

SUFFIELD MEADOW SOUTH CONDOMINIUM ASSOCIATION, INC

RULES

Suffield Meadow South Condominium Association, Inc. is a Common Interest Community established by a Declaration recorded in the land records of the Town of Suffield. The Community has By Laws, Maintenance Standards and Rules as well as an elected Executive Board of Directors (Board) representing owners. A vendor Management Company (Management) is hired by and acting on behalf of the Board and Unit owners.

The original rules and regulations were created in 1987 to ensure a safe, equitable, and peaceful environment for all residents. By purchasing a Unit or signing a lease, you are agreeing to comply with the following Rules, Regulations and Procedures as revised in 2018.

In addition to these Rules (including Attachment A), there are several other obligations and/or restrictions outlined in the Declaration, By Laws, and Maintenance Standards (as they have been amended.) Non-compliance may result in fines after notice and hearing. Unit owners and residents are also responsible for the compliance of all guests, children and pets.

USE OF UNITS AND COMMON ELEMENTS

1. Occupancy restrictions: Units are limited to occupancy by single families, as defined in the declaration.
2. No Commercial Use: No industry, business, trade, or commercial activities, other than home professional pursuits without employees, public visits or non-residential storage, mail, or other use of a unit, shall be conducted, maintained or permitted on any part of the Property. No signs, window displays or advertising is allowed or permitted on any part of the Common Elements or any unit. No unit can be rented for transient, hotel, air B&B, and/or motel purposes.
3. Access To Unit: Shall be in accordance with provisions of the Declaration and Bylaws. At the unit owner's option, he or she may provide an entrance key to their unit to the management company. This key will be enclosed in a sealed envelope with instructions that it only be used in an emergency where access to the unit is necessary as approved and deemed by the owner.
4. Electrical Devices or Fixtures: No electrical device creating electrical overloading of standard circuits may be used. Misuse or abuse of appliances or fixtures within a unit which affects other units of the Common Elements is prohibited. Any damage resulting from such misuse shall be the responsibility of the unit owner who caused the electrical issue. Total electrical usage in any unit shall not exceed the capacity of the circuits as labeled on the circuit breaker boxes.
5. Window/Door Displays: Unit owners shall not place anything other than traditional/conventional, shades, curtains and draperies at, inside, or on the outside of windows and/or doors.
6. Cleanliness: Each unit owner shall keep his or her unit in a good state of preservation and cleanliness. Toys, trashcans, and other personal items are not to be stored outside the unit or under the deck. The only items allowed on the decks are usable lawn furniture, storage lockers, traditional plant containers & pots and cooking grills (when not in use.) All toys, bikes, wading pools, etc., should be put away when not in use. No storage of any items is allowed under decks.

7. Obstructions: There shall be no obstruction of the common elements, nor shall anything be stored outside of the units. No fence, wall, or storage lockers are permitted on Common Elements.

8. Alterations, Additions or Improvements to Common Elements: No alterations, additions or improvements may be made to the Common Elements without the prior written consent of the Executive Board. No clothes, sheets, blankets, laundry or any other kind of articles shall be hung out of a building or exposed, or placed on the outside walls, doors of a building or on trees, and no sign, awning, canopy, shutter or antenna shall be affixed to or placed upon the exterior walls or doors, roof or any part thereof or exposed on or at any window. Owners shall not paint, stain or otherwise change the color of any exterior portion of any building without the prior written consent of the Executive Board. (NOTE: Please see Attachment A for additional (current) information regarding standards and/or requesting changes.) All such alterations, additions, and improvements to common elements (and limited common elements) shall be made only in accordance with the provisions of the Declaration.

ACTIONS OF OWNERS AND OCCUPANTS (including pets and recreation)

9. Annoyance or Nuisance: No noxious, offensive, dangerous or unsafe activity shall be carried on in any Unit, or 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 noises by himself or herself, his or her family, servants, employees, agents, visitors and licensees, nor do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other Unit Owners or occupants. No Unit Owner or occupant shall play or operate, any musical instrument, phonograph, disc player, television set, VCR or radio at such high volume or in such other manner that it causes unreasonable disturbances to other Unit Owners or occupants.

10. Compliance With Law: No immoral, improper, offensive or unlawful use may be made of the Property. Unit Owners shall comply with and conform to all applicable laws and regulations of the United States and of the State of Connecticut, and all ordinances, rules and regulations of the Town of Suffield. The violating Unit Owner shall hold the Association and other Unit Owners harmless from all fines, penalties, costs and prosecutions for violation or noncompliance. Home improvement and repair contractors must be licensed and insured.

11. Pets: No animals or reptiles of any kind shall be raised, bred, or kept on the property or brought on the Common Elements except for:

A. No more than 2 dogs of less than twenty (20) inches in height (if height is questioned, owners may be required to provide certification of height from their veterinarian) at the shoulder at maturity and of gentle disposition. OR

B. No more than 2 domestic cats. OR

C. No more than 1 one each dog and cat as described above.

All dogs must be licensed with a copy of their license, and photo provided to the Executive Board (via the Management Company) along with the "Owner's Information Document." Cat owners are also required to provide a photo of their cat and must ensure that their outdoor cats do not infringe on neighbor's limited common elements. Pets may not be kept, bred, or maintained for any commercial purposes. Any pet causing or creating a nuisance or an unreasonable disturbance or noise shall be permanently removed from the Property upon written Notice from the Executive Board following notice and hearing. In no event shall any dog be permitted in any portion of the Common Elements unless carried or on a leash. No pets may be curbed (tethered) to any deck, porch or patio. Walking of pets must be done on the outside perimeter of SMS property, not along sidewalks or parking areas, whenever possible. Waste must be picked up immediately and discarded in the on-site dumpster or resident's waste cans. No pet waste may be left outside a unit. Owners shall hold the Association harmless from any claim resulting from any action of his or her pet. Seeing eye, hearing ear, and special needs dogs will be permitted with proper certification of necessity provided to Management.

12. Recreation: Bicycle riding, rollerblading, and skate boarding are not allowed in the parking areas, sidewalks, or lawns. Adults and supervised children who engage in these activities are encouraged to use extreme caution on streets as parked vehicles and structures may impede a motorist's view.

Common Elements shall be used only for the purposes for which they were designed. No person shall commit waste on the Common Elements or interfere with their proper use by others. No person shall commit any nuisances, vandalism, boisterous, rough, dangerous or improper activity or behavior on the Common Elements which interferes with, or limits the enjoyment of the Common Elements by others.

Parents will direct and control the activities of their children in order to require them to conform to the Rules and Regulations of the community.

13. Indemnification for Actions of Others: Unit Owners shall hold the Association and other Unit Owners and occupants harmless for the actions of their children, tenants, guests, pets, servants, employees, agents, invitees or licensees.

INSURANCE

14. Increase in Rating: Nothing shall be done or kept which will increase the rate of insurance on any of the buildings, or contents thereof, without the prior written consent of the Executive Board. No Unit Owner shall permit anything to be done or kept on the property which will result in the cancellation of insurance coverage on any of the buildings, or contents thereof, or which would be in violation of any law.

15. Rules of Insurance: Unit Owners and occupants shall comply with the Rules and Regulations of the State of Connecticut and with the rules and regulations contained in the current fire and liability Master Insurance Policy on the Property.

16. Reports of Damage: Damage by fire or accident affecting the Property, and persons injured by or responsible for any damage, fire or accident must be promptly reported to the Management Company or Executive Board by any person having knowledge thereof.

RUBBISH AND RECYCLING

17. Deposit and Collection of Rubbish and Recycling: Garbage and recycling dumpster containers are located on the north side of Daventry Hill Lane for use by all residents. Garage Unit owners also have the option of individual can (auto arm) service. Both are provided by "Town of Suffield" services and pickup schedules are posted on the town website. Occupants are responsible for removal of trash from their Units to the pickup locations. Residents using individual cans are to remove them from the Common pick up area and return to their garage the same day as pick up. Any issue with trash pick-up should be addressed with the TOWN OF SUFFIELD, not the management company. All Common Element areas are to be kept neat, clean and free of debris with no articles or bags left outside of receptacles. No garbage cans or trash barrels shall be placed/stored outside the unit. No accumulation of rubbish, debris, or unsightly materials shall be permitted in the Common Elements. Large household items, appliances, furniture, bicycles, etc. are not appropriate items for this service and individuals are responsible for removal/disposal of such items. No storage of trash will be permitted in or outside any unit in such a manner as to spread fire or encouragement of vermin.

MOTOR VEHICLES

18. Compliance with Law: All persons will comply with Connecticut State Laws, Department of Motor Vehicle regulations, and applicable local ordinances, on the Property, including streets and parking areas. All vehicles of owners/occupants must be registered in the State of Connecticut with new residents to the state having the allowed 60-day period in which to register their vehicles in Connecticut. No unregistered vehicles may be parked on the Property. No resident vehicles with commercial signage are allowed.

19. Parking: Each Unit has two available parking spaces: residents without garages have two assigned and numbered parking spaces; residents with a garage must park one vehicle in the garage and the other in front of the garage. NO vehicles are permitted to drive on areas other than streets or parking areas with the exception of Executive Board or Management permission given to a vendor to accomplish a repair.

20. Speed Limit: The maximum speed allowed on the Property is 15 miles per hour.

21. No Parking Areas & Visitor Parking: Designated parking is marked for residents and visitors. Vehicles may not park so that they block access to walkways, designated fire lanes, or clear two-lane passage by vehicles on the streets. Vehicles in violation will be towed after reasonable efforts to contact the person, Unit Owner or occupant to whom the vehicle is registered. In addition a \$25.00/day fine may be levied against the person, Unit Owner or occupant to whom the vehicle is registered, following Notice and Hearing, for the period that the vehicle violates these rules, unless at such hearing good and valid reasons are given for such violation.

22. Limited Use of Trucks, Vans, Trailers and Commercial Vehicles: The following types of vehicles are permitted in the parking areas or driveways for temporary loading or unloading up to eight (8) hours: Commercial vehicles (trucks, vans and vehicles having capacity of more than one (1) ton, trailers of any kind, and vehicles with more than four (4) single-tired wheels, vehicles carrying a sign advertising a business.) Construction equipment used in the actual repair, construction or maintenance of the Property will not be so restricted during such use.

23. Snow Removal and Vehicles: Vehicles must be moved to accommodate efficient and timely snow removal in parking areas and streets and in accordance with current snow removal procedures. (See item "g & h" in Attachment "A")

24. Grills Use and Storage: Grill use and storage must comply with current SMS procedures as well as CT State and Suffield Local fire prevention laws. (See item "c" in Attachment "A")

GENERAL ADMINISTRATIVE RULES

25. Consent in Writing: Any consent or approval required by the SMS Declaration, By Laws, Maintenance Standards or these Rules (or Procedures) must be obtained in writing prior to undertaking the action to which it refers. Attachment A contains current procedures, standards, and forms to provide owners and residents with consistent guidelines for situations not detailed in other SMS documents, however, owners should check with the Management Company before undertaking any project to be certain the most recent (current) Standards and Procedures are observed. Attachment A contains additional information regarding: Limited Common Elements – Standards, Deck Expansion or Change, Grills and Grill Use, Satellite Dishes and Antennas, Owner's Outside Plantings/Ornaments, Mail Box, Mail Box Locks, and Keys, Snow Removal, Resale Certificate Procedure and Form, Owner/Resident Information Form.

26. Owner/Resident Information Form: Owners must complete a current Owner/Resident Information Form annually with complete information. These must be submitted to the Management Company by January 15th or whenever there is new or additional information that is requested on the form. Failure to provide this form and information to the Management Company may result in a hearing, fines, or the towing of vehicles.

27. Complaint:

Any formal complaint regarding the actions of other Unit Owners or occupants should be made in writing to the Management Company who will in turn inform the Executive Board for appropriate action.

Any formal complaint regarding the Management Company or their actions should be made in writing to the Executive Board via USPS or email. (Call the Management Company for current Board Member's address or attend Executive Board Meeting.)

28. Attachment "A" Standards, Procedures, and Forms:

Additional guidelines and specific information is provided in Attachment "A" and owners and residents are obliged to abide by the Standards, Procedures and Forms contained in the Attachment.

Effective date: NOVEMBER 5, 2018 - BOD

Suffield Meadow South Condominium Association

Suffield Connecticut

ATTACHMENT "A" - *Suffield Meadow South* - Standards, Procedures, and Forms

- a. Maintenance and/or Replacement of Limited Common Elements & Association Standards (decks, windows, doors, storm doors, garage doors, hatchways, front railings (3 pages, A-2,3,4)
- b. Deck Expansion or Change (page A-5)
- c. Grills (Electric, Gas, and Charcoal) (page A-6)
- d. Satellite Dishes and Antennas (page A-7)
- e. Owner's Outside Plantings/ornaments on Common Elements (page A-8)
- f. Mail, Mailbox Locks, Keys (page A-9)
- g. Snow Removal (Streets, Sidewalks, and Parking Areas) (page A-10)
- h. Snow Removal (Limited Common Elements) (page A-10)
- i. Resale Certificate Procedure and *Re-Sale Certificate Request Form* (pages A-11,12)
- j. *Resident Information Form* (page A-13)

Note: This information is to assist owners in maintaining required property standards and the procedures should also serve residents and owners with additional information not provided in other Suffield Meadow South documents. Because these standards, procedures and forms are susceptible to changes in order to comply with availability of materials, laws, insurance dictates and/or contracted services, etc., each document has an individual effective date. Please check with the Management Company to be certain you have the correct current document. Failure to comply with these standards and procedures may result in owner "hearings and possibly fines." Owners should inform their tenants that any changes in exterior elements must be requested, **by the owner**, in writing to the Board of Directors and approved in writing by the Board.

Limited Common Elements Standards - procedure "a" (3 pages)

Limited Common Elements are those common elements that are intended to be used exclusively for/by the specific unit or unit(s), not all the unit owners. Common elements such as siding, aluminum trim, roofs, grounds cannot be altered by individual unit owners. To ensure a unit owner is adhering to existing standards, the following information is provided for your reference. If in doubt, please submit a written request to the Management Company for review and approval by the Board of Directors.

In an effort to restore and maintain uniformity and compliance and phase out any existing non-conforming items, the Board reserves the right to inspect each unit prior to the sale of the home and report any discrepancies for correction to the seller and future owner. It will be the seller's responsibility to correct the issue or negotiate with the buyer who will then be responsible to correct the issue within 90 days after purchase.

It is the long-term goal of the Board to restore and maintain good repair and uniformity of the common elements, which includes limited common elements. Everyone's cooperation moving forward is greatly appreciated.

Maintenance and/or Replacement of Limited Common Elements and applicable STANDARDS

1. The maintenance of Limited Common Elements is the responsibility of the owner. These include:
 - a. Decks (See Procedure "b" for procedure for Deck Expansion or Change)
 - b. Windows
 - c. Doors, including French or sliders and Storm doors
 - d. Garage Doors
 - e. Hatchways
 - f. Porch Railings
 - g. Painting of wood areas around windows and doors
2. It is necessary for residents to keep these Limited Common Elements in good repair and adhere to current standards. The paint colors, styles, and specifics are listed below.

NOTE: No attachments, holes, flags, hangers, etc. are allowed on any exterior wall, trim, or roof area. Contractors for phone, cable, internet, HVAC, and owners are responsible for obtaining specific direction and information for placement of exterior fixtures and wiring. Repair or replacement of Common Elements will be at the owner's expense.

Aluminum Trim: Alcoa Sandstone Beige, .019 thickness

Windows: Vinyl, color – white, WITH mullions in all front windows except the picture window center section. Side and rear windows may have mullions or plain glass. If wood, refer to paint color below.

Front Entry Doors: 6 Panel with top small panels being glass. All doors must be painted current standard color. Formulas follow for Blue, Green, and Red Doors.

Side and Rear Entry Doors: May be 6 panel with top small panels being glass or Half view. All side and rear entry doors must be the same color as specified for the front door of that unit.

French Door or Slider: Vinyl, color – white, with or without mullions. If wood, refer to paint color below.

Storm Doors:

Anderson 4000 series, full view, color – white or Anderson 3000 series, self-storing screen, color white.

Front Doors must be "full view" or "full view with self-storing screen."

Side or Rear Doors may be "full view", "full view with self-storing screen", or "partial view."

Trim Paint Color: (wood windows and garage doors)

Sherwin Williams exterior Duration Satin – Custom Cream Match – formula follows:

G2-1/32,1/64

R4-2/32

Y3-10/32,1/128

Entrance Doors: Paint Colors – Sherwin Williams _____ Satin (1 gal.)

Red doors (gold siding)

Green doors (grey siding)

Blue doors (beige siding)

SHERWIN-WILLIAMS 5604 04/14/18
860-745-2459 Order# 0176905

EXTERIOR ARCHITECTURAL
DURATION LATEX
SATIN COROB MODULA HF

6328 FIREWEED
SHER-COLOR FORMULA

CCE*COLORANT	OZ	32	64	128
W1-White	-	4	1	-
L1-Blue	-	17	1	1
R2-Maroon	2	40	-	-
R3-Magenta	6	1	1	-

ONE GALLON ULTRADEEP
K33T00254 650406333

6328

SHERWIN-WILLIAMS 5604 04/14/18
860-745-2459 Order# 0176905

EXTERIOR ARCHITECTURAL
DURATION LATEX
SATIN COROB MODULA HF

2847 ROYCROFT BOTTLE GREEN
SHER-COLOR FORMULA

CCE*COLORANT	OZ	32	64	128
W1-White	-	9	-	-
B1-Black	4	63	1	-
G2-New Green	4	19	1	-
Y3-Deep Gold	2	36	-	1

ONE GALLON ULTRADEEP
K33T00254 650406333

2847

SHERWIN-WILLIAMS 5604 04/14/18
860-745-2459 Order# 0176905

EXTERIOR ARCHITECTURAL
DURATION LATEX
SATIN COROB MODULA HF

6236 GRAYS HARBOR
SHER-COLOR FORMULA

CCE*COLORANT	OZ	32	64	128
W1-White	-	7	-	1
B1-Black	8	19	-	1
G2-New Green	-	24	-	1
Y3-Deep Gold	-	13	-	1

ONE GALLON DEEP
K33H00253 650406317

6236

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0176905-001

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0176905-002

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0176905-002

1-10

OR

NOTE: The entry door paints are not available in less than one gallon at Sherwin Williams, therefore, the Board has purchased a gallon of each and owners may purchase a small portion to do their front door. Call Nancy 860-966-0838.

Decks: **NOTE:** Revised and effective July, 2022 Suffield Meadow South Board of Directors

Decks that already built prior to July 2022 may use the following latex stain color options or as a reference for brands other than Sherwin Williams when refreshing a deck is necessary. New deck rebuilds and expansion builds should refer to **procedure "b"** for the current design and standards and process for approval. Color match to approved composite color is also acceptable.

1. Sherwin Williams SuperDeck **SOLID COLORS 3 acceptable colors**

Shagbark Brown SW3077

Cabin Brown SW3031

Lodge Brown SW3007

2. Sherwin William SuperDeck **SEMI-SOLID COLORS 3 acceptable colors**

Riverwood SW3507SS

Hawthorne SW3518SS

Chestnut SW3524SS

3. Sherwin Williams SuperDeck **SEMI-TRANSPARENT 1 acceptable color**

Riverwood SW3507

4. Sherwin Williams Exterior Latex – Deckscapes – Flat (1 gal.) formula
(formerly the standard color)

NOTE: This stain is no longer available at Sherwin Williams, however other suppliers may be able to color match their product. Also, still acceptable to use if owners have product left from previous use for decks built prior to July 2022.

W1-white 30/32, 1/128

B1-black 4oz., 27/32

R2-maroon 42/32

Y3-deep gold 4oz., 28/32

Hatchways: Sherwin Williams Industrial enamel – Graystone SW503

Railings: Sherwin Williams Industrial enamel – Gloss Black

Effective date: November 5, 2018, Suffield Meadow South Board of Directors

Deck Expansion and/or Change – procedure “b”

NOTE: Revised and effective July, 2022 Suffield Meadow South Board of Directors

1. Deck rebuilds (or expansions) must receive Board Approval, in writing, prior to construction. Samples of materials in chosen colors along with a letter of request (include name, address, contact phone and email) must be provided to the Board of Directors, via a board member or management company, at least 30 days prior to desired construction start. Authorization to proceed will be provided by the Board of Directors
2. If the owner is seeking an expansion of the existing deck, they must also provide a “to scale” drawing on graph paper showing the existing and desired new deck with all present and future dimensions in addition to the sample materials in chosen colors. The drawing must also have the written approval of neighbors on both sides indicating their approval of the expansion.
3. Materials may be composite or wood or a combination. Floor and step color may vary slightly (due to composite supplier offerings), however all flooring and steps are limited to medium to dark brown. (See deck standards for acceptable latex wood stain color choices on page A-4)
4. Spindles, rails and finials, stair risers, skirt boards, posts (from skirt board up) must be white.
5. Spindles and posts must be square, not ornate. Finials and rails may be slightly different due to manufacturer’s offerings, but all must be white. Solar light finials are allowed.
6. Construction, including cement support columns, must adhere to current Connecticut building code. Proper construction does not require decks to be attached to the main building. Proper flashing should be installed. Construction must be done by a licensed and insured contractor with appropriate permits if applicable.
7. Once construction is completed, the Management Company should be notified for inspection. If staining is delayed to allow wood to season, a second approval will be necessary after staining. Again, notify the Management Company or Board for approval.
8. Written approvals should be kept by the owner and the Management Company for reference.

NOTE: The transition of all brown to a combination of brown floor and steps only, with the remainder white, is a significant change in design and the process will evolve over several years. It was adopted by the Board of Directors after “Notice and Comment” was provided to the owners with no objection or comment returned to the Board.

Owners with existing decks that are all brown are not required to remove and/or alter their existing decks to the new standards. The above applies only to new builds and/or replacements or expansions. However, if an owner would like to replace existing brown material with new white as is outlined above, they may do so by following the steps provided.

Grills and Grill Use – procedure “c”

Grills must be a minimum of 10 feet away from buildings when in use. A hot grill must be attended to at all times and extinguished completely and properly when not in use. Charcoal and wood burning devices may not be used on decks. Any damage to the exterior of a building, as a result of the grill, will be the unit owner's responsibility. It is preferred that grill usage be done at the base of your deck stairs on patio blocks not to exceed 5' x 6' in area.

NO grill use in the front or side yards.

No storage of grills, fire pits, etc. under the decks.

No fire pits are allowed anywhere.

Effective date: November 5, 2018 BOD

Suffield Meadow South

Satellite Dishes and Antennas – procedure “d”

Direct Broadcast Satellite antennas that are two feet or less in diameter may be installed on your deck providing the top of the dish/antenna top is no higher than the deck railing.

Antennas designed to receive television broadcast signals, regardless of size may be installed. If acceptable broadcast quality signals can be received by placing antennas inside a unit without unreasonable cost, the outdoor installation is prohibited.

Antennas must not encroach upon any common elements, any other owner's individual unit or the air space of another owner's limited common element.

Effective date: November 5, 2018 BOD

Suffield Meadow South

Owner's Outside Plantings/ornaments on Common Elements – procedure "e"

The Association allows for additional plantings provided by the Unit owners in the ground in the rear common area adjacent to your Unit, and limited common areas related to your unit (deck or porch) in traditional planting containers. Annual and perennial flowers and bulbs may be planted in existing beds adjacent to the unit whose owners will care for them. Owners shall be responsible for their care and shall see that diseased or dead material is promptly removed.

Plantings and additions to the landscape are made at the Unit Owners' risk, and the Association takes no responsibility for their care or continued existence. If landscapers remove a planting or it is damaged, the Association will not be held responsible for replacement.

Garden hose hangers, hanging planters, garden flags, etc. must not be attached to siding or trim. Only free-standing hangers may be used. Signs are not allowed.

Effective date: November 5 2018 BOD

Suffield Meadow South

Mail Box, Mail Box Locks, & Keys Procedure – procedure “f”

The Mail boxes and locks are the property of the United States Postal Service, however it is the responsibility of the owner of each unit to provide the receptacle and provide keys for the deposit and withdrawal of USPS mail.

Each resident was provided two keys when the Mail House was built. In the case of renters, one key was provided to the owner and the second to the renter. At that time all were encouraged to have duplicate keys made and put in a safe place in case keys were lost.

If keys are lost and no other key is available, it will be necessary for the owner (renter) to notify the local USPS office and get instructions from them on the process of replacing the locking mechanism by the USPS at the cost of the owner (renter).

Effective date: November 5, 2018 BOD

Suffield Meadow South

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BOD 11-5-18

Snow Removal – Common Elements (Streets, Parking Areas, Sidewalks, Storm Drains, Mail Boxes, Roofs) – procedures “g” & “h”

The snow removal contractor will consult with the Management Company and Board Members to assess conditions and take appropriate action to ensure roads are kept open to enable emergency vehicles to enter/exit. The following is an overview of the snow removal procedure with necessary variations dictated by Mother Nature.

1. During any snow storm there is no VISITOR parking on DAVENTRY HILL LANE. This main street is all visitor parking and as such, needs to remain free of cars to allow trucks to keep the street and parking areas clear.
2. In snow falls of up to 6 inches, trucks will make passes on all streets to keep arteries open. Once snow has stopped, trucks will clear parking areas, visitor spaces, fronts of garages and sidewalks. To allow trucks to clear specific areas, residents should move their cars to open VISITOR spaces on Daventry Hill Lane while the trucks are clearing their area. Then immediately move their cars back to their designated parking spots so that trucks can proceed to the next area.
3. With snow falls exceeding 6 inches the process will follow a similar pattern as above. The main arteries will be opened up and kept open with repeated passes by trucks.
4. Generally speaking clean-up will not begin until snowfalls end.
5. Depending on weather predictions of snowfall amounts, ice, etc. streets will be pre-treated with sodium chloride and sidewalks with sodium chloride. Also, after clean up, areas will be treated as necessary. If ice remains, keep in mind that some products are not effective when temperatures are too low.
5. In emergency situations, please call the Management Company after you've notified appropriate emergency personnel.

NOTE: *The web site will provide notification of what area trucks are working to clean up parking areas. Also the truck drivers will attempt to make it obvious when they are concentrating on cleaning up in a particular area.*

Snow Removal from Limited Common Elements (Decks & Front Porches)

1. Snow removal is contracted for the Front Porches
2. Snow removal from decks is the responsibility of the homeowner

Effective date: November 5, 2018 BOD

Suffield Meadow South

A-10
BOD 11-5-18

Resale Certificate Procedure & Form – procedure “i”

Upon receipt of a fully signed Purchase and Sale contract, it is necessary by Connecticut law for the seller to purchase a resale certificate (a set of SMS documents and financial statement) and provide it to the buyer for review.

1. The seller or their real estate agent must provide the Management Company with a completed “Re-Sale Certificate Request Form” (also available on our website or call the Management Company) along with appropriate funds.
2. The Management Company or Board Member will do a site visit to determine if any limited common element(s) on the property are not to current standards or in need of repair. If anything is determined necessary to bring the property to current standards and/or needs repair, a letter will accompany the resale certificate outlining the needs. The seller will need to address any issue or the buyer will need to address them within 90 days of purchase. This will be a negotiable item between seller and buyer.
3. Once the certificate is completed, the Management Company will notify the seller or their agent and the certificate can be picked up or mailed to the buyer or their representative.
4. A new certificate may be necessary for a different buyer if the sale is not completed.
5. Once the sale is completed, the new owner must complete an “Owner Information Form” and submit it to the Management Company. This form should be included in the resale certificate package and is also available on our website.

Effective date: November 5, 2018 BOD

Suffield Meadow South

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BOD 11-5-18

Re-Sale Certificate Request Form

Suffield Meadow South Condominium Association

- **Provide the following information:**

- A. Seller's name(s) as read on the deed _____
- B. Address of property at Suffield Meadow South _____
- C. Seller's address (if different than property being sold) _____
- D. Seller's phone number _____
- E. Seller's real-estate agent, if applicable, as well as contact information

- F. Seller's Attorney as well as contact information

- G. Buyer's name(s) _____
- H. Buyer's address

- I. Buyer's phone number _____
- J. Buyer's real-estate agent, if applicable, as well as contact information

- K. Buyer's attorney as well as contact information

- **Will the certificate be picked up or mailed?** _____

- A. If being picked up, provide name and phone number

- B. If being mailed, please provide name and address

NOTE: If you would like to have the certificate overnighted, please provide a preprinted label and envelope.)

- **Mail OR Deliver this completed form along with a personal check, money order, or bank check made out to PREMIER PROPERTY MANAGEMENT in the amount of \$125.00 to:**

**Premier Property Management
113 Elm Street, Suite 102
Enfield, CT 06082**

NOTE: Turnaround is 7-10 business days after a personal check clears. To avoid the 3 days waiting period for a personal check to clear, send in a bank check or money order, or pay in cash at Premier. These documents cannot be expedited so please be aware of the time frame when putting in your request. Documents cannot be emailed or faxed. Premier Property Management, 860-523-0157

SUFFIELD MEADOW SOUTH CONDOMINIUM ASSOCIATION – Owner/Resident Information Form
Premier Property Management Services - YEAR _____

This form is required to be kept up to date as changes occur or at least annually to enable officials to contact unit owners and/or residents in case of emergency situations, such as gas leaks, crime prevention, or relocation of vehicles during construction, snow removal, or parking violations. PLEASE COMPLETE AND MAIL TO: Premier Property Management Services, 113 Elm Street, Suite 104, Enfield, CT 06096

Unit # _____ Name of Owner(s): _____
Mailing Address: _____
Home phone #: _____ Work phone #: _____ Cell phone #: _____
Email Address: _____
Emergency Contact: _____ Phone #: _____

PLEASE COMPLETE THE FOLLOWING IF YOU OWN AND RESIDE IN THE UNIT

Vehicle 1: Make _____ Model: _____ Year: _____
Color: _____ Plate #: _____ State: _____
Vehicle 2: Make _____ Model: _____ Year: _____
Color: _____ Plate #: _____ State: _____
Pet: Name: _____ Type/Breed: _____
Size: Height at shoulder: _____ Weight: _____ Color/Markings: _____
License Number: _____
Pet: Name: _____ Type/Breed: _____
Size: Height at shoulder: _____ Weight: _____ Color/Markings: _____
License Number: _____

IF UNIT IS NON-OWNER OCCUPIED, PLEASE COMPLETE THE FOLLOWING

Tenant Name (s): _____
Total number of Occupants: _____ Lease Dates: From: _____ To: _____
Home phone #: _____ Work phone #: _____ Cell phone #: _____
Email Address: _____
Emergency Contact: _____ Phone #: _____
Vehicle 1: Make _____ Model: _____ Year: _____
Color: _____ Plate #: _____ State: _____
Vehicle 2: Make _____ Model: _____ Year: _____
Color: _____ Plate #: _____ State: _____
Pet: Name: _____ Type/Breed: _____
Size: Height at shoulder: _____ Weight: _____ Color/Markings: _____
License Number: _____
Pet: Name: _____ Type/Breed: _____
Size: Height at shoulder: _____ Weight: _____ Color/Markings: _____
License Number: _____