

# A Guide to Enjoying Your Village

SNOWBROOK VILLAGE UNIT OWNERS ASSOCIATION  
On the Mountain at the Sugarloaf Resort  
Town of Carrabassett Valley, Maine



*Condo Association*

Located on Sugarloaf Mountain, Carrabassett Valley, ME

*"...from here on, your life will never be the same"*

Greetings to Prospective, New and Current Snowbrook Homeowner,

As part of the largest condominium association at Sugarloaf, you will find an active community within itself, and we want you to quickly feel at home. To help, here are a few things we wish someone had told us when we bought our condos several years back.

To answer those questions - we have compiled A Village Guide to assist owners in enjoying Snowbrook Village. The Guide is fairly lengthy and addresses many of the most common questions owners have had in the past. Please take time to review the Guide.

We want to thank Wally Backus and George Rugen for asking the tough question in 2008 -- "We would like a copy of the Rules for Snowbrook". Wally and George were joined by Richard DeVries, Gerry Michaud, Ruth Finegold, Dorothy Bolek, Judy Cibelli and others over the years on the Village Architecture and Renovation Committee. They were interested in what an owner can and cannot do to their condo. The Committee developed the First Edition of "Common Practices". Since then we have compiled most of what a new or current owner would like to know.

To begin - we have highlighted below the most common need to know information:

**Monthly Association Fees:** Each unit owner is billed on a monthly basis for association fees. These fees are set at the beginning of each fiscal year (November - October) and cover a range of common expenses including property management fees, trash removal, firewood and cable subscription fees. Your statements are emailed to you monthly around the 15<sup>th</sup> of the month and payment is due on the first of the following month.

If you choose to commercially rent your condo on your own (without using a rental agency), you will be required to pay an annual pool impact fee by November. This fee offsets pool expenses associated with the increased use of the pool facility by renters.

**The Snowbrook Website and secure Web Portal:** [www.snowbrook.org](http://www.snowbrook.org) provides useful information and News about our community, including building improvement projects, pool house hours & rules, etc. Additionally, you will have access to Snowbrook's secure web portal that is populated with more answers about Snowbrook's and Carrabassett Valley's operations: FAQ's, Documents, Calendar of Events, links to area websites, detail on your dues assessments and payments, dog ordinances, condo renovations, etc.

**Telephone Service and Alarm Panel:** All Snowbrook condos are subject to Carrabassett Valley's Fire Code which **REQUIRES** that your alarm system be active and communicating with Sugarloaf Security year round. Your alarm panel communicates via the condo's telephone line. The low temperature and fire alarms are dependent upon this telephone connection. The phone line cannot be put on seasonal suspend either as that also disallows the alarm panel to function. Our property managers are directed to follow-up on any units who disconnect their phone lines.

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If your unit participates in Snowbrook's TDS Telephone bulk Centrex Telephone Service, your monthly telephone charge is \$20.00+. However, Centrex allows only for local calling, 911 and toll-free numbers. Calling features such as voice mail, call waiting, etc. are not available under this plan.

Your alarm panel is an integral part of Snowbrook's safety program. Do not unplug, change settings or deactivate any part of the alarm panel. Please call Sugarloaf Security at 207-237-6961 with any questions regarding your alarm panel.

**Pool:** The hot tubs are empty during the off-season, but owners can gain access to the swimming pool by using the pool house key. In the winter, an attendant monitors the hot tubs continually when the pool house is open (during certain afternoon and evening hours.) You must sign in, and children under 12 must be accompanied by a responsible adult. Bring your own towels and your pool passes.

**Dogs:** Many owners bring their dogs with them to the Mountain which necessitates that we use common courtesy in our community. Dogs may not be tied out. Plus, per the Town's ordinance, dogs are not allowed to run loose and owners are required to clean up after their pets. Dog waste stations are located near each firewood shed. Many unsuspecting owners have encountered a surprise while taking out the trash, taking a short-cut home, or collecting wood after dark, leading to ill-feelings.

**BBQ Grilling.** Grilling with charcoal or gas is prohibited on the second level of any building. Grilling with charcoal or gas on the ground level is allowed but you must be at least 10' from any structure and grilling cannot be done underneath any overhang or stairwell. Electric grills are permitted on either level.

**Condo Renovations.** Certain types of renovations to your condo require approval from the Board of Directors. A general rule of thumb: if the renovation goes through sheetrock or changes the exterior appearance of your unit, you need Board approval. Before proceeding with any remodeling project, check with our property manager for guidance.

**Fireplaces & Ashes.** Each wood burning fireplace is serviced annually, and that is coordinated by the Association. All fireplace ashes should be disposed of in the metal ash bins located at each firewood shed.

**Parking.** There are 2 undesignated parking spaces for each condo. Cars are not allowed to drive or park on any pathways.

**Locks & Keys.** Changing your entry lock is permitted with the condition that the Association's master key can still open your entrance door. You should contact Snowbrook's property manager before making any changes because there are several variables that affect changing your condo's entrance lock.

**Hot Water Tank Replacement Program.** Hot water tanks must be replaced in their 10<sup>th</sup> year of life. Our property manager keeps records on the age/replacement of the tanks and will inform you when it is time to replace yours.

**Ski Tuning Room:** Your pool house key opens the waxing room off the pool house garage. It has two benches, vises, and outlets. Bring your waxing and hand tools, and keep the mess out of your condo! But, please clean up and leave it ready for your fellow owners.

**Heat: You are required to leave your primary heat (electric or furnace) set no lower than 58 degrees during the winter months.** No matter what your secondary heat source (Rinnai, monitor, gas fireplace) your electric or furnace is considered the primary heat. Sudden cold snaps, coupled with loss of

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power, can cause plumbing and heat pipes to freeze and leak if a unit temp is set too low. **Owners who turn off their primary heat are responsible not only for flooding damage to their own units, but for possible damage to units around them.**

## **Property Management & Board of Directors**

Snowbrook currently contracts with Mountain Valley Property (MVP) for property management services including accounting, billing, snow removal, building maintenance, pool house and grounds maintenance. Our property manager, Mountain Valley Property, should be your first call with any issues. They are located at 1102 Valley Crossing #3, Carrabassett Valley, ME 04947, 207-235-2560 Fax 207-235-2584.

Five owners serve on the Board of Directors of the Snowbrook Village Unit Owners Association, each serving 3 year (staggered) terms. You can find the list of your current Board members on Snowbrook's web portal on the FAQ's tab, sorted to "Board" category.

From time-to-time, owners are asked to participate in subcommittees, including Pool House, Paving, Pond, Long-Range Planning, Dogs, Security, Insurance, and Owner Events. Please feel free to bring your expertise to help on any of these.

## **Important Dates**

### **October Columbus Day Weekend: Snowbrook's Annual Meeting & Sugarloaf Homecoming Weekend.**

This weekend is jam-packed with events including CVA's ski sale, Sugarloaf updates, art sale, craft show, and kids' field day. Not to be missed.

≈Sunday of Columbus Day Weekend      **Snowbrook Condo Association Annual Meeting –**

Approximately 150 people turn out annually to hear about current challenges facing the association, plans for improvements, to vote on the budget and to elect Directors. Voice your concerns, ask questions, or just give kudos, but we all own it so BE THERE!

We look forward to seeing you at our next event, and encourage you to call MVP or any Board member with questions.

Sincerely,

The Snowbrook Board of Directors  
Snowbrook Village Unit Owners Assoc.

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“Snowbrook Village Unit Owners Association”, hereafter called the “Condominium”, or “Snowbrook Village” or “Association” or the “Property”, is a private Association located at The Sugarloaf Resort in Carrabassett Valley, Maine, consisting of 216 condominium units on 27 acres. The Village includes, a trout/skating pond, two tennis courts and an indoor pool complex with three Jacuzzis, sauna and a reading room. The Association takes pride in being a quiet, safe and enjoyable place to live, where maintenance of facilities and grounds is a high priority and the concept of condominium and Village living works well.

By virtue of the Maine Statutes, the 1985 Bylaws and 2013 Declaration, the authority for governance is vested in an elected Board of Directors. All owners are subject to common rules, regulations and standards of behavior and are responsible for sharing in the policy, fiscal, and managerial decisions that are necessary to ensure that the Association remains a desirable community.

As with any community, rules and regulations are necessary to ensure the peaceful and orderly use and enjoyment of the buildings and common areas. The Guide focuses on the permissible uses of the Association’s property. The Guide is both general and specific and is based on condominium law, the provisions established in the 1984 Sugarloaf General Declaration of Covenants and Restrictions and past practices of the Association that have evolved over time. The Guide is particularly helpful for prospective buyers in their selection of a Condominium Association.

## **In order to appreciate the Guide, a Condominium owner or prospective buyer must first:**

- *Understand and support* condominium living for what it is and for what it is not. Owning a condominium and living in a condominium community offers an advantageous lifestyle. However, you must share a great deal (property and decisions) with others. Condominiums are not the same as apartments where you have a landlord to respond to all of your needs. It is also not like owning a single-family home with your own backyard where you are the sole decision-maker about maintenance and the use of your property.
- *Recognize that in a condominium community*, beyond the limits of one’s interior space, one’s personal preferences cannot be allowed to take precedence over the interests and needs of the group of owners at large.
- *Recognize* that as a condominium owner, you have a responsibility to participate in the activities of the community. This means caring about the common areas, volunteering for projects, working on special committees, serving on the Board of Directors and its sub-committees, and meeting your financial obligations.
- *Recognize* that no Condominium owner is exempt from the rules and regulations of the condominium community.

As provided in the 2013 Declaration, §5.4 and in order to assure the safe and peaceful use of the Association’s facilities, the following Rules and Regulations have been adopted by the Board of Directors. Elements of particular interest from the Maine Statutes and the Declaration have been incorporated into this document to provide ‘A One Place To Go’ for all the Rules. ***To the extent that this Guide does not make reference to a particular circumstance or action, it should be assumed by all that such circumstances and actions are not permitted anywhere at the Condominium without specific prior written approval of the Board of Directors.***

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Citations in this Guide are as follows:

- “MNP” = Maine Non-profit Corporation Act
- “MCA” = Maine Condominium Act
- “SGD” = Sugarloaf 1984 General Declaration
- “SRD” = Snowbrook 2013 Declaration
- “SBL” = Snowbrook original Bylaws
- “Rule” = By the Board of Directors

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Real Estate Closing	1.	<b>Acknowledgement of Association Documents.</b> All unit owners at or prior to closing signed an acknowledgement of receiving the Association’s Rules & Regulations, 2013 Declaration and Bylaws.
SRD §7	2.	<b>Damages</b> The unit owner is liable for all damages to the common elements of the building and damage to personal property of other unit owners caused by failure to properly maintain the systems, utilities, structures and fixtures which are the unit owner’s responsibility.
SRD §7.6	3.	<b>Right To Peaceful Enjoyment By All Unit Owners</b> No unit owner shall undertake or permit activities or noise inside a building or in a Limited Common Area or Common Area of the Condominium that interferes with the rights, comfort, security and convenience of other unit owners. This includes actions and noise by the unit owner, family members, visitors and tenants.
SRD §5.4	4.	<b>Guests</b>  a. Condominium visitors and guests of unit owners shall abide by all aspects of these Rules and Regulations. b. Unit owners are responsible for making their guests aware of and assuring compliance at all times to all provisions of these Rules and Regulations.
SRD §3.5  Rule	5.	<b>Board Approval and Notification</b>  (a) Except as otherwise provided herein, no Unit shall be substantially altered, remodeled or renovated unless such alteration, remodeling or renovation shall be approved by a majority vote of the Board of Directors of the Association. Board of Directors’ approval shall not be required for minor alterations or renovations that do not affect the structural integrity of any Common Elements. (b) For purposes of this paragraph, the term “minor alterations or renovations” shall specifically include, without limitation, the following: interior painting, wallpaper installation, carpet installation, refinishing of hardwood flooring, installation of lighting fixtures, and bathroom or kitchen remodeling projects that do not affect the structural integrity of any Common Elements.
SRD §7.7(a)	6.	<b>Alterations and Improvements</b> Requiring advance written Board of Directors approval and/or compliance with Board of Directors approved specifications, are subject to the terms of the 2013 Declaration.  Snowbrook 2013 Declaration. Section 7.7(a) “Except with the written consent of the Board of Directors or as otherwise expressly provided in the 2013 Declaration, no person shall (i) construct or maintain any antennas, dishes, wires, cables,

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		fences, decks, steps, signs, canopies, clotheslines or other structures, nor (ii) plant, trim, cut or remove vegetation, trees or shrubs, nor (iii) materially alter the grading or landscaping, nor (iv) do any other thing which affects the appearance from the exterior of the Common Elements or Limited Common Elements.”
Rule	7.	<u>Storm doors.</u> Storm doors will have full length glass with white trim. Maintenance and replacement costs are an owner’s responsibility. If necessary, the exterior light can be relocated and shall be reinstalled at the same height.
Rule  SGD §4.15	8.	<u>Air Conditioners and Heat Pumps.</u> Temporary air conditioners will be mounted through a window on the rear of buildings and removed during the winter months. At a minimum, the blocking material (to make up the difference in window size) will be of a material compatible with the building, painted to match the siding. A drip pan with tubing must be installed to catch the condensation. The installation is to be inspected by management staff. Installation of a <u>permanent</u> air conditioner, heat pump or mini-split heat pump will be presented to the Board of Directors with installation, piping schematic and proposed screening. Piping shall not be mounted on the exterior of the building. Consideration of impact on adjacent units and a proposed screening of the exterior portion of the system must be included in the request to the board. Units will be painted to match the building at the time of installation. The Association will include repainting as needed with future scheduled staining of the building.
Rule	9.	<u>Supplemental propane heater:</u> Vents will exit through rear walls or gable end walls. Piping will enter through the sides or rear of end units, and through the rear of interior units. Pipes will be run underground until they reach the closest point to their condo to connect with the appliance. At the time of installation, all gas pipes attached to the building will be painted to match the building color. Gas appliances and piping must be installed by a licensed Maine technician. All disturbed grounds/landscaping will be brought back to its original condition immediately after construction.
Rule	10.	<u>Doors to Windows:</u> Some older buildings had two exterior doors for two bedroom units off the entry decks. Newer buildings replaced the second bedroom door with a window. If a second exterior door is to be replaced with a window, the window & trim must match the existing windows & trim in that building and it must be egress compliant. Plans and a schematic must be presented to the Board of Directors for approval prior to the start of renovation. Maintenance and replacement costs of doors and windows are the owner’s responsibility.
Rule	11.	<u>Color of Doors:</u> The outside color of doors and ski locker doors may not be changed.
Rule	12.	<u>Joining of Units:</u> Owners of adjoining units may connect the units by creating a passageway through a wall or floor/ceiling. The renovation requires application to and approval from the Board of Directors prior to the renovation starting. The application must include an architectural/engineering drawing/schematic, and a

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		statement by the architect/engineer that the renovation will not impair the structural integrity or mechanical systems of any portion of the condominiums and that all Maine fire, safety and building codes will be complied with.
Rule	13.	<u>Conversion of wood burning fireplace to propane:</u> Propane supply pipes must be placed underground to the nearest point of building entry so that the shortest possible amount of piping is visible on the outside of building. The new piping will be prepped and a coat of metal primer (that is compatible with the metal type) applied. A top coat of paint that matches the building color will then be applied. Both the primer and top coat will be from the same manufacturer. Gas appliances and piping must be installed by a licensed Maine technician. All disturbed grounds/landscaping will be brought back to its original condition immediately after construction.
Rule	14.	<u>Underdeck Water &amp; Debris Shield:</u> Accepted design is based on the specifications and design as installed at 2692 & 2572.
Rule	15.	<u>Venting of New Appliances:</u> New appliances will be vented in the gallery. The vent must be installed in the same location as all other existing vents (top of wall) and will be the same height. It must look like it has always been there. Longer vents will be considered but must be approved by the Board.
Rule	16.	<u>Paving:</u> Requests for paving must be presented to the Board of Directors for approval/disapproval on a case-by-case basis.
Rule	17.	<u>Skylights:</u> Existing skylights can be replaced with a new one of like brand and size. Request for opening skylights to replace fixed skylights may be presented to the Board. No additional skylights can be installed.
Rule	18.	<u>State &amp; Federal Building Codes:</u> Since Snowbrook condos are multi-dwelling buildings, plumbing, electrical and gas renovations must be done by a technician licensed by the State of Maine for that trade. Alterations or changes to the existing firebox installations must be done by a qualified vendor in the business of selling or servicing wood burning appliances.
Rule	19.	<u>Rain Diverters on Ski Lockers.</u> At the request of the owners in a building, rain diverters may be installed on the ski lockers using the same design as those installed at Building 9. The installation will be done by the Association, and the cost billed equally to the owners of the building as a limited common expense.
Rule	20.	<u>Ground Level Patios.</u> A non-permanent deck may be constructed in the downstairs patio area. The deck must be able to be removed without needing machinery thus it is recommended the deck be built in sections. Scope of construction and materials: 2"x6" pressure treated framing with either 5/4" pressure treated deck boards or grey synthetic deck boards, galvanized decking screws and a natural stain applied. The deck framing will rest on concrete pads that are flush with the ground. Deck cannot be attached to the building. The deck dimensions will be the same as the wooden border of the existing patio. If any concrete posts are within the condo's wooden patio border, the deck shall be built so that the posts can be accessed if needed. After the original staining, the decks

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		will be periodically stained by the Association at the owner's expense. If synthetic deck boards are used, they do not need to be stained. The Association has the responsibility to repair and maintain the decks and these costs can be billed to the owner as a limited common expense.
Rule	21.	<p><b>Door Replacement.</b> Existing Peachtree doors (with styles such as at Building 6) can be replaced with the Therma-Tru doors listed below. All doors must be painted with the "Snowbrook red door paint" which is supplied by Jordan Lumber of Kingfield. The contractor should try to match existing trimlines. The contractor must repair, replace and paint any disturbed siding and trim. All alterations to the exterior of the building must be completed within 30 days. Owner will notify the property manager when renovations are finished and a Board Director or the property manager will inspect the final installation.</p> <ul style="list-style-type: none"> <li>• (back door) TS118 2968 RH 6'-9/16" primed jam, single bore (model # as of Aug. 2011)</li> <li>• (front door) TS100 2868 LH 6-9/16" primed jam, single bore (model # as of Aug. 2011)</li> </ul>
Rule	22.	<p><b>Living Room Window Replacement.</b> Existing living room windows (with styles such as at Building 6) can be replaced with the same awning style Andersen window as installed at unit 2569. The contractor should try to match existing trimlines. The contractor must repair, replace and paint any disturbed siding and trim. All alterations to the exterior of the building must be completed within 30 days. Owner will notify the property manager when renovations are finished and a Board Director or the property manager will inspect the final installation. As of July 2011, the Andersen window models are: CXW235/A231 (LR/VV) and CXW24/AR231 (LR/VV).</p>
Rule	23.	<p><b>Bedroom Window Replacement.</b> Existing bedroom windows (with styles such as at Building 6) can be replaced with the same casement style Anderson window as installed at unit 2569. The contractor should try to match existing trimlines. The contractor must repair, replace and paint any disturbed siding and trim. All alterations to the exterior of the building must be completed within 30 days. Owner will notify the property manager when renovations are finished and a Board Director or the property manager will inspect the final installation. As of July 2011, the Andersen window model is C235 (LR).</p>
Rule	24.	<p><b>Exterior Decorations</b></p> <ul style="list-style-type: none"> <li>a. Decorative Signs. The 13.5"x13.5"x13.5" triangular Sugarloaf logo sign should be purchased from the Sugarloaf Shop on the Mountain to maintain conformity and quality; screws and plugs that come with the</li> </ul>

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Rule		<p>Sugarloaf sign are to be used; one personalized trail sign can also be installed in addition to the Sugarloaf logo sign; if the building is damaged in the process of installation the owner is responsible for the repairs and cost of repairs to the building; all signs already installed prior to April 2011 are grandfathered.</p> <p>b. Lights &amp; Decorations: Seasonal decorative lights/decorations are to be displayed in such a manner so as to not disturb neighbors. The exterior of the building must not be damaged by the display of lights. Lights and seasonal decorations must be removed within 60 days of installation.</p>
Rule	25.	Installation of a door or window in a place where one does not currently exist is prohibited.
Rule	26.	Any modification to a deck is prohibited.
Rule	27.	The Board of Directors shall grant its approval only after a positive review of a <i>written, detailed proposal</i> submitted by the unit's owner and, if deemed necessary, inspection of the property and/or additional discussion with the unit's owner. Owners will be notified of the Board of Director's decision within fourteen days after the scheduled Board meeting following submission of the written proposal and all other required information.
Rule	28.	Unit owners who take actions without required Board of Directors approval or use products not approved for use at the Condominiums will be required, at their expense, to remove all unapproved changes or additions and restore the building, Common Area or Limited Common Area etc. to its original condition.
Rule	29.	<p><b>Outside Contractors</b></p> <p>a. All contractors and tradesmen employed or engaged by a unit owner to perform work in and around the Condominium structures are required to provide proof of adequate liability insurance and Worker's Compensation Insurance as required by Maine State Law. Insurance certificates shall be provided to the homeowner and, upon request, to the Board of Directors prior to commencement of work. The Unit Owner shall indemnify and hold the Association harmless from any mechanic's liens.</p> <p>b. Contractors will not dispose of any material on Association property.</p> <p>c. Any electrical, plumbing and heating work done in a unit must be performed by experienced, reputable tradesmen licensed and certified to perform such work in the State of Maine.</p>
State Statutes		
	30.	<b>Pets</b>

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SRD §7.5  Rule  State Statute & Town Ordinance  Town Ordinance  Town Ordinance  SRD §7.6  Rule  Rule		<p>a. Unit owners are responsible for the behavior of their pets or their guest’s pets and are liable for any property damage, personal injury or disturbance that such animals may cause. The Association shall have the right to assess the unit owner for reimbursement of related expenses and to lien the owner’s property in the event of non-payment.</p> <p>b. Household pets are allowed without the consent of the Board of Directors. The Animal Control Officer may be notified if a pet owner fails to comply with State or Town ordinances regarding pets.</p> <p>c. All pets must be licensed and immunized as required by law.</p> <p>d. No pet is allowed outside the unit without being under the control of any person whose presence and attention would reasonably control the conduct of the animal.</p> <p>e. Owners are responsible for the immediate removal of pet wastes from walkways, lawns, roadways and all other Common Areas and Limited Common Areas.</p> <p>f. No animal shall be permitted to be noisome, bothersome or offensive as to disturb neighbor’s rest or peaceful enjoyment of their unit or the Common Area.</p> <p>g. Unless otherwise authorized by the Board of Directors, no animal may be tied or leashed outside the unit at any time.</p> <p>h. Exterior pet runs of any type are not allowed at the Condominiums.</p>
	31.	<p><b>Driveway, Parking Control</b></p> <p>Although the Condominium’s driveway and parking areas are private, all accepted and legal rules of the road apply to drivers and pedestrians.</p>
Rule  SRD §7.8 & SGD §4.7	32.	<p><b>Parking</b></p> <p>a. Parking on lawns, pathways or paved sidewalks is prohibited. Parking in such a manner that impedes emergency vehicles, shuttle busses or snow plowing equipment is prohibited.</p> <p>Owners must also comply with the provisions of §7.8 of Snowbrook’s 2013 Declaration and the Sugarloaf General Declaration regarding parking which</p>



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Rule	35.	<p><b>Video Antennas and Satellite Dishes</b></p> <p>Video antennas and satellite dishes, or like kind, cannot be placed outside of the unit and/or an exclusive use area (Limited Common Area balcony or patio). They cannot be placed in any Common Area. Video antennas, satellite dishes and any other item cannot be attached to the roof, exterior walls, decks, stairwells, etc. The exterior walls cannot be penetrated in any manner. Additionally, no item placed in an exclusive area may extend beyond the vertical plane of exclusive area. For example, a large item placed on the railing of a balcony may not extend outward beyond the edge of the railing. The Limited Common Areas and Common Areas may not be used for storage.</p>
SGD §4.12	36.	<p><b>Signs</b></p> <p>No signs or advertising devices including, but without limitation, commercial, political, informational or directional signs or devices, or for sale or for rent signs shall be erected or maintained at any Unit, Common Element or Limited Common Element. You may post appropriate personal items on the bulletin board inside the pool building and on the website</p>
SRD §7.6  SRD §7.3	37.	<p><b>General Hazards and Liability of Unit Owners</b></p> <p>a. Nothing shall be done, kept in any unit or in any part of the Common Areas or Limited Common Areas which will cause an increase in the insurance premium for the property without the prior written consent of the Board of Directors. No unit owner shall permit anything to be done, kept in the unit or in the Limited Common Area or Common Areas which will result in the cancellation of insurance on the property, any part thereof or that is in violation of any law, regulation, or administrative ruling.</p> <p>b. Unit owners shall be liable for the expense of maintenance, repair or replacement of any damage to the Common Area or Limited Common Areas or to another unit caused by such unit owner’s act, neglect, carelessness or the misuse of a unit.</p>
Best Practices	38.	<p><b>Hazardous Materials</b></p> <p>a. It is strongly recommended that unit owners, tenants or guests not possess or store hazardous household, gardening, and commercial substances anywhere at the Condominiums. If such substances are stored, however, unit owners are responsible for appropriate and lawful storage, safekeeping and disposal.</p>

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Best Practices  Federal & State Law  Rule  SRD §7.5		<p>b. Owners are encouraged to dispose of all hazardous cleaning materials, paints, fertilizers and vegetation killers when their usefulness ends.</p> <p>c. Hazardous materials (including those listed above) must be disposed of by legal means at a legal disposal site and, if necessary, by trained personnel.</p> <p>d. Spills of fuel oil, kerosene, other hazardous or polluting substances inside a unit, or on any Common Area or Limited Common Area (paved or otherwise) shall be reported immediately to the Management Company.</p> <p>e. All removal, remediation and restoration costs associated with a hazardous material spill caused by a unit owner, tenant, guest, employee, hired contractor or other representative shall be the responsibility of the unit owner.</p>
SRD §7.6  Best Practice  Best Practice  Rule  Nat'l Fire Code	39.	<p><b>Heating Equipment and Chimneys</b></p> <p>a. Unit owners are responsible for ensuring that individual furnaces and other heating devices are in the proper condition to safely provide sufficient heat through the winter months.</p> <p>b. The Association shall coordinate the cleaning by an experienced chimney sweep of all mortar chimneys servicing wood burning fireplaces.</p> <p>c. Unit owners with individual unit propane heaters should be aware that if snow blocks the air intake/exhaust fitting or this fitting is damaged, the heater will cease to operate. The unit owner is responsible for keeping snow away from this fitting and ensuring that it is not damaged.</p> <p>d. Unit owners shall replace the water heater in their unit in its 10<sup>th</sup> year of life with a new appliance.</p> <p>e. 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, deck or patio or under any overhanging portion or within 10 ft (3 m) of any structure. Listed electric ranges, grills, or similar electrical apparatus are permitted.</p>
SRD §4.1	40.	<p><b>Woods, Lawns, Landscaping &amp; Gardens</b></p> <p>a. All lawns and vegetated areas at the Condominiums are Common Areas and under the control of the Association.</p> <p>b. Existing trees, plants and landscaping cannot be pruned, removed or replaced or</p>

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SRD §7.7		new ones added without prior written permission of the Board of Directors.
SRD §7.7(c)		c. All personal property (equipment, games, toys, furniture, etc.) must be removed from a lawn or vegetated area after its use and stored in the unit.
SRD §7.7(a)		d. No temporary, semi-permanent or permanent structures (tents, play equipment, screen rooms, etc.) are allowed on any Common Area.
Rules		e. Flower boxes, pots and other plant containers are limited to decks, patios or deck railings.
SRD §7.7		f. Addition, removal or enlargement of any garden space within a Common Area is prohibited.
Rule	41.	<p><b>Pool Building</b></p> <ol style="list-style-type: none"> <li>a. A valid pool pass is required.</li> <li>b. Sign in at the front desk.</li> <li>c. Food and beverages are restricted to the upstairs areas.</li> <li>d. Running, diving &amp; excessive splashing are not allowed.</li> <li>e. Children under 14 years of age are not allowed in the building without a responsible adult 18 years old or older.</li> <li>f. Toys &amp; balls are not allowed during busy times.</li> <li>g. Anyone exhibiting inappropriate behavior (rude, abusive, obscene or otherwise) will be asked to leave the premises.</li> <li>h. No diving.</li> <li>i. No illegal activity will be conducted in the pool building.</li> </ol> <p>Use of Reading Room or Pool by a group:</p> <ul style="list-style-type: none"> <li>• Prior approval is required for use of the pool or reading room by a group. Contact the property manager to request approval.</li> <li>• Food must be kept in reading area</li> <li>• Children under 14 must be supervised by an adult 18 years old or older at all times within the building</li> <li>• Room must be left clean &amp; trash taken to dumpster</li> <li>• Use must coincide with pool hours</li> <li>• A Clean Up Fee may be charged</li> </ul>
Best Practice	42.	<p><b>Pool Access</b></p> <ol style="list-style-type: none"> <li>a. Owners and house guests can access the pool building with a valid Pool Pass when attendant is present, and with their owner's key at</li> </ol>

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SBL Section 17  SRD §7.9		<p>other times.</p> <p>b. The Board of Directors may permit the use by persons not entitled to such use pursuant to the Declaration, of the condominium indoor pool and/or tennis courts for a fee or charge, said fee or charge to be determined by the Board of Directors.</p> <p>c. The Rules and Regulations adopted by the Board which may include without limitation, requirements for the payment of fees for renters' impact on the pool building, recreational facilities and the Property.</p>
SRD §4.2  SRD §7.7  SRD §7.7  SRF §7.6(g)  Rule	43.	<p><b>Decks and Patios</b></p> <p>a. Upper decks and ground level patios are designated Limited Common Areas for the specific use of the unit owner/tenant.</p> <p>b. Condominium decks &amp; patios are to remain decks and shall not be walled in, roofed over or in any way turned into a building of any kind.</p> <p>c. Repairs or modification to a deck (including enlargement) requires compliance with the Condominium's Deck specifications, if any, and prior written approval of specific plans by the Board of Directors.</p> <p>d. Decks and patios shall not be considered additional storage space for the unit owner's personal property.</p> <p>f. Hot tubs or any similar devices are not allowed on any Common Area or Limited Common Area.</p>
Rule	44.	<p><b>Tag Sales</b></p> <p>No unit owner shall hold a garage (tag) sale or outside sale of any kind at the Condominiums or on any of the Common Areas or Limited Common Areas.</p>
Rule	45.	<p><b>Solicitation</b></p> <p>There shall be no solicitation by any person anywhere for any cause, charity, or any purpose whatsoever at the Condominiums.</p>
Best Practice	46.	<p><b>Information and Emergency Contact</b></p> <p>a. Information related to any changes in occupancy and/or unit ownership, shall be furnished promptly to the Board or its designated agent.</p> <p>b. Unit owners who are away for extended periods of time are responsible for arranging with a neighbor, friend or contractor to have their unit checked periodically.</p>

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<p>SRD §8.3</p> <p>SRD §8.3 and Maine Condo Act</p> <p>SRD §6.5</p>	<p>47.</p>	<p><b>Access to Units &amp; Pool Building</b></p> <p>a. Entry doors to every Unit, and any other door within the Unit where integral utility or other common element or limited common element systems are housed, shall remain on the Association’s master key system to allow access by the Association and such agents as may be authorized by the Board of Directors. If these doors are not on the master key system, the Association and its agents shall have no liability for any damage created by gaining entry into the Unit or to the Unit’s integral systems. The cost to maintain the Unit on the master key system is a Unit expense.</p> <p>b. The Association and its officers and directors and such persons as may be authorized by the Board of Directors shall have the right of access to each Unit for the inspection, maintenance, repair or replacement of the Common Elements and Limited Common Elements located in the Unit, and in the case of an emergency such right of entry shall be immediate whether or not the Unit Owner is present at the time.</p> <p>c. The Board of Directors may prohibit access to the Common Elements (except as necessary for access to the Unit) and access to the Pool Building if a Unit Owner is delinquent in amounts owed to the Association.</p>
<p>SRD §7.4</p> <p>Best Practice</p> <p>Best Practice</p> <p>Best Practice</p>	<p>48.</p>	<p><b>Insurance</b></p> <p>a. To the extent that any damage to a Unit is covered by the Association's insurance, the Unit Owner shall be responsible (i) for payment of insurance deductible, if any, with respect to the Unit, and (ii) for uninsured damage to his or her Unit or to any Common Element for which the Unit Owner is otherwise responsible due to the fault or negligence of the Owner.</p> <p>b. Each condominium owner and tenant is responsible for obtaining insurance coverage for personal property and liability.</p> <p>c. Many insurance companies doing business in Maine offer specific policies for condominium owners and renters. Unit owners and renters should consult with their insurance agent to design a policy to meet their needs.</p> <p>d. A typical condominium policy may include coverage for:</p> <ul style="list-style-type: none"> <li>• Building Property: items of real property which pertain directly to your unit and may include betterments &amp; improvements, alterations and</li> </ul>

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Best Practice		<p>permanent installations.</p> <ul style="list-style-type: none"> <li>• Personal Property; items owned by the insured and structures not permanently attached to the unit.</li> <li>• Personal liability: covers claims brought against the insured for damages because of bodily injury or property damage.</li> <li>• Lost Rental Income</li> <li>• Loss of Use</li> <li>• Special Assessment</li> </ul> <p>e. The Condominium maintains a master policy to cover losses sustained in Common Areas and to structural systems. If you suffer a loss that you believe should be claimed against the Association policy, such claim must be promptly initiated through the Board of Directors. The insurer providing coverage at the time of the claim will make any determination of coverage under the policy.</p>
SRD §7.9	49.	<p><b>Leasing &amp; Renting</b></p> <p>No unit owner shall rent or lease a Unit other than in accordance with a written form of lease which contains the provisions of §7.9 of Snowbrook’s 2013 Declaration which include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>a. Tenants, guests and other occupants shall comply with the Association’s Declaration, Bylaws and Rule &amp; Regulations, and the Sugarloaf Declaration.</li> <li>b. After notice, the Board of Directors has the power to terminate the Lease and/or evict and/or terminate rights to use of the pool and other Common Elements of all tenants, guests or other occupants in the name of the Unit owner in the event of an uncured default.</li> <li>c. After notice, the Board of Directors has the power to require that the tenant or other occupant pay directly to the Association the rent on the Unit in an amount of up to the balance of any current and delinquent Common Expenses and other unpaid amounts outstanding.</li> <li>d. In the event that any violations are not remedied within the given period of time, the Owner shall at his own cost and expense immediately institute and diligently evict all tenants, guests or other occupants of the Unit on account of such violation(s).</li> </ul>
SRD §7.9		
SGD §4.9	50.	<p><b>Home Occupation.</b> No home occupation or profession shall be conducted in any Unit.</p>

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<p>SRD §7.4</p> <p>Rule</p> <p>Courtesy</p> <p>Best Practice</p>	51.	<p><b>Procedures</b></p> <p>a. Emergencies (i.e. structural, plumbing, hazardous spills, life safety matters) shall be communicated immediately to the Board of Directors’ designated agent.</p> <p>b. Suggestions or complaints to the Board of Directors shall be submitted in writing. Requests for hearings on any issue shall be submitted in the same manner.</p> <p>c. Any personal or phone contact with a Board of Directors member shall only be made during reasonable hours of the day.</p> <p>d. A group of unit owners seeking to make a joint work request, suggestion or complaint shall designate a spokesperson for communications with the Board of Directors.</p>
SRD §5.2	52.	<p><b>Propane Fuel and Oil Supply</b></p> <p>The Association shall have the right to designate and contract for a single and exclusive supplier of propane and/or heating oil for the entire Condominium; provided, however, that no agreement for such heating fuels supply may exceed a term of five (5) years, but may be renewed upon consent of the Association.</p>
<p>SRD §16.1(b)</p> <p>SBL §7</p>	53.	<p><b>Violations of Rules and Policies Including Financial Obligations</b></p> <p>a. It is expected that all owners will make every effort to comply with the provisions of the 2013 Declaration, the By-Laws and the Rules and Regulations of the Association.</p> <p>b. In the event that an owner or group of owners determines that there is on-going non-conformance to any of the provisions of the above noted documents, written and signed complaints are required to initiate Board of Director’s action to remedy the problem.</p> <p>c. When a violation of a Rule or Regulation or a provision of the above noted documents occurs or when a financial obligation is not met, the Board of Directors shall deliver a written warning to the unit owner stating the complaint, the appropriate rule or provision, the penalty or assessment of expense if applicable, and giving the unit owner 10 days to cure the violation or default. If the violation continues beyond the ten (10) day period, the offending party and the owner shall each pay a penalty in the amount of 10% of the then monthly assessment of the unit per day to the</p>

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SRD §6.5  SBL§7  SRD §6.5		<p>Association until the violation is corrected.</p> <p>d. The Association’s monthly fees are due and payable on the first day of each calendar month. Late fees and interest may be charged according to the 2013 Declaration.</p> <p>e. Any unit owner has the right to appeal a Board of Directors decision in writing to the Board of Directors and to request a hearing before the Board of Directors.</p> <p>f. All unit owners must understand that assessments and penalties related to non-compliance with rules or provisions of the above noted documents, expenses for which an owner is liable, and unpaid financial obligations, constitute a lien against the violating Owner’s Unit until fully paid.</p>
SRD § 5.4  Rule	54.	<p>a. <b>Adoption of Rules.</b> In order to assist the peaceful and orderly use and enjoyment of the buildings and Common Elements of the Condominium, the Board of Directors may from time to time adopt, modify, or revoke, in whole or in part, such further reasonable rules and regulations governing the Condominium as it may deem necessary, including, but not limited to, methods and procedures for enforcing compliance with the Declaration and Bylaws. Such Rules and Regulations upon adoption, and every amendment, modification, and revocation thereof, shall be sent promptly to each Unit and shall be binding upon all Members and all persons present on the Condominium.</p> <p>b. Adoption of the Rules are subject to the rights of the Unit Owners to reject such Rule or Regulation by a sixty percent (60%) in interest vote at an Annual Meeting at the written request of 25% in interest of the Unit Owners 45 days prior to the Annual Meeting.</p>
Rule	55.	<p><b>Meetings - Board of Directors</b> The Board of Directors meets regularly. The proposed schedule is posted prior to the Annual Meeting for the following Fiscal Year. All owners are invited to every regular Board meeting. Owners may request to be added to the agenda to make a presentation or appeal a decision at a regular Board meeting. Owners may just drop in to observe any Board Meeting. Advance notice is appreciated but not required.</p>
MNP 13-B §602	56.	<p><b>Meetings – Annual Meeting</b> The Snowbrook Owners Association is a Maine Corporation. The Association is governed by the Maine Condominium Act, Title 33, Chapter 31 and the Maine Non-profit Corporation Act, Title 13-B.</p>

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Rule		<p>The Association conducts an Annual Meeting on the Saturday of Columbus Day Weekend in October of each year. The Association will provide each owner an Announcement of the Annual Meeting to include an Agenda listing all items to be voted upon. A quorum for the Annual Meeting is a simple majority of ALL owners, or 109. All owners count towards the quorum if they vote by mail, fax, (Electronic once approved) or in person at the meeting. The Board will provide the owners a recommendation on each ballot item. All owners and their families are encouraged to attend. The meeting normally consists of:</p> <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Operations and Maintenance update</li> <li>• Reserve Fund and Capital Improvements update</li> <li>• Presentation of the Annual Budget</li> <li>• Election of Directors</li> <li>• On occasion, votes on changes to governing documents.</li> </ul> <p>A social event following the meeting provides an opportunity to meet your Board, the Manager and fellow owners. Again, the entire family is invited.</p> <p><b>Annual Meeting Agenda</b></p> <p>The Board of Directors is responsible for the Annual Meeting Agenda. There are two methods for owners to add an item to the Annual Meeting:</p> <ul style="list-style-type: none"> <li>• A note to the Board of Directors with your suggestion briefly describing why your topic should be added and the anticipated benefits to the ownership. The Board may or may not add your suggested topic to the Annual Meeting Agenda. The Board will inform you of their decision.</li> <li>• Written request to the Board 45 days in advance of the Annual Meeting with the signatures of 25% of the current owners. The request must include the topic, name of presenter and the anticipated benefits to the entire ownership. If the request is consistent with Maine Statutes and our Governing Documents – the Board will add it to the Agenda and provide a time allotment. <u>Items involving one owner or only a few owners are best presented at a Regular Board of Directors Meeting.</u></li> </ul>
SRD § 5.2	57.	<p><b>Recruiting and Electing your Directors</b></p> <p>Under Maine Law and the Association’s Governing Documents the Directors are charged with the responsibility for managing the Association. The documents also provide the Directors the Authority to accomplish the charge. With that in mind, it is obvious we need to recruit and elect owners willing and able to do what is best for the entire ownership.</p>

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		<p>The current Directors should be in a continuous recruiting mode. Each July the Association will remind owners of the expiring Directorships and request candidates to meet the needs of the Association. For example a Finance expert to replace a retiring Treasurer. The Association will interview all candidates and help each candidate understand the needs of the Association and demands of the position. The Association will provide an Annual Meeting Announcement packet to each owner to include a brief statement by each candidate with the candidate's photo. The Board will provide the owners a recommendation on each ballot item.</p> <p>The Association will provide a one day orientation course for all new Directors. If you have questions or suggestions – contact one of the current Directors.</p>
Rule	58.	<p><b>Drones</b>                      Sugarloaf Mountain Corporation prohibits the use of drones.</p>

The Board of Directors welcomes constructive input and involvement from any unit owner. In bringing issues to the Board of Directors, unit owners are reminded that the Condominium is a community and its elected Board of Directors is made up of neighbors who are serving as volunteers and whose objective is in the Condominium's best interest. Differences of opinion are inevitable in any community. Resolution of conflict begins with mutual respect and understanding and ends with effective decision-making.

The Association's Board of Directors promulgated the preceding Guide for the safety, well-being and convenience of all unit owners. The Board of Directors has the responsibility, under the Declaration, for the efficient administration of Condominium affairs and it is, indeed, their duty and authority to interpret and enforce the Condominium's 2013 Declaration, Bylaws and Rules and Regulations.

Forty three (43) Rules and Regulations and the Guide were approved by the Board of Directors at a properly noticed meeting held on October 10, 2014. These 43 Rules and Regulations and the Guide are effective as of January 1, 2015. A listing of the Rules was mailed first class to each owner on November 20/21, 2014.

Rule Forty Four regarding Drones was adopted at a properly noticed Board of Directors meeting held on May 29, 2015. Notice of such Rule was mailed to each owner.

Rule 34 was amended to state that water heaters are to be changed out in their 10<sup>th</sup> year of life (formerly read in their 9<sup>th</sup> year of life). This amendment was unanimously adopted by the Board at its October 9, 2015 Board meeting.



Kay Storch, Secretary  
 Snowbrook Village Unit Owners Association

Dated: Oct. 9, 2015