

# HIGHLAND WOODS ASSOCIATION, INC

## Rules and Regulations

In addition to the other provisions of the By-Laws, the following Rules, together with such additional Rules as may hereafter be adopted by the Executive Board, shall govern the use of the units located within the common interest Community and the conduct of all residents thereof.

All of the restrictions, limitations and obligations of members as provided in the Declaration of the Common Interest Community and By-Laws are incorporated herein by reference but not by way of limitation.

All present and future Unit Owners, mortgagees, lessees and occupants of the units and their employees, and any other person, who may use the facilities of the Common Interest Community in any manner, are subject to the Declaration, the By-Laws, these Rules and the Certificate of Incorporation of the Association, as amended from time to time. The acceptance of the deed of conveyance or the entering into or a lease or the act of occupancy of a unit shall constitute an agreement that the Declaration, the By-laws, these Rules and the Certificate of Incorporation of the Association, as amended from time to time, are accepted, ratified and will be complied with.

1. **USE.** No part of the Common Interest Community shall be used for other than residential housing and the purposes for which the Common Interest Community was designed . No Unit shall be used other than as a place of residence without the prior written approval of the Executive Board.

2 . **USE – GENERAL.** Unit Owners shall not use or permit the use of their premises in any manner which would be disturbing or be a nuisance to other owners, or in such a way as to be injurious to the reputation of the Common Interest Community.

The Common Elements shall be kept free and clear of rubbish, debris, children's toys, furniture and other unsightly materials and shall not be obstructed, littered, defaced or misused in any manner by any unit owner, occupant, their children or guests.

No clothes, sheets, blankets, laundry or any kind of other articles shall be hung out or exposed on any part of the common elements. Unit Owners shall not erect or cause to be erected any outdoor clotheslines of any type.

No ball playing or other sports activities shall be permitted on lawns or common elements, except in such areas so designated by the Executive Board.

No fire arms, fireworks, BB guns, pellet guns, bows and arrows, or any slingshots or other devices or substances which may be harmful to people or pets shall be fired, thrown or otherwise propelled in any area of the Highland Woods.

Water closets and other water apparatus in the buildings shall not be used for any purpose other than those for which they were constructed. No sweepings, rubbish, rags, paper, ashes or any other articles are to be stored.

Any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Owner in whose Unit it shall have been caused. Unit owners shall not

cause or permit anything to be hung or on display on the outside windows or placed on the outside walls or doors of a building and no sign, awning, canopy, shutter, or radio or television antenna or dish shall be affixed or placed upon the exterior walls or doors, roofs or any part thereof or exposed on or at any window, without the prior consent of the Executive Board.

Tag sales are not allowed in Highland Woods. It was felt that this type of activity causes too much stress in the common area due to the traffic congestion and lack of safety to all residents. Anyone holding a tag sale will be subject to a \$100 fine.

3. **CLEANLINESS.** Each Unit owner shall keep his Unit and any Limited Common Elements to which he has sole access in a good state of preservation and cleanliness. In snowy weather, the plowing company removes snow from front steps and stoops. It is the Unit Owner's responsibility to keep them clear as it poses a fall hazard and an insurance liability for the Unit Owner and the Association.

4. **OBSTRUCTION OF COMMON ELEMENTS.** There shall be no obstruction of the Common Elements nor shall anything be stored in the Common Elements without permission from the Board.

5. **OCCUPATION, SIGNS, TRANSIENTS.** No industry, business trade, occupation or profession of any kind, commercial, religious, educational or otherwise (except for home professions without employees, regular visits from the public, or delivery trucks) designed for profit, altruism or otherwise, shall be conducted, maintained or permitted on any part of the Common Interest Community, nor shall any "For Sale", "For Rent ", or " For Lease" signs or other window displays or advertising be maintained or permitted in any Unit, nor shall any Unit be used or rented for transient, hotel or motel purposes.

6. **RECREATION EQUIPMENT.** Except in areas designated as such by the Executive Board, there shall be no playing, lounging or parking of baby carriages or playpens, bicycles, wagons, toys, vehicles, benches or chairs on any part of the Common Elements except that decks and patios may be used for their intended purposes. Storage by Unit owners in areas designated by the Executive Board shall be at the owner's risk.

7. **PERSONAL PROPERTY, TRASH, RUGS, MOPS AND STORAGE AREAS.** No cans, trash containers or other obstructing personal property shall be placed on any roadway or walkway. No garbage cans or trash containers shall be placed on front porches, decks or patios, nor shall clothes, blankets, laundry or other articles be hung from windows or be exposed on decks or patios or placed upon the window sills, except that patio furniture and other furnishings may be permitted on decks and patios; nor shall any rugs or mops be shaken or hung from or on any of the windows, doors, balconies or patios.

No accumulation of rubbish, debris or unsightly material will be permitted in Common Elements, nor shall Common Elements be used for general storage of personal property. No clothes shall be hung or dried outside of the Units in the Common Elements.

8. **EXTERIOR APPEARANCE.** Unit owners shall not paint, stain or otherwise change the color of any exterior portion of any Unit or building; nor shall any alterations be made to the exterior of any Unit or building without prior written consent of the Executive Board. Nothing within the Common Elements shall be altered, constructed or removed.

9. **EXTERIOR ENCLOSURES.** No balcony or patio shall be enclosed or covered by any awning or otherwise enclosed.

10. **INTERIOR CHANGES AND ALTERATIONS.** No interior structural changes or alterations shall be made in any Unit, except as provided in the Declaration.

11. **CHILDREN, GUESTS & PETS.** Owners shall be held responsible for the actions of their children, their guests and their pets, and are financially responsible for damages caused by the actions of the aforementioned.

12. **ANIMALS AND PETS.** For the safety and protection of all members of the community, **DOGS are not allowed.** No animals, birds or reptiles of any kind shall be raised, bred, or maintained in units for any commercial purposes . Cats or domesticated birds may be kept in units. Cats and birds are restricted to two per unit. Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the property within three (3) days after Notice and Hearing from the Board of Directors. Owners and caretakers of pets are held responsible for any damage or injury caused by any pet (s) owned by them, their families, guests or tenants. During such time when a pet is housed in a unit, the owner will indemnify the Association harmless against any and all claims, liabilities, demands, debts, obligations, costs and expenses which may be sustained by or asserted against the Association and the members of its Board of Directors by reason of acts of said pets committed in or about the condominium property, and the unit owner shall also be responsible for the repair of all damage resulting from acts of said pet .

**Seeing-eye dogs and hearing ear dogs will be permitted for those with certificates of necessity.**

13. **DISTURBANCES.** No noxious or offensive activity shall be carried on in any Unit, or in the Common Elements; nor shall anything be done therein either willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or occupants. No Unit Owner or occupant shall make or permit any disturbing noise in the buildings by himself, his family, servants, employees, agents, visitors or licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other Unit Owners.

No Unit Owner shall play upon, or suffer to be played upon, any musical instrument or operate or suffer to be operated a phonograph, television set or radio in the premises at such high volume or in such other manner that it shall cause unreasonable disturbance to other Unit Owners.

All Unit Owners and/or Tenants shall be responsible for the excessive noise created by the acts and omissions of themselves and their guests which disturb the quiet enjoyment of all other Unit Owners and/or Tenants.

(The Unit Owner and/or Tenant and their guests shall refrain from all conduct creating excessive noise before 8 am, and after 9 pm).

All Unit Owners and/or Tenants in violation may be reported to the Management Company.

The Management Company shall notify the Unit Owner and/or Tenant in violation that if the Unit Owner and/or Tenant does not take immediate steps to cease the disturbance a fine of \$25.00 shall be levied against the Unit Owner for each day the disturbance continues or occurs thereafter .

The Association shall be authorized to proceed with collection remedies for all fines not paid within forty-five (45) days of being levied and the Unit Owner shall be responsible for all collection costs including reasonable Attorney's fees.

14. **ELECTRICAL DEVICES AND APPLIANCES.** No electrical device or appliance creating unusual overloading may be used in the Units without prior written consent from the Executive Board.

15. **COMPLIANCE WITH THE LAW.** Unit Owners shall comply with and conform to all applicable laws of the State of Connecticut and all by-laws, ordinances, rules and regulations of the City of Waterbury and shall save the Association and other Unit owners harmless from all fines, penalties, costs and prosecutions for the violation thereof or noncompliance therewith. The use of the Units shall be consistent with existing laws and these restrictions, so long as such use does not constitute a nuisance.

16. **INSURANCE, WASTE.** Nothing shall be done or kept in any unit or in the Common Elements which will increase the rate of insurance on any of the buildings, or contents thereof, applicable for residential use, without the prior written consent of the Executive Board. No Unit Owner shall permit anything to be done, or kept in his Unit, or in the Common Elements 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. No waste shall be committed or disposed of in the Common Elements.

17. **FIRE INSURANCE RULES AND RESTRICTIONS ON OUTSIDE COOKING.** Unit Owners shall comply with the rules and regulations of the Connecticut State Fire Marshall and local fire officials and with the rules and regulations contained in any fire insurance policy upon said building or the property contained therein.

There shall be no outside cooking within three (3) feet of the exterior of any building. Any outside grills used by any Unit Owner or occupant shall be maintained in a neat and clean appearance. There shall be no grills on front porches. Gas grills only! No fire pits, charcoal or open flames.

18. **FIRE AND ACCIDENTS.** Damage by fire or accident affecting any Unit or the Common Elements or potentially affecting any liability of the Unit Owners or the Association will be promptly reported to the Executive Board immediately following the occurrence thereof.

19. **COMPLAINTS.** Any complaint regarding the Common Interest Community, the management of the Common Interest Community or regarding the actions of other owners or occupants of Units shall be made in writing to the Management Company.

20. **ASSOCIATION & MANAGEMENT EMPLOYEES.** No Unit Owner or occupant shall direct, supervise or in any manner attempt to assert any control over any of the employees (contractors) of the Association or the Management company, nor shall he attempt to send any such employees upon private business of such Unit Owner or occupant.

21. **PAYMENT OF COMMON CHARGES.** Monthly payments to the Association must be mailed or bank transferred directly to the Management Company.

22. **MOTOR VEHICLES – GENERAL.** The maximum speed for motor vehicles throughout the Common Interest Community is 10 MPH (miles per hour). No motor vehicle shall exceed this limit or be otherwise operated so as to endanger person or property.

No Unit Owner, occupant or their children or guests shall be allowed to operate any vehicle

on the landscaped or open space portions of the Common interest Community.

Unlicensed drivers shall not operate motorized vehicles of any kind on the Common Interest Community. Unregistered motor vehicles shall not be operated or stored on the grounds of the Common interest community (equipment operated by the employees of the Association or Management Company is specifically exempt). There shall be no unregistered motor vehicles allowed in the common Interest Community. No "For Sale " signs shall be placed on any motor vehicle in the Common interest Community. In the event that an unregistered motor vehicle is kept in the Common Interest Community by any Unit Owner or occupant, the Executive Board shall be entitled, three (3) days after written notice, to have the automobile towed from the premises and to charge the unit owner or occupant it belongs to. Any legal costs incurred in enforcing this rule shall be payable by the Unit Owner. All motor vehicles shall be neat and orderly in appearance and shall not make unreasonable noise as to disturb other unit owners. All legal costs in enforcing this rule, including storage, towing and administrative expenses, shall be payable by the Unit Owner and chargeable as an Association lien against the interest of the Unit Owner at the rate schedule allowed by the State of Connecticut, Department of Motor Vehicles. The Association reserves the right to tow the vehicle itself.

No motor vehicles, whether commercial, recreational or otherwise, which cannot fit into a Unit garage may be parked in the Common area parking or assigned space, except with the prior written approval of the Executive Board. Any other motor vehicle plate other than a " passenger " plate issued by the State of Connecticut or any other State shall be considered a "commercial" registration and only one (1) "commercial" plate per Unit be allowed on the Common Area or limited Common Area. If vehicles are to be regularly parked in the common area, the management company should be provided proof of registration.

The Executive Board may designate no parking, commercial parking and visitor parking areas.

**23. MOTOR VEHICLE PARKING AREAS.** The parking areas, garages and roadways and other paved areas shall not be used for any purpose other than to park automobiles, excluding specifically, trucks, commercial vehicles, trailers, campers, boats and recreational vehicles. No vehicles shall be parked in such a manner as to prevent the free flow of traffic or to create a hazardous condition.

NO parking will be allowed on the roadway at any time. Each Unit has two assigned parking spaces - their garage and the space in front of their garage.

ALL parking shall be on a first come, first serve basis in open parking spaces provided on the condo common area. No overnight parking will be allowed on the roadway. To avoid any problems please park in available open spaces. Any vehicle not complying with these rules will be towed at the owners expense. Exceptions can be arranged for special occasions. Please contact the Management Company for approval for SHORT TERM street parking.

The Association assumes no responsibility or liability whatsoever for the loss or damage to any automobile or vehicle while parked on the premises. The major repairing of cars or other vehicles is allowed only in such cases as it does not constitute a disturbance or hazard to other Unit owners or occupants. The storing or parking of any inoperative or unregistered automobiles or vehicles of whatever nature is strictly prohibited.

**24. DESIGNS OF DECKS AND PATIOS.** Standard design criteria are hereby adopted for decks and patios (this includes deck dividing walls). All units must conform to state and local

building codes. Construction of a deck is subject to permission, in writing, from the Executive Board. The permits shall be the responsibility of the Unit Owner. The work shall be completed within thirty (30) days of its commencement. All decks shall be deemed a Limited Common Element and the responsibility of the Unit Owner in accordance with the Declaration. Individual decks and/or patios may be as large as fourteen foot six inches (14'6" ) by nineteen foot eleven inches (19'11" ) per individual unit. Maintenance of decks is the responsibility of the unit owner.

**25. RESALE CERTIFICATES.** The Management Company is charged with the responsibility of issuing resale certificates to prospective purchasers. Together with the resale certificates, the Management Company shall issue a complete set of condominium documents, including the Declaration and By-Laws. There shall be a fee payable at the time of the issuance of these documents to the Management Company. A onetime Capital Contribution equal to 2 months Condo Fees must be paid, by the buyer, at this time to the association which will be deposited into the reserve fund.

**26. LEASE FORMS.** There shall be a standard lease form approved by Directors of the Association. All prospective tenants shall file an application with the Board of Directors, a form approved by it for the lease of the Unit. The application, together with a signed lease completely filled out, shall be presented to the Board of Directors who shall approve or reject said application within five (5) working days of receipt. Individual Unit Owners shall have the right to make modifications of the lease form to individual tenants provided that those modifications do not adversely affect the rights of the Association. No representation is made by the Association or Executive Board as to the legal sufficiency of any lease terms. Final decisions are the responsibility of the Unit Owner. The Association shall not be responsible for reviewing modifications of the lease form but expressly reserves review and reject modifications on signed leases submitted for approval. All unit owners shall deliver a signed copy of all leases for units to the Board of Directors of the Highland Woods prior to tenancy of the units. Any Unit Owner failing to provide a copy the lease for their unit within 15 days of notice by the Board of Directors shall be fined \$25.00 per day. The Association shall be authorized to proceed with collection remedies for all fines not paid within forty-five (45) days of being levied and Unit Owner shall be responsible for all collection costs including reasonable attorney fees. **See attachment.**

**27. STORM DOOR AND/OR SCREEN SPECIFICATIONS.** Standard specifications for storm doors and/or screens are hereby adopted. All units must conform to these design standards.

1. All doors must be aluminum with factory applied finish.
2. The color must be white with the exception of the Stratford (Tudor) model, which shall be dark bronze.
3. The side frame and head frame shall be between 2 ½ and 3 ½ ". The bottom frame and panel shall be between 12" and 14". All of the above measurements apply to the door only, any mounting frames are not included in these measurements.
4. The storm panel shall be tempered or a glass of clear non-breakable material.
5. No intermediate support is allowed on the storm panel . The screen panel may have a single horizontal support not more than ¾" wide.
6. All storm/screen doors shall be installed in a workmanlike manner and shall be properly maintained.
7. The Association shall have the right to remove any storm/screen door from any unit that is not properly maintained or does not meet specifications and charge the unit owner for removal.

28. **GARBAGE REMOVAL.** All garbage shall be placed in plastic garbage bags which must be kept in an approved container. Containers should be in good working order and have tops that seal. No Unit may have more than two (2) containers. Garbage is picked up between 8 am and 12 noon on Wednesday mornings. No garbage cans shall be left outside the Unit prior to 6am on that Wednesday morning and all garbage containers shall be put back within the confines of the individual units no later than 8pm that evening.

Pick-up times, from time to time, may be changed by the Executive Board.

29. **TECHNICAL AMENDMENTS REGARDING LOCATION.** Waterbury, Connecticut will be the location of all meetings of the Executive Board. Highland Woods Association, Inc. shall be the name of the Association. Meetings are open to all unit owners.

30. **LATE CHARGES AND INTEREST ON LATE PAYMENTS.** The Executive Board of the Association is hereby specifically authorized to charge a late charge of Twenty-Five (\$25.00) Dollars for any common charge paid after the fifteenth of the month. This late charge shall be cumulative and applied to the following month's common charge. The Executive Board is also authorized to charge interest at the rate of eighteen (18%) percent per annum or one and one-half (1 ½ %) percent per month on all common charges thirty (30) days past due.

31. **AIR CONDITIONERS.** No window air conditioners are allowed at Highland Woods. Only central air conditioner compressor units are allowed to be exposed on the outside of the units. Said units may be placed no less than six (6") inches or more than twelve (12") inches from any building. They shall be along the rear or the side of the building within ten (10') feet of the rear of the building. Any other location must be applied for in writing, with a sketch to be approved by the Executive Board.

32. **SOLICITING.** Soliciting of Unit Owners for any purpose is forbidden without the prior consent of the Executive Board.

33. **CONSENTS OR APPROVALS.** Any consent or approval given under these Rules may be added to, amended or repealed at any time by resolution of the Executive Board.

34. **PRIOR WRITTEN APPROVAL.** Prior written approval must be secured from the Executive Board for anyone to do anything contrary to these Rules.

35. **AMENDMENTS.** Right is specifically reserved to the Executive Board to rescind, change, interpret or amend the foregoing Rules and to adopt such other rules as from time to time the Executive Board may deem necessary as set forth in the Declaration and By-Laws.

36. **APPLICATION.** The foregoing Rules shall apply to Unit Owners who occupy their Unit as well as to occupants of non-owner occupied Units.

37. **WAIVERS.** The Executive Board reserves the right to waive the application of these rules in individual cases based upon a showing of hardship.

#### **HIGHLAND WOODS RESTRICTIONS ON LEASING/RENTAL OF UNITS**

In accordance with the Connecticut Common Interest Ownership Act C.C.S. Sec. 47-244(c)(c) Highland Woods Condominium Association hereby restricts the leasing of Units in order to reasonably meet first mortgage underwriting requirements of institutional

lenders who regularly purchase or insure first mortgages on units.

(a) No Unit Owners shall rent or lease their Unit until the said Unit Owner of record has lived in that Unit for a period of twelve (12) months, even if the unit has been rented just prior to the date of purchase. Unit Owner shall be required to provide to the Executive Board a copy of his or her current driver's license showing an address at Highland Woods as his or her principal residence address. Failure to provide a copy of same, will result in a fine of \$25.00 per day for each day that said copy of current driver's license is not provided to the Executive 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. Except as hereinafter provided, **the number of Units rented shall not exceed fifty (50%) percent of all Units.**

A portion less than a whole Unit shall not be leased and the minimum 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.

**A fee of \$100 per year, due on the date of the lease inception or renewal, will be imposed, and an additional \$100 "move-in, move-out" fee will be imposed at the time your current tenant moves out, and again when a new tenant moves in.** These fees are designed to cover the costs of any additional bookkeeping, and any damage that may be caused during the moving in/out process.

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 Highland Woods 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 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 (15) days of said hearing.

(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 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 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.

## **UNIT OWNER REQUIREMENTS FOR 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 provision. Upon submission to the Executive Board, the Board shall within fifteen (15) working days, approve or disapprove the lease and inform The Unit Owner in writing of its decision and 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 Owners current address and telephone number.

The Executive Board shall have the power to terminate any leases and bring summary proceedings to evict the lessee in the name of the landlord in the event of failure by the lessee to perform any obligation in the Condominium.

Documents and Rules. Each lessee of a Unit shall be deemed to have acknowledged to the Association as landlord under the lease with respect to enforcement of any provisions of the Condominium Documents and Rules, provided that no enforcement proceedings shall be undertaken against a lessee by the Association without prior notice to the Unit Owner, and a reasonable opportunity given to the Unit Owner to cure any default or to enforce the provision, before the Association will proceed with enforcement proceedings.

Unit owner must file a tenant registration form with the Association.

## **HIGHLAND WOODS PARKING RESTRICTIONS**

Declarations Section 10.8 – Parking and Storage in Garages, Including Garages That Are Part of Units. Garages, whether they are part of a Unit or a Limited Common Elements

Appurtenant to a Unit, are restricted to use as parking spaces for motor vehicles used by the occupants of the Unit and for the storage of personal goods and household items. However:

- (a) No vehicle may be kept in a garage if it has a capacity in excess of one ton, possesses more than four wheels, or cannot fit in the garage, with the garage door closed;
- (b) If personal goods and household items are stored in a garage, enough space must be left to permit one motor vehicle to be parked in the garage, with the garage door closed; and
- (c) Owners or occupants of Units who keep two or more motor vehicles in the Common Interest Community must park one of the vehicles in the garage which is part of or appurtenant to the Unit.

If you have a guest stay overnight, please place a Guest Parking Pass in a visible spot in the vehicle. If you have a guest stay more than five (5) nights, contact CM Property Management to give the vehicle's description and plate.

- Improperly registered vehicles (those which do not match registration form) are subject to towing without warning
- Vehicles that are inoperable; including vehicles with flat tires will be towed without warning.
- Vehicles parked in a fire lane or an area blocking other vehicles will be towed with out warning.
- Vehicles that have tarps or covers over them will be towed without warning.
- Vehicles with expired or missing registration plates are subject to towing without warning at the vehicle owner's expense.

Remember, you are permitted to park two (2) vehicles on the common property, one on the apron in front of your garage, and one in an open space. Your garage is to be used to park a vehicle, and must be used before parking on the apron or in an open space. You may not store vehicles on the common property.

If you have any questions about what is required of you as it pertains to parking at Highland Woods, please call CM Property Management to avoid towing at your expense. A phone call is free, towing is not!

**PLEASE REFER TO HIGHLAND WOODS CURRENT BYLAWS AND DECLARATION FOR RULES REGARDING UPKEEP OF DOORS, WINDOWS AND DECKS.**

*Revised 11/2014 by the Highland Woods Board of Directors*

Attachments:  
Rental/ Lease Application  
Registration Form

**HIGHLAND WOODS ASSOCIATION  
NOTICE AND APPLICATION  
FOR RENTAL / LEASE**

I, we hereby notify the Board of Directors of HIGHLAND WOODS CONDOMINIUM ASSOCIATION, INC, that we wish to rent, lease or loan my, our condominium as indicated below and request your approval .

Owner(s) Name: \_\_\_\_\_

Address : \_\_\_\_\_

Phone: \_\_\_\_\_ Unit No. \_\_\_\_\_ Rent \_\_\_\_\_ Lease \_\_\_\_\_ Loan \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Rental or Lease cost per month: \_\_\_\_\_

Date: \_\_\_\_\_

Owner' s signature: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Send advice of approval or rejection to owner \_\_\_\_\_ to authorized agent \_\_\_\_\_

Lessee's Name (s): \_\_\_\_\_

Social Sec. # \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant recommended by: \_\_\_\_\_

How many adults will occupy this apartment? \_\_\_\_\_

Will there be any children under the age of sixteen (16)? \_\_\_\_\_

I, we, agree to abide by all residence requirements which are applicable to owners and all other occupants alike .

I, we, agree to pay for any damage. I, we may cause while occupying this unit, and agree to comply with any and all rules and regulations governing this condominium.

Signature of Applicant: \_\_\_\_\_

Print name here: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
The Board recommends approval \_\_\_\_\_ rejection \_\_\_\_\_ of this application

Date: \_\_\_\_\_

Board of Directors , By \_\_\_\_\_  
President

*Please duplicate in triplicate and send all copies to CM Property Management, Box 690, Southbury, CT 06488. One copy is for the condominium's file, one copy sent to owner or authorized agent as designated, and the third will be sent to the Lessee.*