

RULES & REGULATIONS

ENACTED BY

SHERBROOK CONDOMINIUM UNIT OWNERS ASSOCIATION, INC.

Adopted: October 19, 2020

Welcome and Introduction

As a neighborhood, Sherbrook Condominiums (“Sherbrook”) is governed by the Declaration of Condominium Ownership for Sherbrook Condominiums dated June 19, 1989, as amended from time to time (the “Declaration”), which gives our neighborhood its own condominium association. We have an elected Board of Directors (“Board”) consisting of six (6) members. Each year the Board elects officers, following the annual meeting generally held in July.

The Board hopes you enjoy your Unit. The Board is committed to reasonably maintaining and enhancing Sherbrook so that it remains and becomes an even more desirable neighborhood in which to live. To accomplish this, the Board has created these rules and regulations (“Rules”) outlined below to clarify certain obligations as they pertain to Sherbrook and Sherbrook’s Unit Owners.

Capitalized terms within the Rules that are not defined herein shall have the meaning as described in the Declaration.

RULES AND REGULATIONS

I. Common Areas and Association Responsibilities

Common Areas refers to those areas as defined in Article V Section 1 of the Declaration and for clarification purposes shall also include all the area devoted to the common use and enjoyment of all Unit Owners. The Association has the duty, as defined by the Declaration, to maintain Common Areas. Common Areas shall include but are not limited to all open areas, roads, and areas not specifically within the definition of a Unit.

The Association is reasonably responsible for the management, maintenance, repair, replacement, alteration and improvement of the following Common Areas:

- A. Private streets, driveways and walkways, lighting located at the entrance to the development and throughout the development, signage and utilities which are separately metered to the Association;
- B. The entrance to Sherbrook;
- C. Mulching, pruning and front landscaping beds of each Unit;
- D. Mailboxes;
- E. Grass mowing, pruning and fertilization of Common Areas;
- F. Grass mowing and fertilization of individual Units;
- G. Trees and shrubbery throughout the Common Areas and individual Units;
- H. Utility lines in common areas; and
- I. Reasonably snow plowing all streets, driveways and walkways when snowfall exceeds 2 inches. It is the goal of the Association to keep the streets open depending on the overall weather conditions. The streets are plowed first followed by the driveways and then walkways leading to each Unit.

II. Limited Common Areas and Association Responsibilities

Limited Common Areas, including those areas as defined in the Declaration, and shall also refer to those portions of the development which are restricted to the use and enjoyment of one or more Unit Owner. Limited Common Areas shall specifically include all structural components of each Unit, patios, balconies, decks, including the storage area situated on patios, balconies and decks.

The Association is reasonably responsible for the management, maintenance, repair, replacement, alteration and improvement of the following Limited Common Areas:

- A. Any shared area between one or more Unit Owners, including but not limited to shared light fixtures, shared hallways, and shared man doors (e.g. a front door to a shared unit);
- B. Patios, balconies, decks and the storage components of each; and
- C. All structural components of a Unit, including but not limited to the roof, exterior walls, and foundation.

Notwithstanding the foregoing, in the event a garage is shared by two (2) or more Unit Owners, the maintenance, repair, and replacement of such garage door, including the components which make such garage door operational, shall be shared by such Unit Owners equally. For avoidance of doubt, Unit Owners shall be responsible for the repair, replacement, and maintenance of their garage door.

In the event a Unit Owner (“Defaulting Party”) who shares a garage with another Unit Owner (“Non-Defaulting Party”) neglects, fails, or refuses to pay, repair, or maintain such garage, the Association has the authority to assess such Defaulting Party their portion of such costs and reimburse the Non-Defaulting Party.

III. Other Responsibilities; Association and Unit Owners

Without limiting the foregoing responsibilities of Unit Owners regarding their garages, Unit Owners shall be solely responsible for the repair, maintenance, and replacement of garages, except for the painting of the exterior of the garage door.

Unit Owners shall be solely responsible for the repair, maintenance, and replacement of exterior man doors and sliding doors that lead to one unit, provided, however, the Association shall only be responsible for painting of any exterior man doors. For avoidance of doubt, the Association is responsible for the repair, maintenance, and replace of a “shared” man door, as such “shared” door is considered a Limited Common Area.

In accordance with the foregoing, the Association shall be responsible for painting the exterior of the garage doors. The Association shall also be responsible for painting the exterior doors of a unit.

IV. General Information

The Board may add to, change, modify, and/or further define these Rules and may appoint committees to assist the Board with such process.

PLEASE RETAIN FOR FUTURE REFERENCE

Chart of Responsibilities for the Sherbrook Condominium HOA

<u>Item of Maintenance</u>	<u>Sherbrook Association Responsibility</u>	<u>Unit Owner Responsibility</u>
Entrance, Signage, and Landscaping	X	
Painting of Exterior Doors	X	
Repair, Replacement, and Maintenance of Exteriors Doors (<i>excluding "shared" exterior doors</i>)		X
Repair, Replacement, and Maintenance of Shared Exteriors Doors	X	
Foundations	X	
Front Landscaping Beds: Mulching, Pruning and Fertilizing	X	
Grass Mowing and Fertilizing	X	
Mailboxes	X	
Maintenance, Replacement and Repair of streets driveways and walkways	X	
Patios, Decks and Balconies	X	
Exterior Lights, including Electric Lines	X	
Roofs, Gutters, Downspouts	X	
Shared Limited Common Areas (<i>excluding garage doors</i>)	X	
Garage Door Repair, Replacement and Maintenance		X
Garage Exterior Door Painting (and re-painting)	X	
Snow Plowing of road, Driveways and Sidewalk	X	
Trees and Shrubbery	X	
Unit Exteriors	X	
Unit Interiors		X
Utility Lines, Plumbing and Electric	All within Common Areas	All within Unit
Windows and Interior Doors		X

For any item not listed, the responsibility for cost and the performance shall be as expressly set forth in the Declaration and/or in these Rules.