

MEADOW HILL, INC.

Operating Policy

" Meadow Hill", MEADOW HILL, INC., (the Association) is operated and maintained as a residential age fifty-five plus (55+) community. To furnish a desirable and comfortable living environment, the Association provides the following facilities for use by its residents and their guests:

Swimming pool		Shuffleboard
Tennis courts		Fitness Center
Clubhouse		Library
Greenhouse		Walking trails
Stables		Social events
Gardens		Bridge clubs

In addition, Meadow Hill provides maintenance of the grounds and building's exteriors (Common Elements) including:

Mowing grass		Leaf removal
Plowing Roads		Snow removal
Pruning trees and bushes		Rototilling garden plots near river
Repairing buildings and structures		Maintaining perimeter fences
Weeding Beds		Maintaining swimming pools and tennis courts

Unit owners are responsible for some exterior maintenance. For example, they must maintain, repair, and replace patios, balconies, and porches assigned to their units as limited common elements. An owner must also maintain, repair, and replace any walkways he or she, or a predecessor in title, installed.

The governing of Meadow Hill is carried on under the direction of the Executive Board of Meadow Hill, Inc. which is elected by the owners of residential units (Unit Owners).

The operation of Meadow Hill, the conduct of its residents, and the use of the Common Community (the Common Elements) are controlled by the governing Documents consisting of the Amended and Restated Declaration of Meadow Hill, A Common Interest

Community(“Declaration”); the Amended and Restated Bylaws of the Association (“Bylaws”), and the Rules of the Association (“Rules”), as amended from time to time, provided to all residents, and unit owners. All unit owners, tenants, and other residents are subject to the governing documents. Violators of any of the provisions set forth in these documents may be subject to disciplinary action imposed by the Executive Board. Questions pertaining to these operating policies should be referred to:

Sheila Duncan
Property Manager
Imagineers, LLC
Farmington Ave.
Hartford, CT
sduncan@imagineersllc.com

Rule 1: General

1.1. Rules definition: Rules for the use of the Units and Common Elements and for the conduct of persons within the Common Interest Community, adopted by the Executive Board pursuant to the Declaration for Meadow Hill, Inc.

1.2. All Unit Owners, tenants, mortgagees, and occupants of Units shall comply with the Documents. The acceptance of a deed or the exercise of any Incident of ownership or the entering into a lease or the entering into occupancy of a Unit constitutes an agreement that the provisions recorded on the Land Records of Glastonbury are covenants running with the land and shall bind any Persons having at any time any interest or estate in such Unit.

1.3. The Executive Board may adopt Rules regarding the use and occupancy of Units, Common Elements, and Limited Common Elements and the activities of occupants, subject to Notice and Comment. The Board may, from time to time, grant exceptions when reasonable and appropro.

1.4. All Unit Owners, tenants, mortgagees, and occupants are responsible at all times for the actions of their guests.

1.5. Unit Owners are responsible for any damages caused directly or indirectly by themselves, guests, or their tenants and tenants’ guests. Each Unit Owner will reimburse the Association for any damages to any other Unit or to the Common Elements caused intentionally, negligently or by that Unit Owner’s failure to properly maintain, repair, or make replacements to his or her Unit and any equipment, property, or belongings within the Unit. The Association will be responsible for damage to Units caused intentionally, negligently, or by its failure to properly maintain, repair, or make replacements to Common Elements. If such expense is caused by the misconduct of an occupant, it will be assessed following Notice and Hearing.

1.6. The Executive Board may impose charges or interest or both for late payment of assessments and, after Notice and Hearing, levy reasonable fines for violations of the Declaration, the Bylaws,

and the Rules of the Association. By resolution, following Notice and Hearing, the Executive Board may levy a fine of up to one hundred dollars (\$100.) per day for each day that a violation of the Documents or Rules persists after such Notice and Hearing, but the amount levied shall not exceed that amount necessary to ensure compliance with the rule or order of the Executive Board.

1.7. An official copy of the Rules and other Documents for Meadow Hill, Inc. will be on file at the Clubhouse.

1.8. Additional copies of these Rules and/or other Documents (i.e., Declarations, amended and restated, amended Bylaws, etc.) may be purchased from Meadow Hill, Inc. by paying a fee.

1.9. All communications in Meadow Hill between residents, contractors, staff, executive board members, the management company, and others may not include derogatory or discriminatory language. Civility and respect shall be always expected.

1.10. Owners, residents, and guests shall maintain decorum in all common areas including common buildings, recreational facilities, decks, patios, etc. Loud noises and other actions that would commonly disturb or disrupt the enjoyment of others must be avoided.

Rule 2: Administration

2.1. Any complaint regarding the operation of the condominium or actions of other unit owners shall be made in writing to the Management Company. Residents and owners shall communicate about official business only with the Management Company, Maintenance Supervisor, Executive Board, and Committee Chairs, and never with contractors engaged by the Association without the Association's prior approval. All communication with those individuals and others, including residents, at Meadow Hill must avoid derogatory or discriminatory language.

2.2. Employees of Meadow Hill Inc. may not be used during regular business hours to perform private business for residents.

2.3. Monthly maintenance charges must only be paid to individuals authorized by the Executive Board to receive such payments. The Association assumes no liability for payment of monthly maintenance charges to unauthorized personnel.

2.4. The following monthly financial statements for Meadow Hill, Inc. are on file at the Management Company and are available for inspection by owners:

- a. Balance sheet
- b. Statement of revenues and expenses
- c. Schedule of operating expenses

2.5 Owners will be provided with a single key that provides access to the Hollister House, Clubhouse, and Pool. Owners are responsible for the transfer and collection of keys from leases

and renters. Replacement or additional keys may be obtained from the Maintenance Superintendent for a fee of \$20 each.

Rule 3: Owners, Renters, and Residents

3.1. Procedures and Policies for Demonstrating an Intent to Operate the Community as Housing for Older Persons. In compliance with Subdivision 3607(b)(2)(C) of the Federal Fair Housing Amendments Act of 1988, Directors, officers, managers, and other agents of the Association shall make all reasonable efforts to:

- a. Always describe the Common Interest Community to prospective residents as a community for persons 55 years of age or older.
- b. Ensure that any advertising designed to attract prospective residents describes the Common Interest Community as being operated as housing for persons 55 years of age or older.
- c. Be consistent in the application of the age and occupancy restrictions of the Units.
- d. Ensure that any resale certificates issued to purchasers of Units clearly indicate the use and occupancy restrictions and the fact that the Common Interest Community is operated as housing for persons 55 years of age or older, including no resident under the age of 18.
- e. Publicly post, in common areas of the community, statements describing the community as housing for persons 55 years of age or older, if, at the discretion of the Executive Board, such postings are feasible or necessary; and
- f. Any Unit Owner who leases his or her Unit will include, in the lease or rental agreement, a provision requiring the tenants to acknowledge that the Common Interest Community is operated as housing for persons 55 years of age or older and that said tenants will comply with all age and occupancy requirements, including no resident under the age of 18.

3.2. Procedures and Policies Verifying Age-Based Occupancy. In compliance with 24 C.F.R. '100.307 of the Code of Federal Regulations the following procedures apply at the Common Interest Community for routinely determining the occupancy of each Unit, including identification of whether at least one occupant of each Unit is 55 years of age or older, and these procedures shall be part of the normal purchasing and leasing arrangements at the Common Interest Community:

- a. When the Association receives a request for a resale certificate, the Association shall request from the purchasers at the time that the resale certificate is issued, initial information for verification of the age of occupants of the Unit. The purchasers shall provide this information prior to the closing.
- b. Whenever there is a change in the occupants of a Unit, the Unit Owner shall advise the Association of the change. Whenever the Association is advised that there has been a

change in the occupants of a Unit or otherwise becomes aware of such a change, the Association shall request from the Unit Owner or the occupants, or both, current information for verification of the age of the occupants of the Unit and the Unit Owner and the occupants shall furnish this information promptly to the Association.

- c. The Association shall update its information verifying the age of the occupants of each Unit by conducting a survey or by other means at least once every two years and all Unit Owners and occupants of Units shall provide the Association with the information it requests.
- d. Any of the following documents are considered reliable documentation of the age of the occupants of any Units, provided it contains specific information about current age or date of birth:
 - i. Driver's license.
 - ii. Birth certificate.
 - iii. Passport.
 - iv. Immigration card.
 - v. Military identification.
 - vi. Any other state, local, national, or international official documents that contain a birth certificate of comparable reliability; or
 - vii. A certification in the lease, application, affidavit, or other document signed by any member of the Unit age 18 or older that at least one person in the Unit is 55 years of age or older.
- e. If the occupants of a particular Unit refuse to comply with the age verification procedures, the association may, if it has sufficient evidence, consider the Unit to be occupied by at least one person 55 years of age or older. Such evidence may include:
 - i. Government records or documents, such as a local household census.
 - ii. Prior forms or applications; or
 - iii. A statement from an individual who has personal knowledge of the age of occupants. The individual's statement must set forth the basis for such knowledge and be signed under the penalty of perjury.
- f. A summary of any occupancy survey shall be available for inspection upon reasonable notice and request by any person.

3.3. Owners who lease or rent their residential units may not use the clubhouse, swimming pool, tennis courts, Hollister House, or any other Common Elements unless a guest of a resident. See also General Rule 1.1

3.4. Owners shall be responsible for any damages or liabilities created by the renter of their residential unit or their guests. See also General Rules 1.4 and 1.5

Rule 4: Sale or Rental of Residential Units and Garages

4.1. All sales agreements, leases, and rental agreements must satisfy the appropriate provisions of the Declaration and Rules.

4.2. As stated in the Declarations, unit leases or rentals must be for at least 1 year. Owners are responsible for providing lessees with a copy of Meadow Hill Rules and for providing Meadow Hill with a receipt of the rules signed by the lessees along with the lease. Short-term rentals are prohibited including, but not limited to, those by services such as Airbnb and Verbo, are prohibited.

4.3 Garages are restricted to use by the Garage Unit Owner, as storage and as a parking space for vehicles, which must fully fit within the Garage Unit with the doors closed. Garage Units may be leased only to Residents unless permission is granted in writing by the Executive Board.

4.4. Storage of items within garages must be neat, and orderly, and must not be hazardous. If in the judgment of the Executive Board, a garage is not maintained appropriately, it will be the responsibility of the owner to correct the situation or pay reasonable expenses for cleanup or storage by Meadow Hill, Inc.

4.5. No 'for sale', 'for rent', or 'for lease' signs or other displays or advertising shall be permitted on any part of Meadow Hill property, except that 'for sale signs may be posted for no more than four hours, at most, one time a week for an open house showing.

4.6. In accordance with Sec. 47-261b (b) of the Connecticut Common Interest Ownership Act which states that "A rule regulating the display of the flag of the United States must be consistent with federal law. In addition, the association may not prohibit display, on a unit or on a limited common element adjoining a unit, of the flag of this state, or signs regarding candidates for public or association office or ballot questions, but the association may adopt rules governing the time, place, size, number, and manner of those displays. "Each residence may display a U.S. or State flag. Each residence may display up to two signs regarding candidates for public or association office or ballot questions for three days prior to and for one day after an election or primary. A sign for an event such as a birthday party may be displayed for two hours before until one hour after such an event. All such flags and signs are limited to the unit and the four feet surrounding the unit and must not be attached such as to damage the unit. All such flags and signs may not exceed 18" x 24" in size. All other signs are prohibited without prior executive board approval, which may be withdrawn at any time.

Rule 5: Use of Residential Units and Garages

5.1. Use and occupancy restriction.

5.2. Window air conditioners are not permitted in any residential unit.

5.3. No electrical device creating electrical overloading of standard circuits may be used without permission from the Executive Board. Misuse or abuse of appliances or fixtures within a Unit that affects other Units or the Common Elements is prohibited. Any damage resulting from such misuse shall be the responsibility of the owner of the Unit which caused the damage. See 5.9

5.4. A smoke detector and carbon monoxide detector must be installed and operative in every Unit. The Unit Owner is solely responsible for installation and operation. The Association reserves the right to perform an annual inspection for Unit Owner compliance with this subsection.

5.5. Any structural changes including the enclosure of a patio, additions, alterations, or remodeling of a residential unit involving the cutting or removing of bearing walls or partition walls between units require compliance with the following, prior to the performance of any work:

- a. A drawing of the change must be furnished to the Executive Board prior to consideration for Executive Board approval.
- b. Written approval must be obtained from the Executive Board.
- c. A building permit must be obtained from the Town of Glastonbury if required.

5.6. Common Elements shall be used only for the purposes for which they are intended. However, the Executive Board shall have the right to make alterations to Common Elements, when appropriate, subject to the provisions of the Declaration.

5.7. Garage Usage restrictions – see Rules 4.4, 4.5, 9.4, and 9.5.

5.8. Consistent with the Town of Glastonbury Fire Marshall and Fire Chief, there shall be no use of a barbecue grill or open fire on any Unit Owner enclosed or open porches within five (5) feet of building(s), door(s), window(s), or air intake(s). Any smoke conditions generated by the barbecue(s) or open fire(s) which would aggravate other residents, such as smoke from lower-level decks to upper-level decks, shall not be permitted. Storage of propane cylinders must not be stored in the resident's unit, enclosed porch, and/or garage.

5.9. Operating or connection of high-usage electrical equipment in garages is prohibited without prior written permission and reimbursement agreements with Meadow Hill, Inc. High-usage equipment includes but is not limited to refrigerators, freezers, and charging of vehicles of any type, or significant charging/usage of any equipment or excessive electricity usage by any means. This paragraph does not apply to the occasional use of tools by residents or their contractors. Electrical agreements are subject to review, negotiation, and renewal or cancellation by the

Executive Board at any time, with 180 days' notice or cancellation by owners at any time. Upon cancellation, all electrical equipment and wiring installed by the owners remain the property of the unit and may be uninstalled and returned to the owner by Meadow Hill. All rights to allocate electrical service shall always remain with Meadow Hill.

Rule 6: Common Areas, Externally Visible Areas, and Common Properties

The Meadow Hill property is a scenic property with an aesthetic charm from its proximity to the Connecticut River, the unique and varied amenities offered, and the well-maintained grounds and landscape areas. The benefit to our property values and the attractiveness as a community requires diligence and a mutual commitment as each other's neighbors abide by the rules of this section.

Meadow Hill has prepared this document to simplify the rules of the association and to assure everyone is aware of them as they will be strictly enforced upon approval. It is important for all residents, both unit owners and tenants, to familiarize themselves with the regulations and policies set forth in this document. These rules were established to provide a reasonable standard for maintaining the continued attractive appearance of our community, the protection of our property values, and the encouragement of friendly, neighborly relationships in our community.

Meadow Hill is unique allowing residents to utilize the four feet of Limited Common Area of the Association with certain limitations to affect the level of attractiveness and appearance of the grounds. Striking a balance between maintaining the beauty of Meadow Hill with the individual preferences of residents and unit owners can be difficult. Section 21 provides specific guidelines for what is allowed and not allowed in this four-foot area.

Audits and Compliance – Meadow Hill and the Property Manager will periodically evaluate the properties for compliance with the rules outlined in this section and Section 21. Unit Owners will be advised in writing by the Property Manager's office of areas of non-compliance. The Unit Owner will have thirty days to remedy the areas of non-compliance or file a request with the Executive Board for approval. Unit Owner requests are encouraged to include recommendations of the Grounds Committee and neighbor support for the Board's consideration.

6.1. There shall be no obstruction of the common areas or common properties of Meadow Hill Inc.

6.2. No obstructions shall be placed or stored in the common areas or common properties without the prior consent of the Executive Board.

6.3. Unit owners and/or renters shall not cause or permit anything to be hung or displayed on the siding. No sign, umbrella, awning, canopy, sheeting, shutter, or radio or television antenna shall be affixed to or placed upon the exterior walls, doors, roof, or any part of a residential unit or garage without the prior consent of the Executive Board.

6.4. No deck, or patio shall be enclosed or covered by any awning, screening, or otherwise enclosed without the consent in writing of the Executive Board.

6.5. Unit owners and/or renters shall not paint, stain, or otherwise change the color of any exterior portion of any building. No hangers, nails, screws, attachments, or holes shall be made to any building without the written permission of the Executive Board. No items will be hung or otherwise placed such that they cover portions of the siding.

6.6. The loft storage spaces (i.e., attics) and porches of residential units are classified as limited common properties.

6.7. Storage of materials in limited common areas or other areas designated by the Executive Board shall be at the risk of the person storing the materials. A deck box is permitted on a patio or deck but not on the dirt or grass area. Exceptions to this can be considered/permitted with approval from the Executive Board.

6.8. Each unit owner and/or renter shall keep his unit and any limited common areas to which he has sole access in a good state of preservation and cleanliness. The Executive Board will investigate reports of alleged violations on a case-by-case basis and conduct a hearing if warranted.

6.9. No garbage cans, trash barrels, or other obstructing personal property shall be placed in the limited common areas.

6.10. Rugs or mats shall not be shaken or hung from or on any of the windows, doors, balconies, patios, or terraces.

6.11. No clothes, sheets, blankets, laundry, or any other kind of articles shall be hung out of a unit or exposed on the common areas or common properties of Meadow Hill, Inc.

6.12. No accumulation of rubbish, debris, garbage, or unsightly material will be permitted in the common areas or common properties of Meadow Hill, Inc. except in designated trash storage areas.

6.13. All interior coverings of doors and windows, whether blinds, curtains, draperies, and other items must be white or off-white (or have such a lining) as viewed from the exterior of the premises. Any variation from these requirements must have prior approval of the Executive Board.

6.14. All awnings must be the standard Meadow Hill Brown color.

6.15. Water usage by residents for watering lawns and/or plantings around their unit(s) is restricted to a maximum of thirty (30) minutes per day. The Executive Board may issue restrictions on the water during times of drought or state-mandated water restrictions. In the event of a violation of the restriction, the Executive Board may impose appropriate fines. When

not actually in use, hoses must be stored neatly within the owner’s 4-foot perimeter and must not be left lying across sidewalks or other walkways.

6.16 Bird feeders may not be placed outside of an area of 4 feet from the foundation of a unit, without written approval from the Executive Board, which may be revoked at any time. Bird feeders are not allowed to be placed or remain outside from May 1st to September 30th each year, except for jelly-type [oriole] oriole feeders, finch thistle feeders, and liquid hummingbird feeders. No feeder may be located within 10 feet horizontally or vertically of another unit’s open deck.

6.17 When snow or ice is on the ground or expected, no mats may be left on sidewalks, stoops, or steps.

6.18 Any deck gates must match the color of the deck or be in place only when a resident is on the deck.

6.19 Anything left on Meadow Hill common areas that are not authorized by the Executive Board may, after Notice and Hearing, be removed by the Executive Board at the owner’s expense.

Rule 7: Maintenance

7.1. Residents of residential units are responsible for cleaning the windows of their unit.

7.2. The replacement of windows, outside light fixtures, entry doors, and screen doors must be approved by the Executive Board and will be done at the expense of the owner of the unit. Screen doors must approximately match the color of either the siding or the entry door. The entry door is defined as the main, original entrance door of the unit. Entry doors may be metal, wood, fiberglass, or fiberglass wood grain which may be painted brown to match the current standard Meadow Hill door color, or depending on the unit siding color as follows:

Siding Color	Entry Door Colors
Brown	White, Black, Brown
Red	Black, Brown, Charcoal Grey
Grey	White, Black, Charcoal Grey, Brown

Wood or fiberglass wood grain doors may be any natural wood color from light oak to dark mahogany and may include decorative glass.

For doors other than entry doors, the exterior must be “Meadow Hill” Brown or the siding color.

7.3. Furnaces and air conditioners are classified as limited common properties. Unit Owners will be responsible for air conditioners serving their units. Unit Owners are responsible for the maintenance and repair of air conditioners and the replacement of water heaters and compressors serving their unit. Unit Owners will be responsible for the maintenance, repair, and

replacement of the furnace, and heating and cooling ducts serving their units. Meadow Hill maintenance staff will install furnace filters provided by the Unit Owner up to two times per year.

7.4. Unit Owners shall be responsible for keeping access areas, stairs, walls, and storage areas clean and in good preservation.

7.5. The maintenance of enclosed patios, balconies, and porches as well as any other additions to a residential unit or garage is the responsibility of the owner. Interior maintenance, repair and replacement, and cleaning of enclosed patios, balconies, and porches shall be the responsibility of the Unit Owners. The interior areas that Unit Owners are responsible for are those portions corresponding to Unit boundaries. The Association shall be responsible for maintenance, repair, and replacement of the other portions of enclosed patios, but may charge such costs back to the Unit. The interior surface of walls, floors, and ceiling, and the exterior surface of all window-glass, exterior doors, and chimney flues are designated as boundaries of a Unit. All lath, furring, wallboard, plasterboard, plaster, paneling, tiles, wallpaper, paint, finished flooring, and any other materials constituting any part of the finished surfaces thereof are a part of the Unit, and all other portions of the walls, floors, windows, exterior doors, and ceilings are a part of the Common Elements.

7.6. All unit and garage numbers will be purchased, specified, and installed by the Association. The Executive Board will determine and approve the size, location, color, and style of all numbers. Each garage will have a unit number centered uniformly over the garage entrance. Each unit will have a unit number centered uniformly over the main entry. Unit owners may request that additional numbers be placed in a specific or approximate convenient location to assist visitors, such requests are subject to Executive Board approval.

7.7 Exterior Electrical Lights –Unit owners will not replace or add light fixtures without approval by the Board. Light bulbs are the responsibility of unit owners and their tenants.

7.8 In order to protect the integrity of the vinyl siding and trim, no holes, nails, screws, hangers, or attachments of any kind may be made to the siding or trim without written permission of the Executive Board. The cost to repair any damage to vinyl siding or trim made by holes, nails, screws, hangers, or attachments of any kind is the responsibility of the unit owner.

7.9. In any case where a Unit Owner believes that a problem may be the responsibility of the Association, it is the Unit Owner's responsibility to notify the Management Company before undertaking corrective action, so that the Association and its insurance company can assess the problem, determine responsibility, and if responsible, determine the method of restoration. The Association will not be responsible for repairs or clean-up that have not been pre-assessed and pre-approved by the Executive Board or the Management Company. If an emergency exists, the Unit Owner should take reasonable actions to protect life and property from further damage.

7.10. Heating of Vacant Units during the Winter months-November 1st to April 1st- The unit owner shall be responsible for maintaining heat at no less than 60 degrees Fahrenheit within the boundaries of the unit. Units vacant for an extended period of time must be properly winterized

and the water shut off at the main. The unit owner is responsible for arranging for regularly scheduled inspections of the unit at a minimum of at least once every two weeks to ensure there are no problems. The unit owner must inform the Association's maintenance supervisor of all extended vacancies.

7.11 Pursuant to Section 6.6 of the Declaration, the Association requires the regular inspection and replacement of High-Risk Components as detailed below to avoid damage to units and common elements and to keep down association insurance premiums.

If any unit owner fails to repair, maintain, or replace a high-risk component, or have the high-risk component inspected, in accordance with the requirements of this document, the Association may, (in addition to any other rights and powers otherwise granted to the Association in law, declaration, or bylaws):

- a) Enter the unit with due notice, unless the situation is of an emergency nature, to inspect, repair, maintain, or replace the high-risk component. Such effort would result in the charge to the unit, after Notice and Hearing, as a common expense attributable to the unit.
- b) After the Notice and Hearing, determine whether a fine is warranted for failure to repair, maintain, or replace the high-risk component.
- c) Assess any cost of restoring damaged or destroyed portions of Meadow Hill, resulting from the owner's failure to abide by these maintenance standards, which is not covered by the Association's master insurance policy, solely against that owner's unit, after Notice and Hearing.

The following are defined as high-risk components:

- Chimneys and Fireplaces – Residents may not use their fireplaces to burn wood or combustible materials. ***Burning of wood or combustible materials or products in fireplaces is strictly prohibited.***
- Gas or Electric Fireplace Logs - Gas fireplace logs or electric fireplace logs are allowed and must be installed by a licensed Contractor or Professional. Gas fireplace logs must be cleaned in accordance with the manufacturer's recommendations but no later than ***every two years***. Unit owners are responsible for scheduling and paying for cleanings.
- Smoke Detectors and Carbon Monoxide Detectors must be maintained in working order and replaced at least ***every ten (10) years*** by the unit owner. After 1/1/2015 all detectors must be a ten (10) year sealed battery type or directly connected to electric power.
- Water heaters must be replaced ***within a ten (10) year period***. Any damage caused by a malfunctioning water heater past the age of ten (10) years that is not covered by the Master Insurance Policy is the responsibility of the Unit-Owner. Water heaters replaced

after December 31, 2022, must have an overflow pan under the heater and an emergency water shut-off installed.

- Washing Machine Hoses and Valves, hoses shall be reinforced steel/metal braided, designed to prevent, or greatly reduce the potential for hose failure.
- Dryer Vents, the pipe from the dryer to the outside shall be rigid metal or semi-flexible metal. The owner is responsible for ensuring that the dryer vent lint filter is cleaned regularly. At a minimum, the dryer vents must be cleaned **at least once every two (2) years**.

It is the owner's responsibility to maintain, repair, and replace each of these components as required. It is also the owner's responsibility to inspect each component and to provide documentation to the Association as part of any insurance claim under the Master Policy.

Work to be performed by Licensed Contractors or Professionals - Unit Owners shall be responsible to the Association for any damage caused by repairs or installations to any unit or limited common element not performed by a licensed and insured contractor or professional in accordance with the at least the minimum standards set by the State of Connecticut and the Town of Glastonbury. Only licensed contractors and professionals may perform work at Meadow Hill. Unit owners are responsible for any damage to the condominium caused by any work performed by or at the direction of, the owner.

Rule 8: Insurance

8.1. All Unit Owners shall comply with the Rules of the New England Fire Rating Association and with the Rules contained in any fire insurance policy upon their residential unit or the property contained therein.

8.2. The Association is responsible for obtaining and maintaining property insurance covering the condominium buildings, including the units, pursuant to Article XX of the Declaration.

8.3. All Unit Owners are responsible for obtaining and maintaining condominium insurance protection for their units (HO6) including a minimum of \$25,000 of building or dwelling coverage, and on all their personal properties, together with liability coverage. A copy of the said policy shall be made available at the request of the management company.

8.4. Any damage must be promptly reported to the Executive Board and management company immediately following the occurrence thereof.

8.5. Nothing shall be done or kept within Meadow Hill presenting an increase in exposure that could potentially impact the rate of insurance which will increase the rate of insurance on any of the buildings or contents thereof, without the prior written consent of the Executive Board.

8.6. No unit owner or renter shall permit anything to be done or kept in his residential unit or garage or in the common areas or common properties of Meadow Hill, which will result in the cancellation of insurance on any of the buildings or contents thereof or which would be in violation of any law.

Rule 9: Motor Vehicles

9.1. The speed limit on Meadow Hill roads is 15 m.p.h.

9.2. Only legally licensed drivers are permitted to operate motor vehicles on Meadow Hill roads.

9.3. Every effort should be made to park motor vehicles in designated parking areas rather than on the roads. In any event, parking on Meadow Hill roads between 2:00 a.m. and 7:00 a.m. is prohibited. The Executive Board may change the designated areas of sides of roads where parking is permitted, restricted, and prohibited.

9.4. No vehicle shall be parked in such a manner as to impede or prevent the passage of motor vehicles on Meadow Hill roads.

9.5. Garages are restricted to use by the Garage Unit Owner, as storage and as a parking space for vehicles that must fully fit within the Garage with the doors closed. Garage Units may be leased only to other residents unless permission is granted in writing by the Executive Board. Parking spaces are restricted to use for the parking of operable passenger automobiles, trucks, SUVs, and vans, specifically excluding, however, commercial vehicles, campers, and vehicles having more than one-ton capacity or possessing more than four wheels or both. The use of parking spaces by Unit Owners, occupants, and their guests may be further limited by the Rules of the Association.

9.6. No vehicle shall be parked in such a manner as to impede or make it difficult to access another resident's parking garage or space.

9.7. Pedestrians have the right-of-way on Meadow Hill roads.

9.8. Only owners, renters, and their guests may park in Meadow Hill parking areas and roads.

9.9. Association employees are to park only in specifically designated areas.

9.10. No more than three (3) motor vehicles per residential unit are permitted to be kept at Meadow Hill unless approved by the Executive Board.

9.11. Parking in front of garages by any vehicle is prohibited, when snow is expected, falling, or on the ground and until parking lots are cleared.

9.12 Vehicles parked to impede traffic on Meadow Hill, Inc. roads or other prohibited parking or storage defined in rule 9, may be towed and stored at the vehicle owner's expense by a designated towing company, under procedures established by the Executive Board.

9.13 No parking is allowed in front of the Maintenance Building.

10: Pets and Service Animals

10.1. No animals, birds, or reptiles of any kind shall be raised, bred, or kept on the property or brought on the Common Elements, except for no more than two animals of gentle disposition. Pets, service, and support animals may not be kept, bred, or maintained for any commercial purposes. The Executive Board, after Notice and Hearing, may require that any pet, service, or support animal creating a nuisance, unreasonable disturbance, or noise may be permanently removed from the Property.

10.2. In no event shall any dog be permitted in any portion of the Common Elements unless carried or on a leash, except as otherwise explicitly permitted in the rules. No dogs may be tied or left unattended outside a Unit. No pets, support, or service animals may be kept in any Garage Unit. Dogs shall not be curbed in any courtyard or close to any patio or terrace, except in the street or special areas designated by the Executive Board. Pet, support, and service animal owners must pick up their animals' droppings in all areas of the Property. The pet, support, or service animal owner shall hold the Association harmless from any claim resulting from any action of his or her pet or service animal.

10.3. All animals must satisfy the licensing and immunization requirements of the State of Connecticut and the Town of Glastonbury. Service Animals will be permitted for those persons holding certificates of necessity. Dogs must be leashed and must be under the direct supervision or control of a resident when outside the owner's unit. When dogs are outside of a unit including on an open deck, a resident must also be outside with the dog. For information on assistance animals please refer to the service chart.

10.4. Dogs are not permitted to be curbed in any common area except for wooded and outside perimeter areas designated for such use by the Executive Board. The outside perimeter area for this purpose includes the area surrounding the tennis court and shuffleboard area and maintenance building and stable area. Pets are not permitted in the pool area or the pool at any time (see also Rule 12.5. Swimming Pool and Enclosed Pool area).

10.5 Service and support animals as defined under the Americans with Disabilities Act ("ADA") are subject to all of the restrictions and conditions contained in rule 10, except that such service animals may accompany residents where required. If a unit requires more than two assistance animals, then the limit of two animals in rule 10.1 is raised from two to the number of such service animals. The limit applies to pets. Service and support animals are not counted as pets. Therefore, a resident may have two pets, plus the number of required service or support animals.

	Definition	Applicable state/federal laws	Registered or certified	Required training	Training to assist one person	Must wear a leash or vest identifying the animal <small>*May be required by a community association</small>	Primary function to provide emotional support through companionship
 <p>service animal dogs; in some cases, miniature horses</p>	Specifically trained to work or perform tasks for individuals with disabilities	Americans with Disabilities Act (ADA) and Fair Housing Act (FHA)	Service animals are subject to local dog licensing and registration requirements	✓	✓	✗	✗
 <p>therapy animal any animal</p>	Provides psychological or physiological benefit to individuals or groups in a clinical environment	State and local laws	✗	✗	✗	✗	✗
	Provides comfort for people with disabilities	Fair Housing Act (FHA)	✗ (reliable documentation from a physician, psychiatrist, etc. may be)	✗	✗	✗	✓

Rule 11: Leasing & Use of Club Houses

11.1. The Clubhouse may be used for ‘all resident’ social events, meetings of Unit Owners, the Executive Board, and its committees, and other activities exclusive to Meadow Hill residents free of charge on a ‘first come, first serve basis. “All resident” events at the Clubhouse must be open to all residents of Meadow Hill or be subject to the conditions of private events. “Exclusive to Meadow Hill residents” includes a guest or family member of a resident in attendance when an event is a social event organized primarily for all Meadow Hill residents. Any events not meeting the requirements for “All Resident” events are considered “Private Events”.

11.2. Unit Owners and renters may lease the Clubhouse for private events. Unit Owners will be held responsible for any damages attributable to their renter(s) or guests.

11.3. The ‘leasing fee’ will include the following:

- a. The Association shall charge a non-refundable fee of \$150 for the Clubhouse when used for up to fifty (50) attendees, \$200 when used for attendance between 51 and 85 people, or \$250 when used for attendance between 86 and 115 people.

b. In addition, the Association shall require a deposit of \$100, which will be refunded after the event if all the provisions of the Leasing Contract are met.

c. The leasing fee will be waived for a single memorial service in honor of a deceased resident of Meadow Hill, where the deceased was registered as a resident for at least one year. A current resident must apply and be responsible for the lease.

11.4. The procedure for leasing the Clubhouse is on a “first come first serve basis” as follows:

a. Obtain the application form for leasing the Clubhouse available from the Management Company or the social committee.

b. Submit the completed application and the appropriate fees to the Meadow Hill Office at least 14 days prior to the requested date(s).

c. A designated representative of the Executive Board will review/approve the application/Leasing Contract.

11.5. The Executive Board or its designee will maintain a Calendar of Events to be held at the Clubhouse and provide a copy to the chairperson of the Amenities Committee.

11.6. The maintenance supervisor and/or a member of the Executive Board or its designee will inspect the building and surrounding grounds the day before and after each event for compliance with the Rules. They will make the decision regarding the refundable deposit, notify Meadow Hill, and inform the Lessee of the decision. The fee will not be refunded if conditions require a special effort beyond normal wear and tear and standard (normal) cleaning to return the building and grounds to “as was before the event” condition.

11.7. No events are to be held in the Clubhouse on the day or night prior to the holding of an ‘all residents’ event.

11.8. The capacity of the Clubhouse is limited to 115 people.

11.9. The lessee must be in attendance during the entire period of the event being sponsored.

11.10. All events must terminate by midnight.

11.11. Leasing of the Clubhouse does not include the use of the swimming pool or other common properties.

11.12. Meetings or an event of Business Organizations, Business Clubs, or for inferred, potential, and/or actual sale of products and/or services are not permitted. Political events, charity events, or meetings of outside groups are not permitted.

11.13. No outside event, for which an admission fee will be charged, may be held at the Clubhouse.

11.14. The Lessee must assume all responsibility for the actions of the attendees of their event.

11.15. Cooking and/or using/maintaining a bar on the Clubhouse deck are not permitted.

11.16. Annually, the Executive Board shall make a review of the operations and Leasing procedures.

Rule 12: Swimming Pool, Enclosed Pool Area

12.1. The swimming pool, enclosed area, and surroundings are maintained for the use and enjoyment of Meadow Hill residents and their guests.

12.2. The swimming pool and enclosed pool area may be used during only the hours of 9:00 a.m. through 10:00 p.m.

12.3. Residents must enter their name, number of guests, and unit number on the pool signup sheet.

12.4. Swimmers should be always cautious because there is no lifeguard on duty. Swimming is permitted at your own risk.

12.5. Pets are not permitted in the swimming pool and enclosed pool area.

12.6. Individuals under the age of eighteen (18) years of age are only permitted to use the swimming pool and enclosed pool area during the following hours daily and weekly:
9:00 am – 1:00 pm and 3:30 pm – 8:00 pm

12.7. Diapers and incontinent people are not allowed in the swimming pool unless they are appropriately attired with protective outer garments.

12.8. Glassware is not allowed within the enclosed pool area. Unbreakable water bottles are allowed.

12.9. Food and alcoholic beverages are not permitted within the enclosed pool area.

12.10. Each residential unit may bring up to four (4) guests at a time to the swimming pool and enclosed pool area. For more than four (4) guests, the resident must obtain verbal permission from an Executive Board member. Whenever guests are using the pool or pool area, a resident of the residential unit must be present.

12.11. Footwear must be worn to the swimming pool and enclosed pool area. Individuals walking to the pool barefooted are not allowed to enter the enclosed pool area.

12.12. Swimming attire will conform to conventional swimsuits. For example, cut-offs or jeans are not allowed.

12.13. Individuals under the age of eighteen (18) years of age must be always accompanied by a resident unless otherwise authorized by a member of the Executive Board.

12.14. When not in use, the enclosed pool area shall be locked. The last individual leaving shall be responsible for locking the gate.

12.15. All swimming pool requirements promulgated by the State of Connecticut and the Town of Glastonbury shall be followed. These include:

a. Any person having any apparent skin disease, sore, inflamed eyes, cough, cold, nasal or ear discharge or any communicable disease shall be prohibited from the use of the swimming pool and enclosed pool area.

b. Spitting, spouting water, and blowing nose in the swimming pool, etc. are prohibited.

c. No boisterous activity, diving, or rough play is permitted in the swimming pool or enclosed pool area.

12.16. Tubes, floats, rubber rafts, inflated objects, etc. are not permitted in the swimming pool or enclosed pool area except those used as therapeutic aides.

12.17. To avoid disturbing other users of the swimming pool, radio volume and other noises must be held to a low level in the swimming pool and enclosed pool area.

12.18. Annually the Executive Board shall make a review of the condition and operations of the swimming pool and enclosed pool area.

12.19. Violations of pool rules may result in fines and/or exclusion from use of the pool area for up to one year.

Rule 13: Tennis/Pickleball Courts

13.1. The tennis/pickleball courts are maintained for the use and enjoyment of Meadow Hill residents and their guests. Guests must be accompanied by a resident.

13.2. Courts are to be used primarily for playing tennis and pickleball. Off-season, while all nets are down, resident pets may use the courts for unleashed dog recreation. Pets must be under the supervision of residents and all droppings picked up.

13.3. Pets, food, alcoholic beverages, breakable containers, and vehicles are not permitted inside the enclosed court area, except as provided in paragraph 13.2.

13.4. Individuals under the age of eighteen (18) must be accompanied by an adult when using the courts.

13.5. Residents and guests of one residential unit may not play on more than one court at the same time if others are waiting to use the courts.

13.6. No player may play for more than one- and one-half consecutive hours if others are waiting to play.

13.7. All players must wear appropriate attire on the court. (Shirt, shorts, pants, sneakers)

13.8. Players must wear regular tennis shoes on the court.

13.9. Use of the courts is on a first-come, first-serve basis.

13.10. Courtesy to players on adjoining courts is requested. Players should not interfere with the play of others by excessive conversation, chasing balls into another court, crossing behind an occupied court until invited to do so, or interrupting play in any manner.

13.11. Residents are responsible that their guests being acquainted with and understand these rules.

13.12. Annually the Executive Board shall make a review of the condition and operations of the tennis courts.

13.13. Violations of tennis/pickleball court rules may result in fines and/or exclusion from use of the court area for up to one year.

Rule 14: Stables

The stables at Meadow Hill are a very special and cherished amenity that sets us apart from most other condominium communities. It will meet the needs of some horse owners and perhaps, not others, with each owner needing to make his or her own assessment. Noted below are some highlighted points of information for horse owners:

The lower corral is subject to yearly flooding and horse owners will need to make appropriate adjustments.

Horse owners are responsible for assessing the adequacy of the Meadow Hill Stables for their use.

Meadow Hill does not warrant or guarantee that the stables will meet the needs of all horse owners. You use the stables at your own risk.

14.1 Horses owned by and/or under the direct personal care of a resident may be stabled at Meadow Hill. Resident renters may stable horses that are owned by them and are under their direct personal care.

14.2. Rental fees are at the discretion of the Executive Board and will be reviewed on an annual basis.

14.3. Except for structural defects, residents stabling horses will maintain, repair, and care for the inside of the stable, including the removal of manure, at no cost to Meadow Hill, Inc.

14.4. Residents stabling horses are responsible for any interior or exterior damage as well as any other problem caused by their respective horses. Owners shall be held responsible for damages attributable to horses belonging to their renters.

14.5. Subject to approval by the Executive Board, residents stabling horses shall form a Stable Committee to be self-governing as to operating rules, procedures, and common expenses (i.e., manure removal, pest control, facility improvement, insurance, etc.

14.6. Saddles, blankets, towels, harnesses, etc. shall not be left on the fence nor lying on the ground or otherwise left outside the stable.

14.7. Horses shall not be left unattended outside the stable except within the north and northwest fenced paddock area.

14.8. Feeding of horses is not permitted without the consent of the horse owner.

14.9. The Executive Board has decided to allocate the stalls on the following basis:

a. first come, first serve basis.

b. three stalls per horse owner, two for their horse and another stall for hay and feed. Based on the occupancy of two horses, the remaining stalls would be utilized as tack rooms for horse owners. This approach will allow Meadow Hill, Inc. to house two horses effectively and comfortably at a time in the barn.

14.10. Only horse owners, Executive Board Members, and Meadow Hill staff may enter the barn, paddock, or corral. Because of increased fire hazard around a stable, there is to be no smoking in, or immediately adjacent to the stable.

14.11. Each resident stabling a horse shall maintain appropriate insurance coverage naming Meadow Hill as additional insured, which will protect Meadow Hill from liability created by their horse and demonstrate the same at least annually to the Executive Board. The Executive Board shall determine an adequate level of insurance to be kept in force based on guidance from our insurance carrier.

14.12 The horse owners must remove manure from the barn and surrounding upper fenced-in areas to the designated manure enclosure at least weekly. At the horse owners' expense, the manure must be removed from the manure enclosure and from the property at least every two weeks throughout the course of the year. Horse owners are responsible for arranging the collection and taking appropriate actions to eliminate flies and manure smells from drifting to residential areas of Meadow Hill.

14.13 Annually the Executive Board shall make a review of the condition and operations of the stable.

14.14 The barn may be used for storing Meadow Hill maintenance items.

Rule 15: Greenhouse

15.1. The greenhouse is maintained for the enjoyment and convenience of residents for the storage of plants.

15.2. Users of the greenhouse are responsible for maintaining it in a clean, neat, and orderly manner.

15.3. All plants are to be labeled with the owner's name.

15.4. Residents using the greenhouse are responsible for watering and caring for their plants.

15.5. Plants infected with diseases are to be removed from the greenhouse.

15.6 After watering plants the watering container should be refilled.

15.7. Items and materials which are no longer used or usable are to be removed from the greenhouse.

15.8. Each unit will be allowed a maximum of 5 plants to store. If there is more room available after everyone initially puts their plants in, the maximum number of plants per unit could then increase. This will be done one at a time per unit until the greenhouse becomes full.

15.9. Annually the Executive Board shall make a review of the condition and operations of the greenhouse.

Rule 16: Gardens and Waterfront Area

16.1. No person shall maintain a garden plot on the riverbank in Meadow Hill unless such person is a resident of Meadow Hill.

16.2. A spring Issue of "The Lark" will describe when and how a garden plot is assigned.

16.3. On or before May 1st of each year, each person desiring a garden plot for that growing season shall contact the designated representative of the Executive Board.

16.4. Only one plot shall be assigned to residents of a single residential unit.

16.5. A designated representative of the Executive Board shall define the size and assign the placement of plots. This may vary from year to year depending upon the number of participants.

16.6. The plots shall be available for cultivation on or about May 15th of each year. Rough tilling of the garden area will be accomplished by the Meadow Hill Maintenance Staff.

16.7. Canoes, kayaks, or small boats may only be stored in areas designated by the Executive Board. Meadow Hill, Inc. will not be responsible for any damage to such items. Anything left on Meadow Hill grounds that is not authorized by the Executive Board will be removed or disposed of at the owner's expense.

16.8. Annually the Executive Board shall make a review of the conditions and operations of the gardens and waterfront.

Rule 17: Recycling of Materials

17.1. All Unit Owners and Residents shall comply with the Town of Glastonbury Recycling Guidelines and place items in specific bins located around Meadow Hill for recycling and for trash.

17.2. The Association will post an updated pamphlet on recycling to all Meadow Hill Trash Bin Units.

17.3 Depositing plastic bags of any description in recycling bins is strictly prohibited.

Rule 18: Fitness Center

18.1. The Fitness Center is maintained for the use and enjoyment of Meadow Hill residents only.

18.2. It is understood that the use of equipment by residents in the Fitness Center is at their own risk. Every resident should consult a doctor before starting any exercise program using the equipment.

18.3. Individuals under the age of eighteen (18) years of age are not permitted to use the equipment or be in the Fitness Center.

18.4. Resident(s) must clean off the equipment (with a towel) after use.

18.5. No resident may use an individual exercise station for more than twenty (20) minutes if others are waiting to use that individual exercise station.

18.6. Space in the Fitness Center is limited. Donations of equipment are appreciated but must not be left in the Fitness Center without prior approval in writing from the Amenities Committee. Equipment left in the Fitness Center without prior approval is subject to disposal at any time.

Rule 19: Smoking Policy

19.1. There is no smoking within any Meadow Hill common facility or within 25 feet of such facility, including the Hollister House, Clubhouse, Stables, Pool, and Tennis Courts.

19.2. There is no smoking outside, within 10' of another unit.

19.3. Unit owners are responsible for preventing smoke from intruding in any way into adjoining units, and responsible for any associated liability.

19.4. Smoking includes tobacco products, vaping, and other products. Smokers must not dispose of cigarette butts in common areas or limited common areas.

Rule 20: Foreclosure and Collection Policy

This policy regarding the collection of Common Expenses and Assessments and the foreclosures of the Association's lien has been adopted by the Executive Board pursuant to the Connecticut General Statutes (C.G.S.) 47-261b(a) and (b) as a Rule of the Association.

Pursuant to C.G.S. 47-258(m) an association may not commence a foreclosure action against a unit owner unless:

- (1) The unit owner at the time the action is commenced owes a sum equal to at least two (2) months of the common expenses assessments based on the current budget.
- (2) The association has made demand for payment in a record; and
- (3) The board has either voted to commence the foreclosure specifically against that unit or has adopted a standard collection policy that provides for foreclosure generally.

Therefore, this collection policy shall be the Association's "standard collection and foreclosure policy" which provides for foreclosure as described above. The Executive Board hereby authorizes the commencement of a foreclosure action by its counsel where a Unit Owner is in default in payment of their Common Expenses and assessments and the account has been turned over to counsel by either the property manager or the Executive Board.

Due Date and Application of Payments:

- Common Expenses shall be due on the first day of each month.

- Payments received after the 10th of the month will be considered delinquent and such that the Unit Owner will be assessed late fees, collection costs, and attorney's fees as follows:
- \$25.00 per month as a late fee per unit for each month Common Expenses and assessments are outstanding until paid in full.
- Any charge incurred by the Association relating to the return of a check for insufficient funds or any other reason shall be subject to a charge of \$35.00 per occurrence.
- Any attorney's fees and collection costs incurred to collect or in attempting to collect outstanding Common Expenses and Assessments are paid by the unit owner. Accounts with an amount equal to two (2) months of Common Expenses that are past due will be turned over to an attorney for collection and foreclosure, if necessary. Collection costs shall also include any administrative fees charged by the Association's management company in turning over and monitoring accounts that are in collection.

Payment received shall be applied:

- First, to the oldest monthly Common Expense balance due.
- Second, to interest.
- Third, to late fees.
- Fourth, to outstanding fines, if any.
- Fifth, to any special assessments.
- Sixth, to any other Common Expenses assessed in accordance with the Association's governing documents.
- Seventh, to collection costs, attorney's fees, and expenses incurred in the collection of any past due Common Expenses and assessments.

Rule 21: Owner and Meadow Hill Grounds Responsibilities

Note: One of the major privileges of living at Meadow Hill is the option to garden around your unit, at your own expense, subject to maintaining your area in a reasonably presentable state. Owners may take all responsibility for their grounds area through the Do Not Touch List (which will be edged and partially mulched by Meadow Hill) or maintain their area in a state where Meadow Hill, Inc. can perform weeding, mulching, trimming, spring and fall cleanup. For units whose owners do not or cannot maintain their own areas, those areas will be kept in a reasonably presentable state by Association, which will determine all trees, shrubs, plantings, and trimming.

21.1. Consistent with an efficient budget, Meadow Hill, Inc. has overall responsibility for the maintenance of common grounds in a reasonably presentable state. Subject to exceptions in this rule Meadow Hill, Inc. will trim all trees and shrubs; provide spring and fall cleaning of grounds

and beds; annual edging of beds; monthly weeding of beds; removal of dead trees, shrubs, and plants; and annual mulching of beds.

21.2. Unit Owners may choose and maintain plantings in designated beds around their units not to exceed an area of 4 feet from the foundation without approval from the Executive Board. Removal of live shrubs and trees or the planting of new shrubs and trees must be approved by the Executive Board or by the Maintenance Supervisor and Grounds Committee chair. Procuring such plantings, shrubs, and trees will be at the owner's expense.

21.3. Areas around single-unit buildings are designated for the single unit's owner. Areas around ground floor units in multi-unit buildings, with no unit above, are designated to that unit. Areas around multi-unit buildings with upper and lower units are designated according to the following diagrams. By mutual agreement, owners of a multi-unit building may make other arrangements between themselves, subject to change when a unit ownership changes. Requests for clarification for individual cases should be addressed to the Executive Board.

The sketches after Section 21.6 depict the designated areas for three-plex and four-plex units.

Consistent with Section 21.2, stipulations for the use of the four-foot Limited Common Area are as follows:

21.3.1 Unit Owners must receive a favorable recommendation from the Grounds Committee and approval of the Executive Board for the planting of trees, shrubs, and bushes in the four-foot area.

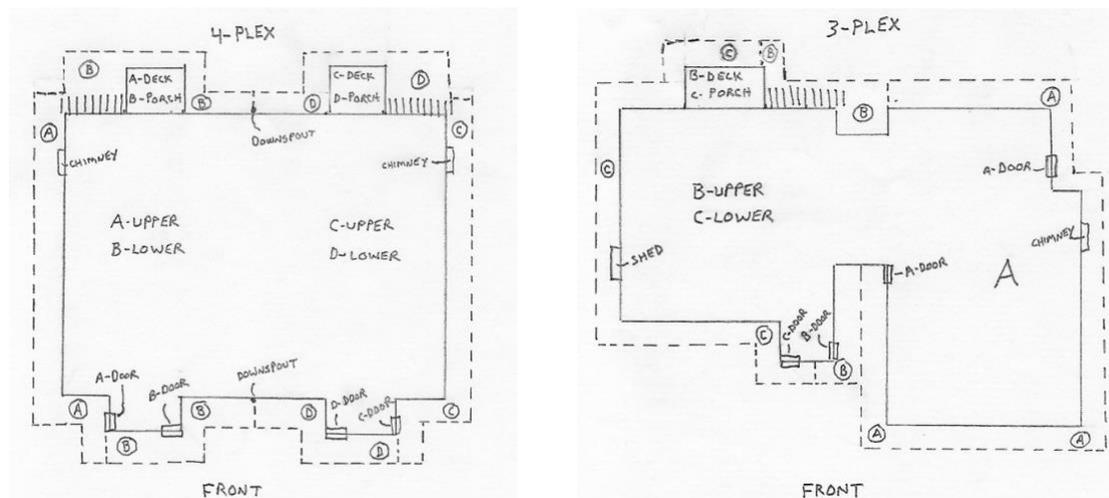
21.3.2 The following are standards for the limited common four-foot area and no Board approval is required in a Unit Owner complies with these standards. Anything beyond the standards requires a favorable Committee recommendation and Board approval.

- Unit Owners can plant flowers, herbs, and have containers with flowers or herbs in the four-foot area.
- Unit Owners may have up to two patio pots on decks or patios for vegetables. Vegetables are not allowed to be planted or in containers in the four-foot area.
- Unit Owners may place a maximum of four (4) small decorative items in their four-foot area provided the size of each item does not exceed 18 inches in height and 12 inches in width and is consistent and in harmony with the character of Meadow Hill. Decorative items are not allowed to be permanently affixed to the building.
- Up to two Shepherds pole with either a single or a double hook is allowed in the four-foot area and is not considered a decorative item.
- Unit Owners must keep a clear path on stairways, sidewalks, and door access areas for safety reasons.
- Unit Owners may display holiday lighting between November 15th and January 15th.

21.3.3 Compliance: periodic site inspections as outlined in Section 6 will identify violations of the Standards defined in 21.3.2. Unit Owners will be notified of violations and have thirty (30 Days to rectify the violation or request a hearing with the Executive Board

21.4. Except as covered by the Do Not Touch List, Owners must at all times maintain their designated areas in a reasonably presentable state and such that Meadow Hill, Inc. can weed, trim, and mulch. If an owner does not or cannot maintain their beds Meadow Hill, Inc., may, after notice, restore it to such state, including removal of trees, shrubs, and plants. The Executive Board may assess the owner's reasonable charges for such restoration.

21.5. The Management Company will maintain an optional Do Not Touch List of designated unit owner areas where owners will be responsible for all trimming of trees and shrubs; all plantings; and weeding. Meadow Hill, Inc. will remain responsible for annual edging; fall and spring cleanups; mulching where reasonable; and removal of dead trees and shrubs. Annually, by March 15th an owner may request their unit be on the Do Not Touch List, it will remain on the list for that year, except for the sale of the property, or the restoration/take-over by the Executive Board. All requests for addition to or annual renewal to the Do Not Touch List must be made in writing or email to the Management Company. If an owner does not renew their Do Not Touch List request annually by March 15th, it will be removed from the list. If an owner does not or cannot maintain their beds on the Do No Touch List, Meadow Hill, Inc., may, after notice, remove them from the Do Not Touch List. Whenever an area is removed from the Do Not Touch List, Meadow Hill, Inc. may restore it to a reasonably presentable state that can be maintained by Meadow Hill, Inc. including the removal of trees, shrubs, and plants. The Executive Board may assess the owner's reasonable charges for such restoration.



21.6. Without regard to other provisions of this rule, the Executive Board may order the removal or trimming of any tree, shrub, or plant which in their judgment is a detriment to the look or presents a maintenance or other risk to Meadow Hill, Inc. When the removal of a tree or shrub is beyond the capabilities of the maintenance staff, Meadow Hill, Inc. may assess the unit owner reasonable costs of such removal. All trees and vines should be trimmed to be 12" away from the sides of buildings. Meadow Hill, at any time, may trim any bush, plant, or vine to be 12" from any building.

