

**Administrative
Rules and Regulations
March, 2022**

- 24) The Executive Board reserves the right to make such other Rules and Regulations from time to time as may be deemed necessary for the safety, care and cleanliness of the Units and Property and for securing the comfort and convenience of all occupants thereof.
- 25) Request for Board approval of changes as defined above as well as requests for changes or additions to the Rules & Regulations of The Villas at Shrewsbury Condominium Association must be submitted in writing to the Executive Board.
- 26) The Executive Board upon notice may levy fines upon Unit Owners for violations of the Declaration, By-Laws, or Rules & Regulations. Unit owners shall be responsible for ensuring compliance with the Declaration, By-Laws, or Rules & Regulations by their guests, licensees, relatives, employees, and any other persons whom they invite or otherwise cause to be upon the premises, and penalties for such violations by such persons may be levied against the Unit Owner.
- a. Notice of violations, fines, or penalties will be mailed by regular mail from the USPS and it is the assumption of the association that delivery of these notices is confirmed if the mail is not returned to the Management Company within 15 business days.
- b. **Schedule of Fines for Rules and Regulation Violations**
1. Unless otherwise designated in the Declaration & By-Laws, the Rules & Regulations, or by this association's Executive Board, a 1st violation of any article of the Rules and Regulations of the association shall result in a violation notice being sent to the offending homeowner, and no fine will be imposed at this point. **If a homeowner requires further clarification of said letter, then, the Unit Owner can contact the Management Company for a better understanding of violation identified.** Revised 8/22/24
2. Upon failure to abate the offending violation or upon a 2nd violation of any article of the Rules and Regulations of the Condominium Association, the homeowner shall be sent a second notice of violation which will include a \$100 fine. The homeowner will be given a specific period of time, as determined by the Board, to correct the violation. Revised 3/15/23. **The Unit Owner can submit a written request for an opportunity to be heard/appeal an impending fine at this time. This request must be sent to the Management Company within 15 days of receiving the 2nd violation notice.** Revised 8/22/24
3. Upon failure to abate the offending violation or upon a 3rd violation of any article of the Rules and Regulations of the Condominium Association, the offending homeowner shall be fined no less than \$100 per month/per violation in a calendar year, unless otherwise designated in the Declaration and By-Laws, the Rules and Regulations, or by this association's Executive Board.
4. Homeowners have the opportunity to appeal any and all fines or an impending fine, by a written request sent to the Board within 15 days of receiving the violation notice. **After**

the resident has the opportunity to be heard/appeal the fine, the Board will convene to review the homeowner's appeal testimony. If no documented request is made, the fine will be imposed as scheduled without further opportunity for review. The decision by the Board on an appeal request is final. Revised 8/22/24

- c. A homeowner may appeal, or cause an investigation of any rule, By-Law, violation, fine or penalty as provided by state law, however, the homeowner will be responsible for all legal expenses incurred by the Executive Board in responding to an appeal or investigation if the Executive Board prevails, or no state action is taken.

27) Any owner of a unit may lease said unit only in its entirety by a Written Lease or Sublease:

- a. Must be for a minimum period of not less than twelve (12) months;
- b. No portion of a unit (less than the entire unit) may be leased for any period;
- c. A copy of such lease or sublease shall be furnished to the Executive Board within ten (10) days after execution thereof;
- d. The rights of any lessee or sub-lessee of the unit shall be subject to and bound by, the covenants, conditions and restrictions set forth in the Declaration, By-Laws, and Rules and Regulations, and a default there under shall constitute a default under the lease or sublease;
- e. A Submission form (see Exhibit B) shall be attached to the executed lease to serve as a formal agreement whereby the Unit Owner, Lessee, & Association are of the understanding that the lessee understands their responsibility to the Association and has received copies of the Declaration, By-Laws and the Rules & Regulations.

Failure of the landlord to provide the lease to the Executive Board within the designated time frame or any lease that fails to meet any of the criterion (guidelines) of this rule will result in a fine of \$200 per month until the violation is corrected by the landlord.

As permitted by the Association Declaration in accordance with paragraph F of the Leasing section, all landlords will be assessed an annual administrative fee, to be determined by the Board, and collected on or before April 30th of each year. This fee may be increased annually by the Board.

SEE LEASE SUBMISSION FORM TO FOLLOW NEXT PAGE