

The Hills of Waterford Association

Rules & Regulations

Modified and Effective as of October 13, 2022

Revised November 2025

The Rules & Regulations below supplement the Condominium Bylaws and related documents of the Hills of Waterford Association. We trust you will find the Rules & Regulations a valuable tool to keep Hills of Waterford beautiful and pleasant for all its residents.

These Rules & Regulations have been approved by the Board of Directors for the Hills of Waterford Association in accordance with Article I, Section 4(a) (9) and Article VI, Section 11 of the Condominium Bylaws.

Prior Written Approval from Board of Directors

Adopted December 2, 1999 – Effective January 3, 2000

Modified and Effective October 13, 2022

Revised November 2025

Any exterior modification to a Unit, including but not limited to any residence, fences, walls, additional landscaping, drives, walls, dog runs, substantial planting, trees, playgrounds equipment, decks, mailbox stands, pools, hot tubs, gazebos, exterior light posts, basketball backboards, gates, garages or structures located within a condominium unit in the Hills of Waterford, requires Prior Written Approval from the Board of Directors. Prior Written Approval consists of the following steps:

1. Submittal to the Board of Directors, in c/o of the Management Agent, plans and specifications, including site, grading, utility, residence, garage and landscape plans, as applicable, prepared by homeowner, skilled tradesman, licensed builder, architect and/or engineer (if necessary), or by another person or entity approved by the Board of Directors, along with a completed signed Alteration and Modification Request form (available on the Hills of Waterford website.)
2. These plans shall include the size, nature, kind, type and color of the elevations, facade, height, materials, color scheme (including but not limited to roofing materials, stain and paint colors), siding and location. Approximate cost of the proposed improvement may be included at the Co-owner's discretion.
3. The Board of Directors will have thirty (30) days from when the complete request and submissions were received to approve/disapprove the proposed alteration. The 30-day period shall not begin to run if the request and submissions are incomplete or deficient in any respect. If the Board does not provide approval or denial within the 30-day period, the proposed alteration is deemed denied.
4. A copy of the plans and specifications, as finally approved, shall be kept permanently with the Board of Directors, in care of the management company.

Collection Policy

Adopted March 13, 1998 – Effective April 12, 1998

Modified and Effective October 13, 2022

Revised November 2025

Any Association account that becomes delinquent in an amount equal to or greater than three (3) billing cycles of Association Fees may be subject to a lien and all applicable property management and legal fees for the placement of the account in collection, the recording/preparation/discharge of the lien and the subsequent collection of the delinquency will be assessed to the corresponding Co-owner account. Any account that remains delinquent and exceeds an amount equal to or greater than six (6) billing cycles of Association Fees may be subject to foreclosure of the lien by either judicial action or advertisement, and all applicable fees, costs and expenses shall be charged to the Co-owner account as defined in the Condominium Documents.

Rule Enforcement and Violations

Adopted March 13, 1998 – Effective April 12, 1998

Modified and Effective October 13, 2022

Revised November 2025

The violation by any Co-owner or their occupants or guests of any provision of the Condominium Documents shall be grounds for the Association to assess monetary fines against the involved Co-owner. The Co-owner will be deemed responsible for such violations whether they occur because of their personal actions or the actions of their occupants, guests or any other person admitted to the Condominium through such Co-owner. Prior to assessing any monetary fine, the Board will adhere to the following procedures:

1. **Notice of Alleged Violation.** Notice of the violation, including the Condominium Document provision violated, together with a description of the factual nature of the alleged offense set forth with such reasonable specificity as will place the Co-owner on notice as to the violation, shall be sent by first class mail, electronic transmission, or personal delivery to the Co-owner at the Unit address or, if designated, at such other address as the Co-owner designates in writing to the Association.
2. **Hearing.** The offending Co-owner shall be provided a scheduled hearing before the Board at which the Co-owner may offer evidence in defense of the alleged violation. The hearing before the Board may be at its next scheduled meeting, but in no event shall the Co-owner be required to appear less than 7 days from the date of the notice. Upon appearance by the Co-owner before the Board and presentation of evidence of defense, or in the event the Co-owner fails to appear at the scheduled hearing, the Board shall, by majority vote of a quorum of the Board, decide whether a violation has occurred. The Board's decision is final.
3. **Assessment of Fines.** If there has been a violation of any of the provisions of the Condominium Documents, the following fines may be levied:

FIRST VIOLATION	No fine will be levied unless the Board determines that the nature of the violation is such as to be best deterred if a fine is imposed for a first violation
SECOND VIOLATION	\$25.00 Fine
THIRD VIOLATION	\$50.00 Fine
FOURTH VIOLATION	\$100.00 Fine
ALL SUBSEQUENT VIOLATIONS	\$100.00 Fine

For purposes of this Rule, the number of the violation (i.e., first, second, etc.) is determined with respect to the number of times that a Co-owner violates the same provision of the Condominium Documents, as long as that Co-owner may be a Co-owner of a Unit or occupant of the Condominium, and is not based upon violations of entirely different provisions. In the case of continuing violations (i.e., a violation that has not been cured), a new violation will be deemed to occur each successive week during which a violation continues or in such intervals as may be set forth in supplements to this Rule; however, no hearings other than the first hearing shall be required for successive violations if a violation has been found to exist. Nothing in this Rule shall be construed as to prevent the Association from pursuing any other remedy under the Condominium Documents or the Condominium Act for such violations, or from combining a fine with any other remedy or requirement to address any violation.

4. **Collection of Fines.** Any fines that the Board levies pursuant to this Rule shall be assessed against the Co-owner and shall be immediately due and payable. Failure to pay the fine will subject the Co-owner to all liabilities set forth in the Condominium Documents including, without limitations, those described in Article II of the Condominium Bylaws.

Insurance Coverage

Adopted May 1, 2002 – Effective June 1, 2002

Revised November 2025

All Co-owners must carry insurance coverage that is consistent with the Condominium Bylaw requirements. All claims arising within or upon a condominium unit must be submitted to the insurance company of the individual Co-owner prior to submission to the Association. Coverage by the association's insurance policy shall only apply subsequent to any coverage offered by the existing homeowner's policy. All coverage provided to a Co-owner by the Association's insurance policy shall only be those amounts in excess of the Association's deductible. In the event that repair costs are paid by the Association and the insurance proceeds do not satisfy the amount due for repairs, the Association shall post any shortage, including the applicable deductible, to the corresponding Co-owner's Association Account for immediate reimbursement to the Association. Co-owners are solely responsible for insurance of their Units, including liability.

Basketball Hoops

Adopted August 5, 2003 – Effective September 5, 2003

Basketball hoops may be installed with freestanding posts that are permanently cemented into the ground adjacent to the driveway of each unit. Basketball hoops may not be affixed to a residential structure or garage. Portable basketball hoops may be used provided that they are stored adjacent to the driveway of each unit in the same position as the freestanding posts that are permanently cemented or within the garage when not in use.

Boats/Recreational Vehicles

Adopted October 13, 2022 – Effective October 13, 2022

Revised November 2025

Per Article VI, Section 9 of the by-laws, as amended, no boats, camping vehicles, camping trailers or motor homes may be parked or stored upon the premises. These vehicles may be reasonably parked on the co-owners premises for up to 48 hours within any 7 day period for set up and clean up purposes.

Color Scheme

Adopted March 13, 1998 - Effective April 12, 1998

Modified and Effective October 1, 2015

Certain color combinations were approved by the developer of The Hills of Waterford in an effort to maintain uniformity throughout the community. Any modifications that deviate from the original color scheme including but not limited to roofing materials, front doors, shutters, siding, trim, and windows require the Prior Written Approval of the Board of Directors. The color combinations are available from the Management Company or the Hills of Waterford website.

Siding and Trim

Adopted May 19, 2025 – Effective May 19, 2025

Homeowners may choose from approved siding materials including textured vinyl siding and cement board siding with a textured or wood grain appearance; wood grain cement board trim is approved as a replacement for rough sawn wood cedar on fascia, soffits, corners, and around windows and doors. All materials must be installed and maintained according to manufacturer guidelines, with consistent color and finish. Any use of these materials must be submitted as a modification request to the Board for approval prior to installation.

Community Lighting

Adopted February 1, 2002 – Effective March 3, 2002
Modified and Effective May 19, 2025
Revised November 2025

In order to ensure adequate lighting for the entire community, all garage lights must have operational photocells in working condition and be illuminated during the evening hours. Residences with only one garage light must keep porch lights on during the evening hours. Lights must be a standard white, 2000-6500K, rated at 800+ lumens.

Decks/Patios

Adopted December 2, 1999 – Effective January 3, 2000
Revised November 2025

All proposed new or modified decks/patios require Prior Written Approval from the Board of Directors. All decks/patios must be constructed in accordance with local building code, and be approved by the local building department and governmental authorities pertaining to deck construction. No part of the deck or patio shall extend or protrude beyond the side walls of the attached building structure, unless approved by the board through an official Modification Request Form. All visible deck materials must be uniform in appearance. See Fencing rules.

Hot Tubs

Adopted March 13, 1998 – Effective April 12, 1998
Revised November 2025

Hot Tubs, Spas, Jacuzzis and similar items may be installed on an approved deck or patio of each condominium unit. Hot Tubs, Spas, Jacuzzis and similar items must be maintained in a manner consistent with applicable laws and/or municipal codes, including any provision for covering the item or installing a fence around the perimeter of said device. See Fencing rules.

Pools

Adopted March 13, 1998 – Effective April 12, 1998
Revised November 2025

Any pool installation must have Prior Written Approval of the Board of Directors and be located in the accessory area (area that is directly behind the house and half the distance from the rear of the house to the rear lot line and within the boundaries of the side walls of the corresponding house[MB3]) per Article VI, Section 12 of the Bylaws. Any pool structure must be constructed in accordance with local building code and be approved by the local building department and governmental authorities pertaining to pool installation and ownership. Any liability associated with a pool shall be exclusively held by the unit owner of said pool, and all applicable insurance must be maintained solely by the unit owner. See Fencing rules.

Fencing

Adopted November 19, 2002 – Effective January 1, 2003
Revised November 2025

All fences require Prior Written Approval from the Board of Directors. A white picket fence made of wood or vinyl, a white or black aluminum flat top rail fence, or a hedge fence (not more than 4 ft. high) may be installed around the rear perimeter of each unit's property within the approved boundaries of the unit in accordance with a survey. The gap between each picket must be between 1in to 4in. Fences must be ground level. Any and all applicable permits must be secured by each Co-owner and be approved by the governmental authorities pertaining to fence construction and placement. No part or portion of the fence may extend or protrude beyond the front plane of the building structure (between the front of the Residence and the street). Fences may extend past the side plane of the Residence within the surveyed property lines of the unit. Corner lots must leave a maintenance easement between their fence and the sidewalk of 8 feet or more. No chain link fence is allowed. Privacy fences, no greater than 6ft in height, upon approval may be allowed around pools, hot tubs, or as a privacy wall along decks and patios.

Landscaping and Street Trees

Adopted December 2, 1999 – Effective January 3, 2000

Modified and Effective October 1, 2015

A Co-owner shall remove and replace any dead or diseased trees, shrubs, and/or landscaping located on their Unit within 30 days after written notice from the Association. Failure of the Co-owner to complete the work within the 30 days after written notice to do so shall entitle the Association to proceed with removal and replacement of the dead or diseased trees, shrubs and/or landscaping without further notice to the Co-owner and to charge the cost thereof, including any administrative costs, collection costs, fees and charges to the Co-owner.

Each Co-owner shall plant and maintain one (1) large deciduous tree in the area between the sidewalk and the street in front of their residences. All trees newly planted or replaced shall follow Article VI, Section 12 of the Bylaws and shall have a trunk caliper of two and one-half inches (2 ½"), measured twelve (12) inches above grade with the first branch a minimum of four (4) feet above grade when planted. These trees shall be Red Maple, Crimson King, Bradford Pear, Linden or equivalent upon Board approval.

Landscaping

Adopted March 13, 1998 – Effective April 12, 1998

Modified and Effective October 13, 2022

Typical landscaping may be installed around the perimeter of individual Residences, provided that the existing grade is not altered. Typical landscaping may consist of metal, plastic, natural or engineered stone edging; mulch; plant materials; and landscape lighting around the perimeter of a residence. Any deviations from this standard must have Prior Written Approval from the Board of Directors.

Satellite Dishes

Adopted June 7, 1999 – Effective July 7, 1999

Personal satellite dishes for private Residence use may not exceed thirty-nine inches (39") in diameter.

Mailboxes

Adopted October 13, 2022 – Effective October 13, 2022

Modified and Effective May 19, 2025

The Hills of Waterford have adopted a standard for mailboxes and their posts/stations in an effort to maintain a higher standard of upkeep and maintenance. Any mailboxes, posts, or stations that require repair and/or maintenance will be subject to these new standards. A mailbox post or station shall consist of a wooden structure that must be painted white and the mailbox will be a black plastic mailbox. Posts and stations must be straight and of sound structure. Upkeep of the post or structure supporting the mailboxes is a shared responsibility among all homeowners whose mailboxes are attached to it, regardless of which homeowner's property it is located on.

Pets

Adopted May 1, 2002 – Effective June 1, 2002

All pets must be on a leash and attended to at all times when on the general and limited common elements. All unattended pets within a unit's lot perimeter must be retained by a leash or some other means of restraint in the area behind the Residence. No unattended pets may be left restrained or otherwise in the area beyond the front plane of the building structure (between the front of the Residence and the street). Co-owners shall be responsible to remove immediately after deposit, any excrement or other deposits left by their pets or by their guest's pets. Per Article VI., Section 6 of the Bylaws, no animal, except up to two (2) domesticated household pets, shall be maintained by any Co-owner unless specifically approved in writing by the Association. The term "animal" or "pet" as used in Section 6, shall not include small domesticated animals which are constantly caged, such as small birds, hamsters or fish. Please see Article VI, Section 6 of the Bylaws for further details.

Exterior Storage

Adopted December 2, 1999 – Effective January 3, 2000

Revised November 2025

SHEDS: All sheds require prior written approval from the Board of Directors. One storage shed shall be allowed per condominium unit in the accessory use area of each unit (see Article VI, Section 12) unless otherwise approved in advance by the Board of Directors and shall not exceed a height of 10 ft. at the roof peak. Square footage of the shed floor shall not exceed 120 sq. ft. Storage sheds shall be manufactured of wood and be painted or vinyl sided, and must match the color scheme of the corresponding Residence. Shed structures must have a shingle roof that matches the shingles of the corresponding Residence. Sheds must be located behind the corresponding Residence and must be located at minimum 6' (feet) away from any lot line that is allowable for placement in consideration of Woodland ordinances, Wetland ordinances, and other applicable limitations unless otherwise approved in advance by the Board of Directors. No sheds may be located next to or in front of the corresponding Residence. Any and all applicable permits must be secured by each Co-owner and approved by the appropriate governmental authority for the construction and location of storage shed. Storage sheds must be maintained in a consistent and presentable fashion, and must always match the color of the corresponding Residence.

CABINETS/DECK BOX: Exterior storage cabinets of size no greater than 60in width, 36in depth and 80in height are allowed to be made of weather resistant plastic or resin, and must be placed/affixed along the rear wall of the Residence. Exterior storage cabinets are not allowed to be placed along the side or front of the Residence. Deck/patio boxes made of weather resistant plastic or resin are allowed not exceeding 180 gallons.

TRASH RECEPTABLE STORAGE: Garbage receptacle storage will be permitted outside of the Residence as long as the following parameters and requirements are met; all garbage receptacle storage modifications to the exterior of the Residence must be approved by the Board of Directors. All garbage receptacles must be housed within an approved storage container that can allow for a maximum of 2x 90 gallon garbage receptacles that will be completely closed and located on the side of the Residence adjacent to the garage at a minimum of 5 feet back from the front corner of the garage or located wholly within the rear accessible area of the unit. These storage containers must be constructed of durable plastic resin or wood material and neutral in color. The garbage receptacle storage unit must be maintained to a high standard. The garbage receptacle storage container must be secured to the exterior of the Residence as well as residing on a leveled foundation of at least 1 inch of either concrete or large cement pavers (12"x 12'). No more than one garbage receptacle storage container will be permitted outside of a Residence.

Vehicles

Adopted March 13, 1998 – Effective April 12, 1998

Modified and Effective October 13, 2022

Per Article VI, Section 9 of the Condominium Bylaws for the Hills of Waterford, the Board of Directors has agreed that all vehicles must be parked in the garage or driveway of each unit as long as no vehicles cross or block the sidewalk. All vehicles must comply with the description and requirements set forth in the Bylaws. Additionally, vans and pick-up trucks used for personal transportation must meet all the following criteria:

1. The registration and title must describe the vehicle as a pick-up truck or van.
2. No dump boxes, flat beds, tilt cabs, or other commercial modifications are allowed.
3. All vehicles are limited to two (2) axles; one front and one back.
4. No ladder racks, tool boxes, or similar attachments to the vehicle are allowed.
5. No commercial lettering, signage, or similar identification is permitted on vehicles.

***Upon request by the Co-owner, exemptions may be granted by the Board of Directors in its sole discretion for a single vehicle that deviates from the following restrictions above per Residence.**

Wooded Common Elements

Adopted August 28, 2003 – Effective September 28, 2003

Modified and Effective October 13, 2022

All Wooded and General Common Elements/areas will be open from dawn to dusk for the use and enjoyment of all Co-owners and their guests..

All local, state and federal laws apply to the use of the Common Elements. Further guidelines are:

- No motorized vehicles.
- Common areas should remain in their current state. No trees, wildlife or vegetation shall be removed or damaged unless approved the Board of Directors
- No littering or smoking.
- No permanent storage or use of general common elements is permitted.
- Co-owners must leash and clean up after their pets.
- No alcohol consumption is permitted on Common Elements.
- No open fires, chimneys, grills or bonfires are permitted at any time on Common Elements.

The Association assumes no liability associated with the use of these Common Elements[MB5] . Co-owners and their guests' use the Common Elements at their own risk.

Non-residents and non-guests are considered to be trespassing on the private property of The Hills of Waterford Condominium Association.

Signs

Adopted October 13, 2022 – Effective October 13, 2022

Per Article VI, Section 10 of the by-laws, no signs or other advertising devices, other than a single U.S. Flag no larger than 3' by 5'[MB6] , shall be displayed which are visible from the exterior of a unit dwelling or in yard areas. A contractor's sign during, and up to one week after, the completion of the work may be displayed. Political signs will be permitted up to two weeks prior to an election, and must be removed on election day.

Solar Panels

Adopted October 13, 2022 – Effective October 13, 2022

Solar Panel electricity generation equipment may be installed on a unit's roof provided that Prior Written Approval from the Board of Directors is obtained. All work done must be done in accordance with local building/electrical code and be approved by the local building/electrical department and governmental authorities pertaining to Solar Panel Installation. All conduit used on the exterior of the unit is not to exceed 1" in diameter and must be run in a manner that is least visible (hidden behind/next to downspouts for example.). All conduit run on the exterior of the unit must be painted to match the siding or trim color of the unit (depending on the conduit placement - it is to match the color of the material it is run on top of.).

Yard Care Rules and Regulations

Adopted May 11, 2017 – Effective June 15, 2017

Modified and Effective May 19, 2025

The general intent and purpose is to keep everything looking neat, free of clutter, and within the standards of the community. The basics of yard care in the Hills of Waterford include, but are not limited to, regular mowing, weeding, edging, fertilization, insect control, trimming, removing dead plants/trees, fall leaf cleanup (mulched or bagged), and keeping a neat appearance. All homeowners are responsible for reading and understanding these Rules and Regulations. The "yard" is defined as the space or grounds within the Unit and surrounding a Residence. This means the physical area on a Unit, including, but not limited to, the foundation plantings, all grass areas (including the grass strip between the sidewalk and the street), planting beds, trees, flowers, the driveway area, and the mailbox area. The following is a partial list of the requirements for yard care. It is not meant to be an exhaustive list of all possible conditions, which could apply to proper yard care. Those will be addressed (and enforced) on a case-by-case basis.

LAWN MAINTENANCE:

Lawn maintenance is a year-round requirement with some seasons requiring more attention than others. Regardless of the season, a neat appearance must be maintained. Weeds sprouting up in a lawn or weeds that are allowed to dominate the make-up of the "lawn", must be eliminated by hand or by chemical means. Weeding, mulching, edging, fertilization and insect control of the lawn and all plantings is also required. Raising the mower blade height, especially during the warmer months, is strongly encouraged to maintain a neat and healthy appearance of the mowed lawn and to avoid scalping. If garden beds or planting areas are developed in a yard, they must be kept weeded and/or mulched to present a neat appearance from the street and neighbors' views. Trees and shrubs must be pruned and fertilized to maintain health and appearance. Dead trees must be removed from any Unit after information is gathered from a routine survey by the Board or property manager or by complaint from a co-owner and subsequent evaluation and recommendation is completed by the Board or property manager. Fruit trees must be cared for to prevent noxious insect infestation. All vegetable gardens must be located out of view from the street and/or integrated with a general landscape plan and are not to exceed 5ft x 10 ft. All vegetable plantings exceeding 5ft x 10ft feet must be included in a landscape plan approved in advance.

YARD-RELATED ISSUES:

No changes or barriers in the original flow of drainage water in the Community shall be made. Units in the Hills of Waterford must be regularly maintained by weeding and mowing/trimming; erosion must be prevented. At any street intersection, any fence, wall, hedge, tree or any other installation, shall not block line of sight. Outdoor areas shall not be used as storage areas at any time, except for temporary storage of yard waste bags which must be taken to the dump or placed for disposal on a weekly basis. These bags must be placed out of sight from the street and in a neat arrangement until removed from the Unit. Leaves and other debris, which are bagged for disposal, must be temporarily stored in the garage or in an inconspicuous location that is not directly visible from the street or co-owners' views. All bags must be removed from the property on a weekly basis.