

# Maple Forest Condominium Association



## RULES & REGULATIONS

Supersedes all Previous Issues

Established as MF Document 101.0

Approved by the Board of Directors

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**NOTE: This document is not intended to be a verbatim recitation of the Bylaws contained in the Master Deed but rather to provide an easy to read interpretation. Also included are subsequent policies established by various Board of Directors over the years to expand and/or enhance the frame work of the Bylaws. Together these directives form our Rules and Regulations document.**

## **PREFACE**

A condominium community is really like a small city. All of the components of a city are there; the Electorate (Co-owners), the City Council (Board of Directors), the hired City Manager (Management Company) etc.

Living in a condominium complex may take some adjustment due to the rules and regulations, especially if you are a first timer coming from a private home. However, such rules and regulations are intended to protect the rights of all residents equally, protect our shared property value and maintain an appealing place to call home. When you think about it we all share a common yard.

As a homeowner you have the right to privacy and the private use of your immediate areas (decks and patios) as well as common areas. Because this type of living requires some give and take you have the responsibility to respect the same rights of your neighbor.

While critics are never in short supply every organization needs people to serve in one capacity or another. Be involved by being part of the solution and serve on a committee or run for a seat on the Board of Directors. A proactive co-owner can gain insight and understanding of what it takes to make condominium living work and affords them direct input to make change.

Your purchase of a unit at Maple Forest mandates that you are bound by the Master Deed, By-Laws and Rules and Regulations of this community and that you as a co-owner or renter resident have acquainted each member of the household with these documents. Violations of these directives could result in penalties as established by the Board of Directors.

Hopefully this document will help you in understanding the simple guidelines to living in our community.

**Appreciation,**

**Cooperation**

**& Understanding**

**Builds a Desirable Community**

# **Maple Forest Condominium Rules and Regulations**

**(Supersedes all previously published issues)**

Co-owners need to be knowledgeable about the two kinds of Common Elements, the General and Limited (land next to and around your unit), to better understand how restrictions and responsibilities apply.

## **Limited Common Elements:**

The Limited Common Elements immediately surround the co-owners unit and are for their exclusive use. Examples are driveways (less adjoining parking aprons), walkways to porches, patios next to a door wall, decks and areas behind the units identified as "PA" in the Master Deed.

## **Limited Common Elements Repair/Maintenance:**

While some Limited Common areas are the responsibility of the Association, others are not. Some areas of co-owner responsibility are decks, patios, garage doors and openers, air conditioning units, windows, door-walls, doors and all co-owner planted shrubs and flowers. Please refer to the Associations "Maintenance, Repair and Replacement Guidelines with Matrix" or the Master Deed & Bylaws for additional information.

## **General Common Elements:**

All other areas within Maple Forest are General Common Elements. This includes the exterior of buildings, landscaping (lawns, trees, shrubs and their beds), roads, parking pads and aprons. Co-owners have absolutely no authority to alter, move or remove anything from any General Common Element.

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## **BOARD of DIRECTOR APPROVAL**

**Changes, alterations or additions to the exterior of your unit or to the grounds surrounding it (General and Limited Common Elements) must not be made without first receiving BOD approval in writing.**

Request letters (include drawings, if applicable) are to be sent to our management company for review to ensure all needed information is provided before forwarding to the Board of Directors for review.

Your board would like to approve every request; however, it is the board's duty to ensure each request complies with our Association's Master Deed, Bylaws and published Rules and Regulations in affect at the time of the request, before it can be considered for approval. Turn around time for processing your request is normally within 15 days of receipt via email.

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## **ASSOCIATION ANNUAL ASSESSMENT**

### Due Date

The annual assessment, which is to be paid in twelve (12) equal monthly payments is due on the first (1<sup>st</sup>) of each month and is considered late if postmarked after the fifth (5<sup>th</sup>) of the month.

### Application of Payments

All payments are first applied to fines, late charges, collection charges, attorney fees etc. and then to the assessment. Therefore, any payment received that is not payment of the current charges in full, will result in a balance due the association in assessments and a late charge.

### Delinquent Assessment Policy

After a co-owner becomes three months delinquent with the monthly assessment payment the property manager is to notify the attorney for the association. Upon receipt of the property managers notification the attorney will begin the lien process. Prior to the actual filing the lien the attorney will send out a notice of acceleration of the annual assessment with initial demand for payment. See the Bylaws section of the Master Deed for specific details.

## **AWNING INSTALLATION**

As of 2006 the Board of Directors has begun approving the installation of retractable awnings over decks in reply to several owners requesting an awning because their deck use was limited due to extreme sun exposure. To obtain an approval for the installation you are asked to request a copy of Maple Forest Rules and Regulation DOCUMENT 101.4 RETRACTABLE AWNING INSTALLATION GUIDELINES from the management company. This document outlines what needs to be done to obtain board approval and stresses the co-owner responsibility to have the awning removed and reinstalled, at their expense, for such things as exterior painting and maintenance work (etc) of the unit. A thorough review of this document is encouraged before signing with a contractor.

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## **BIRD FEEDERS**

Up to two bird feeders, either hung from your unit or on poles, may be placed on the general common elements but only if placed inside an established garden bed, bush or tree area. They may not be placed on or extend into any lawn area. Feeders should not be hung so low as to interfere with the landscapers cutting the grass. Should this become a problem they will have to be removed. Seedlings must be cleaned out of the beds at least twice weekly to deter rodents.

Please note that not more than a combination of four hanging items can be installed per unit (i.e.: hanging plants, wind chimes and bird feeders). Also, the co-owner is responsible for their removal and reinstallation during general maintenance and painting of the unit exterior. No fasteners of any kind shall be attached to the lap board or sheet siding; trim board attachment is acceptable.

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## **DECK CONSTRUCTION OR REBUILD**

Should you desire to build a deck onto your unit or rebuild an older deck in disrepair you must first know that this action requires the submission of a written request to the board along with detailed drawings. Specifics that must be followed for approval, building and/or rebuilding a deck can be found by calling the management company and requesting Maple Forest Rules and Regulations DOCUMENT 101.2 DECK CONSTRUCTION / REPLACEMENT GUIDELINES

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## **DECK MAINTENANCE**

It is the co-owners responsibility to maintain both the structural condition and appearance of the entire deck unit. It is expected that rotten wood will be replaced and that cleaning and refinishing will be done as often as necessary to maintain safety and the aesthetic appearance of the deck and subsequently our community. The Board of Directors will take an active role in notifying co-owners of any negligence in this area. A written notice and a timeline in which to be compliant will be issued when necessary.

When prepping, cleaning and staining your deck care must be taken to cover all building surfaces, shrubs and lawn areas to avoid damage to the Common Elements and adjacent units. Co-owners will be responsible for any damage resulting from carelessness. Caution should be taken if cleaning is done by power washing. Soft wood graining like cedar can be eroded or damaged.

Deck finishes must be clear or light to medium wood tone and be can be semi-transparent or solid color deck stain. Due to the preservatives in some pressure treated wood the only product that will cover dark spots left after cleaning is solid color stain. Under no circumstances are decks to be painted.

*Note: Storage under decks is prohibited and the area under decks shall be kept free of leaves and debris. Screening to prevent animal access requires BOD approval.*

## **FLAGS**

One 3 ft. by 5 ft.(max) United States Flag may be installed using a building bracket on the outside of the co-owners unit. In place of the U.S. flag, one temporary flag or banner representing a nation, country, college, university or sports team, or any other flag deemed appropriate by the Association may be placed on the same pole and bracket. Upon removal of any bracket the co-owner will restore the area to its original condition at the co-owners expense.

While we encourage the display of our countries flag we ask that you exhibit it properly and that you replace it when it becomes extremely faded and/or tattered.

Note: All flags and/or banners of any kind that become unsightly must be removed.

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## **GARAGE DOORS**

Maintenance (except for painting), repair (including rust) and replacement of garage doors and openers are the responsibility of the co-owner. When not entering / leaving or working in or near the garage the door should be kept closed. A raised door (approx. 1 ft) is acceptable for ventilation purposes.

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## **GARAGE and ESTATE SALES**

Garage Sales are PROHIBITED; however, Estate Sales are allowed under very specific circumstances. The criteria for such a sale are when the last co-owner of record (per city tax rolls) leaves the residence due to death or nursing home/assisted living admission. Conditions under which a Estate Sale may be held are as follows: (1) Advance Board of Director approval is required. (2) A city permit must be obtained and posted on the unit. (3) Sale must not exceed a max of three days. (4) Whether sale is held by a private firm or the family a person must be provided to ensure proper parking during all hours of the sale. (5) At no time will the moving in of goods from another location, to be included in the sale, be tolerated. The sale is for the contents of that unit only.

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## **HOLIDAY DECORATIONS**

Decorations not exceeding six feet in height (including religious) may be displayed on the general common (lawn) areas during the months when the lawn is not being cut and watered, from four weeks prior, to two weeks after the specific holiday. Inflatable decorations of any kind or strictly PROHIBITED.

Decorations may be hung or attached to the unit's exterior using hooks or hangers that are not permanently installed. Also, decorations may not be placed or attached to the roof of any unit. At no time should electrical lines or extension cords be placed across drives or sidewalks.

Removal of all decorations must occur within two weeks (weather permitting) of the specific holiday. The co-owner will be financially responsible for any building and common element damage resulting from the installation or removal of decorations.

## **INSURANCE**

Please refer to the Bylaws section of your Master Deed (Article IV, Page 7 -8) which explains the specifics on the split of responsibility between the Association's policy and that of the co-owner. While most insurance agents are familiar with "condo insurance", it is suggested that a copy of that section of the Bylaws be provided to your agent to insure you have ample coverage. It is suggested that co-owners consider "loss assessment" protection and discuss with their agent.

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## **LANDSCAPING**

### Shrubs & Trees

Existing shrubs or trees may not be moved or removed without written approval from the Association. Requests for additional shrubs or trees, at co-owner's expense, must also be submitted for approval. If an approved request is for the planting of a tree or shrub in a limited common area then the co-owner assumes responsibility for ongoing care. If the planting is to be in a general common area then the Association will assume maintenance. Replacement of shrubs and trees will be at the discretion of the Board of Directors.

### Flower Boxes and Pots

Freestanding flower boxes may be placed on either side of the garage door and on porches (so as not to create a tripping hazard), patios and decks. The color of all such containers shall be consistent with the overall aesthetic appearance of the unit; preferably black, grey, brown or beige. Flower boxes are not allowed on brick sills due to the water deterioration of mortar joints. Those placed among shrubs must contain living flowers and be removed from the areas when not in use.

### Flowers

Flowers, up to a mature height of 36 inches, may be planted in areas adjoining your unit that have been established as a tree or shrub area. You are not permitted to expand into any area where sod is present without BOD approval. Per our Bylaws, artificial flowers are prohibited.

You will be responsible for the weeding of any area in which you plant flowers. Further, it is at the discretion of the landscapers as to whether they trim shrubs crowded by flowers. If the landscapers choose not to trim shrubs then the co-owner is responsible for trimming and to insure they are consistent in size and shape with the rest of the community.

If you do not have a deck the Association will consider requests for flower plantings in the limited common area designated as patio area (PA) on exhibits in the Master Deed. The co-owner will then be responsible for the maintenance of this area.

### Hanging Plants and Wind Chimes

Hanging plants and wind chimes may be hung on the outside of the unit; however, you should be aware that no more than FOUR hanging items can be installed per unit, bird feeders included. As with all hanging items they must not interfere with the landscapers and should they be in the way of maintenance workers or painters they must be removed at the co-owners expense.

### Edging Materials

Flower bed edging may be used around established beds adjacent to the unit's foundation. The material used can be dark colored heavy grade edging material (sold in rolls) or man-made/natural stone or any other BOD approved product. The height of edging must not exceed six inches above the dirt level at the lawn edge. Be advised that neither the association nor the landscapers are responsible for damage to the edging so it is advised that a strong heavy duty material be used.

Note: Edging is not allowed around tree beds that are located in the General Common Element.

### Solar Accent Lights

These lights may NEVER be placed in lawn areas or anywhere that interferes with landscaping contractors. When placed along walks they must be in flower or shrub beds. These lights must be maintained in good working order and when they become nonfunctioning they must be removed or replaced.

### Statues and Ornaments

Up to two concrete, pottery, metal or stone statues or ornaments, not exceeding 36 inches in height, may be placed in established garden and shrub areas. Upon removal, areas involved must be restored to their original condition at the co-owner's expense. Wood or plastic novelty items are prohibited.

### Rocks and Boulders

Natural items such as rocks and boulders may be placed on the common elements with Association approval.

### Wetlands

The wetlands contained within Maple Forest are not to be disturbed. We are not permitted to place anything in these areas or to remove anything from the area.

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## **LIGHT BULBS**

It is important to the security and safety of our community that exterior light bulbs, especially those on either side of the garage door, be replaced as soon as they burn out. These lights are on continuously during dark hours and provide our communities only exterior illumination.

Replacement of all exterior bulbs (garage and front and rear entrances) is the co-owners responsibility. For the purpose of continuity, safety and security we ask that the garage lights be replaced with the same spiral shaped CFL fluorescent bulb (Soft White) currently in your fixture. These new bulbs, which cost a little more, provide the light equivalent of a 60 – 75 Watt standard bulb; outlast a standard bulb many times over and save energy.

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## **PAINTING**

Painting any part of the exterior of your unit requires prior Association approval. This includes any and all painting deemed to be minor or touch-up work. Upon request the Association can advise the co-owner as to the brand and type of stain and paint being currently applied to the buildings. The designated brand, color and type must be used. Painting and/or carpeting concrete porches or patios is prohibited.

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## **PARKING**

Parking pads around the community are provided for visitor parking and for the temporary parking of a co-owner's vehicle. Co-owners or renters should not use these pads for their regular or overnight parking. Visitors who will be staying for an extended period of time (more than one week) should park their vehicle in their host's driveway.

Note: During winter months driveways with parked vehicles will not be plowed. To avoid damage to the parked vehicle and/or property plowing cannot be done on one side of the drive. Plowing will be completed when they are back in the area.

## **PETS**

No animals except one dog or one cat shall be maintained by any co-owner. Outside cats or dogs are prohibited.

All pets must be attended to by a responsible person and restrained by a hand held leash when outside. Pets may not be secured with a leash, rope or chain to a unit, porch, deck or tree and left unattended. It is the responsibility of each pet owner to immediately pick up any pet droppings. Violations will be met with a warning and then fines if continued.

Owners of a pet that continuously disturbs other co-owners will be required to find the pet accommodations outside of the Maple Forest community.

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## **RENTING YOUR UNIT**

Per our recently revised Bylaws we cannot exceed 10 rental units. Should you decide to rent or lease your unit you must notify the BOD prior to presenting a lease agreement to a potential tenant. There is specific language that must be included in your lease document and specific items you as the landlord must thoroughly understand. When you notify the Association of your intent to lease please request a copy of Maple Forest Rules and Regulation DOCUMENT 101.1 LEASING GUIDELINES

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## **RADON TESTING & MITIGATION**

The Environmental Protection Agency (EPA) has established guidelines for tolerable levels of this substance and should be consulted if you are considering testing for radon presence in your unit. Please be aware that it is the co-owner's responsibility to pay for any pre-mitigation or post mitigation testing to determine radon levels. If test results indicate that the radon level exceeds tolerable levels the Association will either pay for or reimburse the co-owner for mitigation only if all of the following requirements are met.

Mitigation (reduction) Requirements:

- 1) If the co-owner does testing, equipment must show "Meets EPA Requirements" on package.
- 2) There is a min of two pre-tests of at least 48 hrs each in duration and at least a week apart.
- 3) The results of the average of all tests are above EPA recommended levels.
- 4) Three quotes from certified EPA contractors are received for the cost of mitigation.
- 5) Quotes must contain language that their warranties are transferable to future owners.
- 6) All test results and quotes for mitigation must be forwarded to our property management company who will submit them to the Board of Directors for review.
- 7) The Board of Directors shall determine which mitigation method and which contractor will be used.

Note: It may require up to one month in order for the Board of Directors to make a determination. No work is to be started without prior Board written approval. All paperwork from pre and post testing as well as quotes and invoices are to be forwarded to our property management company.

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## **SATELLITE DISHES**

As with any addition to the outside of your unit the installation of a Satellite Dish requires prior association approval. Before contracting with a service provider submit a request in writing via the management company. At the same time request a copy of Maple Forest Rules and Regulations DOCUMENT 101.3 SATELLITE INSTALLATION GUIDELINES so that you may review this document with your service provider. All specifics needed for installation and understanding your level of responsibility are detailed in this document. Of surprise to most is that installation of a dish on a building is prohibited nor are multiple dishes allowed.



## **SELLING YOUR UNIT**

There are several things you need to know before proceeding with the sale of your unit. Review of our Bylaws (in the Master Deed) by you is recommended. Please inform the BOD and management company prior to putting your unit on the market.

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## **SIGNS**

No signs are allowed to be displayed within the common elements of the association or in any unit so as to be seen from the common elements of the association, including vehicle For Sale signs, except as defined below:

Co-owners will now be allowed to display two "For Sale" signs inside the unit in a window on two different sides. The signs shall be restricted to approximately 18" X 24". Under no circumstances are "For Sale" signs allowed outside the unit or in the lawn area except during the hours of an Open House event. In addition, during an Open House added signs are allowed at the two entrances and for directional purposes within the complex.

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## **SPRINKLER SYSTEM**

The sprinkler system is laid out in multiple zones and at no time should it be adjusted in any manner by co-owners. The annual maintenance of this system is costly and co-owners are asked to be very careful and avoid driving over sprinkler heads at the corners of the driveway when entering and leaving. Continued disregard by cutting the corners with your vehicle could result in board action starting with a warning letter than followed by a fine if warnings are ignored. As with all requests for repair or adjustment a call to the property management company is all that is required.

Lawn and flower bed watering with a sprinkler or soaker hose is PROHIBITED.

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## **TRASH COLLECTION**

Trash is picked up each Wednesday and should not be placed at the curb prior to 5 P.M. the day before pick-up (this is also a city ordinance). In the event of a holiday falling on Mon, Tues or Wed then pickup is delayed one day. A sign will be placed at each entrance alerting you if the date changes.

To reduce litter caused by wind you are asked to ensure your trash bags and containers are heavy enough and that your recycle bin does not have loose papers on top. To reduce litter caused by animals you are asked to wait until morning before putting out your trash or use a container with a tight fitting lid if putting it out the night before.

Note:

During the summer months place all trash containers on the driveway and during the winter months place all trash on the lawn areas. This accommodates the landscapers and snowplows respectively.

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## **VEHICLES**

The following vehicles are not allowed to be parked or stored upon the condominium premises.

- 1) Camping vehicles or camping trailers
- 2) Commercial\*\* vehicles
- 3) Boats or boat trailers
- 4) House trailers
- 5) Snowmobiles or snowmobile trailers

## VEHICLES (Continued)

- 6) All terrain vehicles
- 7) Inoperative vehicles and vehicles without license plates or with expired license plates.
- 8) And, vehicles, other than automobiles or vehicles used primarily for general personal transportation.

\*\* Commercial Vehicles, for the purpose of these Rules and Regulations, is defined to include vehicles or trucks with a curb weight of more than 10,000 pounds, or with more than two axles, vehicles with any commercial markings or advertising appearing on the exterior, vehicles not intended for personal transportation, or any vehicle either modified or equipped with attachments, equipment or implements of a commercial trade, including, but not limited to, storage racks, ladder or material racks, vises, snow blades, tanks, spreaders, storage bins or containers, vices commercial towing equipment or similar items. For purposes of this section, small passenger vans, SUV's and pick-up trucks shall not be considered commercial vehicles provided they do not fit the above definition in any respect, and provided the same are used as a Co-owner's primary means of personal transportation.

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## **WINDOW & DOOR-WALL REPLACEMENT & REPAIR**

Window and door-wall repair and replacement is the responsibility of the co-owner. Should you desire to replace your present windows and door-wall you must submit a request for board approval. Specific criteria that must be met can be found by requesting a copy of the Maple Forest Rules and Regulations DOCUMENT 101.5 WINDOW & DOOR-WALL REPLACEMENT & REPAIR GUIDELINES from the management company.

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## **WINTER DEPARTURE**

If you, like many of our residents, depart to warmer climates for the winter you are asked to provide the management company with the name, address and phone number of a local person who will have a key to your unit. This information is crucial in the event of an emergency that necessitates entering your unit. Damage resulting from the lawful entry during an emergency will be the co-owners responsibility.

Additionally, you should consider having someone check the inside of your unit periodically or installing a device that will alert a neighbor of a furnace failure. Such a device can start a light bulb blinking if the temperature drops too low inside your unit. If you elect to have a security alarm system installed that is managed by an alarm company, be advised that no alarm generating a noise may be installed on the exterior of the building.

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## **WINTER PREPARATION**

### Water

Your outside water faucets (including the one inside your garage) should be turned off from inside your unit with the outside faucets left open. If water continues to run from the faucet outside after shutting it off inside then you have a problem with the inside shut off and should consult a plumber. This is a good time to be sure that no faucets are leaking or toilets running; both waste water which in turn is costly to the Association which is ultimately you as a co-owner.

### Storage of Patio/Deck Furniture, Barbeques and Hoses

Deck and patio furniture should be put inside for the winter or appropriately covered. Covering, if used, shall be "fitted" and in neutral earth tones including but not limited to black, white and clear. Barbeques are allowed out all year for co-owner use. Garden hoses must be stored inside.

Note: Tarps of any kind and storage under decks is prohibited.

## **RESPONSIBILITY MATRIX**

The following three pages are a guide to maintenance responsibilities for various elements of the condominium units, common elements and limited common elements. This document was published 2-14-02 and became a board adopted policy joining other controlling documents like the Master Deed, Bylaws and the Rules and Regulations which collectively govern our complex.

### **IN SUMMATION**

**It is your responsibility to familiarize yourself not only with these Rules and Regulations but also the Bylaws contained in your Master Deed. If there is something you wish to do on the outside of your unit and it is not addressed here or in the Bylaws then contact the management company office and ask to be added to the agenda of the next board meeting so that you may address the Board of Directors directly.**