

ELM CORNERS CONDOMINIUM ASSOCIATION

RULES & REGULATIONS

The Board of Directors of the Elm Corners Condominium Association has adopted the rules and regulations in accordance with the by-laws to protect the community's integrity and harmony, promote the safety and well-being of residents, and maintain an acceptable quality of life.

Prepared By: Board of Directors
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Table of Contents

SECTION 1 - INTRODUCTION	4
SECTION 2 - DUE PROCESS PROCEDURES	4
SECTION 3 - USE OF UNITS RULES & REGULATIONS.....	5
SECTION 3.1 - UNIT USAGE & ALLOCATION	5
SECTION 3.2 - GENERAL USAGE	5
SECTION 3.3 - HEATING & AC USAGE	6
SECTION 3.4 - OBSTRUCTION OF COMMON AREA	6
SECTION 3.5 - OCCUPATIONS, SIGNS, TRANSIENTS	6
SECTION 3.6 - PERSONAL PROPERTY, TRASH, RUGS, MOPS & STORAGE AREA.....	6
SECTION 3.7 - EXTERIOR APPEARANCE & EXTERIOR ADDITIONS	7
SECTION 3.8 - RENTAL PROPERTY, TENANTS & LESSEES.....	7
SECTION 4 - ANIMALS & PETS	8
SECTION 4.1 - PET RESTRICTIONS.....	8
SECTION 4.2 - PETS IN COMMON AREA	8
SECTION 5 - CONDUCT RULES & REGULATIONS	9
SECTION 5.1 - CODE OF CONDUCT.....	9
SECTION 5.2 - COMPLIANCE WITH THE LAW.....	9
SECTION 5.3 - ASSOCIATION & MANAGEMENT EMPLOYEES	10
SECTION 6 - MOTOR VEHICLE RULES & REGULATIONS	10
SECTION 6.1 - MOTOR VEHICLE - GENERAL	10
SECTION 7: PARKING RULES & REGULATIONS	10
SECTION 7.1 - PARKING - GENERAL	10
SECTION 8: PACKAGE & REGISTERED MAIL	11
SECTION 9: SOLICITING	12
SECTION 10: VANDALISM.....	12

SECTION 11 - FINE STRUCTURE	12
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SECTION 12 - CONSENT OR APPROVALS	14
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Section 1 - Introduction

In addition to the other provisions of the Bylaws, the following Rules and Regulations, together with such additional Rules & Regulations as may hereafter be adopted by the Board of Directors, shall govern the use of the condominium units located within the property and the conduct of all residents thereof.

All of the restrictions, limitations, and obligations of members as provided in the Declaration of the Condominium are incorporated herein by reference, but not by way of limitation.

All present and future unit owners, mortgagees, lessees, tenants, guests, and occupants of the units and their employees, and any other person who may use the facilities of the Condominium in any manner are subject to the Declaration, the Bylaws, these Rules & Regulations, and the Certificate of Incorporation of the Association, as amended from time to time, are accepted, ratified, and will be complied with.

Section 2 - Due Process Procedures

The individual who is alleged to have violated a rule must be treated fairly and afforded basic due process rights. An initial courtesy letter or reminder shall be issued to the individual alleged to have violated a rule for the first time. The Board of Directors or Property Manager will provide the individual with written notice of the alleged rule violation.

This notice is to include:

1. Description of the alleged rule violation, including date, time, and witnesses, a photo should also be included if applicable.
2. A restatement of the rule.
3. The possible penalty.
4. A request for specific action to be taken by the individual by a particular date to correct or comply.
5. Action that may be taken for non-correction or non-compliance.
6. The opportunity to have a hearing with the Board of Directors in Executive Session to offer a defense

If a hearing is requested:

1. The Board of Directors will state the case against the individual.
2. The individual will respond in their own words.
3. The complainants will be required to attend the hearing

A repeat offense will generate a letter informing the individual in violation of a fine. Continued violations will generate additional written notices of fine(s).

Section 3 - Use of Units Rules & Regulations

Section 3.1 - Unit Usage & Allocation

1. No part of the property shall be used for anything other than housing and the purpose for which the property was designed.
2. Each residential unit shall be used as a residence for a single family.
 - a. 3-bedroom unit shall be permanently occupied by no more than five (5) occupants.
 - b. 2-bedroom unit shall be permanently occupied by no more than four (4) occupants.
 - c. 1-bedroom unit shall be permanently occupied by no more than two (2) occupants.

Section 3.2 - General Usage

1. All condominium units shall be used for residential purposes exclusively.
2. Unlawful and Disturbing Noises/Practices/Objectionable Odors/Hazardous Materials:
 - a. No Unit Owner shall make or permit any unreasonable noise that will disturb or annoy other residents, or permit anything to be done which will interfere with the rights, comfort, and convenience of other residents.
 - b. No Unit Owner shall make or permit any objectionable odor to emanate from any unit (including garages). Objectionable odors may be caused by, but are not limited to, the following: waste products, chemicals, or garbage, etc.
3. All pet owners are responsible for cleaning up their pets' waste and for removing the same from common areas and limited common areas.
4. Trash and garbage shall be placed in sealed plastic bags. Trash may be put out at the curb no sooner than dusk the evening before pick-up day. Trash cans must be placed back in your unit by the evening of pick-up day or the next day.
5. No clothes, sheets, blankets, or laundry of any kind or other articles shall be hung out or exposed on a part of the common area. Unit owners shall not erect or cause to be erected any outdoor clothesline.

Section 3.3 - Heating & AC Usage

1. The heating season is defined as the period beginning November 1st and ending April 15th. All doors and windows (including garage doors) must be closed during this time unless the outdoor temperature reaches or exceeds 55 degrees Fahrenheit.
2. All air conditioners must be removed from windows for the period beginning November 1st and ending April 15th.

Section 3.4 - Obstruction of Common Area

1. There shall be no obstruction of the common, nor shall anything be stored in the common area without the prior written consent of the Board of Directors as hereinafter expressly provided.
2. Each unit owner shall keep his/her unit and any limited common area to which they have sole access in a good state of preservation and cleanliness.
3. Any obstruction of sidewalks, walkways, or driveways is strictly prohibited.

Section 3.5 - Occupations, Signs, Transients

1. No industry, business, trade, or occupation, or profession of any kind, commercial, religious, educational, or otherwise (except for home professions without employees or regular visits from the public) designed for profit, altruism, or otherwise shall be conducted, maintained or permitted on any part of the property, 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.
2. Signs, notices, advertisements, or any alteration of exterior surfaces shall not be placed, inscribed, or exposed on any window, door, or other exterior parts of the unit or on the common areas. Specifically excluded from this regulation are seasonal decorations. Seasonal decorations (including but not limited to Easter, Halloween, Thanksgiving, etc.) must be removed no later than two weeks after the holiday is observed. An exception to this would be decorations for the December holidays (including but not limited to Christmas, Chanukah, Kwanzaa), which should be removed no later than January 20th.

Section 3.6 - Personal Property, Trash, Rugs, Mops & Storage Area

1. No garbage cans, trash containers, or other obstructing personal property shall be placed on any roadway or walkway. Clothes, blankets, laundry, or other articles shall not be hung from windows or placed upon the windowsills. Nor shall any rugs or mops be shaken or hung from any of the windows or doors. No accumulation of rubbish, debris, or unsightly material will be permitted in common areas, nor shall unlimited common areas be used for the general storage of personal property. No clothes shall be hung or dried outside of the units in the common areas.

Section 3.7 - Exterior Appearance & Exterior Additions

1. Unit owners shall not paint, stain, or otherwise change the color of any exterior portion of any building, nor shall any alterations be made to the exterior of any building without the prior written consent of the Board of Directors. Nothing within the common areas shall be altered, constructed, or removed without the prior written consent of the Board of Directors.
2. Unit owners shall not cause or permit anything to be hung or displayed on the windows or placed on the outside walls or doors of a building and no sign or canopy shall be affixed to or placed upon the exterior walls or doors, roofs or any part thereof or exposed on or at any window other than antennas or shutters, without the prior written consent of the Board of Directors.

Section 3.8 - Rental Property, Tenants & Lessees

1. All Unit Owners who rent to a tenant shall:
 - a. Owners wanting to rent their unit need to obtain approval from the condominium association board of directors (BOD)
 - b. Unit owners must be residents of Elm Corners condominiums for a minimum of one year before entering into a rental agreement with a tenant.
 - c. Unit owners must be in good financial standing with the community for a period of six consecutive months to qualify for rental approval.
 - d. Provide the tenant with a copy of the By-laws, Maintenance Standards, and Rules and Regulations.
 - e. Include in the lease agreement a provision that the tenant has been given said copies, has read and understood, and agrees to abide by these documents.
 - f. Notify the Board of Directors or Property Manager in writing that the unit is tenant-occupied, giving the name(s), address, and telephone number of the occupants.
 - g. Submit a copy of the rental insurance (Landlord Insurance) policies to the board of directors or property manager.
 - h. Provide the Board of Directors or Property Manager with the name of the Rental Property Agent retained by the Unit Owner to manage the unit for him/her. The Unit Owner is responsible at all times for the enforcement of the established guidelines.
2. All maintenance, repairs, and replacements to the Common Elements, as well as the painting and decorating of the exterior of the Units, shall be done by the Board of Managers and shall be included as a Common Expense of the Condominium, except to the extent that the same are necessitated by the negligence, misuse, or neglect of the Unit Owner. in which case the such expense(s) shall be charged to said unit owner.

Section 4 - Animals & Pets

Section 4.1 - Pet Restrictions

1. General Prohibition: Raising, breeding, or keeping any animal or reptile is prohibited in units and common areas.
2. Exceptions (Permitted Pets): A single dog, cat, or other household pet may be kept in a unit only after it has been formally approved by the Board of Directors.
3. Commercial Activity: Pets may not be kept for any commercial purposes (breeding, selling, etc.).
4. Enforcement (Nuisance): If any pet causes a nuisance or unreasonable disturbance or noise, the Board will issue a written removal order. The pet must be permanently removed from the property within three (3) days of receiving this notice.

Section 4.2 - Pets in common area

The maintenance, keeping, boarding, and/or raising of animals, livestock or poultry of any kind, regardless of number, shall be and is hereby prohibited within any condominium Unit or Common Area except that this shall not prohibit the keeping of dogs, cats, caged birds, fish, and/or small domestic animals as pets provided, they are not maintained, kept or bred for commercial purposes.

5. Small domestic animals are defined as reptiles and rodents, and must be caged to prevent escape to Common Areas.
6. No animal is permitted to disturb the rest or peaceful enjoyment of any Unit or the Common Areas.
7. All pets must be kept duly licensed and maintained with local and state regulations including all immunizations and vaccinations required in accordance with the Town Health Department laws and regulations.
8. An up-to-date Pet Registration Form must be on file with the Board of Directors.
9. All dogs shall be kept leashed and under the control of their owner whenever they are outside the Unit, and shall not be allowed to interfere with the rights, comfort, or convenience of other residents.

10. Special Fine Structure relating to Unleashed Dogs

- a. First Offense: A written warning from the Board of Directors to the Unit Owner and/or tenant.
- b. Second Offense: A \$75 fine against the Unit Owner and/or Tenant.
- c. Third Offense: A \$150 fine against the Unit Owner and/or Tenant.

11. Special Fine Structure for Attacks by Unleashed Dogs:

- a. First Offense: A \$150 fine against the Unit Owner and/or Tenant.
- b. Second Offense: A \$200 fine against the Unit Owner and/or Tenant.
- c. Third Offense: A \$200 fine against the Unit Owner, plus the dog is banned from all Common Areas, with a \$200 per day fine thereafter for each separate occurrence

12. No animal may be leashed to any stationary object of any Unit or upon the Common Areas.

13. Dogs may not be walked on grassy areas near a neighbor's Unit, and the dog's owner must **immediately clean up** and properly dispose of any waste.
14. All pet owners are responsible for cleaning up their pets' waste and for removing the same from the common areas and limited common areas.
15. It is not permitted to use sewers for the disposal of droppings or kitty litter.
16. Owners are responsible for all damages caused by their pets to Common Areas and to the property of others. Individual Unit Owners shall be responsible for all fines assessed by the Board of Directors for violation of these rules.
17. Any pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the property, subject to the complaints received by the Board in writing by two or more Unit Owners. Any animal considered to be vicious, intimidating, or uncontrollable can be removed by majority vote of the Board following a hearing with the pet owner. The Unit Owner shall be liable for all costs should an animal have to be removed from Elm Corners' property by direction of the Board. Costs incurred shall include all legal fees incurred by the Association, and all costs incurred shall be assessed to the Unit Owner.
18. All incidents and violations of these animal rules must be reported to the Board in writing. The owner of the animal involved shall be notified by the Board in writing, in accordance with the current violation procedures, and will be provided the opportunity to dispute the charges.

Section 5 - Conduct Rules & Regulations

Section 5.1 - Code of Conduct

Violence and/or harassment of any kind will not be tolerated by or against any Elm Corners Unit Owner, resident, tenant, guest, or any member of the Board of Directors or their agents (such as but not limited to employees, contractors, etc.). The Unit Owner is fully responsible for the conduct and behavior of all tenants, guests, and visitors.

1. Any Unit Owner, resident, tenant, or guest who feels themselves, any member of their family, or any guest to be in danger should immediately call 911.
2. Any form of violence and/or harassment on any Unit Owner, resident, tenant, or guest should be reported to a member of the Board in writing.
3. Personal items, loose trash, and construction debris of any kind should not be left in any common area.

Section 5.2 - Compliance with the Law

Unit owners shall comply with and conform to all applicable laws of the State of Connecticut and all bylaws, ordinances, rules & regulations of the Town of Windsor Locks and shall save the Association and other Unit Owners harmless from all fines, penalties, costs, and prosecutions for the violation thereof or non-compliance therewith. The use of the condominium units shall be consistent with existing laws and these restrictions, so long as such use does not constitute a nuisance.

Section 5.3 - Association & Management Employees

No unit owner or occupant shall, directly, supervise, or in any manner attempt to assert any control over any of the employees of the Association or the Management Company, nor shall they attempt to send any such employees upon private business of such unit owner or occupant.

Section 6 - Motor Vehicle Rules & Regulations

Section 6.1 - Motor Vehicle - General

1. The posted speed limit is 15 miles per hour on Elm Corners' property.
2. No automobile maintenance or repair (such as, but not limited to, changing oil or antifreeze) is allowed. Changing hazardous fluids for your motor vehicle violates the Water-Shed Act.
3. No snowmobiles, trail bikes, go-carts, motorized or electric vehicles (such as, but not limited to, scooters or carts), or unregistered vehicles are to be operated on condominium property.
4. No unregistered vehicles may be kept on condominium property without the express written permission of the Board of Directors (BOD).
5. No unregistered vehicles may be kept on the Common Areas. Unregistered vehicles will be towed at the owner's expense after a courtesy notice has been issued.
6. No vehicle that may cause damage of any kind or obstruction of any kind during a weather event may be kept on the Common Areas. Such vehicles will be towed at the owner's expense after a courtesy notice has been issued.
7. An up-to-date Vehicle Registration Form must be on file with the Board of Directors.
8. All incidents and violations of these motor vehicle rules must be reported to the Board in writing. The owner of the vehicle involved shall be notified by the Board in writing, in accordance with the current violation procedures, and will be provided the opportunity to dispute the charges.

Section 7: Parking Rules & Regulations

Section 7.1 - Parking - General

The following parking rules are intended to keep the parking areas and driveways free of obstruction so that emergency vehicles, trash collection vehicles, snow removal vehicles, delivery vehicles, etc., may pass through the areas unimpeded. They are also intended to maximize the availability of Guest parking spaces for use by guests.

Residents must use all of the spaces designated for their unit before directing their guests to a Guest parking space. Improper parking will subject such a vehicle to immediate towing. All towing expenses will be the responsibility of the vehicle owner. The condominium association will not be responsible for towing costs incurred or incidental damage to vehicles that must be towed.

1. Parking is allowed only in authorized or marked spaces. All Units have two dedicated parking spaces.
2. Parking is prohibited along the yellow curbs or where No Parking signs are posted to allow emergency vehicles (police, fire, ambulance, etc.) unrestricted access.
3. Parking is not allowed on lawns, sidewalks, or other common Areas.
4. No on-street parking is allowed except for short-term parking for loading and unloading vehicles and during the clearing of snow from driveways or parking spaces.
5. Parking in another Unit's designated space is not allowed. Unit Owners may, however, make verbal arrangements with one another to allow parking in another Unit's designated space or driveway. Such agreements must be unanimously approved by all Unit Owners affected, or the Board will enforce the appropriate fines. Unit Owners may wish to notify the Board if a guest occupies their designated space for an extended time so that appropriate action may be taken in case of emergency.
6. Residents are not allowed to use the Guest spaces as additional parking for their Unit. Guest spaces are intended for short-term guests only.
7. Guests may occupy Guest spaces for not more than five (5) consecutive days. Unit Owners or Tenants with guests visiting for a longer period of time need to notify the Board of Directors or Property Manager in writing. The Board may approve extended Guest parking in writing and issue a permit to be displayed in the vehicle.
8. Vehicles must not overhang another Unit Owner's designated space or sidewalks, walkways, or other Common Areas.
9. To facilitate snow removal, it is recommended that Unit Owners move their vehicle as soon as possible. Vehicles that remain inappropriately parked on the premises once snow removal operations commence may, **without notice**, be towed at the vehicle owner's expense.
- 10. IT IS THE RESPONSIBILITY OF THE UNIT OWNER TO INFORM TENANT AND GUESTS OF ALL PARKING RULES.**
11. All incidents and violations of these parking rules and regulations must be reported to the Board in writing. The Unit Owner involved shall be notified by the Board in writing, in accordance with the current violation procedures, and will be provided the opportunity to dispute the charges.

Section 8: Package & Registered Mail

The delivery of packages or registered mail shall be arranged by each unit owner, and neither the Association nor the Management Company shall assume the responsibility for any packages or mail left at the office of the Management Company.

Section 9: Soliciting

Soliciting of unit owners for any purpose is forbidden without prior consent of the Board of Directors.

Section 10: Vandalism

Vandalism is defined as the willful and malicious destruction of public or private property and is strictly prohibited.

1. Any conduct by any Unit Owner, Resident, Tenant, Guest, Visitor, or Vendor that causes damage to common or private areas is strictly prohibited. Such conduct would include, but not be limited to, any recreational activity in the streets (such as street hockey, ball playing, etc.), riding bicycles or skateboards on lawns or walkways, climbing on trees, fences, buildings, etc.
2. Common areas include, but are not limited to: roads; walkways; landscaping; buildings; and maintenance equipment owned by Elm Corners.
3. Private areas include but are not limited to: patio areas, fences, mailboxes, etc.
4. Playing in the street is not allowed due to safety concerns and liability issues.
5. **IT IS THE RESPONSIBILITY OF THE UNIT OWNER TO INFORM THEIR TENANTS AND GUESTS OF ALL ASSOCIATION RULES.**
6. The cost to repair any damage will be assessed to the Unit Owner in addition to the prescribed fines for violations.
7. **Vandalism of private property, motor vehicles, or any circumstance not ascribed to by the Elm Corners Condominium Association Master deed shall be the Unit Owner, Tenant, or Guest's responsibility to immediately call 911.**
8. All incidents and violations of these vandalism rules and regulations must be reported to the Board of Directors and/or Property Manager. The Unit Owner involved shall be notified by the Board in writing, in accordance with the current violation procedures, and will be provided the opportunity to dispute the charges.

Section 11 - Fine Structure

These Association Rules & Regulations are adopted for the benefit of the Unit Owners and Tenants of Elm Corners Condominium Association. They are intended to contribute to preserving a clean, attractive, and peaceful environment. They are not intended to unduly restrict or burden the use of property.

The essence of the regulations, rules, and recommendations is for each Unit Owner and Tenant, and Guest to treat each other with respect and courtesy and exercise common sense, so Elm Corners Condominiums can be an outstanding place to live.

These Rules & Regulations supersede all previous rules, regulations, and policy resolutions and may be revised in any way, consistent with the By-Laws, at any time by the Board of Directors (BOD), as conditions warrant, provided that no revision shall be effective until a written copy thereof is sent to the Unit Owners advising them of the change.

All Unit Owners and Tenants of the Unit Owners in the Association and their Guests are bound to abide by the Rules, which reflect the provisions of the originating legal documents and By-Laws of Elm Corners Condominium Association.

Complaints of violations of these Rules & Regulations shall be made in writing to the Board of Directors. The Board of Directors (BOD) or Property Manager will notify the alleged offending Unit Owner and/or the Tenant of the complaint and investigate the same with due process. If the Board of Directors (BOD) feels that the complaint is justified, it will take appropriate action. The complaining party will be notified in writing by the Board of Directors as to what action has been taken or is to be taken.

A progressive discipline and fine system will be in effect for the violation of the Rules:

1. First offense of a rule: a written warning from the Board of Directors or Property Manager to the Unit Owner.
2. Second offense of the same rule: up to \$50 fine against the Unit Owner and/or Tenant.
3. Third offense of the same rule: up to \$100 fine against the Unit Owner and/or Tenant.
4. Fourth offense of the same rule: up to \$200 fine against the Unit Owner and/or Tenant.
5. Successive offenses of the same rule: up to \$400 fine against the Unit Owner.

These incremental steps will be taken unless the Board of Directors determines that special circumstances exist to warrant a different amount or that other measures are appropriate, consistent with the By-Laws. Such special circumstances must be documented in writing by the Board.

Note that special circumstances are in effect relating to unleashed dogs, attacks by unleashed dogs, and assault on a Board member. See the appropriate section for the listing of these fines.

Additionally, any criminal act committed on Elm Corners property by a Unit Owner, Tenant, or their Guests resulting in conviction on criminal charges shall be grounds for the Board of Directors (BOD) to levy a fine of up to \$500 (Five Hundred Dollars) for a misdemeanor or \$1,000 (One Thousand Dollars) for a felony, PER person, PER offense.

Failure to pay a fine may result in a lien being placed against the Unit Owner for the amount of the fine. In addition, the Condominium Association shall be entitled to all costs and attorney's fees incurred in any proceeding the Board of Directors deems necessary to gain

compliance with the condominium documents. The money collected from such fines shall be expended at the discretion of the Board of Directors. Proper records will be kept of all transactions.

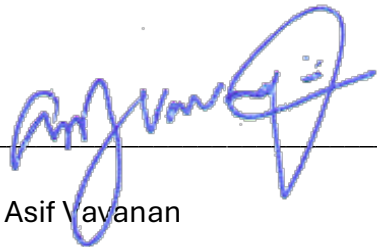
In addition to these rules, Unit Owners, Tenants, and their Guests are bound by any applicable governmental law, ordinance, or regulation. Unit Owners and Tenants are urged to contact appropriate legal authorities in the event of activities deemed to be illegal.

Section 12 - Consent or Approvals

Rights are specifically reserved for the Board of Directors to rescind, change, interpret, or amend the foregoing rules and regulations to adopt such other rules and regulations as from time to time the Board of Directors may deem necessary, as set forth in the association's Bylaws Article VIII. Section 3.

These rules & regulations were adopted with the same formalities required to adopt a Rule, following Notice and Comment to the Unit Owners, on this 4th Day of November, 2025

ELM CORNERS
CONDOMINIUM ASSOCIATION, INC.



By: Asif Vavanan

Its President