and shall not be permitted to be left outside overnight.

35.0 WINDOW AIR CONDITIONERS

No window air conditioners shall be installed in any Unit.

36.0 WIRING

Wiring for cable TV service or extension to another room via exterior cable may not be visible from the exterior of the building. Any damage to the unit exterior will be the responsibility of the Owner.

37.0 YARD SALES

Yearly yard sales will be determined by the Board and based upon community interest. Individual yard sales will not be permitted. Please contact the Management Company if you are interested participating in a yearly yard sale.

ENFORCEMENT PROCEDURES

Violation Procedure

- Violations must be reported in writing to Continental Property Management and must be signed by the individual issuing the complaint. The letter should state the violation and the address of the violator. The address for reporting violations is:

Continental Property Management
SweetBriar Village Condominium Association
975 Easton Road, Suite 102
Warrington, PA 18976
215-343-1550
- Or
m.klein@cpm975.com

All information is kept confidential.

- A member of the Board, an authorized committee member (if one has been appointed), or a representative of the Management Company shall investigate the complaint to determine whether a violation has occurred and if follow-up action is required.
- A violation letter shall state the violation(s), ask that corrective action be taken within a stated time period, and stipulate a fine if compliance does not occur.
- A fine letter shall impose the designated fine and state any additional per day or escalating fines. The Board has the full authority to establish the amount of fines or other penalties. The amount charged is due upon receipt of notice.
- Unit Owners have the right to discuss violations and follow-up course of action with member (s) or representative(s) of the Board. **It is the responsibility of the Unit Owner to contact the Management Company in writing, within five (5) days of receipt of the violation notice, if they wish to request review of a violation with the Board.**

Non-Compliance

- In the event that a Unit Owner/resident does not comply with the violation notice and or does not pay the fines assessed by the Association, the Board may file legal action against the Unit Owner for collection of the fines and compliance with the Association's rules and guidelines. Any expense associated with legal action, including court fees, attorney fees, etc., which may be incurred by the Association, shall be added to the complaint and become the responsibility of the Unit Owner to pay.
- When a judgment is awarded, the Board may place a lien for the amount of the judgment against the Unit Owner's property.

ATTACHMENT 1 - CHANGE REQUEST FORM
ARCHITECTURAL OR LANDSCAPING
SWEETBRIAR VILLAGE CONDOMINIUM ASSOCIATION

Name of Applicant: _____ Date: _____
Address: _____
Telephone: (Day) _____ (Evening) _____

*Please note that the Board has **thirty days** to respond to your request.*

Description of Proposed Changes or Modification:

Reason for Proposed Change or Modification:

A SKETCH OF THE PROPOSED ALTERATIONS MUST BE DRAWN TO SCALE ON A SEPARATE PIECE OF PAPER NOT LESS THAN 8-1/2" X 11" WITH ALL PERTINENT DIMENSIONS NOTED.

Approval of the request is **GRANTED** with the following conditions:

Request for approval is **DENIED** for the following reasons:

BOARD OF DIRECTORS:

Authorized Signature: _____ Date: _____

FOLLOWING REVIEW BY AND APPROVAL OF THE BOARD OF DIRECTORS, THE UNIT OWNER IS RESPONSIBLE FOR OBTAINING ANY APPLICABLE PERMITS FROM WARRINGTON TOWNSHIP, WARRINGTON, PA 18976

Mail to: SWEETBRIAR VILLAGE CONDOMINIUM ASSOCIATION
975 Easton Road, Suite 102, Warrington, PA 18976

ATTACHMENT 2 - INSURANCE COVERAGE AND REQUIREMENTS

SWEETBRIAR VILLAGE CONDOMINIUM ASSOCIATION

The following insurance information is provided for your utilization. It briefly explains your coverage through the Association, and your personal needs. It also details claims procedures, and policy deductibles, depending upon the incident.

- Condominium Ownership

In a condominium form of ownership, you own the interior of your home. You also have an undivided interest in the exterior of all buildings and common elements, along with the other owners in the Association. Almost everything outside the perimeter walls of your home is a common element. There are a few exceptions, which would include items that service only your home. This includes electrical and water lines, air conditioning Units, patios, decks, windows, doors, garage doors, etc. (if applicable). These items are considered part of your home, even though they may be located beyond your perimeter walls.

Condominium owners share equally in the ownership of all common elements. Therefore, even though you may have a shrub in front of your home, it does not belong to only you, but is owned in common by everyone. Even the siding on a building is owned by everyone collectively, and not just the residents in that particular building. Please check your Association Documents for a more detailed description of the common elements.

The Association (the owners collectively) maintains an insurance policy which includes blanket building coverage, including each home. The homes are insured as a "builder standard" type. This would include the home as originally constructed by developer, **exclusive of all upgrades, betterments, or improvements.** Therefore, each building and each owner's home is directly insured under the master insurance policy.

- Master Policy Coverage

The Association's insurance policy is the primary policy. Each owner's individual HO6 policy is secondary. The Association's insurance policy includes blanket building coverage, which provides for the replacement of the condominium building, including the home (as described above), **if an accident occurs.** The policy also provides for common area liability coverage, and directors and officers liability insurance. Like all insurance policies, the Association's policy includes a deductible. Each year, when the insurance policy is renewed or placed with a new company, the policy deductible is determined by your Board of Directors. **The deductible, per claim is \$5,000.** If there is damage to the interior of a home, the homeowner is responsible for their share of the master policy's deductible.

- Personal Coverage

For their personal protection, condominium owners should maintain separate insurance coverage, commonly referred to as an HO6 policy. This policy, which is specifically designed for condominium owners, should provide insurance protection for the value of

your personal belongings, and developer upgrades/betterments installed in your home when it was built. You should also maintain insurance for any other upgrades or improvements that were made to your condominium home, as well as personal liability coverage. It is recommended that, in addition to insuring the replacement cost of all your personal property, **you also include building coverage for the interior of your home, for an amount of \$5,000**, or an amount equal to the Association's policy deductible. The building coverage contained in your HO6 policy would provide additional protection for you, in the event your condominium home was damaged and the full cost was not reimbursed by the Association's policy, because of the deductible. An owner should also investigate "loss assessment" insurance. This would cover you, personally, for any special "insurance liability assessment" made by the Association due to an insurance liability loss. If a loss occurs, your property may be subject to updated building codes due to changes in laws and ordinances. This type of coverage should be investigated with your personal agent. You should also ensure that your HO6 policy includes coverage for water damage and wind driven rain. Loss assessment insurance, building coverage, law and ordinance insurance and water damage coverage are fairly inexpensive. The Association recommends that you contact an insurance agent concerning your personal insurance needs.

- Building Exterior Damage

If an incident occurs that damages the exterior of the building(s), or the common elements, the Association would file a claim with the master policy, and any amount settled would be less the policy deductible.

- Building Exterior Damage and Home Damage

If damage occurs that affects both the exterior of the building and the building interior of an individual home, a single (combined) claim should be filed for both areas. The responsibility of the deductible would be pro-rated between the Association and the owner of the home, based on the percentage of the covered damage. In addition to filing a claim against the Association's policy, a home owner should also file a claim against their HO6 insurance policy.

- Home Damage - Caused by Common Element

If a condominium home were damaged by an accidental direct physical loss to a common element, such as a roof leak, then a claim should be filed against both the master policy and the owner's individual HO6 policy to determine if it is a covered loss. Policies vary as to coverage for building deficiencies and water damage. Any insurance proceeds paid from the Association's policy would be less the policy deductible.

- Home Damage - Caused by Owner

If damage occurs inside of a home, which was not caused by another resident, by the failure of a common element, or in conjunction with the damage to a common element, then the home owner would be directly responsible for the master policy deductible. To provide for the maximum reimbursement, a home owner should file a claim against both the Association's policy, and their HO6 policy. If it appears that the cost to repair the damage would be less than the deductible of the master policy, then an owner should file a claim exclusively against their personal policy. The owner of the home would be responsible for their HO6 policy deductible.

- Home Damage - Caused by Another Resident

If a condominium home is damaged by the actions of another home owner or resident, such as when a home sustains water damage caused by a neighbor, the owner of the damaged home should file a claim against their neighbor's HO6 policy. In this instance, the cost to repair the damaged home should be reimbursed in full. The owner of the damaged home could also file a claim against both the Association's policy, and their own HO6 policy. Any amount received from the Association's master policy would be less the deductible.

Water Damage

If your home sustains any water damage, it is imperative cleanup occur immediately, and that you file an insurance claim as quickly as possible. If water is not cleaned up, more damage may occur. What begins as a relatively minor water damage claim may become a costly loss and may subsequently result in higher insurance rates. Furthermore, untreated water damage and/or standing water can result in mold and/or fungus growth. Please be advised **most insurance policies no longer provide coverage for bodily injury or property damage as a result of mold.**

FILING AN INSURANCE CLAIM

All insurance claims against the master policy must be made in writing, within forty-eight hours, and forwarded to the Association at:

975 Easton Road
Suite 102
Warrington, PA 18976
or fax
215-343-4409

***Important information to include is what happened (cause), what was damaged, when did it happen (date of loss) and a phone number where you can be reached during the day for an adjuster to contact.**

All interior insurance claims must be for an amount greater than the policy deductible. If the total damage appears to be less than the policy deductible, the owner should make a claim against their personal HO6 policy only.

Upon receipt, the management company will forward the claim to the Association's insurance company, and confirm to the owner, in writing, that the claim was received. The owner would then be contacted directly by an insurance company adjuster, who will investigate and process the claim. **NEITHER THE ASSOCIATION NOR THE MANAGEMENT COMPANY IS RESPONSIBLE FOR ADJUSTING THE CLAIM OR DETERMINING THE SETTLED AMOUNT OF A CLAIM.**

**ATTACHMENT 3 - TENANT REGISTRATION FORM
SWEETBRIAR VILLAGE CONDOMINIUM ASSOCIATION**

ASSOCIATION UNIT ADDRESS _____

UNIT OWNER(S):

NAME(S) _____

ADDRESS _____

PHONE#(HOME) _____ **(OFFICE)** _____

TENANT(S):

NAME(S) _____

ADDRESS _____

PHONE#(HOME) _____ **(OFFICE)** _____

CAR MAKE, MODEL AND LICENSE PLATE _____

LEASE START DATE _____ **LEASE END DATE** _____

AUTOMATIC RENEWAL **YES** _____ **NO** _____

PETS ALLOWED **YES** _____ **NO** _____

NUMBER AND TYPE _____

As the Landlord/Owner of the above referenced Unit in the SweetBriar Village Condominium Association, I verify that the above information is correct and I have provided a copy of all necessary Association Rules/Regulations/Restrictions to my tenant. As the Landlord/Owner I am responsible for the actions of my tenant and any guests or occupants of the Unit. **I have attached a copy of my written lease agreement as required by the Association's Rules and Regulations.**

Owner's Signature _____ **Date** _____

ATTACHMENT 4 – RESPONSIBILITY LIST
SWEETBRIAR CONDOMINIUM ASSOCIATION

The following is a list of the Unit Owner and Association's maintenance, repair and replacement responsibilities. Basically, each member is responsible for maintaining their Unit and the property owned or assigned to them. The Association is responsible for maintaining the common ground and the exterior of the buildings. The membership and the Association share jointly in maintaining the limited common elements, which are assigned to individual Owners.

Maintenance functions include keeping items neat, clean and in their original condition. For balconies, this would include applying wood sealers. Repairs are defined as the physical activity to fix a damaged or broken item. A replacement would be the structural repair or complete replacement of an item. If you have any questions concerning your responsibilities, please contact the Association or the management company at 215-343-1550.

	HOMEOWNER	ASSOCIATION
UNIT OWNER PROPERTY		
A/C Units/Related Wires & Pipes Repairs, Maintenance & Replacement	X	
Alarm Systems (Private Units) Maintenance, Repairs & Replacement	X	
Appliances/Hot Water Heater Maintenance, Repairs & Replacement	X	
Basements Water Seepage	X	
Sump Pumps (Maintenance, Repairs & Replacement)	X	
Doors (Entrance) & Frames Painting Outside (on scheduled basis-attached homes only)		X
Painting Inside, Locks & Hardware	X	
Maintenance, Repairs & Replacement	X	
Doors (Sliding & Storm) Maintenance, Repairs & Replacement	X	
Dryer Vents Cleaning, Repairs & Replacement	X	
House Numbers	X	
Lights/Entrance Maintenance, Repairs & Replacement	X	
Light Bulb Replacement	X	

	HOMEOWNER	ASSOCIATION
Sewer Line (Private)		
Cleaning, Repairs and Replacement of Unit Line	X	
Water Pipes		
Maintenance, Repairs & Replacement	X	
Water Spigot		
Repairs, Replacement & Winterize/Summerize	X	
Windows & Frames		
Glass/Unit Replacement & Frame Repairs	X	
Flashing Leaks & Re-caulking (attached homes only)		X
LIMITED COMMON ELEMENTS		
Exterminating		
Inside Home	X	
Outside Attached to Building (attached homes only)		X
Common Ground		X
Patios/Porches/Privacy Fences		
Maintenance, Repairs, Replacement	X	
Roof Sewer Vent Pipe		
Flashing Leaks (attached homes only)		X
Replacement	X	
ASSOCIATION PROPERTY - BUILDING (attached homes only)		
Gutters, Downspouts and Splash Blocks		
Cleaning, Repairs & Replacement		X
Roofs		
Shingle/ Flashing/ Ridge Vent Repairs & Replacement		X
Roof Leaks, Sub-Roofing & Entire Roof Replacement		X
Siding		
Maintenance, Repairs & Replacement		X
Trim & Soffits		
Maintenance, Repairs & Replacement		X
Unit Structure		
Foundation & Slabs		X
ASSOCIATION PROPERTY - GROUNDS		
Common Roads, Parking Areas, Curbs		
Snow Removal, Repairs & Replacement		X
Entrance Signage		
Maintenance, Repairs & Replacement		X

	HOMEOWNER	ASSOCIATION
Lamp Posts/Site Lighting		
Painting, Maintenance, Repairs & Replacement		X
Sewer Lines (Common)		
Vent Cap Replacement		X
Cleaning, Repairs & Replacement		X
Sidewalks		
Snow Removal		X
Maintenance, Repairs & Replacement (attached homes only)		X
Street Signage		
Maintenance, Repairs & Replacement		X
ASSOCIATION PROPERTY - LANDSCAPING		
Detention Basins/Swales		
Mowing & Maintenance		X
Lawn Maintenance		
Chemical Applications, Mowing & Leaf Removal		X
Reseeding/Re-sodding (attached homes only)		X
Tree & Shrubbery Beds		
Mulching, Weeding & Leaf Removal		X
Chemical Applications		X
Trees & Shrubbery		
Spraying/Fertilization, Trimming		X
Replacement (attached homes only)		X
OTHER		
Fire Hydrants - Maintenance	TOWNSHIP	
Mailbox		
Individual Boxes, Locks & Keys	POST	OFFICE
Sanitary Sewer Lines	SEWER	AUTHORITY
Water Mains	SEWER	AUTHORITY

ATTACHMENT 5 – SNOW REMOVAL POLICY
SWEETBRIAR VILLAGE CONDOMINIUM ASSOCIATION

The Board of Directors would like to remind everyone of our snow removal policy.

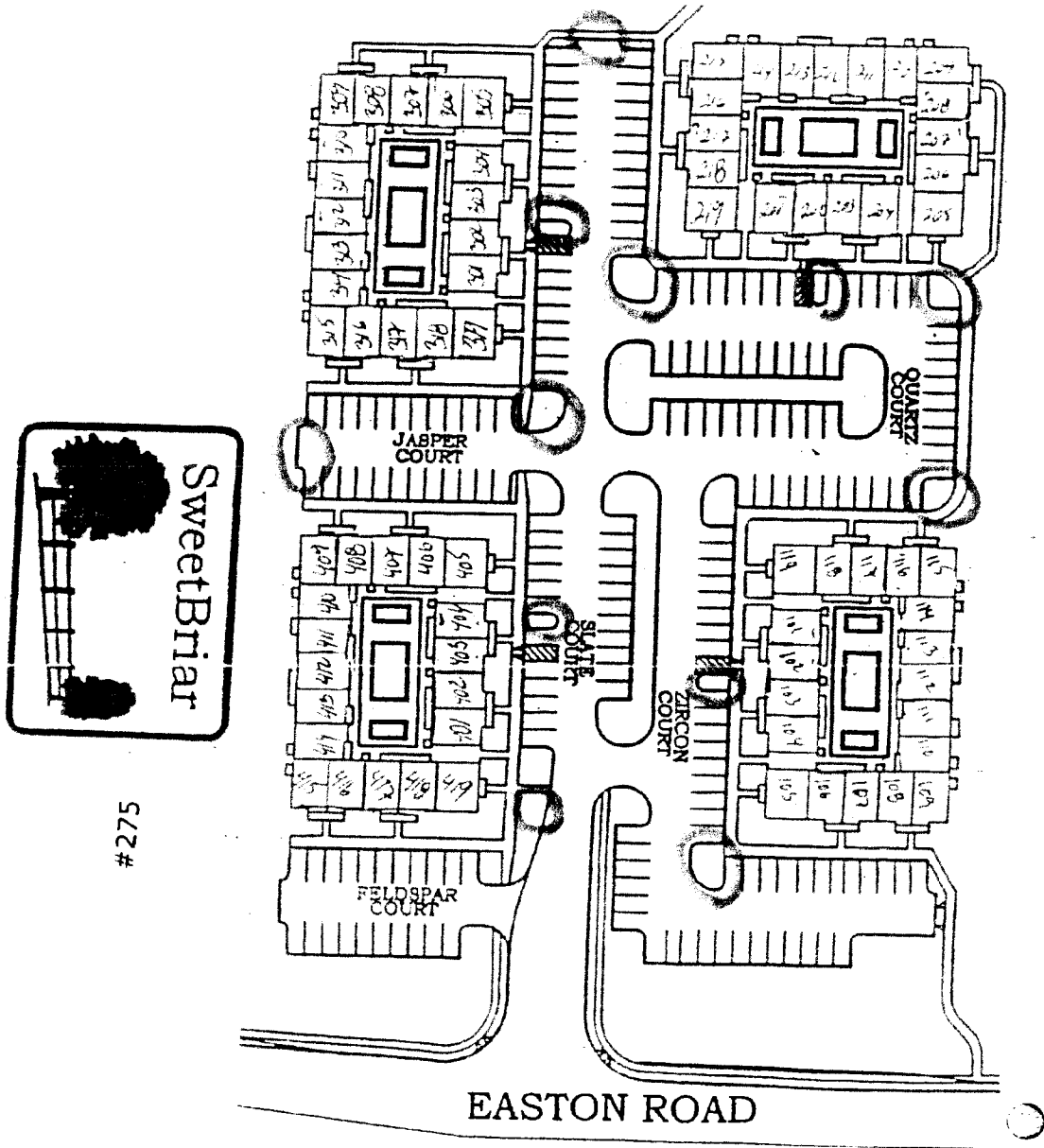
In most cases, snow removal operations will commence within two hours after the storm has officially ended. The snow removal contractor will then follow our very detailed contract as to what they need to do. Please understand that our board is in touch with the contractor AND our property management company during every snow/ice event to assure that we are getting proper services. The board also reviews all invoices for accuracy before they are paid.

Homeowner/Tenant Guidelines During a Snow Event

- Once the snow is cleared from the main roads of the parking lots, please MOVE YOUR CAR(S) to a cleared parking area so that the parking spaces may be cleared. If there are one or more cars left in that area, the contractor has to plow each parking space individually rather than all at once – THIS TAKES MORE TIME AND SINCE WE PAY THE CONTRACTOR BY THE HOUR – COSTS US MORE MONEY!
- Any cars that are not moved during more than one snow removal may be **towed at the Owner's expense.**
- If you will be going away for a while, please work with a neighbor so that your car can be moved or park your car in an overflow space that is rarely used before you leave.
- Once snow removal has been completed, the contractor will NOT be called back for blowing snow.
- PLEASE REFRAIN FROM ASKING THE CONTRACTORS TO DO SPECIAL FAVORS FOR YOU. If you have a special need, please write an email to our property manager, Michael Klein at m.klein@cpm975.com and he will bring it to the **board's attention so that we may review your special need and can make the necessary arrangements.** If everyone stops our contractors while they are working, it takes extra time and therefore costs extra money (again, they are paid by the hour).
- If you notice that the calcium chloride in the buckets in the breezeways need servicing (they need more product, or if the bucket is broken) please email or call our property manager, Michael Klein at m.klein@cpm975.com or 215-343-1550 to report it.

If we all work together, we can reduce the amount of time it takes to remove snow in our association which can help to keep the cost as low as possible.

**ATTACHMENT 6 - TRASH LOCATIONS MAP
SWEETBRIAR VILLAGE CONDOMINIUM ASSOCIATION**



ATTACHMENT 7
SWEETBRIAR VILLAGE CONDOMINIUM ASSOCIATION

VEHICLE REGISTRATION FORM

Sweetbriar Village Address: _____
(house # and street)

❖ VEHICLE #1

Sweetbriar Village Tag # _____

Owner's Name _____

Owner's Emergency Contact Phone # _____

VEHICLE # 1			
Make	Model	Color	License Plate #/State

❖ VEHICLE #2

Sweetbriar Village Tag # _____

Owner's Name _____

Owner's Emergency Contact Phone # _____

VEHICLE # 2			
Make	Model	Color	License Plate #/State

❖ VEHICLE #3

Sweetbriar Village Tag # _____

Owner's Name _____

Owner's Emergency Contact Phone # _____

VEHICLE # 3			
Make	Model	Color	License Plate #/State

***** Please Fill out this form and Return it to:

Sweetbriar Village Condominium Association
975 Easton Road, Suite 102
Warrington, PA 18976

Fax: (215) 491-5620 / Scan-Email to: m.klein@cpm975.com