



## **THE OAKLANDS CONDOMINIUM ASSOCIATION**

### **RULES AND REGULATIONS**

Last Revised August 26, 2025

The Oaklands Condominium Association is governed by a Board of Directors who are elected to terms per the governing documents for the Association. Living in a community like The Oaklands, there needs to be a valid set of Rules and Regulations (R&R). This document is “fluid” or “live” and can change at any time with a majority vote of the Board. The R&R helps to promote a harmonious living environment. All residents must abide by the R&R all times and there is a fine schedule in place for those that don’t adhere to the R&R.

Please read over this document carefully so that you are aware when changes occur. Be sure to be familiar with our Association’s Declaration, By-Laws, and other documents, as they define your unit boundaries, common areas, and the general workings of the property and management of the Association. These documents can all be found in your PMI account. If you need access, please contact PMI Greenrock Management at 603-601-2864. Try to think of the R&R as more of rules for the daily operation of the property.

Thank you in advance for your cooperation. Should you have any questions, please do not hesitate to reach out via phone at 603-601-2864, or via email at [info@pmigreenrock.com](mailto:info@pmigreenrock.com)

**Notification to Tenants:** It is the owner’s responsibility to notify tenants of the Rules. No additional fine will be charged for an owner’s failure to notify the tenants, but any violations by tenants will be charged to the owners. (Added September 4, 2024)

#### **COURTESY:**

- Noise is to be kept to a minimum between the hours of 11 PM and 7 AM. (“Quiet Hours”)
- Children are not allowed to play in the hallways or staircases. Remind your children to be quiet in the stairwell.
- Children should be under adult supervision at all times when outside or in common areas.

#### **LAUNDRY:**

- Use of the laundry room is restricted during the quiet hours.
- Laundry room doors must be kept closed at all times. This is mandated by the Exeter Fire

Department.

- Please keep the laundry room clean. Do not overload the washers.
- Be careful not to put too much detergent in the front loader. It creates problems for the resident to use the machine after you.
- If any of the machines are not functioning properly contact CSC (FKA MAC-GRAY). The number is posted on the laundry room wall.
- You can put in a service request at <https://www.cscsw.com/request-service/>. Be sure to have the machine number.

#### **SMOKING:**

- Smoking is not permitted in any building common area. When smoking outdoors remember to move away from the building. Please dispose of cigarettes in the containers provided or throw them away inside your unit.
- Littering is NEVER acceptable.
- Smoking outdoors must be at least 25 feet away from any egress/ingress door.

#### **VEHICLES AND PARKING:**

- Each unit is restricted to two (2) vehicles in assigned spots. The parking lot is not a place to store a vehicle.
- Parking in a handicapped spot is for **short-term only** and for visitors only. No cars should be parked in these spots overnight, as any resident with a handicap plaque has been provided an assigned spot equally close to the building.
- There is NO parking on Brookside Drive.
- Driving on the Grass is not allowed at any time, either with a vehicle or a ride-on gas- or electric-powered toy. This rule helps us maintain the aesthetic quality of our community and prevent damage to the lawns, which can be costly to repair. Charges for any repairs will be charged in addition to the normal fines in accordance with the Fee Schedule. This does not prevent children from riding such toys in the common field area, up near Epping Rd., but the owners are still liable for any damage to the grass there. (Amended September 4, 2024)
- The speed limit on Oakland's property is 25 MPH.
- No owner, guest, renter, or family member shall be entitled to maintain more than two automobiles within the condominium property at one time. No snowmobiles, RVs, motorized boats, boat trailers, or all-terrain vehicles will be permitted.
- All vehicles must be in working condition (no flat tires, no broken windows, etc.), hold a valid state registration with stickers displayed on the license plates, and a valid state inspection sticker.
- No vehicle bodywork, oil changes, or any other vehicle maintenance of any sort is allowed in the parking lots or any common areas. No car detailing, which would include the use of water or electricity is allowed in the parking lots or in any common area. Car battery-operated vacuums are allowed.
- See parking during snowstorm instructions.
- Any vehicle not meeting all of the criteria listed in the R&R will be subject to

towing at the owner's expense.

#### **PETS:**

- All pets must be registered and approved by the Board.
- Owners of pets found to be unregistered will be fined until the registration is received.
- Pets must be always on a leash.
- Unit owners are limited to 2 dogs and 2 cats per unit.
- Owners are responsible for picking up after their animals and any damages to the grass/shrubbery due to their animals will be billed back to the unit that has caused the damages

#### **WILDLIFE:**

- Bird feeders and other animal feeders are prohibited on the property including patios and the surrounding lawns and tree areas.
- Residents documented feeding the wildlife will be fined according to the fee schedule.

#### **RUBBISH:**

- Residents shall dispose of waste in designated dumpsters ONLY.
- Break down all boxes before placing them in the dumpster.
- Residents are responsible for disposing of their own bulky items. This includes but is not limited to, old or broken appliances, mattresses, furniture, and other household items. It is your responsibility to bring these items to the dump. There is NO pick-up on Brookside Drive even if the town provides a sticker.
- Residents found to be placing large items in or around the dumpsters will be fined according to the fee schedule.
- Residents are not to litter on the common grounds.

#### **SAFETY:**

- Keep entrance doors closed at all times for everyone's safety. Do not "prop" open doors or disable the locks.
- Only let in your own guests. "Buzzing in" someone you don't know could be a danger to yourself or one of your neighbors.
- Children are not to be left unattended outside. The side of Building 1 is the designated play area. Parking lots and the street are not a safe place for children to play.
- Please keep rugs inside your unit, along with personal items including shoes and decorations. These items are considered tripping hazards. If a resident or guest trips on any personal items, it may cause a lawsuit against the Association.

## **UNITS:**

- No signs or flags are permitted in the windows or common area at any time. This rule refers to political signs, business signs, personal items for sale, etc. However, a single For Sale sign may be placed on the common area at the corner of Brookside Dr. and Rte 27, arranged so as to not block any other sign. Such For Sale sign shall be of standard size and type, and shall not be there for longer than 60 days, followed by removal for 45 days.
- Tasteful seasonal decorations are permitted on your unit door. Nothing may be placed on the exterior of any building and any decorations must not hinder anyone walking through the hallways.
- Stickers are not permitted on the windows at any time.
- Oaklands Condominium is private property and businesses are not permitted on the premises.
- Each unit is provided with a storage space in the laundry room. Items in these spaces are left at your own risk. Flammable items are not to be stored in these units. Neither the Board nor the Property Manager has access to these storage units. There is not a list of assigned spaces with management.
- All window coverings must be blinds, standard curtains, or have a white backing as seen from the exterior. No blankets or sheets may be hung in the windows.
- Vegetables are not permitted to be planted or grown either in the ground or in pots anywhere on the property. This type of vegetation attracts animals, rodents, and insects to the buildings.
- Owners/tenants must keep their units free of pests/rodents/bugs that might cause a hindrance to the well-being, or property value of their own unit, any other unit, or the common areas. (Added February 6, 2024)

## **GUESTS:**

- Owners and tenants of owners will be responsible for the actions of their guests. If occupancy by guests creates a nuisance to other owners, the Board of Directors has the right to request the guests to leave. Responsibility for supervision shall rest solely on the owner of the condominium unit and or tenant. Moreover, financial responsibility and or restitution for any damage done by the tenants and or guests will be the responsibility of the unit owner.

## **ENFORCEMENT OF FEE PAYMENTS:**

- Delinquencies in payment of HOA fees, fines, and/or special assessments: \$50 applied on the 15th of each month the account is overdue. (Amended August 18, 2025)
- When the account is overdue for more than 90 days, and the amount overdue is \$300 or more, a lien may be applied to the property.
- Within 15 days of the availability of the HOA Financial Report Package, the property manager

is required to notify any unit owner of their arrearage which is “Over 30” days in arrears, per the Homeowner Aging Report Excluding Prepaid. The owner will be notified by email, cc to the HOA Treasurer, and phone via the information readily available to the property manager.

- The HOA Treasurer is empowered to, without further Board action, refer to the HOA attorney for collection of any amount which is overdue on a condo unit for more than 45 days.
- Notwithstanding any preexisting Rule, any attorney’s fees or other collection expenses incurred in collecting amounts shown in the monthly Financial Reports Package as being overdue “Over 30” days for a given unit shall be charged to the owner of such unit.

#### **HVAC MAINTENANCE (Amended August 18, 2024):**

Because the Association’s prior policy requiring owners to arrange their own annual carbon monoxide, gas leak, and A/C pan drain testing has proven ineffective, Mike motions that the Association shall hereafter coordinate such testing on behalf of all unit owners

1. The Property Manager shall schedule testing for all units in each building, providing no less than three (3) weeks’ advance notice to owners by email.
2. Each unit owner shall ensure that access to his or her unit is available at the scheduled time, either:
  - by being present,
  - by providing a key to a neighbor or other responsible person, or
  - by delivering a key and written authorization to the Property Manager.
3. The cost of testing shall be assessed to owners as a Special Assessment. Group scheduling is expected to reduce overall costs; however, each owner remains responsible for his or her share of the expense.
4. The first coordinated testing shall occur in October 2025, and shall continue approximately every fifteen (15) months until transitioning to an annual schedule in mid-Spring.
5. Failure of an owner to provide access for scheduled testing shall result in liability for the rescheduling cost, plus a fine of seventy-five dollars (\$75.00) for the first offense, and the rescheduling cost plus a fine of one hundred fifty dollars (\$150.00) for each subsequent violation.



#### **MISCELLANEOUS:**

- There is a fee for a copy of the condo documents if the current owner doesn’t provide them to the buyer when selling. If you are selling your unit, the buyer needs these documents. All active owners can download these documents in their PMI account.

- There is a \$15.00 fee for extra outside door keys. For those who need a replacement key more than once, the fee is \$27.00
- Personal items left in common areas will be discarded, without notice, including patio areas.
- Patios are limited common areas and as such must be kept clear of debris and personal items.
- Grilling: Consistent with the State of New Hampshire Department of Safety requirements as outlined in RSA 153:1, RSA 153:5, NFPA 1, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose, shall be used or kindled on any balcony or under any overhanging portion, or within 10 ft. of any structure. Electric grills with a safety certification from a nationally recognized testing laboratory, such as Underwriters Laboratories (UL), shall not be considered open-flame cooking devices under the state fire code. Grills may NOT be stored outside of your unit in the common area. Grills found to be stored outside will be disposed of.

#### **MAINTAINING UPDATED CONTACT INFORMATION & PROVIDING KEYS TO PROPERTY MANAGER**

- Due to the possibility of gas or water leaks, etc., and the need for the gas company to be able to access all units following the shutdown of gas service to a building, it's critical that the property manager be able to promptly contact each owner and/or occupant of a unit.
  - Owners must provide and maintain up-to-date contact information for themselves, including phone number, email (if applicable), and mailing address, to the Association's property manager.
  - Upon renting out a unit or taking in a new roommate intended to be for 30 days or more, the owner shall provide the new occupants' contact information (name, email addresses and phone numbers) to the Association's property manager prior to giving the new tenants access to the unit.
  - Failure to do so within 30 days of giving access will result in a fine of \$25, IF there was no need to access the unit in that time. If there was a need to access the unit and/or compliance is more than 30 days after access was granted, the fine will increase to \$50. Repeat offenses will raise the fine by \$25 for each violation, and failure to comply with a demand for such information within ten days shall be subject to a \$10 per day fine
  - Owners are required to provide a working key to the property manager. Once annually, the property manager will test all keys for functionality.(Added July 29, 2025)
  - If a key does not work during the annual test, or if immediate access is needed during an urgent situation and the owner cannot be contacted to provide immediate access, a \$250 fine will be imposed and a locksmith will be hired at the owner's expense. (Added July 29, 2025)

#### **ENFORCEMENT:**

- A violation of any portion of the R&R, or any breach of any provision of the Declaration, shall give the Board of Directors or the Property Manager the right, in addition to any other rights set forth in the By-Laws or Declaration to:
  - Enjoin, abate or remedy by appropriate legal proceedings, either at law or in equity, the continuance of any such violation;
  - To direct the owner in writing to immediately cease and desist from such violation
  - Following the owner's failure to cease such violation with ten (10) days of notice, to assess a fine in accordance with the attached fee schedule for each violation. If legal action is pursued to enforce compliance with any rule, then all costs associated with the action, including legal fees, shall be assessed against the owner.

#### **FEE SCHEDULE:**

- 1<sup>st</sup> violation is a written warning
- 2<sup>nd</sup> violation results in a fine of \$25.00 **per violation.**
- The fine shall increase by \$25.00 for each subsequent violation of the same rule. In other words, if a violation is documented and an owner is fined \$25.00 and the violation is not immediately remedied, the owner will receive an additional fine of \$25.00 with each notification.
- If the violation is one of a continuing nature the owner shall additionally be fined \$10.00 for **each day** the violation continues.