

NORWEST CONDOMINIUM ASSOCIATION INC

RULES & REGULATIONS

EFFECTIVE JULY 1 2014

A. USE OF UNITS

1. No industry, business, trade, commercial, religious, education, or other commercial venture (except for home professions without employees or regular visits from the public) intended for profit, altruism, or otherwise, shall be conducted, maintained, or permitted on any part of the property. Nor shall any Unit Owner post or permit to be posted on any part of the property or common elements, except where bulletin boards are provided, any advertisements, signs, or posters of any kind, nor shall any unit be used or rented for transient, hotel or motel purposes.
2. No solicitations are permitted or should occur.
3. Each Unit Owner shall grant a right of access to his or her unit to the Superintendent or any other person authorized by the Association. This access grant is for the purpose of making inspections, or correcting any condition originating in his or her unit that may threaten another unit or Common Area, or for the purpose of performing installations, alterations or repairs to the mechanical, plumbing, or electrical services or other Common Areas (access to which is reached through his or her unit) Entry requests must be granted provided that these requests are made in advance, and that any such entry be at a time reasonably convenient to the Unit Owner. In the case of an emergency, such right of entry shall be immediate, whether the Unit Owner is present at the time or not.
4. Unit Owners may, at their discretion, give to the Board of Directors or its Agent a key for the use in emergency situations only. Otherwise in an emergency, if the Unit Owner is not present, the Unit may be entered forcibly. Unit Owners will notify the Management Firm in writing if additional locks or a security system have been installed to the outside doors. Unit Owners must provide the Superintendent with a code for his/her use only. All keys and/or codes are to be kept in a lock box maintained on Association property. Any costs due to a need to forcibly enter a unit will be the responsibility of the unit owner(s)
5. No electrical device creating an electrical overload may be used in units nor shall any wiring for electrical devices, either within or extending through any wall or outside units, be installed without express written approval from the Board of Directors and/or ~~the~~ its Agent/Management Firm.
6. Garbage disposals may not be installed
7. All Unit Owners and their Lessees should maintain their unit in accordance with the Association's Maintenance Standards documentation.
8. No Unit Owner, Lessee or Occupant of any unit shall make any plumbing, electrical or structural alteration in the interior or exterior of such unit that would in any way alter the structure of the unit. Any plumbing, or electrical alterations completed in a unit are to be completed by an insured, licensed Contractor. Alterations to the exterior appearance of the

unit, including doors, windows, and satellite dishes must be approved by the Board of Directors and/or its Agent/Management Firm. The installation of equipment including washers, dryers, and dishwashers must be approved by the Board of Directors and/or its Agent/Management Firm and the work should be completed by an insured, licensed Contractor.

- A. The Board of Directors may, at its discretion request an inspection of the unit by the Association's Superintendent or a Contractor to ensure proper completion of work.
- B. In the event that work is believed to have been completed in violation of this rule, the Board of Directors may request that the Unit Owner hire a licensed/insured Contractor to inspect the alterations that have been made, and verify that there is no safety issue or code violations
- C. In the event that the unit owner is unable to hire a licensed/insured Contractor to inspect the alterations, the Board of Directors or its Agent/Management Firm may hire someone to complete the inspection and charge the Unit Owner for work performed.
- D. In the event that the completed alterations are in violation of city code requirements, or the appearance of the unit has been changed and must be corrected, the unit owner will receive violation notices from the association in accordance with the Association's Rules and Regulations violation policy. Failure to rectify these violations may result in a fine to be determined by the board.

B. USE OF COMMON AREAS AND HALLWAYS

- 1. There shall be no obstruction of the Common Areas, nor shall anything be stored in the Common Areas without prior consent by the Board of Directors or its respective committee, except as hereinafter provided.
- 2. Normally no garments, rugs, blankets or other articles or things shall be hung or displayed on the outside of windows, or from balconies or from the facades of any building. No awning, canopy, shutter, radio or television/antenna dish may be affixed to or placed upon the exterior walls or doors, roofs, or any part thereof without prior approval of the Board of Directors, its respective Committee, or the Association's Agent/Management Firm. Holiday decorations are permitted if reasonable, but must be taken down in a timely manner.
- 3. Electrical outlets in Common hallways are intended for the use by association's staff for cleaning/maintenance tasks only. Unit owners are not allowed to power any appliance in their unit by running extension cords from these outlets. Any use of these electrical outlets for personal use by unit owners is strictly prohibited (even in the event of a power outage when these outlets are powered by generators). Violation of this rule will result in a fine without warning.
- 4. No refuse or garbage cans, trash barrels, or other obstructive personal property shall be placed in the halls or on the staircase landings or in Common or Limited Common Areas. (City Issued Blue Recycle Bins may be kept on patios, but must be kept tidy, and at the discretion of the Board of Directors, its respective Committee, or the Association's Agent/Management Firm.

5. Limited Common Areas shall be kept neat and clean and all precautions taken against vermin infestation. No rugs or dry mops may be shaken from windows, doors, balconies or patios.
6. All Units are provided with a storage cages in the basement for additional storage. These cages must have a sturdy lock and name tag with Unit Owner's name. The association is not responsible for any damage or loss incurred to personal property while in the storage cage. Absolutely no fuel, solvent or other flammable liquid or chemical or explosive device/material shall be permitted in these cages.
7. Unit Owners, Lessees, Occupants of any unit shall not paint, stain or otherwise change the color of any exterior portion of the building. Carpeting shall not be permitted on the decking.
8. The Association is responsible for the repair/maintenance/replacement of ALL exterior light fixtures, including those on individual units, as well as the outdoor receptacles on individual patios/balconies.
9. Each Owner, Lessee or Occupant of any unit shall keep his or her patio, balcony, or rear stairway (designated as a Limited Common Area to which he or she has sole access) in a good state of cleanliness and preservation and shall avoid any condition that can be deemed a fire hazard.
10. No possessions shall be stored in Common Areas.
11. The walking pathways are provided in the Common Area property primarily as a footpath for safe, unobstructed travel of residents. Pedestrians have "right-of-way" at all times over bikes, skates, skateboards, scooters and battery operated toys.
12. Children's toys and bicycles must be removed from Common Areas each evening. In the event that property belonging to a unit is left in the Common Areas, and it is determined which Unit Owner's property it is, then that Unit Owner may receive a violation notice in accordance with the Association's Rules & Regulations violation policy.
13. The clubhouse/pool house is available for rental at a cost of \$75.00 per day. There is a rental agreement available for download from the www.norwestcondos.com website or by contacting the association's Agent/Management Firm.
14. Wireless internet provided by Cablevision is available at the clubhouse/pool house. If you have questions about use, please contact board@norwestcondos.com
15. Any work orders or inspection requests that need to be completed by the association's superintendent need to be requested by completing a work order form available on the www.norwestcondos.com website, or by contacting the association's agent/management Firm. Unit owners or their Lessees should only contact the association's superintendent directly if there is an emergency, and the association's agent/management Firm is unavailable for some reason. Unit owners or their lessees should NOT contact board members about emergencies unless both the association's Agent/Management and the association's superintendent are unavailable.
16. Bicycles / Toys
All bikes, toys, helmets, etc must be brought in each night. Any toys left outside in the common area may be collected by the association and held for a period up to 30 days. If a unit owner wants to retrieve collected items, they must contact the management company and collect the item from the superintendent. A fine may be levied against the unit for failure to bring in the item(s).

If the item is not collected within 30 days, the item may be disposed of accordingly.

17. Storm Windows / Doors

It is the policy of the association to maintain a consistent appearance throughout the complex. All units that have a storm door are required to have one that matches those around the complex. Only white border storm doors with standard metallic silver, white or gold handles or hinges are permitted.

All windows must match the windows in the rest of the association. They must be clear, un-tinted and have a white border around the outside. Windows should look like those in image below.

- a. Windows are to be maintained by the unit owner according to maintenance standards set by the association. If a unit owner needs assistance with maintenance, they can contact the association, and any work that should be paid by the unit owner will be billed accordingly.
- b. If a unit owner does not have a storm door or does not maintain their windows and doorways properly in accordance with the association's maintenance standards, and environmental damage occurs to the interior of the unit, then the unit owner may be responsible for all relevant charges to repair damages.



18. Gardens / Flower Beds

The association contracts with a landscaper to maintain the grounds around the complex, including the open areas, shrubbery, some tree maintenance, outer circle facing flower beds and planting areas. No plantings of the association are to be removed or damaged by any unit owner.

The rear/inner circle flower beds/vegetable gardens are maintained by the unit owners. A unit's garden may not be greater than 3 feet in depth of planting (dirt) area

Tag Sales / Yard Sales.

19. Tag sales are NOT permitted at Norwest.

C. ACTIONS OF UNIT OWNERS

1. Common courtesy and concern for the rights, comforts and convenience of other Unit Owners should be observed at all times by Unit Owners, Lessees and their guests.
2. All Residents are encouraged to resolve conflicts amongst themselves. Please note that the Board of Directors and its Agent/Management Firm only has the authority to intervene when there has been a clear violation of the association's Rules & Regulations, Bylaws, or Declarations. If a Unit Owner or Lessee believes there is a violation, a written complaint may be

submitted. Complaints may not be anonymous unless there is photographic or video documentation to substantiate the violation claim.

3. Unit Owners, Lessees and Guests should comply with and conform to all applicable laws of the State of Connecticut and the bylaws, ordinances, rules and regulations of the City of Norwalk and shall hold other Unit Owners, or persons, or the Association harmless from all fines, penalties, costs and persecutions for the violation thereof or non-compliance therewith.
4. Unit Owners, Lessees and Guests should exercise every precaution to avoid damage or destruction of buildings. When engaged in outdoor activities using grills or other suitable containers having flammable contents, fire extinguishers or other adequate means should be at close proximity, readily available to avoid serious consequences. In accordance with the Association's insurance policy, charcoal grills are prohibited, and propane grills must be a minimum of five feet from the building structure.
5. Any Unit Owner, Lessee or Guest with pets causing or creating a disturbance should correct the situation immediately. In no event shall any dog be permitted in any portion of the Common Areas unless a leash is used. Dogs should be walked in the designated areas or on the outer edge of the driveway only. Pets are not permitted in the pool or playground area unless they are a certified assistance/guide dog. Dogs shall not be left on patios or decks without supervision. It is recommended that all pets, especially cats that are "outdoor" cats, be spayed and/or neutered. Dog walking is absolutely prohibited in the quadrants.
6. Dog-owners are required to pick up after their dogs. For their convenience dispensers with plastic bags have been placed at various locations around the complex.
7. Unit owners, residents, their children, Lessees or any guests of any unit shall not destroy, damage, or deface/vandalize common property or any property owned by the Association. The definition of deface includes the acts of urinating, spitting or littering.
8. Unit owners shall be responsible for the actions of their Lessees, families, and guests. If damage to units or personal property of another Unit Owner, residents, their children, Lessees or any guests of any other unit should occur, the perpetrator should acknowledge the damage to the respective Unit Owner and make reparations.
Unit owners, residents, their children, Lessees or any guests of any unit shall not willfully or otherwise destroy, mutilate or appropriate Common Property. They will be subject to penalty, civil arrest or both. Damage to Common Areas should be reported in writing to the board of Directors.
9. Unit owners, residents, their children, Lessees or any guests of any unit shall adhere to the ordinances and regulations of the City Of Norwalk in regards to recycling. The Rules for Recycling have been updated and are effective July 1, 2013 and reflect the City of Norwalk's "single stream" recycling program. Single Stream Recycling is a system where all paper materials, including cardboard, and glass, plastic, and metal items are collected together instead of being sorted by residents into separate groups. All of the items are to be placed in the recycling bins that the association has provided for residents near the exit of the complex. If you own a small individual recycling bin, you have the option to place the bin curbside on Wednesday evening for pick-up on Thursday. Please have the bin marked with your Unit Number, and it must be retrieved in a timely fashion. Failure to do so may result in penalties.

D. MOTOR VEHICLES

1. Parking areas shall not be used for any purpose other than to park motor vehicles. There shall be no parking of boats, buses, recreational vehicles, or any vehicle with more than two (2) axles.
2. No motor vehicle shall be parked in a NO PARKING ZONE or FIRE ZONE, or in such a manner as to impede or prevent access to another parking space, fire hydrant or primary drive-way access. The association has posted signs reminding guests and unit owners to park in the appropriate spots. Failure to do so may result in the vehicle being towed at owners' expense as well as possible fines or penalties.
3. Motor vehicles belonging to Unit Owners, their Lessees or their families are to be parked in spaces assigned to their respective unit. Parking "hang-tags" must be visibly displayed with the spot number visible. Unit owners may cover the portion of the tag that says Norwest if they have safety concerns, however if a vehicle does not have a tag and it is determined who that vehicle belongs to, the respective unit owner may be subject to fines and/or penalties.
4. Unit owners/residents with more than one vehicle may be assigned additional parking space(s) if they are available. The monthly fee is set by the association. Residents/Unit owners are responsible for providing the Superintendent and/or the association's Agent/Management Firm with the make, model, year and license plate information for all vehicles. Each one (1) and two (2) bedroom unit is allocated one (1) spot with no charge. Each three (3) bedroom unit is allocated (2) two spots with no charge.
5. The parking spots marked "VISITOR" are for temporary use of Guests of Unit Owners, their Lessees and Family Members or Association personnel. Visitors staying for more than two (2) weeks must obtain a parking sticker from the association superintendent or the association's Agent/Management Firm and shall be charged the respective parking fee.
6. Motor vehicles shall be operated on the roadway/driveway in a safe manner and at a speed NOT TO EXCEED 15 MILES PER HOUR (15 MPH)
7. Motor vehicles are not to extend over curbs in a manner that may impede the use of the walkways for either pedestrian traffic or winter snow removal.
8. Use of parking spaces by Unit Owners, their Lessees or their families shall be limited to vehicles with current license plates and insurance and be in operating condition. The board may request documentation at its discretion and failure to comply may result in fines and or penalties. The owners of cars that cause any damage to the paved surface of the parking lot, curbing or other common property as well as other vehicular damage will be held financially responsible for the repairs of the same.
9. Parking spaces do not necessarily remain assigned to particular units when ownership changes. If a unit owner requests a specific spot that is not yet available, they may be placed on a waiting list accordingly.
10. The main roadway/driveway is ONE WAY, and is indicated by clearly visible signage. There are NO exceptions, except in the event that there is the damage/construction/or other exigent circumstances. In most situations, the association's superintendent will post a sign that drivers must proceed carefully in the opposite direction.
11. All traffic and parking signs will be enforced and may result in fines/penalties accordingly.

12. All vehicle owners with alarms in the vehicles are responsible for shutting off the alarm promptly if it is sounding. Owners may provide a key or remote to the association's superintendent or a neighbor if they intend to be away and their vehicle remains at the community. If authorities need to be contacted to disconnect the alarm, any relevant costs will be passed along to the respective unit owner.
13. All vehicle owners may be asked to move their cars for parking lot maintenance or plowing when necessary. Failure to do so may result in violation penalties, and possible towing of the vehicle at the vehicle owners cost and expense.
14. Any Contractor shall park in visitor spots or the spots assigned to the respective unit.
15. No person shall operate a minibike or minicycles on Norwest Property

E. VIOLATIONS

Violations of any of the above rules will be subject to the following actions at the discretion of the board or management company.

1. First violation – violator will be given a written warning.
2. Second violation or failure to take corrective action - \$25.00
3. Third and/or subsequent violations or failure to take corrective action may result in a \$25.00 per day fine.

F. INSURANCE

1. Nothing shall be done in any Unit or in the Common Areas that will cause any increase in the rate of insurance of any of the buildings, or contents thereof, without the prior written consent of the board of directors.
2. No Unit Owner shall permit anything to be done or kept in the Unit, or in the Common Areas, that will result in the cancellation of insurance of any of the buildings, or contents thereof, or that would be in violation of the law.
3. Unit Owners and their Lessees shall comply with the rules and regulations of the City of Norwalk Fire Codes, and with the rules and regulations contained in any fire insurance policy upon Association Property
4. Damage by fire or accident affecting a Unit or Common Areas or the liability of the association must be reported to the Association's superintendent and/or Management Company Immediately.
5. All unit owners must have liability insurance that includes coverage for damage caused by themselves, their families, their Lessees or guests.

G. ADMINISTRATION

1. Any consent or approval given under these rules and regulations may be added to, amended or revoked at any time by a resolution of the Board of Directors.
2. No Unit owner or Lessee shall request any employee of the Association to perform any personal business of the Owner during Normal Work Hours. If an association employee performs work that is determined after the work is performed to have been non-association related, then the

unit owner may be charged for relevant expenses, including but not limited to the employee's hourly wages.

3. Any complaint regarding the management of the condo association, or regarding rule infraction by unit owners shall be made in writing or by email at board@norwestcondos.com

As of September 1, 2013, the following Agent/Management Firm is responsible for Nor-West Condo Association Inc.

Pyramid Real Estate Group

20 Summer Street Stamford, CT 06901

Ph.: 203-348-8566

Website: <http://www.pyramidregroup.com>