

RULES AND REGULATIONS

OF

Riverbrook @ Portsmouth
A Condominium

Effective: January 1, 2021

The attached Rules and Regulations are based upon the Condominium By-Laws and Declaration. Each Owner should have a copy of the By-Laws and Documents. Copies are available through the Rockingham County Registry of Deeds or through the Property Management Company at the unit Owner's expense.

The Board of Directors, acting through the property management company, will invoke all measures necessary to enforce such rules and regulations.

Further, each Owner shall be deemed to indemnify and hold the Board, and property management, harmless against any such loss or liability.

Cooperation from the association members/tenants on all issues and projects will help with each individual contributing towards these goals. Our efforts are based on the improvements of the common area, structural enhancement and each Owner's increased value of equity in their personally owned unit. We appreciate your help and thank you for working with us.

Riverbrook Condominiums Board of Directors

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Owner Information and Registration Form

1. Condominium Fees

1.1 Payment

Condominium fees are due on or before the first (1st) day of every month. It is imperative for every Owner to remit condominium fees on or before the first (1st) day of every month, in terms consistent with meeting the financial obligations of the Association,

Checks are to be made payable to: ***Riverbrook Condominium Association***, and should be mailed as directed by the Board of Directors

1.2 Late Fees

A twenty-dollar (\$20.00) late fee plus 12% per annum interest will be charged to Unit Owners who fail to remit condominium fees for receipt at ***Riverbrook Condominium Association*** by the fifteenth (15th) day of each month.

Explanation of Charges:

15th of the month	\$20.00 late fee
30 days past due	Certified letter of outstanding balance
60 days past due	Account is forwarded to Association's attorney

Any account past due will also suspend Owner's voting privileges on any association matter at any special meeting or Annual Meeting conducted by the Board of Directors.

1.3 Legal Recourse

All unsettled delinquent accounts will be referred to the Condominium Association's attorney for collection. If full payment of due amounts are not received within 90 days of due date, the Condominium Association's attorney will be directed to place a lien for such amounts. All associated legal fees will be assessed to the Unit Owner.

2. Land Use

2.1 General

Each living unit shall be occupied and used only for private residential purposes by the Owner and his family, or by lessees or guest of the Owner except for such limited professional use as may be approved by the Board upon application of the Owner, as not being incompatible with the residential character of the Property. This restriction shall not be construed to prohibit Owners from leasing their homes, so long as the lessees occupy and use the leased premises in accordance with the enclosed provisions. Prior to moving in, tenants and Owners must sign a notice of having read the enclosed "Rules and Regulations" and agree to abide by these rules. Occupants of units are limited to 6 persons whom are related or 4 unrelated persons.

2.2 Common Property

The Common Property shall not be used in a manner which is inconsistent with the residential character of the Property. No one will obstruct, commit

any waste in, or otherwise cause any damage beyond reasonable wear and tear to the Common property. Nothing will be altered, construed in, or removed from the Common Property without prior written consent of the Board.

No obnoxious or offensive use shall be made part of the property and nothing will be done therein which is or will become an annoyance or nuisance to the other Owners.

No use shall be made of any part of the property which will constitute a fire hazard or which will result in the cancellation of insurance on any part of the Property or which is in violation of any law, ordinance or governmental regulation.

2.3 Grills: Per City of Portsmouth Fire Ordinance:

All grills, cooking or heating devices, other than non-fire electric grills must only be used at least 10 feet away from any structure or part of any building. No grills, other than electric non-fired grills may be used at any time on a suspended balcony. No propane tanks may be used or stored upon any suspended balcony at any time.

"No hibachi, gas-fired grill, charcoal 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. (3 m.) of any structure."

Grills may be kept next to a unit but must be used at least 10 feet away from the buildings and structures. Grills cannot be stored on common area. Grills store within any unit or garage must be disconnected from their propane or other fuel source.

There will be no use of Common Property which injures or scars the Common Property or the plantings thereon, increases the maintenance thereof, or causes unreasonable embarrassment, disturbance or annoyance to the Owners in their enjoyment of Riverbrook. Pet Owners will make all efforts as necessary to avoid damaging turf areas due to pets.

2.4 Maintenance of Limited Common Area

Owners will be responsible for the maintenance of their assigned parking spaces, exterior steps and entrance ways which service only one unit, all of which are limited common areas. These areas shall be kept in a clean and sanitary condition. Repair of the Limited Common Areas will be the responsibility of the Unit Owners Association.

2.5 Outside Activities

There shall be no organized sports activities or fires.

2.6 Prohibited Playing on Parking and Driveway Areas

In recognition that the blacktop parking and driveway areas are for the primary purpose of vehicle travel and parking, game playing including throwing of baseballs, footballs, and other games of throwing objects is

prohibited on the blacktop parking and driveway areas, for the safety of persons and property.

3. Resident Conduct

3.1 Noise

Owners, guests and lessees are expected to limit noise to reasonable levels so that neighbors are not disturbed. At no time will musical instruments, radios or televisions, and any other sound generating devices be kept at a sound level that negatively impacts and deprives any other resident of peaceful enjoyment the Condominium, whether inside the buildings or out.

3.2 Offensive Activities

No offensive activities will be permitted at Riverbrook, nor will anything be done or placed within the complex which may be a disturbance, nuisance, or annoyance to other Owners or the public, or cause increase to risk or liability of the master insurance policy.

Unit Owners and residents will comply with and conform to all applicable laws and regulations of the United States, of the State of New Hampshire, and all ordinances, rules and regulations of the City of Portsmouth and will indemnify the Board of Directors, the manager or other Owners harmless from all fines, penalties, costs and prosecutions for the violation thereof or a noncompliance therewith.

3.3 Littering

There must be no littering. Paper, cans, bottles, cigarette butts, food, candy and other trash are to be disposed of in appropriate containers and not left on the grounds. Animal waste is to be picked up and disposed of as well. Dumpster rules, posted in the dumpster area must be followed. Dumping of any household items such as chairs, lamps, furniture, toys, etc. in the dumpster area or anywhere on the property is prohibited.

3.4 Weapons

Weapons of any type, as defined by the City of Portsmouth Ordinances or New Hampshire laws, will not be carried outside of an appropriate carry case. This means un-holstered weapons are not allowed. Violators will be reported to the police.

Fireworks of all kinds are prohibited on the Common and Limited Common property at all times.

4. Unit Improvements and Alterations

All requests for architectural changes should conform to the following procedures:

1. Submit a request to the Board through the management company prior to the planned construction.
2. The Board will then review the request at its next meeting in writing.
3. If the request is granted, the Owner will need to obtain a building permit and obtain City approval.
4. Once a building permit and City approval is obtained by the Owner and the Owner submits a copy of the City approval to the Board, work may commence.

Architectural changes may require a properly licensed and insured contractor. A copy of the insurance certificate must be submitted to the management company prior to construction.

Any change to the exterior of a unit, will result in a 30 day notice to restore the unit to the original state. If restoration has not been completed, the Board will restore it at the unit Owner's expense,

Penetration of any kind on any exterior surfaces on buildings or decks is prohibited.

Nothing shall be done in or to any unit, limited common area, or common area which may impair the structural integrity of the condominium complex or which would structurally change a building or improvements thereon except as provided in the bylaws. Nothing shall be altered or constructed in or removed from the limited common area or the common area except upon the prior written consent of the Board of Directors.

All units with decks must always conform in color and style. At no time moving forward is anyone to add, change or remove decking without written consent of the Board.

All replacement of windows, doors, and storm doors must receive prior approval of the Board and must conform to the standards of the Association. All windows and sliders should not have grids; existing windows are grandfathered. Unit Owners can be asked to remove the non-conforming items at their cost.

5. Exterior Unit Appearance

5.1 General

No signs, television antennas, advertisement, posters, wiring, refuse, attached awnings, outside window coverings, bird feeders, decorative flags, picnic tables, or window air-conditioning equipment shall be hung, installed, posted, or otherwise placed. Window coverings must be white or off-white as viewed from the exterior.

5.2 Rubbish

Garbage and rubbish will not be burned, dumped, placed or allowed to remain on the Common Property or Limited Common Property. All trash must be disposed of in the provided container.

There are two dumpsters, one for trash and one for recycling. There are doors on both sides of each dumpster. Close the sliding door after depositing trash and/or recycled materials.

Only normal household trash is to be disposed of in the dumpster. All trash must be securely bagged (for example, kitty litter, foil roasting pans, etc.). Shredded paper must be bagged and placed in the trash dumpster (not the recycling dumpster).

No commercial dumping.

Materials from household remodeling/renovations including, but not limited to, carpet, ceiling tiles, plywood, sheet rock, etc., should NOT be placed in the dumpster. These items should go to the City's

recycling drop-off center at 680 Peverly Hill Road or should be removed by the contractor. Peverly Hill Road Recycling hours are: Tuesday thru Thursdays 8 AM to 3 PM, and Saturdays 8 AM to 2PM.

It is the responsibility of the resident/Owner to advise contractors that they must NOT use the dumpster for trash that results from renovations/remodeling.

No large items are to be disposed of within the dumpster or left by the dumpster such as, but not limited to: chairs, couches, furniture, tires, tire rims, washers, dryers, refrigerators, engine, or automotive parts, motor oils, paints, or any hazardous waste, gas grills, propane tanks, air conditioners, etc.

Disposal of large items or those items that take up unreasonable amount of room in the dumpster is the responsibility of the unit Owner and may require to be taken to City Yard at 680 Peverly Hill Road.

Appliances must not be placed in the dumpster or left in the dumpster area, and should be taken to City Yard at 680 Peverly Hill Road, or arranged with Portsmouth Public Works at their phone number (603) 427-1530 for their pick up.

Put appropriate materials in the recycling dumpster (see sign on recycling dumpster).

Empty boxes must be broken up to conserve space, and placed inside the dumpster. Large boxes must be torn up.

Pack the dumpster efficiently, try to fill back corners

If dumpster is full, please put your trash on top of opened dumpster, not on the ground.

Cardboard must be broken down and put into the recycling container and should not be left on the concrete pad. Large boxes must be torn down to smaller sections. If the cardboard does not fit into the recycling bins so that the top and/or side door closes, it needs to be taken to the Portsmouth recycling center 680 Peverly Hill Road.

No items are to be left on the dumpster pad or on top of unopened dumpster.

Trash is not to be left on front steps of your unit.

Maintain cleanliness of area.

Consult Portsmouth Department of Public Works regarding disposal of large items (see below).
Department of Public Works (603) 427-1530
Recycling Center (603) 427-1530
Website <https://www.cityofportsmouth.com/publicworks>

Anyone found in violation of trash disposal regulations will be fined according to the severity of the incident, and will be charged the full amount required to return the area to any appropriate condition.

Information about Christmas tree disposal will be communicated by the Management Company to Owners.

5.3 Clothes Lines

No clothes lines, linens, or other materials shall be hung in or on the common or limited common property. Further, no such articles shall be placed in a unit so as to be exposed to public view.

5.4 Outdoor Equipment

Cooking equipment, kayaks, canoes, wagons, toys, toy structures, bicycles, wading pools and any other personal articles and equipment shall not be left outside a Unit (deck included). Lawn furniture and other items maintained on decks shall be maintained in such a fashion as to meet aesthetic standards of the Association as established by the Board.

5.5 Landscaping and Improvements

Within the realm of good judgment, annuals and perennials will be allowed in the limited common areas. Anything more permanent requires written board approval. Owners are to use current mulch beds ONLY.

5.6 Decks

Seasonal, in-use items only should be stored on decks, and allow for emergency egress. Any deck furniture remaining on a deck later than November 15th should be neatly stacked.

No trash may be stored on or around decks, including, but not limited to garbage, animal waste, cigarette butts and other smoking apparatus, or composters.

Decks should be kept clear of snow to prevent damage from extra weight and moisture, and for emergency egress purposes. Damage to the deck and/or building caused by excess snow is the responsibility of the Owner.

No Owner may alter the deck railings, walls or floor without prior Board approval.

5.7 Decorations – Seasonal (spring, summer, fall, and winter)

Decorative objects may only be placed on front steps, on front door and/or within 2 feet of either side of front steps. Such items cannot interfere with the normal landscaping maintenance. Neither the landscaping company nor the Association will be responsible for any damage that may occur to these items.

Decorative objects cannot be larger than 3 feet (any dimension). Owners wishing to display any decorations 3 feet or larger must receive prior permission from the Board of Directors.

Holiday specific decorations other than on the front door and steps must be removed no later than two weeks after the holiday. Christmas tree disposal instructions will be communicated by the Management Company to Owners.

5.8 Doors

The front and rear doors, and their storm doors, and garage door and patio door are deemed part of the unit and therefore, the responsibility of the Owner to maintain, repair and replace. However, the Board needs to ensure the exterior appearance of the building is maintained throughout the property. Documentation on the replacement product must be provided to the property manager/Board for approval prior to work commencing. Dimensions, aesthetics cohesiveness with current products on

the property, and color schemes are the primary concerns in the approval process.

Front storm doors should be full view. Patio doors must be sliders style, and appear uniform with other units' patio doors from the outside. In addition, all parts of the frame visible to the outside must be white.

5.9 Garages

Garage doors must be kept closed and locked, when not in use, to ensure the safety of residents and protection of property. Any replacement door must be approved by the Board for consistency, and must be white.

6.0 Landscaping

COMMON AREA - flower beds in front of condo units

Decorative objects may be placed on front steps, on front door and/or within 2 feet of either side of front steps. Such items cannot interfere with the normal landscaping maintenance.

Neither the landscaping company nor the Association will be responsible for any damage that may occur to these items. Decorative objects cannot be larger than 3 feet (any dimension). Owners wishing to display any decorations 3 feet or larger must receive prior permission from the Board of Directors.

Planting of annuals (under 2 feet tall) is permitted in these areas.

Owners wishing to add perennials and/or shrubs must contact management or the Board of Directors prior to planting.

No borders of any type may be placed around plant beds or lawn areas.

COMMON AREA - behind condo units

If beds currently exist behind a unit, the unit Owner is responsible for their upkeep.

All bushes, shrubs, and plantings must stay within the boundaries of the unit Owner's common area and not interfere with other units. The deck stairs must be clear of plantings at all times. If plantings become overgrown as to interfere with the appearance of the deck area or common area, the plantings will be cut back at the expense of the homeowner.

Current and future homeowners have the responsibility of maintaining the plantings.

Prior written permission from the Board of Directors is required if an Owner wishes to create a new planting bed behind his/her unit.

COMMON AREA - grass and beds along ends of units as well as entryway and island beds

These areas will be maintained by the landscaping company.

Planting in these areas is prohibited unless an Owner has received prior written permission from the Board of Directors.

6. Conduct

6.1 Damages

Owners will be held responsible for the action of their occupants and guests, and for any injury or damage incurred.

Owners, occupants, and guests causing any physical damage to any property of another Owner or to the common areas, including landscaping, will result in the associated Owner being charged for the repair of said damage.

6.2 Guests

The following shall be included under the definition of "guests": tenants, families, invitees, agents, employees, subcontractors, and all residents or occupants of any Owner's unit.

Owners will be held responsible for the actions of their guests. If any guest creates a nuisance to other Owners, the Board will have the right to request that the guests leave.

Responsibilities for such supervision will rest with any Owner who is the host of such guests.

7. Insurance

Each Unit Owner will be responsible for obtaining their own homeowners insurance covering personal property contained within the unit (an HO-6 policy that covers up to the current Master Deductible plus a personal policy covering your personal property).

No Unit Owner will use their unit in such a fashion as to result in the cancellation of the insurance maintained by the Board of Directors on the Condominium or increase any costs of such insurance due to neglect or intentional reasons.

Whenever improvements to the interior of a unit are done, the unit Owner must report any improvements greater than \$20,000 in value to the Management Company. The reason for reporting this to the Board of Directors and/or Management Company is due to the change in valuation of the Master Policy when improvements are made.

All contractors working in a homeowners unit must provide a homeowner a copy of their Certificate of Insurance BEFORE any work begins. We would recommend that you provide a copy of the insurance certificate form to the Management Company at your convenience.

The Master Insurance policy is written on a "Special Form", which includes coverage for: fire, lightning, windstorm, hail, explosion, riot, aircraft and vehicle damage, smoke, theft, vandalism, falling objects, weight of ice, snow or sleet, collapse, sudden rapid water escape or overflow from plumbing or appliances, frozen pipes, convector units, and mechanical breakdown of commonly owned equipment etc..

The Master Insurance policy will not cover wear and tear, deterioration, mold, damage by insects or animals, settling or cracking of foundations, walls, basements, roofs etc. There is no coverage for damage caused by repeated leaking or seeping from appliances or plumbing including from around shower, bathtub, toilet and sink. These events are properly classified as maintenance items.

The policy insures all the buildings of the association for their full replacement cost. This includes bathroom and lighting fixtures and building service equipment, heating & air conditioning services, ceiling surfaces and tiles, all interior partitions, additions and alterations within Units. Sometimes this coverage is referred to as "all-in" coverage.

8. Vehicles

8.1 Vehicle Registration

No motor vehicle other than a properly registered and inspected vehicle shall be parked anywhere on the property.

Owners shall not be entitled to maintain more than two automobiles, including not more than one truck up to a $\frac{3}{4}$ ton pickup, within the Condominium at one time. No motorbikes, motorcycles, minibikes or snowmobiles shall be operated within the Condominium, except that a motorcycle or snowmobile used by an Owner may be driven to and from an Owner's Unit.

8.2 Speed Limit

The speed limit for all vehicles is 10 M.P.H.!

All residents and guests are required to exercise extreme caution while driving within the condominium complex, for the safety of children and all others.

8.3 Parking

Parking is restricted to paved surfaces only, or within garages. Parking on the lawn is prohibited. No motor vehicle other than a properly registered and inspected, private passenger vehicle shall be parked anywhere on the property. Vehicles must not be equipped or operated such that they emit excess engine or exhaust noise that negatively impacts and deprives any other resident of peaceful enjoyment the Condominium, whether inside the buildings or out.

Commercial vehicles, defined as having commercial plates or having advertising on the vehicle, are prohibited from overnight parking on the premises, or daytime parking other than to allow its trades/service person working at a unit. The following are not permissible within the complex in any of the parking spaces for residents and visitors: snowmobiles, motorized all terrain (ATV's), boats, trailers, and campers or other recreational vehicles. No inoperable vehicle shall be parked or stored on the property. Unit Owners must notify the management company of the descriptions of each of their vehicles along with registration numbers. Unit Owners and lessees are allotted two (2) parking spaces. Vehicles of Unit Owners and lessees must be parked only inside their assigned parking spaces, including scooters and bikes when parked outside.

Visitors not parking in one of the two allotted resident spaces must park in spots marked for visitors, such as those along the woods. Visitors are short-term guests. Visitor parking is not for frequent, long-term guests. It is the responsibility of the Owner to contact the management company in writing to request permission for long-term (more than one week duration) and/or frequent guest space use. It is the discretion of the Board to determine abuse of visitor parking privileges. Owners will be notified if a problem arises. Any vehicle parked in a guest vehicle space overnight must have a notice visible on its dashboard that identifies the unit that its Owner is visiting. Any vehicle parked overnight in a guest parking space without such notice visible on its dashboard will be subject to towing without notice.

Residents and occupants are permitted to park only in the parking space assigned to their own unit unless specific arrangements have been made with another Owner to use that Owner's garage and/or parking space. Residents and occupants are prohibited from parking in guest parking spaces at any time.

Service/utility/construction vehicles during their on-site work times may park on paved areas as long as there is no obstruction to other vehicles or traffic flow.

No parking that blocks a fire hydrant and no parking in the fire lanes (striped areas) is allowed at any time.

Vehicles parked in spaces directly in front of unit walkways need to leave space so anyone entering or leaving the unit can walk on pavement (not grass or snow).

No vehicle will be parked in such a manner that will block access to the parking space or garage of another Owner without that Owner's express permission.

An improperly parked vehicle may be removed from the premises without notice at the Owner's expense and liability.

8.4 Snow Removal

To facilitate snow removal, unit Owners or lessees will be asked to move their vehicles, or be subject to towing. If in the event that a tow service is called, the unit Owner will be billed whether or not the vehicle in violation is actually towed.

Please park all vehicles in sectioned/marked spaces only during the night hours; the plow contractor will be by in the early morning to plow the entrances and the roadways. They will return to do cleanup in the parking areas later in the day. Management will provide notice to residents via email at what time to move vehicles for final clean-up. Please move vehicles to the main roadways while your lot is being cleared. Do not leave your vehicles on the main roads during the night for convenience; this makes it hard for the plow truck to clear them. Vehicles must not be moved back until snow removal has been completed.

8.5 Vehicle Maintenance

Repairs and maintenance other than repair of a flat tire or battery are not permitted anywhere on the property. Any vehicle leaking any fluid must be removed from the property immediately to prevent damage. Damage caused by leaking vehicle will be the responsibility of the unit Owner.

9. Pets

One common household pet per unit may be kept or maintained on the Property with the consent of the Board. No other animals shall be kept or maintained on the Property, nor shall common household pets be kept, bred, or maintained for commercial purposes on the Property. No exotic or outdoor animals are permitted.

Pets shall not be permitted outside of the Units unless they are accompanied by an adult person and either carried, leashed or caged (this includes cats). The pet is not to be tied out to any structure or left unattended outside at any time, including cats.

The Owner of a unit where a pet is kept shall be responsible for, and will be assessed by the Board of Directors, for all damages to the property resulting from the maintenance of the pet.

Each Owner shall be deemed to indemnify and hold the Board harmless against such loss or liability resulting from said pet.

Owners are required to immediately clean up after their pet at all times.

The designated walking area for pets is the perimeter of the property only. The perimeter is defined as the grass/wooded area on the right side of the drive when entering the property extending up to and including the grassy area in front of units 42 - 46. Leaving the property, the perimeter begins at that grassy area and continues on the left hand side of the drive to the exit. No pets are to be walked in between or next to condominiums or decks or in any grassy areas not specifically designated as the perimeter. Any area on the asphalt is a permissible walking area.

All pets must be identified on the resident/non-resident questionnaire provided to the Board of Directors.

Residents walking their pet must have in their possession a clean-up apparatus or waste bag, and must clean up after their pet immediately.

The above rules also apply to any pet that belongs to a guest.

10. Yard Sales

Individual yard sales are not allowed. Community yard sales by multiple residents may be permitted when receiving prior permission from the Board.

11. Sale and Rental of Units

11.1 Sale of Units

All fees, fines, and assessments must be paid prior to the transfer or sale to a new Owner.

A Welcome package that included rules and bylaws will be provided to new Owners.

11.2 Rental Requirements

Unit Owners must conform to the following if they wish to rent their unit:

1. Rental is restricted to residential use only.
2. Leases must be for a term of 12 months minimum; short-term leases of less than one year are not permitted.
3. The Owner/lessor must provide management with a copy of the signed lease, lease/renter's vehicle information, contact information, and a statement either in the lease or separately that the lessee/renter has been provided by the Owner/lessor with a copy of Riverbrook Rules and Regulations, and that the lessee/renter agrees to comply with the Rules and Regulations. A copy of the Rules and Regulations may be obtained from the Management Company.
4. No rooms may be rented separately.
5. No unit shall be occupied by more than six persons or by more than four persons who are not related by blood, marriage or legal adoption to some other occupant of said unit.
6. The unit Owner accepts liability for any rule violation assessments incurred by their lessee/renter.
7. Property must be occupied by lessee/renter
8. No subletting is permitted.

12. Complaints

12.1 Procedure

Complaints of violations of these rules and regulations of the Association should be made in writing to the Board through the property management office. If the Board feels that the complaint is justified, it will take whatever action it deems necessary. The complainant will be notified in writing by the Board and/or management as to what action has been taken.

13. Repairs Procedures

All requests for repairs to common area and limited common area should be communicated to the management company.

14. Rule Making

Rules concerning the operation and use of the Common Area may be added and amended by the Board of Directors, provided that such Rules are not contrary to or inconsistent with the Condominium Act, the Declaration or Bylaws. Copies of the Rules will be furnished by the Board of Directors to each Owner and tenant prior to the time when the same will become effective. Fines may be prescribed for violations of any rule or Bylaw. The amount of such fines will be determined by the Board of Directors.

15. Fine Schedule for Violations of Bylaws and Enumerated Rules and Regulations

1. **First violation = written warning or phone call followed by an e-mail** sent by the management company informing the Owner/resident of the violation, requesting compliance.
2. **Second violation = \$100.00** fine and a letter informing the Owner/lessee of the violation, requesting compliance.
3. **Third violation = \$200.00 fine** and a letter (same as above).
4. **Fourth violation = \$300.00** fine and a letter (same as above).
5. For each violation after four, the unit(s) responsible for the violation will be fined an additional \$300.00 for each subsequent violation and a letter (same as above).

All fines are subject to late fees if not paid by the due date.

Accumulated fines and late fees equaling or exceeding \$500.00 will cause the referral of the account to the Association's legal counsel, and a lien to be placed on the unit. Per the condominium documents, all related legal fees and associated fees incurred for the recovery of monies owed the Association will be assessed against the Owner and will be required to be paid in full. Further, the Unit Owner's right to vote at annual meetings will be suspended until such payment is made.

RIVERBROOK AT PORTSMOUTH CONDOMINIUM ASSOCIATION
777 MIDDLE ROAD
PORTSMOUTH, NH 03801

RESIDENT/OWNER QUESTIONNAIRE

Owner/s Name _____

Owner of Riverbrook Unit No. _____

Pet: Yes or No (circle one) Type of Pet _____

Names of occupants and Relationship: _____

Mailing Address: _____
Street Town State Zip

Telephone Nos. _____
Home Work or Emergency Contact number

Email Address (if don't have email address, please indicate preferred method of mail delivery):

(ex. Bob21@yahoo.com, prefer mail, prefer fax) _____

NON-RESIDENT QUESTIONNAIRE (only applies if leasing unit)

Tenants Name (first and last) _____

Tenants of Riverbrook Unit No. _____

Number of occupants currently: _____

Names of occupants and Relationship: _____

Pets: Yes or No (circle one) Type of Pet: _____

Telephone Nos. _____
Home Work for Emergency Use

*Email Address: _____
Address

*This information is requested only if owner prefers Property Manager to contact tenant instead of owner directly should there be areas of concern.

**PLEASE MAIL FORM DIRECTLY BACK TO:
S.S. MAGUIRE MANAGEMENT, P.O. BOX 165, HAMPTON, NH 03843**

