

PROPERTYWORX, LLC  
RESALE DOCUMENT REQUEST FORM

Countrywood Hills has an Occupancy Requirement. The buyer of any unit must live in the unit for a period of 24 months. Please review the Restriction on Leasing Units and Restriction on Leasing Agreement with the buyer. The Restriction on Leasing Agreement must be signed by the buyer and be returned with this request form.

Unit Address: \_\_\_\_\_ Anticipated Closing Date: \_\_\_\_\_

Sellers Name: \_\_\_\_\_

Sellers Attorney and Phone: \_\_\_\_\_

Buyers Name: \_\_\_\_\_

Buyers Phone: \_\_\_\_\_ Buyers Email: \_\_\_\_\_

Buyers Attorney and Phone: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Listing Agent and Phone: \_\_\_\_\_

Name of Person Accepting Delivery of Package:

Email of Person Accepting Delivery of Package: \_\_\_\_\_

Phone Number of Person Accepting Delivery of Package: \_\_\_\_\_

The complete resale package consists of the Resale Certificate, Condominium Documents, Budget, Rules and Regulations as well as other pertinent information regarding your association. All packages will be emailed to the person accepting delivery referenced above.

***PLEASE READ THROUGH THE DOCUMENTS CAREFULLY. SOME CONDOMINIUMS HAVE SPECIFIC RESTRICTIONS REGARDING OWNER OCCUPANCY, COMMERCIAL VEHICLES AND PETS.***

The cost for the Resale Package is: \$185.00.

The turnaround time once we receive the check and request form is approximately 8-10 business days.

Please make check payable to: Propertyworx, LLC

Mail to: P.O. Box 12  
Oakville, CT 06779

Phone: 860-274-5182

Fax: 860-274-5572

Email: [terry@propertyworx.com](mailto:terry@propertyworx.com)

Propertyworx LLC, 1278 Main Street, Suite 8, Watertown, CT 06795

COUNTRYWOOD HILLS CONDOMINIUM ASSOCIATION, INC.

AMENDMENT TO RULES

RESTRICTION ON LEASING UNITS

In accordance with the Connecticut Common Interest Ownership Act Section 47-261b(f)(3) Countrywood Hills Condominium Association, Inc. hereby restricts the leasing of Units as follows:

- (a) No Unit Owners shall rent or lease his or her Unit until said Unit Owner of record has lived in the Unit for a period of twenty-four (24) months, even if the unit has been rented immediately prior to the date of purchase. The Unit Owner shall be required to provide to the Association a copy of his or her current driver's license and/or other reasonable evidence showing an address at Countrywood Hills Condominium as his or her principal residence. Failure to provide such evidence of residency may result in court action and/or a fine for each day that such evidence is not provided to the Association Board.
- (b) Upon fulfilling residency requirements (a), no Unit Owner shall lease any Unit without first obtaining the prior written approval of the Executive Board. The Executive Board shall act upon a request to lease a Unit within fifteen (15) working days from its receipt from a Unit Owner of a written request to lease. Approval shall not be unreasonably withheld and may only be denied if the occupancy restrictions of this Rule have not been met. **Except as hereinafter provided, the number of Units rented shall not exceed fifty (50%) percent of all Units.**

A portion less than the whole Unit shall not be leased and the minimum initial lease term shall be a full twelve (12) months for the first year of any new tenancy. After the first twelve (12) months, subsequent leasing to same tenant can be year-to-year or month-to-month.

Any Unit Owner leasing his or her Unit shall, prior to occupancy of said Unit by lessee, provide his or her lessee with a complete set of Countrywood Hills Condominium Association, Inc.'s Declaration, ByLaws, Maintenance Standards and Rules and Regulations ("Documents") which shall become an integral part of the lease agreement. Any violation by the lessee of the Documents shall constitute a default under the terms of the lease. The Unit Owner shall be responsible for paying any fines imposed as a result of violation of the Documents by a lessee. Notwithstanding, the Association may also impose fines directly against a lessee and take direct action to evict a lessee in accordance with the provisions of the ByLaws and/or 47a-23 et-seq. The Unit Owner shall be responsible for all attorney's fees and costs incurred by the Association as a result of a violation of said Documents by the lessee, irrespective of whether suit is instituted in accordance with the provisions of the Documents.

Receipt # 226578  
INST # 2015-13328  
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4 Pages  
AMENDMENT  
Antoinette C Spirelli, Waterbury Town Clerk  
Clerk: C

Any Unit Owner leasing his or her Unit shall, prior to occupancy of said Unit by lessee, provide his or her lessee with a complete set of Countrywood Hills Documents (Declaration, By-Laws, and Rules and Regulations) which shall become an integral part of the lease agreement. Any violation by the lessee of the provisions of the Declaration, the By-Laws or the Rules and Regulations as the same may be amended from time to time shall constitute a default under the terms of the lease. The Unit Owner shall be responsible for any fines imposed as a result of violation of the Documents and/or Rules by a lessee. The Unit Owner shall be responsible for all attorneys' fees and costs incurred by the Association as a result of a violation of said Documents by the lessee, irrespective of whether suit is instituted, and the Association may levy a special assessment therefore.

- (c) All Units currently leased shall be permitted to remain leased until such time as the current Unit Owner either transfers ownership of the Unit or occupies the Unit as a primary residence, whichever occurs first. The Unit Owners of all currently leased Units shall provide the Executive Board with a copy of the existing lease prior to the expiration of the lease term.
- (d) The Executive Board may waive the restriction on the maximum number of Units to be leased, and term of lease, upon a showing by a Unit Owner that he or she will suffer irreparable economic harm if said waiver is not granted. The Executive Board shall convene a meeting within 30 days of its receipt of a written request for a waiver. At such a meeting, the Unit Owner shall be heard and may present evidence in support of the request for waiver. The Executive Board shall also hear any other evidence that it deems relevant in order to assist the Executive Board in reaching the decision. The decision of the Executive Board shall be rendered by a majority of the Directors present at said hearing within thirty (30) days of said hearing. Failure to timely hold the meeting or timely respond shall not be deemed approval.
- (e) Any purported lease of a Unit in violation of this article shall be voidable at the election of the Executive Board, and the Unit Owner shall be deemed to have authorized and empowered the Association to institute legal proceedings to evict the purported lessee in the name of the Unit Owner as the purported lessor. Said Unit Owner shall reimburse the Association for all expenses (including reasonable attorney's fees) incurred in connection with such proceedings, and the association may levy a special assessment therefore.
- (f) Any purported lease of a Unit in violation of this article, in addition to other remedies available at law or at equity, may be subject to a fine or fines to be imposed by the Executive Board following notice to the Unit Owner and hearing before the Board.
- (g) Notwithstanding subsections (a) and (b), above, the twenty-four (24) month occupancy restriction shall not be applicable in the following situations:

- a. A Unit Owner obtaining ownership of the unit by inheritance provided that the deceased unit owner met the twenty-four (24) month occupancy restriction; or
  - b. A Unit Owner having absolute title due to the termination of a life estate interest provided that the person having held the life estate interest met the twenty-four (24) month occupancy restriction.
- (h) All non-resident Unit Owners shall file with the Executive Board his or her current address, telephone number and email address.

### **EXECUTIVE BOARD RIGHTS AGAINST LESSEES**

Any lease of a Unit shall be in writing and shall be consistent with the Documents and Rules. Any lease shall contain a clause or provision to the effect that the Unit Owner shall be solely responsible for the payment of all common expenses and special assessments. Any lease of a Unit shall contain a clause or provision to the effect that the lessee shall abide by the Condominium Documents and the Rules and Regulations of the Association and the Unit Owners shall be responsible for delivering a copy of such Documents and Rules to the lessee. A proposed lease shall be submitted to the Executive Board prior to the commencement of the lease term and prior to the commencement of occupancy for the purposes of determining if the written lease is in conformity with the Condominium Documents and this Rule. Upon submission to the Executive Board, the Board shall within fifteen (15) business days, approve or reject the lease and inform the Unit Owner in writing of its decision. Should the Board fail to act within said period the lease shall be deemed approved. No lessee may take occupancy until such time as the Executive Board may have approved the lease. A copy of the signed lease shall be provided to the Executive Board.

Any non-resident Unit Owner shall notify the Executive Board in writing of such Unit Owner's current address and telephone number.

The Executive Board may take any action against a Unit Owner and/or Tenant in accordance with the provisions of the Declaration and ByLaws.

Documents and Rules. Each lessee of a Unit shall be deemed to have acknowledged the Association as landlord under the lease with respect to enforcement of any provisions of the Condominium Documents.

Dated and approved by the Board of Directors of Countrywood Hills  
Condominium Association, Inc., at Waterbury, Connecticut this the 18 day of  
November, 2015 following Notice to and Comment by the Unit Owners.

**COUNTRYWOOD HILLS  
CONDOMINIUM ASSOCIATION, INC.**

R 

Its President

COUNTRYWOOD HILLS  
RESTRICTION ON LEASING AGREEMENT

**LEASING/RENTING NEWLY PURCHASED UNITS AT COUNTRYWOOD HILLS IS PROHIBITED UNTIL YOU HAVE LIVED IN THE UNIT FOR 24 MONTHS.**

**Family members and friends ARE still considered tenants unless you reside in the unit with them on a permanent basis.**

I/We have read the Countrywood Hills Restrictions on Leasing Units and understand the 24 month occupancy restriction. I/We further understand that the Board WILL take action should we violate this rule.

\_\_\_\_\_  
Signature of New Buyer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of New Buyer

\_\_\_\_\_  
Date

The Board of Directors & Management appreciates your support and cooperation.

Thank you.

Propertyworx  
860-274-5182