

# Lakeview Homeowners Association

## Rules We Live By

The intent of this document is to remind owners and residents of the regulations that most specifically affect us in our day-to-day living and interactions. In addition to this document, please refer to **Article X of the Association By-Laws**. By law amendment require a 2/3 vote by owners to be amended and become effective when they are recorded at the county registry of deeds. Rules We Live By was most recently updated in June, 2010, and may be amended by Board vote. The By-Laws and the Rules We Live By are designed with two goals in view:

- É to promote the comfort and safety of all who have chosen Lakeview Condominiums as their home
- É to protect the investment each owner has made in purchasing a Lakeview condominium unit

These by-laws and rules apply to all people who come onto Lakeview's private grounds, including all Unit owners, lessees of Unit Owners, their families, invitees, and guests. Non-resident owners must provide their tenants and local property manager (if applicable) with a copy of these rules. These documents are easily downloadable from our website.

The Declaration of Condominium of Lakeview Condominium (our governing document) says in Section 9.d, Leases: "Nothing herein shall prohibit the Owner of any Unit from leasing such Unit for residential use and occupancy subject to the limitations herein set forth. The lessees shall occupy the premises subject to the provisions of this Declaration, the By-Laws, the rules and the Condominium Act. All leases for Units shall be in writing and shall be made specifically subject to the requirements of the Condominium instruments, the rules and regulations of the Board and the Condominium Act. No unit may be leased or rented for a period of less than thirty days. The Association shall be entitled to receive a copy of any lease agreement from the Owner of any leased Unit upon request." **Owners are required to provide said leases promptly to the association's management company whenever a new tenant occupies your unit.**

Owners are responsible for communicating these By-Laws and Rules to their tenants as an attachment to the lease. Owners are responsible for the actions of their tenants and the Association will fine the owners for infractions of the By-Laws and Rules by the tenants.

The Declaration of Condominium contains much more information about the rights and responsibilities of owners and residents. Printed copies of the complete Declaration of Condominium and appendices can be obtained from our management company, or accessed on the Lakeview website: [www.enfieldcondos.com](http://www.enfieldcondos.com).

# **LAKEVIEW CONDOMINIUM ASSOCIATION**

## **Rules We Live By**

### **Septic & Leach Field Maintenance**

Lakeview operates on septic tanks and leach fields designed to carry human waste and reasonable amounts of water only. Putting anything else down any drain or toilet such as food, rubber, plastic, dirt, hair or chemicals causes premature leach field failure, and results in very expensive repairs for which everyone must pay. Do not use the garbage disposal even if your unit is equipped with one. If you have a running toilet or dripping faucet, it should be repaired immediately.

### **Dumpster Area**

The dumpster site on Lakeview property is for household rubbish generated by Lakeview residents only. All Rubbish must be securely bagged to discourage insects, and placed far back in each dumpster to maximize space. Cardboard boxes should be broken down. Dumpster lids must be closed at all times to prevent dangers and health hazards caused by the intrusion of animals. If a dumpster is overflowing, use another container. Do not put trash on top of the closed cover.

The following items are not allowed in the dumpster or the dumpster area: wood, rubber, metal, carpeting, furniture, appliances, paints, oil, tires, batteries, bikes and hazardous materials. Disposal of items other than household refuse which can be securely bagged is the individual's responsibility and must be taken to the Enfield transfer station. There is an additional cost to the Association to dispose of these items and special charges will apply to offending residents.

### **Improvements & Maintenance**

Residents are required to keep their immediate outside area neat, organized and clean.

Any improvement or changes to the exterior structure of the buildings or land including, but not limited to planting, landscaping, fencing, decks, patios, and satellite dishes must be pre-approved by the Board of Directors. The board will require owners who do not first seek their approval to remove any exterior alterations.

Prior to making an alteration to the exterior of your unit, you must fill out a Special Request Form which can be obtained on the Lakeview website or from the Association's management company. Each alteration request is unique, and often several factors must be weighed. Approval is therefore always on a case-by-case basis only.

Fencing surrounding an individual unit is the responsibility of the owner. If fencing is not maintained, it will be removed and the owner will incur the cost of removal.

No shades, awnings or window guards shall be used in or about any unit except such as shall have been approved by the Board of Directors.

Window fans and window air conditioners are permitted from May 1 through October 1.

Venetian blinds or draperies should be installed on all windows and clear-glass entry doors, and be maintained at all times. Blinds, draperies and curtains should show a neutral color, preferably white or off-white, facing the exterior of the unit.

Deck maintenance and repair is the responsibility of the owner. Owners who fail to pressure wash and stain their decks every two years will be responsible for replacing the deck at their own expense. Owners must also remove from their decks snow and ice, including snow shoveled off the roof, during the winter to prevent rot,

All plantings must be kept 24 inches away from the building to prevent rot.

### **Prohibited on Property**

Vehicle repairs, changing motor oil, driving snowmobiles, having exterior hot tubs or whirlpools and firing weapons such as BB guns, rifles or bows are strictly prohibited. These activities hold serious liability for personal injury and property damage.

Storing of items such as bicycles, toys, boxes, camping gear, snow blowers, lawn tools, trash and recycling bins or non-seasonal items on your front porch, patio or deck area is also prohibited. Only seasonal items such as a barbecue grills, tables and lawn chairs are permitted in patio areas. Small chairs or benches, flowerpots and shovels (in winter) are allowed on porches and should be kept in an orderly fashion. Toys are not to be left out overnight anywhere on the property.

Pursuant to State law, barbecue grills are prohibited on any deck above ground level, and grills must also be moved a minimum of 10 feet away from any structure when in use.

### **Children**

Riding bicycles on the lawns, climbing ornamental trees, digging holes, leaving bicycles and toys in the Common Areas, and other activities that may result in damage to common property are not permitted. Any damage caused by children to Lakeview property or other residents' property will be repaired at the expense of their parents.

### **Pets**

Pet owners shall indemnify the Lakeview Condominium Association and the Board of Directors and hold it harmless against any loss or liability of any kind or character whatsoever arising from or growing out of having any animal on Lakeview property. Any destruction to Lakeview property or other residents' property by an animal is the sole responsibility of the animal's

owner, and the owner will be charged for the cost of repair.

The Town of Enfield and State of New Hampshire require all dogs and cats to have proof of rabies vaccination. Enfield dogs must be licensed annually by May 1st.

Dog owners on Lakeview property must adhere to the Town of Enfield leash law. When outdoors, animals must be on a leash at all times, and are not permitted to roam the property.

Pet owners are required to keep their pets from excessive barking or from making any noise that causes discomfiture or disturbance to other residents. There are strict New Hampshire state regulations against nuisance dogs. To report a nuisance dog, contact Enfield Police Department: 603-632-7501.

Animals are not allowed to be tied to the front or rear doors of a unit or to any tree or fencing on Lakeview property. Animals must be supervised by their owners at all times,

All food for any animal is to be kept inside the owner's unit.

If your dog relieves itself on Lakeview Common Areas or limited Common Areas, it is your responsibility to pick up the waste, place it in a plastic bag, and put it in the dumpster. This not only demonstrates your consideration for your neighbors, but also helps eliminate a health hazard.

Owners will be fined \$50 for the first violation of pet rules, and \$100 for the second violation. Persistent violators will be required to remove the animal(s) from the property. Please call the Association's management company if you know of a pet owner who is not following the pet rules. A manager will follow up with the offending resident.

## **Vehicle Policy**

The speed limit on Lakeview streets is **10 Miles Per Hour** and is posted.

Cars, boats, motorcycles, campers, or trucks must not be parked on any grassed area for any period of time, for any reason.

Visitor parking areas located near the tennis court and on Rocky Hill Way across from Buildings 13 and 17. In deference to your neighbors, visitors must park in these areas.

Any vehicle not used for day-to-day transportation must be removed from the premises. If the owner fails to conform to this rule, the vehicle will be towed at the owner's expense.

Please park reasonably close to your neighbors' cars so that all parking spaces can be utilized.

Residents in Buildings 40, 42 and 44 on Marsten Lane, and Buildings 35, 39, 40 and 42 Potter Lane have assigned parking spaces, and must park accordingly.

Winter Parking Rules are in effect from November 1st to April 15th to accommodate the plowing company. Residents should review these rules carefully each fall, and be sure to follow the correct procedure, as these rules will be strictly enforced. (See WINTER PARKING RULES.)

## **Heating**

Because water lines run through walls and ceilings of all connecting units, residents must keep thermostats set no lower than 55° to prevent freezing of pipes in their own and adjacent units. Hoses must be disconnected from outside spigots in the winter.

Any other form of winterizing must be done from the inside of the unit.

If you are away for more than a few days, keep open all doors to bathrooms, closets, storage spaces and crawl spaces, and have a neighbor periodically check your unit. If you have any problems with your heat or water, call the management company immediately. Whenever damage occurs, caused by failure to follow these guidelines, the individuals involved will be held responsible.

Woodpiles must be neatly and safely stacked and maintained by the resident within two weeks of delivery. The area should be raked and chips must be properly disposed of. Woodpiles must be kept two feet from the buildings at all times to prevent rot and carpenter ants. Any damage caused by the woodpiles will be repaired at the owner's expense. Owners of wood stoves must operate them safely and at proper temperature to prevent a chimney fire. Ashes should be stored in a fireproof container until they are cold and then appropriately disposed of. Do not dump ashes on the lawn.

The management company will coordinate chimney inspections and cleanings each fall. Owners will be automatically billed for all cleanings.

## **Boat, Camper, Trailer & Snowmobile Policy**

Effective January 1, 2010, owners and residents storing kayaks and canoes on the Lakeview beach racks will be assessed \$25 per year per storing slot. Owners and residents storing a boat or small camper in the boat storage area near the dumpsters will be assessed \$300 per year per boat and/or camper. All boats, utility trailers, campers and snowmobiles stored at Lakeview must have the current required state registration. All boats, campers and snowmobiles must also be on file with the management company. Registration may be completed online at our website, [Enfieldcondos.com](http://Enfieldcondos.com). A paper form may be obtained from the management company office.

Boats must be parked in the assigned boat parking area next to the dumpsters year round. There are parking spaces for nine boats or small campers in the boat parking area. Each numbered post will be assigned to a designated boat owner. If there are too many registered boats or campers for that area, owners and residents must make arrangements to store these off the property. Owners are responsible for keeping their boats, campers, trailers and snowmobiles neat and clean.

## **Mailboxes**

Unwanted mail must be disposed of in your own trash to avoid littering Lakeview property.

The mailbox area is not a bulletin board. Any notices posted will be removed.

If you misplace your mailbox keys the Enfield Postmaster will change the lock on your mailbox and supply you with a new key for \$15.00.

## **Tennis Courts and Pool**

The tennis courts and pool are private property and available to Lakeview residents only. If you are aware that non-residents are using the tennis courts or pool, notify the management company. All residents must read and obey the specific rules for the pool and tennis courts. Residents are required to be respectful of the property and use these facilities according to the rules. Pool and tennis court gates must be secured when the last person leaves. In order to be given a key for the tennis courts, residents must review and sign the Tennis Court Agreement, which can be obtained by contacting our management company. Tennis court and pool rules will be strictly enforced and a fine of \$250 will be assessed in the case of misuse of these facilities. (See SWIMMING POOL RULES and TENNIS COURT AGREEMENT.)

## **Fines for non-conformance**

Residents are encouraged to report violations of the By-Laws and the Rules We Live By to the Association's management company or to a Board member. The offending resident will be contacted and asked to correct the situation within a reasonable time period. Failure to do so will result in a fine of \$50 in the first instance, \$100 in the second, \$150 in the third. (EXCEPTION: Note that fines for infraction of swimming pool and tennis court rules are \$250 for each incident.) People who have received notice to pay a fine may attend the next scheduled meeting of the Board to present extenuating circumstances for the Board's consideration.

Please direct any questions you may have regarding Lakeview to: any member of the Board, or to:

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Last updated January 2012