

WELCOME TO CEDAR HOLLOW

Welcome to Cedar Hollow! We know that moving can be stressful and reading through all of the resale documents can be a daunting task. We would like to give you this document as a quick reference guide to some of the most important information about Cedar Hollow. We suggest you print a copy and keep this handy for all those in your household. If you have any questions about community living, please do not hesitate to contact our property management office or ask a neighbor.

Newsletters and notices are issued several times during the year and are posted on the bulletin board located near the mailboxes at the Glastonbury Avenue entrance.

The Association is run by a volunteer Board of Directors. The Board meets monthly on the third Tuesday at the Rocky Hill Congregational Church at 6:30 p.m. Unit owner participation is welcome and owners are encouraged to attend these meetings to keep informed of the Association's activities. Volunteers are always needed for special projects and serving on the Board.

Moving in/Remodeling/Maintenance

Unit owners must live in their unit for a minimum of one year before leasing it to a tenant.

Our units do contain aluminum wiring. A process called copalum crimping has been done under the direction of the insurance standards and these crimps must NOT be removed when doing ANY electrical work. Only licensed electricians may perform electrical work on your unit with proper permitting. Ask if they are familiar with this type of system as many are now. Management must be notified. Not doing so can affect insurance claims.

All contractors working on units must be licensed and insured. All requests for major remodeling must be submitted to the Board of Directors for approval in writing prior to commencing work. There can be NO removal of drywall without prior approval and NO CHANGE to the basic footprint of the unit. Owners may not remove the cement layer of the floors. Once work is approved, copies of all necessary building permits must be submitted to the Property Management company for the Association's records. Building permit information may be obtained from the town's website rockyhill.gov. Owners are responsible for ensuring that their vendors follow the town requirements and that they are properly licensed and insured. High voltage power tools need to have own generator.

No disturbing noises are allowed before 8:00 a.m. or after 9:00 p.m. as sound carries throughout the building.

Maintenance Standards are required to be in effect by the Association's insurance carrier. Please see the copy included with your resale package.

Chimney Cleaning If your unit has a fireplace, the Association requires biannual chimney cleaning, whether the fireplace is used or not

Air Conditioners are now maintained by the unit owners. For more efficient use please see that objects and plantings are not blocking the flow of air all around the unit. If you use one of our air-flow covers provided a few years ago that is fine, but professionals recommend you do NOT wrap and seal a tarp around the unit. It makes a home for mice. Also please store your covers INSIDE your unit.

QUICK REFERENCE: RULES AND REGULATIONS

Occupancy Unit owners must occupy their units for one year prior to leasing it out. If you lease your unit out, a copy of the lease must be provided to the management company for our records as well as contact information for you and your tenants. It is the unit owner's responsibility for advising tenants of the rules and regulations and Association procedures.

Parking Vehicles: Enclosed in your resale package you will find a vehicle registration form as well as a unit owner registration form. Each unit is assigned two parking spaces and will be issued parking permits for the vehicles to be parked in each space. The permit must be affixed to the back of the rear-view mirror. Lost permits may be replaced for a \$25 fee by contacting the property management company. Your vehicle must fit within the striped area. All vehicles parked at Cedar Hollow must be registered with the State of Connecticut and insured. No commercial vehicles or advertising is allowed. All guests must park in the visitor parking spaces and overnight guests must display a visitor pass (yellow hang tag) from the rear-view mirror. Visitor spaces are for visitor (temporary guest) use only. Visitor parking may not be used for more than 10 days. If you own more than two vehicles, arrangements must be made to rent additional space from a neighbor. Vehicles that are not properly permitted are subject to towing as well as those that are not moved according to the published snow removal standards. To retrieve a towed vehicle, please contact Lamore's Gulf Station on the Silas Deane Highway at 860-529-0379. AT NO TIME MAY A VEHICLE BE DRIVEN ON ANY PORTION OF THE LAWN.

Snow Plowing: During the winter season, you will receive information for the snow plowing process. Most snowfalls are predicted, so please plan accordingly. Please be sure all drivers in your unit are aware of the process to avoid having vehicles towed.

Animals: Owners are responsible to see that your pet is not a nuisance to neighbors. Dogs must be registered per the Rocky Hill town ordinance and must be leashed at all times when outside the unit. License verification must be on file with Management. Dogs must be walked along the **OUTSIDE** perimeters of the property (not on islands or lawns) to relieve themselves and immediately cleaned up after and waste bagged and disposed of in the dumpster. Please do not allow cats to climb on cars, decks or dig in flower beds. Per the Association's governing documents, residents are limited to two pets.

Pool: At your closing, you should have received a pool key from the previous unit owner. If you did not receive one, please ask your closing attorney or realtor to follow up with the seller. There is a \$25 fee for a replacement key. The pool is open per the annual notice. Please review the pool rules enclosed in your resale package with all members of your household. Volunteers are always needed.

Trash & Recycling: Trash is picked up twice per week (Monday and Thursday). Recycling is picked up once per week. Only bagged household trash should be placed in the dumpsters. All cardboard should be broken down and placed in the green recycle bins along with paper, glass and aluminum recyclables. Bulk item (furniture) pick up must be scheduled with the Town of Rocky Hill in advance by calling 860-259-7709. Once a pickup is scheduled, you may place your bulk items in parking space #382 next to the unfenced dumpster 24 hours before pick up. BUILDING MATERIALS must be removed by you from the property. Please be sure to advise your contractors of this. Such refuse may be brought to the Rocky Hill transfer station directly. Violations of refuse regulations may result in fines, so please ask if you have any questions.

Miscellaneous: No charcoal grills or open fires are permitted on the property. No storage is permitted beneath decks. Refer to the governing documents for use of common and limited common elements. Nothing may be hung from the front porch railings or items stored on the front porch.

Insurance: The Association's insurance policy only covers the original construction grade and fixtures of units and does not cover finished basements as they are not part of the original construction. Unit owners should review the necessary homeowners' coverages with their insurance agent and the maintenance standards. A certificate of the Association's master insurance may be obtained from Bouvier Insurance at 860-232-4491 or by visiting www.binsurance.com.

Cedar Hollow Management Company

Sentry Property Management

860-282-7733

Administrative Assistant: Mandie Kimball ext. 308

Property Manager: Luis Bruno ext. 306

Bookkeeper: Donna Belcher ext. 304

Office Hours: Monday – Friday 8:30 a.m. – 4:00 p.m. If you are calling after hours, please leave a message. Emergencies are considered life-threatening or of major damage to the building such as fire, water or another natural disaster. Life-threatening emergencies should first be reported to 911, then reported to Sentry Property Management by following the after-hours emergency instructions.

Website: www.cedarhollowcondos.com

Email; Cedarhollowcondos@gmail.com

Town information and forms www.rockyhillct.gov

Cox Cable - 877-206-4210 AT&T Frontier- 855-829-6599

Again, Welcome from the Board at Cedar Hollow.

Julie Rader, President

John Baker, Vice President

Stephanie Kleinman – Secretary

Suzanne Smith – Treasurer

Kenneth Rousseau – Board member

Chris Masi – Board member