APPENDIX E
RULES AND REGULATIONS
THE PINEWOOD VILLAGE UNIT OWNERS' ASSOCIATION
October 2025

The Board of Directors of Pinewood Village Condominium Association have adopted Rules and Regulations so that our condominium can continue to be the pleasant, harmonious place it has been for many years. In order for that to be the case, each resident has a responsibility to be considerate of others, to cooperate in keeping our building's public spaces in good order, and to be a good neighbor. The Board hopes that the information provided here will be helpful in meeting those responsibilities while increasing the enjoyment of living in a Pinewood Village Condominium.

The following *Rules and Regulations* have been adopted or extrapolated and enlarged from the *Declaration of Condominium* and *Bylaws* pursuant to the Board's authority under Article XI of the Association's Bylaws*:*

1. **Occupancy:** Each unit shall be used only as a residence for a single family defined as any number of persons related by blood or marriage, or not more than three persons not related living together in a single unit (see *Declaration* VIII, 8.1 and Bylaws, Article X, 1). No unit shall be used or rented for transient hotel, motel or commercial purposes. Tenants and new owners are to be provided these *Rules and Regulations* along with a copy of the *Declaration* and *Bylaws.* If leasing/renting a unit, owners need to provide a copy of the rental agreement plus the name and phone numbers of the tenants to the Board.

2. **When Selling Your Condo:** There are a number of steps and forms to fill out when selling your unit:

a. First, notify the Association's property management agent and the Association if you intend to put your unit up for sale or lease.

b. Specific provisions must be included in the deed/lease of a unit regarding compliance with the Green Book *(Declaration* and *Bylaws* and *Rules and Regulations).*
   - A fee of 0.75% of the unit's selling price is to be paid by the buyer to Pinewood Association at the time of sale.
   - A signature indicating that the buyer has been given a copy of the Green Book which includes the *Declaration of Condominium* for Pinewood Village and the *Bylaws* and *Rules and Regulations with additional Appendixes.*
   - The seller has the responsibility to give a copy to the buyer of the unit drawing pertaining to their unit and explaining the responsibility of add-ons.

c. Notice of Sale Agreement and a Release Form can be obtained from the property management agent.

d. Copy of Purchase & Sale Agreement needs to be provided from realtor to the property management agent.

3. **Property Use:** No industry, business, or trade of any kind designed for profit will be conducted, maintained or permitted on any part of the property. A Unit Owner may conduct remote work, pursue consultation and/or other business services that do not entail customers coming to his or her unit.

4. **Firewood Storage:** Firewood/pellets may be stored in a unit's interior or in Limited Common Areas at the rear of each unit, but not elsewhere on Pinewood Village property.

5. **Structural Changes to Buildings:** No Unit Owner will make or permit any structural changes to a unit or replace a heating system without the prior consent, in writing, from the Board. Requests for permission to perform this work will be accompanied by a complete description and in the case of structural changes, by drawings indicating the proposed dimensions. If practicable, the drawings should be to scale. Unit Owner(s) will not, nor will they suffer or permit anyone to paint, stain or otherwise change the color of any exterior portion of any building. See *Revised Procedure on New Construction, Renovation Requests: Inspection & Sign-off Required* located in your Green Book.

a. **Front door exception:** Unit owners are allowed to paint their front door a color other than white if they want. The only criteria are that it be a solid color and to use Benjamin Moore semi-gloss or gloss paint. Unit owners are responsible for the cost and upkeep. If you choose to keep the door white, the Association will cover it.

6. **Penalty for Unauthorized Changes:** Any structural changes made to a unit, or any changes made by, or permitted to be made by, a Unit Owner in the Common or Limited Common Areas without prior consent, in writing, from the Board will be restored to the original condition at the Unit Owner's expense upon written notice from the Board. In the event the Unit Owner does not comply with such notice within 30 days of the date thereof, the Board may make such restoration and assess the cost thereof against the Unit Owner.

7. **Outdoor Storage:** No one is to store bikes, kayaks (or other sports equipment), garbage cans, rubbish, or other unsightly materials in the Common or the Limited Common Areas. Front and back porch or decks are part of the Common & Limited Common Area.

8. **Landscape Regulations:** The Village grounds are designated as Common and Limited Common Areas. *Common Areas* include the land surrounding the front and side lawns of each unit, as well as the entrance to the Village and open spaces between condominiums. The Pinewood Village Association property management agent arranges for lawn care and maintenance of the property. Owners who employ gardeners must work through the property management agent. The *Limited Common Area* is a unit owner's personal space located to the rear of each unit, extending from the foundation for 25 feet or to the property line, whichever is less.

As guiding principles, we are concerned about land erosion, drainage, damage to underground utilities, overall appearance of the Village, and not adding to the operating costs of landscape maintenance.

The following guidelines clarify the specific landscape regulations in both the Common and Limited Common Areas:

Common Areas

a. The maintenance, repair, replacement, and operation of the Common Areas are the responsibility and expense of the Association [see *Declaration,* XI. *Maintenance and Alteration,* 11.1 (a)] The Association will contract with a professional landscaping service(s) to provide monthly maintenance of the Common Areas. Additional annual and/or perennial plantings may be done by unit owners.

b. Unit owners are responsible for adequate watering as needed. Unit owners that do not reasonably water their designated Common Areas may be assessed a fee for replacement services.

Limited Common Areas

a. Development of *new* garden space within the Limited Common Area requires a written plan presented to and subsequently approved by the Board.

b. Maintenance of new plantings, gardens, tenaces, or structures in the Limited Common Area are the responsibility of the unit owner.

9. **Offensive Behavior:** No noxious nor offensive activity will be tolerated in the Village, inside or out, that may become an annoyance or nuisance to other Unit Owners.

10. **Signs:** No "For Sale," "For Lease," political or other signs, window displays, or advertising will be maintained, permitted, or placed in, or on, any part of the property or in, or on, any unit.

11. **Yard/Garage Sales:** Because of the narrow roadways at Pinewood, and out of concern for appearance and possible disturbance to other units, no yard or garage sales are permitted.

12. **Outdoor Building Decor:** Unit Owner and occupant will not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls or doors of a building or structure. No awning, canopy, shutter, radio, television antenna, will be affixed to or placed upon the exterior walls, doors, roof or any part thereof without prior written consent of the Board. This restriction is not intended to prohibit knockers or nameplates on doors, the hanging of seasonal or holiday decorations provided that such temporary decorations will not be hung so that they hide or obscure the nameplate or unit number, nor is it intended to prohibit the hanging of the flag of the United States of America.

13. **Soliciting:** No personal canvassing or soliciting of any kind for funds, or soliciting the purchase of goods or services, will be conducted, maintained or permitted on any part of the property.

14. **Animals and Pets:** No animals (including reptiles) of any kind will be raised, bred or kept for any commercial purpose in any Unit or in the Common and Limited Common Area. Dogs, cats, or birds are allowed. Any pet causing or creating a nuisance or unreasonable disturbance, or noise will be reported in writing to the Board. It will then be determined what action needs to be taken Continuous barking by a dog, although indoors, constitutes a nuisance (even when the owner is not

present), and must be controlled by the owner.

a. No animal may be chained or on a "run" outside the unit.

b. All dogs must be **leashed** while on Pinewood Village property. This is consistent with the City of Lebanon ordinances.

c. It is a dog owner's duty to remove the dog feces from any Pinewood Village grounds.

d. NH State law requires all dogs be vaccinated against rabies.

e. No buried animal restraints.

f. A Unit Owner or occupant will hold the Board and Association harmless against loss or liability for any action of their pet within Pinewood Village.

15. **Insurance and Law Issues:** No Unit Owner or occupant will permit anything to be done or kept in a unit or in the Common Area or Limited Common Area that will result in the increase of the rate or in the cancellation of any insurance on any part of the buildings, or the contents thereof: or which would be in violation of any law.

16. **Fire Pits**:

a. Fire pits are allowed with the following criteria: A seasonal permit must be obtained for use of a fire pit from the West Lebanon Fire Department or a burn permit may be obtained electronically for $3 and is good to the end of the year, December 31. It is free if picked up at the Fire Department.

b. The fire pit must be 25 feet away from any buildings and decks.

c. There must be a fire extinguisher or hose readily available near the fire pit.

d. The fire pit must have a spark catcher.

e. A copy of the current fire pit permit must be sent to a member of the Board.

17. **Grills:** Per West Lebanon Fire Department, grills can be used at Pinewood on rear porches and decks but must be at least 5' away from the building, closer to the railing. (Fire Department recommendation is distance is 10 ft from the building.) Grills cannot be used under an overhang. There must always be someone in attendance to extinguish in the event of fire. Be sure the grill is clean.

18. **Emergency Access Keys:** Unit Owners must furnish a key or code for their unit to the property management agent for the Board or its authorized agents from the property management agent to use in an emergency. No Unit Owner will alter any lock or install a new lock on any door of a unit without furnishing each new or necessary key to the property management agent. The set of these keys will be referred to as the "Master Key Set".

19. **Parking:** The following rules pertain to parking of motor vehicles on the premises:

a. **Owner or tenant parking will be limited to the number of vehicles that their unit can accommodate in its garage and driveway.** A limited number of reserved parking permits are available for a monthly fee for those individuals who have a need. These permits allow for parking in the Visitor/Guest Parking areas. Approved and current parking tags must be displayed on the dash.

b. **Visitor/Guest Parking:** Visitor/Guest parking areas are marked in the lower and upper areas of Pinewood Village. Visitor/Guest parking is for Visitors/Guests only, which includes family members and friends who may be visiting for up to 10 days. This parking is not generally for resident unit owners/family members or any renters. Although there may be times during the day when this is temporarily needed by residents, all day and overnight parking is prohibited and so consequential actions may occur, following due warning, at the discretion of the Board of Directors.

c. **Winter parking:** Vehicles are to be moved from roadways to allow snowplows to clean the roads.

d. The location of any vehicle, of any type, on any Pinewood Village Road will be parked in such a manner as to allow easy passage of other cars and trucks. Parking on any walk or unpaved area is not permitted. Commercial vehicles may park on roadways or driveways for the purpose of deliveries or pickups provided it is done expeditiously.

e. Campers, U-hauls and boats or other watercraft may be parked or placed on the property only as a temporary convenience. Trailers are only allowed during loading purposes. If contractor trailer/vehicles are to be parked in the guest parking/roadway, prior Board notification is required.

f. **No parking** is permitted as follows:
   - Within 15 feet of a fire hydrant
   - In front of any of the four mailbox clusters
   - With wheels on the grass
   - Where No Parking signs/designations are displayed in the upper Village

20. **Trash**: The Board will keep all occupants informed about the trash and recycling schedules. Trash needs to be in closed and securely locked containers as trash bags are not strong enough to keep birds/animals from making a mess. Trash and recycling containers are to be placed at the roadway end of each unit's driveway on the morning of pick-up.

21. **Absence:** All occupants are to notify the President of the Association or the Association's property management agent, in writing, if they expect to be away for more than ten days with no one in residence in the unit, shall make arrangements for any vehicles left at the condominium to be moved for snow removal as described above, and shall ensure that the unit is maintained at an ambient temperature of at least sixty degrees (60°) Fahrenheit during such times as is it is necessary to prevent the freezing of any pipes within the building. All occupants who expect to be away for more than thirty (30) days are responsible for making arrangements for their mail.

22. **Yard Lights:** The Association is responsible for replacing burned out light bulbs in the pole lamp of their unit.

23. **Speed Limit:** Vehicle speed on Association property **shall not exceed 15 miles per hour.**

24. **Inspections:** The Association is responsible for providing roof, chimney, garage door and dryer vent inspections on a routine basis. Contact the property manager if you want to know when these inspections will occur, although you will receive an email notification prior to any scheduled inspection.

25. **Garage Doors:** The Association is responsible for Unit garage doors and the mounted mechanical parts that cause the door to automatically open and close. The Association is NOT responsible for the light bulb that is located in the unit mounted to the garage ceiling or the handheld auto eye that is generally carried in the car to activate the movement of the garage door.

26. **Serving on the Pinewood Village Board:** The Pinewood Village Board consists of five (5) directors, must be of lawful age and able to provide documentation that they are the owner of record on the property deed. While it is not necessary to be a full time resident it is important that a Board member be available electronically and can attend monthly meetings over the computer.

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