

**RULES  
OF  
RESERVOIR OFFICE PARK ASSOCIATION, INC.**

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(Note: Terms initial capitalized terms are defined in Article I of the Declaration.)

The following Rules apply to all owners and occupants of Units.

## **ARTICLE I**

### **Use of Units Affecting the Common Elements**

Section 1.1 - Use of Units. Use of Units shall be restricted to the use and occupancy restrictions as set forth in Article IX of the Declaration.

Section 1.2 - Access by Executive Board and Secured Space. The Executive Board, the manager or its designated agent, may retain a pass key to all Units for use in emergency situations only. No Unit Owner shall alter any lock or install a new lock on any door of any Unit without immediately providing the Executive Board, the manager or its agent, with a key therefor. At the Unit Owner's option, he or she may provide the key be enclosed in a sealed envelope with instructions that it only be used in emergencies with a report to him or her as to each use and the reason therefor. Each Unit may have closets, safes or vaults not exceeding fifty (50) cubic feet in capacity which can be locked without such access.

Section 1.3 - Electrical Devices or Fixtures. No electrical device creating electrical overloading of standard circuits may be used without permission from the Executive Board. Misuse or abuse of appliances or fixtures within a Unit which affects other Units or the Common Elements is prohibited. Any damage resulting from such misuse shall be the responsibility of the Unit Owner from whose Unit it shall have been caused.

Section 1.4 - Trash. No storage of trash will be permitted in or outside any Unit in such manner as to permit the spread of fire or encouragement of vermin.

Section 1.5 - Displays Outside of Units. Window displays and signs are limited only to the first floor Units of Reservoir Office Park. No window displays can be hung or affixed to the outside of the windows, with the exception of awnings with the approved signage thereon for Office Units 101, 102, 103, 104, 202 and 206 as set forth in Article XVI of the Declaration. Nothing displayed in the windows can be affixed either permanently or temporarily by either taping, nailing, etching, or hanging to the surface of the windows. No signs or window displays can be flashing, intermittent light reflecting, revolving, waving or moving; or be exposed lamp signs or luminous tube signs. There shall be directory signs at the entrance to Reservoir Office Park and inside the main entry to the building and each Unit shall be entitled to one sign on each directory which shall be a uniform size and the lettering thereon approved by the Executive Board. All signs on the directory shall be uniform in size, shape, lettering and colors. The cost of changing, repairing or relettering of any of said uniform signs shall be borne by the particular Unit Owner who benefits from the advertising of said sign.

Section 1.6 - Painting Exteriors. Owners shall not paint, stain, or otherwise change the color of any exterior portion of any building without the prior consent of the Executive Board or such committee then established having jurisdiction over such matters, if any.

Section 1.7 - Cleanliness. Each Unit Owner shall keep his or her Unit in a good state of preservation and cleanliness.

## **ARTICLE II**

### **Use of Common Elements**

Section 2.1 - Obstructions. There shall be no obstruction of the Common Elements, nor shall anything be stored outside of the Units without the prior consent of the Executive Board except as hereinafter expressly provided.

Section 2.2 - Trash. No garbage cans or trash barrels shall be placed outside the Units. No accumulation of rubbish, debris or unsightly materials shall be permitted in the Common Elements, except in designated trash storage containers, nor shall any rugs, mops or cloths be shaken or hung from or on any of the windows and doors.

Section 2.3 - Storage. Storage of materials in Common Elements, Storage Units or other areas designated by the Executive Board shall be at the risk of the person storing the materials.

Section 2.4 - Proper Use. Common Elements shall be used only for the purposes for which they were designed. No person shall commit waste on the Common Elements or interfere with their proper use by others, or commit any nuisances, vandalism, boisterous or improper behavior on the Common Elements which interferes with, or limits the enjoyment of the Common Elements by others.

Section 2.5 - Alterations, Additions or Improvements to Common Elements. No alterations, additions or improvements may be made to the Common Elements without the prior written consent of the Executive Board or such committee established by the Executive Board having jurisdiction over such matters, if any. No clothes, sheets, blankets, laundry or any other kind of articles other than holiday decorations on doors only, shall be hung out of a building or exposed or placed on the outside walls, doors of a building or on trees, and no sign, awning, canopy, shutter or antenna shall be affixed to or placed upon the exterior walls or doors, roof or any part thereof or exposed on or at any window, or than as provided in Section 1.5 of these Rules and Regulations and Article XVI of the Declaration.

Section 2.6 - Mailboxes. The Regulations of the United States Postal Service will govern the use of all mailboxes.

Section 2.7 - Limited Common Elements. All Limited Common Elements as set forth in Article V of the Declaration are restricted to the exclusive use of those Units to which they are

allocated. No other Unit Owner shall in any way interfere with the use and occupancy of the Units to which Limited Common Elements are reserved.

### **ARTICLE III Actions of Owners and Occupants**

Section 3.1 - Annoyance or Nuisance. No noxious, offensive, dangerous or unsafe activity shall be carried on in any Unit, or the Common Elements, nor shall anything be done therein either willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or occupants. No Unit Owner or occupant shall make or permit any disturbing noises by himself or herself, his or her family, servants, employees, agents, visitors and licensees, nor do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other Unit Owners or occupants. No Unit Owner or occupant shall play, or suffer to be played, any musical instrument or operate or suffer to be operated a phonograph, television set or radio at such high volume or in such other manner that it shall cause unreasonable disturbances to other Unit Owners or occupants.

Section 3.2 - Compliance With Law. No immoral, improper, offensive or unlawful use may be made of the Property and Unit Owners shall comply with and conform to all applicable laws and regulations of the United States and of the State of Connecticut, and all ordinances, rules and regulations of the Town of Southbury, Connecticut. The violating Unit Owner shall hold the Association and other Unit Owners harmless from all fines, penalties, costs and prosecutions for the violation thereof or noncompliance therewith.

Section 3.3 - Pets. No animals, birds or reptiles of any kind shall be raised, bred, or kept on the property or brought on the Common Elements. Pets may not be kept, bred or maintained for any commercial purposes. Seeing eye dogs and hearing ear dogs shall be permitted for those persons holding certificates of necessity.

Section 3.4 - Structures in Common Elements. No plantings, gardens, structures, barbecues, furniture, swing sets, or other objects may be planted, erected or placed by any Unit Owner or occupant in the Common Elements.

Section 3.5 - Indemnification for Actions of Others. Unit Owners shall hold the Association and other Unit Owners and occupants harmless for the actions of their children, tenants, guests, pets, servants, employees, agents, invitees or licensees.

Section 3.6 - Employees of Management. No Unit Owner shall send any employee of the manager out of the Property on any private business of the Unit Owner, nor shall any employee be used for the individual benefit of the Unit Owner, unless in the pursuit of the mutual benefit of all Unit Owners, or pursuant to the provision of special services for a fee to be paid to the Association.

**ARTICLE IV**  
**Insurance**

Section 4.1 - Increase in Rating. Nothing shall be done or kept which will increase the rate of insurance on any of the buildings, or contents thereof, without the prior written consent of the Executive Board. No Unit Owner shall permit anything to be done, or kept on the Property which will result in the cancellation of insurance coverage on any of the buildings, or contents thereof, or which would be in violation of any law.

Section 4.2 - Rules of Insurance. Unit Owners and occupants shall comply with the Rules and Regulations of the New England Fire Rating Association and with the rules and regulations contained in any fire and liability insurance policy on the Property.

Section 4.3 - Reports of Damage. Damage by fire or accident affecting the Property, and persons injured by or responsible for any damage, fire or accident must be promptly reported to the manager or a Director by any person having knowledge thereof.

**ARTICLE V**  
**Rubbish Removal**

Section 5.1 - Deposit of Rubbish. Trash container locations will be designated by the Executive Board or the manager. Pickup will be from those locations only. Occupants will be responsible for removal of trash from their Units to the pickup locations. Trash is to be deposited within that location and the area is to be kept neat, clean and free of debris. Long term storage of rubbish in the Units is forbidden.

**ARTICLE VI**  
**Motor Vehicles**

Section 6.1 - Compliance with Law. All persons will comply with Connecticut State Laws, Department of Motor Vehicle regulations, and applicable local ordinances, on the roads, drives and Property.

Section 6.2 - Speed Limit. The speed limit on all parking areas and exit and entrance drive shall not exceed 20 miles per hour.

Section 6.3 - Registration of Unit Owner Vehicles with the Association. The manager will register vehicles on a special application form. The form will provide that registered vehicles parked in "no parking" areas, fire lanes, on the pavement or blocking access, or otherwise improperly parked may be towed at the owner's expense.

Section 6.4 - No Parking Areas. Vehicles may not be parked in such manner as to block access to sidewalks running perpendicular to drives, pedestrian crossing areas, designated fire

lanes, fire hydrants, clear two-lane passage by vehicles on roads and drives. Vehicles in violation will be towed after reasonable efforts to contact the person, Unit Owner or occupant to whom the vehicle is registered. In addition a \$25 per day fine may be levied against the person, Unit Owner or occupant to whom the vehicle is registered, following Notice and Hearing, for the period that the vehicle violates these rules, unless at such hearing good and valid reasons are given for such violation.

Section 6.5 - Limited Use of Trucks, Vans, Trailers and Commercial Vehicles. The following types of vehicles are prohibited in the parking areas or drives in excess of eight hours except for temporary loading or unloading, following which the vehicle must be removed from the property for at least 16 hours; commercial vehicles carrying a sign advertising a business; trucks, vans and vehicles having a capacity of more than one ton; trailers of any kind; and vehicles with more than four single-tired wheels. Construction equipment used in the actual repair, construction or maintenance of the property will not be so restricted during such use.

Section 6.6 - Parking. Unit Owners and their guests, customers, clients, invitees, employees and visitors are required to park in those areas only designated for parking. No one shall park in areas designated as "handicap parking spaces" unless they have a special State issued permit for said parking. The Executive Board reserves the right pursuant to Subsection 27.6 of the Declaration, to reserve particular parking spaces for particular uses or to assign particular parking spaces to particular Units.

## **ARTICLE VII Rights of Declarant**

The Declarant may make such use of the unsold Units and Common Elements as may facilitate completion and sale of the Common Interest Community including, but not limited to, maintenance of a sales office, the showing of the Common Elements and unsold Units, the display of signs, the use of vehicles, and the storage of materials. Interference with workmen or with buildings under construction is prohibited. Entrance into construction or Declarant's restricted areas will be only with representatives of the Declarant.

## **ARTICLE VIII General Administrative Rules**

Section 8.1 - Consent in Writing. Any consent or approval required by these Rules must be obtained in writing prior to undertaking the action to which it refers.

Section 8.2 - Complaint. Any formal complaint regarding the management of the Property or regarding actions of other Unit Owners shall be made in writing to the Executive Board or an appropriate committee.



Certified to be the initial rules adopted by the  
Executive Board on its date of organization

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KEYBOARD(Name of Secretary)  
Secretary

