

**MT. MANSFIELD TOWNHOUSE ASSOCIATION OF OWNERS**  
**P.O. Box 914 \* STOWE, VERMONT 05672**  
**(802) 253-4120**

## **Association Policies, Rules & Regulations**

All of the Townhouses are private homes. Keep in mind your neighbor's right to quiet privacy at all times and in all situations. TV's and radios should be played at moderate volume.

The following Rules and Regulations shall serve to inform Owners, Guests, and Rental Occupants of the Association's policy.

### **1) GUESTS OF OWNERS**

All owners are responsible for their guests observing Association Rules and Regulations. If the owner is not in residence when guests use the unit, the guest should be given a copy of the Rules and Regulations (also located on the website.)

### **2) PARKING POLICY**

- No more than two cars per unit.
- Be particularly careful in driving through the area.  
Drive slowly and always give pedestrians the right of way.  
Obey signage.
- Homeowners' vehicles must display parking stickers and guests'/renters' vehicles must display hanging mirror tags, which can be picked up from the property manager or rental agent.
- Vehicles must be parked as close as possible to your unit and in assigned spots.
- Do not park in any other unit's assigned space.
- If an additional space is required, use the parking area by the pool.
- When snow plowing is underway, you may be asked to move your vehicle to permit completion of the plowing.
- Improperly parked cars are subject to towing at the owner's expense.
- Unit owners will be charged an additional assessment for costs associated with resolving parking issues when the unit is owner occupied, occupied by renters or other occupants when the owner is not present. The "parking assessment" will be a minimum charge of \$30.00 (Thirty dollars) per occurrence.

Please remember, it is the responsibility of the owners who rent their units to make their agents and tenants aware of the parking policy.

### **3) PETS**

### **MMTH has a strictly enforced Homeowner dog policy**

- Homeowners may have dogs at MMTH subject to the following:  
Vermont Leash law: Dogs must be on a leash at all times
  - i. **No Renter** is allowed to have a dog on the premises
  - ii. A daily fee of \$50. will be charged to the homeowner in the event the dog policy is violated by renters.
- MMTH reserves the right to have a dog removed at homeowners cost if the dog appears to pose a threat to anyone.

### **4) SMOKING POLICY**

- Smoking, of any kind, is prohibited within 50' of a building, including walkways, decks and patios.
- Smoking is prohibited in the fenced pool area and adjacent bathrooms.
- Those who do smoke on driveways, parking areas, etc., are required to dispose of their smoking material in a safe and proper manner.

**Please Note:** Although the decision of whether to allow smoking within the individual units is up to the unit owner, the Board recognizes that, not only is smoking a major cause of domestic fires, but also, that passive smoke inhalation is a significant health risk. For those reasons, The Board strongly urges all homeowners to consider making their units "non- smoking".

### **5) SWIMMING POOL**

#### **NO LIFEGUARD ON DUTY**

Swimming and diving are at your own risk

- Pool is open to Homeowners and their guests, and rental occupants.
- Guests and rental occupants spending the night at a Homeowner's unit are entitled to use the facility without the presence of a Homeowner.
- Day guests of the Homeowner are entitled to use the pool as long as the Homeowner is present at the pool.
- Children unit 12 must be accompanied by an adult.
- Pets are not permitted in the pool area.
- Light food (snacks, beverages, etc.) are permitted in the pool area. Food remains, trash, etc, must be taken away from the area. No glass or other breakable materials are permitted.
- No horseplay, running or loud noises, etc. will be allowed in or around the pool area. Please be considerate of your neighbors.

### **6) ASSOCIATION FEES AND ASSESSMENTS**

In accordance with the approved Association annual budget, each homeowner is assessed a common area fee based on the respective homeowner's percentage of the total square footage. Common area fees are billed quarterly with invoices being emailed to each homeowner thirty (30) days prior to the first day of each quarter. Payment in full is due or postmarked on or before the first day of the quarter.

Penalty for Late Payments:

If the common area fee payment is not received when due, it will incur interest, calculated on a daily basis, using a 1 1/2 percent per month rate.

If payment of the quarterly common area fee is not received within sixty days (60) after the first day of the quarter, a twenty percent (20%) penalty, based on the amount of the common area fee due, will be added to the assessment due.

The interest charge, calculated on a daily basis, based on a rate of 1 1/2 percent per month, will still be applied from the first day of a quarter on the delinquent quarterly payment and on the twenty percent (20%) penalty payment starting sixty (60) days after the first day of the quarter.

## **7) COMMON AREA USAGE**

- Nothing shall be stored on common area.
- Lawn furniture may be used near Owner's unit, but removed in the off season.
- Plants and flowers can be planted by an Owner so long as in harmony with other plantings. Owner is responsible for care of the plantings.
  - See MMTH Individual Homeowner Landscaping Policy.
- Only propane grills with metal plate under grill can be used on decks.

## **8) UNIT MODIFICATIONS**

See Limited Common Elements, Modification and/or Addition Review and Approval Policy

See Sample Approval Modification Letter

## **9) FIREPLACE ASHES**

- Use only metal containers for cleaning ashes from fireplace. Set container outside on walk.
- Do not place metal container with ashes on wood deck or porch.
- **NEVER** put ashes in paper bags or cardboard boxes.

## **10) GARBAGE AND RECYCLE MATERIALS**

- Garbage is picked up on Monday and Friday.
- Recycling is picked up on Fridays.
- Place trash and recycle materials in containers provided in entry storage closet.
- A compost container is located near the mailboxes at the pool building.

**RECYCLING is mandatory!**

- Recycling may be mixed in containers, i.e. glass, cans, plastics, aluminum in one recycling bin
- Place recycling in unit's garbage closet in the recycling bin

**11) FIREWOOD**

- Firewood is delivered on Fridays from September 15th to April 14th.
  - During Christmas week and Presidents' week firewood is delivered twice a week
- Kindling will be delivered to each unit twice during the month: the 1st and 3rd Friday of the month.
  - If you would like additional bundles of kindling you may purchase for \$5. ARFA will deliver within 24 hours of notification.
- Every unit will receive a total of 50 arm loads in a year
- After 50 arm loads, HO can contact ARFA for additional deliveries at an additional cost to the HO noted below
- Homeowner cost for the additional firewood box refill once 50 arm loads have been delivered:
  - ⊖ Large firewood box: \$35 Kindling \$5  
Units 2B,3B,5B,6A,6B,8C,9A,10A,10B,12B,14B,15B,17B,17C
  - Medium firewood box: \$20 Kindling \$5  
Units  
1A,1B,2C,3C,5A,5C,6C,7A,7C,8B,9B,9C,10C,11A,11C,13C,14A,15C,16B,16C
  - Small firewood box: \$15 Kindling \$5  
Units 2A,3A,4A,4B,4C,7B,8A,11B,12A,12C,13A,13B,14C,16A,17A
- When the HO has used 40 arm loads of firewood ARFA will notify the HO.

**FIREWOOD STORAGE POLICY**

- Homeowners may wish to purchase and store firewood in addition to what is currently provided by the Homeowner Association annually in each homeowner's bin.
- To maintain a neat appearance at the Townhouse units and to prevent the introduction of insects, rot and other concerns with the storage of wood by individual homeowners, wood may be stored only in an area designated by the Board of Directors near the Association's storage shed.
- This storage will be limited to two cords of wood per homeowner and shall be neatly stacked.

- Any bark or other debris created by the storage of wood will be cleaned up by the homeowner storing the wood.
- Homeowners storing wood will be responsible for delivering this wood to their unit.

## **12) PROHIBITED**

- Skateboards and in-line skates
- Skiing, sledding or tubing on driveways
- Hanging clothes, towels, etc. from railings or other exterior appurtenances

## **13) FIRE EXTINGUISHERS**

- Fire extinguishers are in each Unit.
- Inspected one a year and charged if necessary.
- Report any extinguishers that have been used to Property Manager so they can be recharged.
- Please do not remove fire extinguishers from the Unit.

## **14) RENTING**

Homeowners who rent their Unit are responsible for seeing that the renters follow the Policies, Rules and Regulations of the Association. If Homeowner has a rental agent, rental agent is responsible for enforcing the Policies, Rules and Regulations of the Association.

Homeowner will furnish Property Manager with rental agent's name and telephone number or identify themselves as the rental agent.

If a renter has a problem in the unit they are renting, please ONLY contact the rental agent or homeowner rented from.

### **A) POLICIES, RULES AND REGULATIONS**

To be posted in all rental units.

### **B) RENTAL AGENT RESPONSIBILTiy**

All rental agents will supply Property Manager with rented unit number, renter's name, number of vehicles, number of people along with date of arrival and departure.