

Rules, Regulations and General Information
Oronoque Village Condominium Association
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Oronoque Village Introduction

Welcome to Oronoque Village, an over 55 condominium community located on over 300 acres in Stratford, Connecticut. The construction of Oronoque Village began in 1971 and over the next six years 929 units were built on the north and south sides of Oronoque Lane. Originally 25 separate condominium communities were established and recorded in the land records of the Town of Stratford. These communities were merged into one Association in 1973; however, the deeds as recorded in the Town of Stratford records still reflect 25 separate communities.

There are approximately 1500 people residing in Oronoque Village, living in 17 different styles of condominium units, all of them named for American writers. These units are Alcott(8), Cooper(28), Dickinson(9), Emerson(154), Fenimore(4), Hawthorne(67), Longfellow(2), Lowell(2), Melville(6), Millay(2), Peabody(36), Revere (5), Thoreau (284), Whitman (6), Whittier (162), Winthrop (8), and Wolcott (146). Oronoque Village is a self-managed condominium. The Association employs an Executive Director to perform the duties and services necessary to operate the Village. Reporting to the Executive Director is an administrative staff and a Maintenance Director who manages a maintenance staff. The Executive Director, Maintenance Director and Accountant are salaried employees and the administrative and maintenance staffs are hourly employees.

Two of the most important laws that govern Oronoque Village are the Federal Fair Housing Act and the State of Connecticut condominium statute. The Federal Fair Housing Act has two provisions, among others, that apply to the Village. One provision requires that no more than 20 percent of the units in the Village may be rented and the other is that at least one occupant of the unit be not less than 55 years of age. The second law that is significant to Oronoque Village is the Unit Ownership Act. That particular statute applies to Oronoque because it was built between 1971 and 1977. In 1989 a new condominium act was passed, known as the Common Interest Ownership Act (CIOA). It applies to condominiums built after 1988; however, when the act was passed it contained many provisions that were retroactive to the Unit Ownership Act. Effectively, it is CIOA with which the Association complies, because by statute, its provisions supersede or expand on what is contained in the Unit Ownership Act. As changes are made to either federal or state legislation, it is incumbent on the Association to incorporate those changes into our policies and procedures

Declaration and By-Laws

The policies and procedures which govern Oronoque Village are contained in the Declaration and By-Laws. When the Village was first developed, a Declaration was written which is the fundamental legal document that established the existence of the condominium property. The Declaration is recorded in the land records of the Town of Stratford and it contains provisions regarding the use and maintenance of the common property and condominium units as well as a legal description of the condominium and individual units. The Declaration allows for the creation of the By-Laws which are more detailed regulations designed to provide a fair and orderly lifestyle for all unit owners and residents. If it is necessary to make a change to the Declaration, for example, the change from leasing the Club House buildings to owning them, that is considered an amendment to the Declaration and requires that 66 2/3 of the unit owners approve the change. The By-Laws are revised periodically as policies change or statutes are introduced. A revision of the By-Laws requires that a majority of the unit owners approve the change.

Organization

OVCA

The first organization of Oronoque Village was known as OVOC, the Oronoque Village Owner's Corporation. It consisted of four officers and 25 Board members, one for each of the 25 separately incorporated condominiums. These 25 condominiums were of different sizes, some as small as three units and others much larger. This arrangement was found to be unwieldy. In 1978 OVOC ended and OVCA, as we know it today, was created. The 929 condominium units were divided into 11 essentially equal districts. OVCA has a governing body which is the Board of Directors, consisting of a District Representative for each of the 11 districts and four officers, a Treasurer, Secretary, Vice-President and President. The District Representatives, alternate District Representatives and officers are elected to a two-year term and may serve two (2) consecutive two year terms. The OVCA Board holds meetings at least eight times per year plus an annual meeting which are open to all unit owners and residents. The meetings are for the purpose of conducting Association business and they also provide an Open and a Closing Forum during which unit owners or residents may speak.

The responsibilities of the OVCA Board are wide ranging. To assist the Board with the work that needs to be accomplished a number of Standing Committees have been established. A short description of these committees is provided here, however, more details can be found in Article IV of the By-Laws.

Maintenance Committee- made up of an elected representative from each district and interfaces with the Maintenance Director each month.

Social Activities Committee- made up of an elected representative from each district and plans social activities for the residents.

Architectural Committee- made up of residents appointed by the OVCA President and establishes standards for changes to condominium units which are subject to their inspection and approval.

Finance Committee- made up of residents appointed by the OVCA President to monitor financial issues and contribute to the preparation of the budget.

Insurance Committee- made up of residents appointed by the OVCA President to review insurance coverage and to recommend changes as necessary.

By-Laws/Rules & Regulations Revision Committee- made up of residents appointed by the OVCA President responsible for periodically updating the By-Laws as statutes and policies change.

Human Resource Committee- made up of residents appointed by the OVCA President to review personnel issues and provide evaluation data for the Executive Director position.

Communications Committee- made up of residents appointed by the OVCA President to coordinate and optimize the various communications resources in the Village.

Racquet Sports Facilities Committee- made up of residents appointed by the OVCA President to oversee the interests of each racquet sports group and insure fair rules and regulations.

Swimming Pool Facilities Committee- made up of residents appointed by the OVCA President to recommend rules, regulations and improvements for the Pool facilities.

House Facilities Committee- made up of residents appointed by the OVCA President to recommend rules, regulations and improvements to the Club House facilities.

Ad Hoc Committees- as the need arises; the OVCA President may assemble an ad-hoc committee to handle a specific, short-term item of business.

Residents are encouraged to attend meetings and become involved in committees. The community thrives on the participation and involvement of the people who live here.

An Annual Budget is prepared each year for all OVCA expenses. The budget is approved by the OVCA Board after which it is submitted to the unit owners. Unless a majority of all unit owners vote to reject the budget, it is approved. The budget is the basis for determining the monthly Common Charge paid by unit owners. The Common Charges are allocated to the different condominium units based on Schedule D-1 (found with the Declaration and included in the Resale Package) which establishes the percentage of undivided interest in Oronoque Village. The undivided interest is a function of the square footage of the units; therefore, all Thoreau units have the same percentage of undivided interest as do all Emerson units, so each type of condominium style will have the same common expense.

OVTD

There is a second governing body in the community known as the Oronoque Village Tax District often referred to as OVTD. The Tax District was established in October 1979 pursuant to Chapter 105 of the State of Connecticut General Statutes. The Connecticut statutes permitted this form of government to be created to perform certain functions. The purchases of the tax district are not subject to sales tax and a tax district has the authority to collect taxes. In December 1979, a license agreement was created between OVCA and OVTD. This document identified the functions that the Tax District would assume and established that legally OVCA recognized that the Tax District would be responsible for specific areas such as roads, recreational facilities and several others that were detailed in the agreement. In July, a Modus Operandi was also signed by OVTD and OVCA. This document establishes the operational procedures that exist between the two organizations. Over the years, there have been changes in areas of responsibility and these have been reflected in revisions that have been made to the Modus Operandi, a legal agreement that is signed, as is the License Agreement, by the Presidents of both OVCA and OVTD. As of 2017, the Tax District responsibilities and therefore its budget, is largely for **roads, safety and security**.

The OVTD is comprised of a President, Vice-President, Secretary, Treasurer and nine Directors. The officers are elected for one-year terms. The directors are elected for three-year terms. The OVTD meets at least four times per year plus an annual meeting. The meetings are open to all unit owners and residents and have an Open Forum if attendees wish to speak.

The Tax District collects a quarterly payment from each condominium to cover the annual budget for its operations. The amount of the quarterly district tax payment is based on the Town of Stratford's assessed value for each individual unit which is then applied to the Tax District budget. The quarterly tax district payment, therefore, will vary from unit to unit depending on how the Town of Stratford has assessed the unit.

Article I. Condominium Units

Section A. Alteration Rules and Information

(See the complete Architectural Standards for more detail)

Rules

1. Any change to the exterior of a unit or deck requires the approval of the Architectural Committee. An “Application for Change” must be completed and submitted to the committee before work begins. Applications should be detailed and include a sketch or photograph if possible.
2. Changes to the interior of a unit require the approval of the Architectural Committee when wiring, plumbing or structural changes are being made.
3. External signs, shutters, flagpoles, antennas, motion sensor lighting or security cameras may only be installed with the approval of the Architectural Committee.
4. A deposit of \$50.00 is required to be submitted with the application to the Architectural Committee which will be refunded after an inspection confirms that the work has been completed satisfactorily.
5. The Maintenance Department is to be notified when work begins on a project and when it is completed.
6. Unit owners are responsible for insuring that contractors clean up and conform to Association Standards.
7. Standards have been established permitting the addition of a Garden Shed to the deck of Wolcott units. Information is available in the Business Office.
8. Enclosures for air conditioners and trash receptacles may only be natural shrubbery, plantings or approved enclosures.
9. The maximum on site stay for a POD per unit is two weeks. It must be blocked so it does no damage to the blacktop. A permit for the POD must be obtained from the business office. Any damage is the responsibility of the unit owner.

Information

1. Unit Owners or residents who would like assistance with repairs or improvements may contact the Maintenance Department to obtain an estimate for a personal project that will be handled by a member of the Maintenance staff after hours. See Exhibit I.
2. Requests to have front doors replaced are made via maintenance work orders. Replacements are done only if a door is not operational and cannot be repaired. If a replacement is approved, the Maintenance Department will inform the unit owner of an approximate time frame.
3. Requests to have front walks and driveways resurfaced are made via maintenance work orders. The Maintenance Department will inspect the area and determine if resurfacing is appropriate. If the resurfacing is approved, the unit owner will be informed of an approximate time frame when the work will be done.
4. The “Application for Change” and Maintenance Work Order is available on the Oronoque website or from the Business Office.
5. The Policy for Unit Renovations applies to construction activity that takes place at any Oronoque unit. See Exhibit II to reference that policy.

Section B. Bee and Insect Rules and Information

Rules

1. Bee or insect infestation should be reported to the Maintenance Department via the work order system. The Maintenance Department will inspect the problem area and take appropriate action to eliminate the infestation and repair any damage that has arisen. If the infestation begins outside the unit and becomes a problem inside the unit Maintenance will correct the problem.
2. Issues with bees or insects that are minimal and not causing property damage, are not considered an infestation and are not the Association's responsibility.
3. Firewood is not to be stored on decks, in garages, or alongside buildings to minimize the risk of infestation.

Information

1. Carpenter bees are prevalent in May and June and may sometimes return in August. They are attracted by the cedar siding of the units. While they are a nuisance, they do not sting. A paper or plastic bag stuffed with plastic bags and hung in the deck area is an effective deterrent to the bees because the bag appears to be a hornet's nest.
2. An ongoing problem with woodpeckers creating holes in the siding may be improved by installing an owl figure. Contact the Maintenance Department if you wish to learn more about this remedy.

Section C. Bird Feeder Rules and Information

Rules

1. Bird feeders may be used seasonally. Seed and suet feeders are permitted from Oct. 15th through May 15th. Hummingbird feeders may be used from May 1st through Oct. 30th.
2. Seed bird feeders can only be tube type, squirrel resistant and must include a seed tray. They must be mounted on a pole at least six feet above the ground.
3. Bird feeders may only be placed in the foundation planting area.
4. Only one type of each bird feeder is permitted per unit.
5. Individuals having bird feeders are responsible for cleaning up fallen seed to prevent it from accumulating and attracting rodents.

Information

1. Hummingbird feeders are most effective when hung in the deck area.
2. Bread or other types of food should not be tossed on the ground for the birds. This practice encourages other wildlife (skunks, raccoons, etc.) to be present.

Section D. Cable/Internet Rules and Information

Rules

1. Cable and Internet Service is included in the monthly Common Charge whether or not the unit owner chooses service from the Association's cable provider.

Information

1. Cable and internet service is currently provided to the Association by Altice USA (formerly Cablevision).
2. The cost is based on a negotiated contract. The current contract extends until 6/30/21.
3. Residents may add expanded cable, upgraded internet service, discounted land line telephone service and other services at their own expense.
4. Residents may obtain cable, internet service from other providers or satellite dishes at their own expense. This will not result in a change (reduction) to the common charge.

Section E. Deck Rules and Information

Rules

1. Firewood may not be stored on decks due to the risk of fire and insect infestation.
2. Clothes, laundry, linens or similar items may not be hung on decks.
3. Deck awnings must be of a color compliant with Architectural Standards.
4. Grills of any type may not be kept on decks.
5. Any alterations to decks must be approved by the Architectural Committee.
6. A deck which has been expanded and becomes a hazard will be replaced by the Association as it was originally designed and constructed. If the unit owner wishes to replace it with an expanded deck, the unit owner will be responsible for the cost associated with the square footage that exceeds the original design.
7. Periodically the Association re-stains decks. This is done at the expense of the Association for the square footage of the deck as it was originally designed and constructed. The cost to re-stain square footage in excess of the original design will be billed to the unit owner.
8. The appearance, replacement and cleaning of deck awnings is the unit owner's responsibility. Awnings must be kept clean.
9. Free standing or attached canopies, as opposed to awnings, may not be used on decks.
10. Nothing may be stored under decks, with the exception of a covered grill without a propane tank, regardless of the season, including furniture and vehicles.
11. Deck railing decorations are limited to live plants in flower boxes and or flower pots.
12. Pets may not be left on decks unattended.
13. No tiki torches or open flame candles may be used on decks.

Information

1. Maintenance will remove and replace furniture on decks when the deck is scheduled to be power washed and re-stained.

Section F. Decoration Rules and Information

Rules

1. Small outdoor displays are permitted if placed in the foundation planting area, on doors, the walls next to doors, including garage doors, or on decks.
2. No decorations that pose a safety hazard, are excessive or are reported as a nuisance are allowed.
3. Displays may not be put up in the common areas, including mailbox stations.
4. Christmas, Hanukkah and Kwanza decorations may be put up the day after Thanksgiving and must be removed by January 21st.
5. No plastic or inflatable decorations, no lights other than small seasonal lights on decks only, no decorations on light posts and no live lit trees on decks are permitted.
6. Other holiday decorations, with the same restrictions as above, may be put up two weeks prior to the holiday and are to be removed two weeks after the holiday.
7. No displays may use extension cords that cross walkways.
8. Hazardous or excessive displays will be removed by the Maintenance Department.
9. The American and St. of Ct. flags may be displayed with a six foot or smaller flag pole attached to the building. Seasonal banners may be displayed with a similar sized flag pole or on a stand in the foundation planting area. Flags/banners may not be draped or displayed on the unit in any manner.

Information

1. Live plants are permitted at the mailbox stations; however, they must be maintained by the resident doing the planting.
2. While good taste cannot be legislated, remember that the image of the Village is important not just to fellow residents but also to potential buyers and realtors.
3. Unit owners are asked to refrain from placing utilitarian/household items on their window sills such that they are visible to a passer-by.

Section G. Estate/Tag Sales Rules and Information

Rules

1. The rules that govern estate/tag sales are contained in the OVTD Ordinance which is Exhibit III. This ordinance was revised in July, 2017

Information

1. Residents having an estate/ tag sale may announce their sale on the Oronoque Village Facebook page.
2. It is courteous to inform your roommate and near-by neighbors of a planned estate/tag sale.

Section H. Fireplace Rules and Information

Rules

1. A direct vent fireplace must be from an approved manufacturer and installed by a licensed technician.
2. Through the wall gas fireplaces must be approved by the Architectural Committee.
3. Through the roof venting of gas fireplaces is not permitted.
4. Do not place fireplace residue on the deck or inside the garage.
5. Use one or two wood logs or one artificial log at a time in the fireplace.
6. If a wood burning fireplace is used several times a year, the chimney must be cleaned annually.
7. The unit owner is responsible for repairs to the interior of the fireplace.
8. The Association is responsible for repairs to the exterior of the chimney.

Information

1. Make small fires near the back of the fire box.
2. Insure that the damper is open.
3. Never leave your unit while the fire is burning.
4. Use a screen in front of the fireplace to prevent sparks or ash from flying into the room.
5. Have alarms for oxygen depletion and carbon monoxide poisoning for gas fireplaces.
6. Consider a vent with a gas flow disconnect if the pilot light goes out.
7. Gas fireplace shut-offs should be easily accessible.
8. Keep a fire extinguisher in your unit. Check the expiration date periodically.
9. Firewood is available at the North and South Club Houses.

Section I. Flower Box and Trellis Rules and Information

Rules

1. Flower boxes may be installed under windows. The flower boxes must be painted the same color as the siding or trim and they must be removable.
2. Trellises may be installed and must be painted the same color as the siding. Plants or vines must grow only on the trellis, not on the siding.
3. Flower boxes and trellises must be removed by the unit owner/resident if the unit is scheduled for painting or if other maintenance is required.

Information

1. Flower boxes should be maintained so they do not become unsightly and diminish the appearance of the unit. A trellis should be discarded or replaced if it becomes damaged.
2. Window boxes may be kept on decks or under windows.

Section J. Garage Rules and Information

Rules

1. Garages are to be used to park vehicles and for incidental storage.
2. Unit owners may not utilize the entire garage for items other than a vehicle.
3. Unit owners who keep more than one four wheel vehicle on the property shall park at least one four wheel vehicle in the garage.
4. Hazardous materials, such as propane tanks, may not be stored in the garage.
5. No business of any kind may be operated out of a unit or garage unless expressly permitted by Federal, State or local law.
6. Even if space allows, unit owners may not park more than two vehicles in the garage area of their unit on a regular basis or for more than the time of the event being held in their residence.
7. Any personal goods or items stored in a garage shall comply with all applicable insurance requirements.

Information

1. Unit owners should be aware that their street address is based on the location of their garage, not their front door.
2. The locator number above the garage of some units is no longer used by emergency services to find the unit. These numbers are being removed as units are painted.
3. Unit owners should raise their garage door when they hear the snow plow in the vicinity of their unit to allow for a more thorough removal of snow from the driveway.
4. Residents are asked whenever it is possible to keep the vehicle they own in their garage to help enhance the appearance and appeal of the Village.

Section K. Garden Debris Removal Rules and Information

Rules

1. Garden debris is to be placed in **paper bags** and placed curbside. (Plastic bags may not be used.)
2. Pickup of garden debris is scheduled for Mondays. **Bags of debris are not to be put out earlier than 5:00 p.m. on Sunday and not after 7:00 a.m. Monday.** This is to enhance the appearance of the community on an active real estate day.

Information

1. Residents finding sticks, tree limbs and the like on the grounds around their units or when they are walking should pile them in a bundle near the curb. If a resident notices that the bundles are not being picked up it is suggested that a maintenance work order be submitted.

Section L. Grill Rules and Information

Rules

1. Propane, electric, and gas grills may not be used on decks.
2. Charcoal grills are not permitted in Oronoque Village.
3. Grills are to be covered when not in use.
4. When in use, grills must be at least 10 feet from the unit, per the State Fire Marshall for those building having three or more attached units.
5. Residents may have one propane tank in use and one reserve tank. Storage of the tank can be in an unobtrusive place in the foundation planting area.
6. Charcoal Grills are prohibited.

Information

1. Avoid placing a grill, whether in use or not, anywhere in the vicinity of a dryer vent.

Section M. Pet Rules and Information

Rules

1. One pet is permitted per unit.
2. Pets must be leashed when outside. In order to comply with Town of Stratford Ordinance #83-15 no dog leash, expandable or otherwise can be longer than 7 feet in length.
3. Pet waste must be picked up.
4. Pets may not be left unattended when outside.
5. Pet owners must maintain control of their pets.
6. Pets are not permitted to cause an ongoing disturbance.
7. Pets (excluding properly identified service dogs) are not permitted in the Club Houses, Swimming Pools, gym, tennis courts or other facilities.
8. Pets (animals) may not be raised or bred in or out of any unit in the Village
9. Cats may not be let out to roam.
10. Pet owners must not permit dogs to walk on plants and should be mindful of other resident's privacy when walking near units.

Information

1. Residents who have issues with pet behavior or with animal cruelty should contact the Town of Stratford Animal Control Department. Residents should also alert the Business Office that this action has been taken.
2. Dog owners who use expandable leashes should insure that their pet does not cause a problem to an oncoming vehicle or pedestrian.

Section N. Sales and Rental Rules and Information

Rules

1. Upon receiving a bona fide offer on a property listed for sale, the unit owner must notify the Business Office.
2. A summary sheet of significant Association rules will be provided to the prospective buyer by the Business Office which must be signed by the prospective buyer.
3. No unit may be leased for less than a 12 month period.
4. Only an entire unit may be leased. No sub-leasing of any part of a unit is permitted.
5. At least one resident leasing the unit must be 55 years of age or older.
6. A lease must be in writing and a lease addendum must be attached to the primary lease and delivered to the Business Office.

Information

1. Unit owners should be sure that both renters and/or purchasers understand the meaning of the orange disc (owner will do their own pruning) if one is on their unit.
2. Upon purchasing a condominium in the Village, the Association provides a Resale Package to the unit owner. The package contains a number of documents which should be kept readily available for future reference. Exhibit IV lists all of the items in the Resale Package and provides copies of the material with the exception of the Declaration, By-Laws, Rules and Regulations and current year budget.

Section O. Statuary and Garden Ornament Rules and Information

Rules

1. Statuary and garden ornaments may be displayed in the foundation planting area only. Placement should not interfere with building maintenance, pruning or lawn cutting.
2. Statuary and garden ornaments may not be placed in the common areas.
3. Placement of statuary and garden ornaments may not pose a safety hazard.
4. Statuary and garden ornaments are to be of natural earth tones (terra cotta, tan, brown, green, gray).
5. Planters may only contain live plants. No artificial or plastic flowers/plants are permitted.
6. No ornaments may be hung from trees.
7. Stones used in foundation beds or under decks etc. must be gray in color. No white stones are permitted.

Information

1. Ornamentation should not be excessive. The image of the Village is a consideration for potential buyers and real estate agents.

Section P. Trash Rules and Information

Rules

1. Trash is to be contained in garbage cans or the external garbage receptacles.
2. Recyclables are to be contained in a separate bin.
3. Garbage cans and recyclable bins are to be placed in the driveway not earlier than the evening before the scheduled day of pickup and removed by the end of the trash collection day.
4. The Club House dumpsters are not to be used on a regular basis by residents and no one should discard items in the dumpsters intended for the spring clean-up.

Information

1. Trash and recyclable pickup is scheduled for Wednesday of each week.
2. If the week contains a holiday, trash pickup moves from Wednesday to Thursday. (The Villager prints the trash pickup schedule in December and the Oronoque Web Site also carries this information).
3. Garbage can be disposed of in either of the dumpsters at the North and South Club Houses if a resident is planning to be away on the scheduled trash collection day.

Section Q. Winterizing Units Rules and Information

Rules

1. Turn off the water main. Test that the valve holds by opening the faucet.
2. Turn off the outside faucet.
3. Turn off the thermostat on the water heater.
4. Do not turn the thermostat below 55 degrees.
5. Insure all doors and windows are closed and locked.
6. DO NOT UNPLUG THE CABLE BOX
7. Close the fireplace damper
8. Inform the Business Office of an address and phone number where you can be reached. Advise how long you will be away and be sure the Business Office has a key to your unit.
9. If the unit will be empty for one month or more, the unit owner must obtain a sign-off from the Maintenance Department that all winterizing steps have been completed. The Maintenance Department will keep a copy of this form on file.
10. A unit owner shall advise the Business Office that their unit will be unoccupied anytime they will be absent one month or more.

Information

1. Consider installing a freeze alarm which indicates a low or no heat problem.
2. Keep interior doors open so heat circulates.

3. Remove some basement ceiling tiles near the outside walls to allow heat to reach the water pipes.
4. Inform the Business Office if you have arranged for someone to watch or stay in your unit.
5. Inform your roommate or another neighbor if someone will be checking your unit.
6. Inform the Business Office if you have a high efficiency furnace.
7. Leave a key for your unit with the Business Office.

Section R. Heater Rules and Information

Rules

1. Portable propane heaters can be used at Oronoque Village only on OV approved patios. They may not be used on decks, driveways, walkways or common lawn areas. They should no be less than 10 feet from any structure. To prevent possible fires, keep heaters away from combustible/flammable material, including planters, outdoor textiles, wood decking, wood siding, grass/shrubs and propane tanks for grills.
2. When not in use the heater without the propane tank can be stored in a garage or unit. The propane tank has to be stored outside and not in direct sunlight.
3. Fire pits are prohibited.
4. Open flame heaters may not be used in Oronoque Village.

Information

Safety features for heaters.

1. No naked flames - Have the flames safely contained.
2. Thermocouple – Prevents gas leaks if the flame is extinguished.
3. CSA safety rating – Unit has been tested and approved by a third-party evaluator.
4. Anti-tilt device – A weighted base minimizes the risk of the heater toppling over.

Article II. Facilities and Amenities

Section A. Billiards, Golf, Table Tennis & Bocce Rules and Information

Rules

1. All activities are on a first come, first serve basis.
2. Billiard equipment is available for resident use in the Billiard Room and is to be returned to its proper location when play is concluded.
3. Table tennis equipment is available in the table tennis room and is to be returned to the equipment closet when play is concluded.
4. Bocce equipment is available by contacting the building attendant or Business Office. It is to be returned to either the office or attendant when play is concluded.
5. Only golf balls are provided for the driving nets, not golf clubs.

Information

1. The Billiards Room has two tables and they as well as the golf driving nets are located in the North Club House.
2. Table tennis is located in the South Club House on the second floor.
3. The bocce court is located behind the North Club House. Equipment is kept in a closet at that location.
4. Residents are free to provide their own equipment for these activities.

Section B. Club Houses Rules and Information

Rules

1. There are two sets of rules for the Club Houses. One set is known as Casual Use and the policy is included in this manual as Exhibit V. In summary, the policy states that resident casual use of the Club Houses can take place if there is no conflict with other scheduled events, that no furniture is moved and no assistance is required from the building attendant. Residents are responsible for clean-up and leaving the area as they found it. A Resident Sign-In Sheet must be completed by the hosting resident. It is also included in Exhibit V.
2. The second set of rules relate to residents using the Club Houses for parties and assemblies on a reserved basis. Residents must complete a Resident Private Party Agreement (Exhibit VI.) which can be obtained from the Business Office and which includes an Indemnification and Damages Policy and a Rules for Places of Assembly which must be signed.
3. The precedence for reserving the Club Houses is as follows: 1) OVCA/OVTD Boards, 2) OVCA/OVTD Official Committees, 3) Districts, 4) Clubs, Classes and Activities, 5) Games, 6) Private Parties.
4. No two Oronoque Events, (one at each Club House), may be scheduled in the lounge/ballroom of both clubhouses at the same time on the same date.
No resident private party may be scheduled in the lounge/ballroom in the second Club House at the same time on the same date as an Oronoque event is scheduled in the other Club House.

No two private parties may be scheduled in the lounge/ballroom in both Club Houses at the same time on the same date and if an Oronoque event is scheduled in one clubhouse, a private party may NOT be scheduled in the other lounge/ballroom.

However, if there is a private party in one clubhouse, Oronoque events MAY be scheduled at the second clubhouse at the same time on the same date.

Oronoque events and district meetings may NOT be scheduled at the same time/date in different clubhouses. However, two district meetings MAY be scheduled at the same time/date in different clubhouses.

It is understood that organizations/clubs that have a regularly scheduled date/time for their events each month (example: Bingo, third Thursday of the month; Funseekers Club, second Tuesday of each month; Karaoke, fourth Friday of each month; etc), will be given priority for those dates/times.

(#4 Approved 8/15/2023)

5. Reserved events require a \$500.00 refundable deposit and usage fee based on the number of attendees which is not refundable. Exhibit VI. has the approved fee structure. The \$500.00 deposit will be refunded after the building attendant confirms that there have been no damages to the space or property used for the event.
6. Scheduling the use of the clubhouses with the Business Office is as follows: a.) OVCA/OVTD Boards, Standing and Ad Hoc Committees and Districts- from the 3rd Tuesday of September through October 7th, b) Clubs, classes and activities – from November 1st through November 30th, c) Games, private parties, new activities etc. – December 1st forward. Residents wanting to reserve clubhouse space for a private party prior to Nov. 30th, for a date after Nov. 30th must submit the request to the Business Office and it will be forwarded to the House Committee for consideration.
Annually in the fall, the House Committee will facilitate a meeting for **all** clubs and organizations who book events on the calendar. The purpose of this meeting will be to collaborate together to find acceptable calendar dates for events. One representative from each organization is asked to attend the meeting with proposed event dates for the next calendar year. The decisions made at that meeting will be used as a starting point for scheduling on November 1st by the office staff.
7. When using the kitchen, residents must complete the sign-up sheet kept in the kitchen.
8. All surfaces and appliances must be cleaned after use and stoves, ovens turned off.
9. Kitchens are available on a first come first serve basis to individual residents if not already reserved through a formal written request.
10. Organizations using the Club Houses for events which require reservations must establish a cut-off date for resident priority. The one exception to this is a single resident who wishes to include one guest (non-resident). After the cut-off date, non-resident guests may be included in a resident reservation if space is available.

11. The Oronoque Village Club Houses shall not be used either generally or as a private party to promote or in support of any specific political affiliation.
12. Clubs and organizations using the facilities of the Association shall extend membership in their club or organization only to individuals residing in Oronoque Village and such membership shall expire when the resident ceases to reside in Oronoque Village.
13. Games having more than 12 players may reserve a room; games with fewer than 12 players may reserve tables, not a room. Lounges may not be reserved for games but may only be used if no other activity is scheduled.
14. Formally reserved space in the clubhouse always takes precedence over resident casual use of the space.
15. Private parties can only be scheduled on weekends (Sat./Sun.). Each resident household may book private party space (if available) in the lounge/ballroom with a limit of two bookings per calendar year. The exception to this policy is booking the clubhouse for a bereavement event for an immediate family member.
16. No private party rentals are permitted for the purpose of fund raising or recurring meetings.
17. Buffet tables for all events are only allowed to be set up on the wood or tile floors.
18. Use of the Oronoque Village Clubhouse is closed to outside individuals, clubs, or groups unless by extraordinary exception approved by the House Committee and Executive Director.
19. The Executive Board of clubs and organizations of Oronoque Village shall hold their Executive Meetings in the NCB Board Room. Should a conflict arise in scheduling the Board Room, the Business Office will do all that is necessary to locate another space for the meeting and will notify the appropriate chairperson.
20. If a current resident passes away, the executor/family will have the ability to book the post-funeral gathering at a clubhouse, if it is available. If the reception is on the same day as the funeral, the reception may be booked for that specific day. If the reception is not held on the same day as the funeral, it must be held on a Saturday or Sunday only as are all private events. A security deposit will be held. However, in honor of the resident, no per person fee will be charged. Funeral receptions for deceased non-resident family members of current residents may be held on Saturday or Sunday only. All charges for private parties apply.

Information

1. Remote controls are kept on the walls near the televisions.
2. The Club Houses have Wi-Fi access.
3. When the pools are open, residents and guests in bathing attire are not permitted to come into the Club House areas that have wood or carpeted flooring.
4. The South Club House has a volunteer monitor on duty from 9:00a.m. until 5:00p.m. Monday through Friday. From 4:30p.m. until 11:00p.m. a building attendant is on duty Monday through Friday and from 9:30a.m. until 11:00p.m. Saturday and Sunday.

5. The North Club House has a building attendant on duty from 4:30p.m. until 11:00p.m. Monday through Friday and from 9:30a.m. until 11:00p.m. Saturday and Sunday.
6. Both Club House Buildings are closed on Christmas, New Year's Day, Easter and Thanksgiving. The Business Offices and Maintenance are closed on those days as well as Washington's Birthday, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day and the day after Thanksgiving. If a holiday falls on a Saturday, it is normally observed the preceding Friday and if it falls on a Sunday it is normally observed the following Monday.
7. Cleaning supplies are provided for the Club House kitchens.
8. Recyclables should be removed by the resident(s) using the kitchen.
9. The allowable occupancy for both the North and South Club Houses is shown on Exhibit VII.

Section C. Employee Appreciation Fund Rules and Information

Rules

1. Residents may make contributions via cash or check (made out to The Employee Appreciation Fund) which are submitted to the Business Office or placed in the Employee Appreciation Fund box at the North Club House.
2. The decision to contribute and the amount is voluntary.
3. The fund is distributed among the maintenance and business office staffs including building attendants.
4. Distribution of the fund is done in December at an annual function.

Information

1. The Employee Appreciation Fund was established in lieu of individual tipping of staff throughout the year.
2. Information about the fund is provided in "The Villager" during October, November and December.

Section D. Firewood/Ice Melt Rules and Information

Rules

1. Residents must provide their own containers or carriers for these items.
2. The Association provides these materials at no charge.

Information

1. Both firewood and ice melt are available at the North and South Club Houses. Firewood may be available year round, ice melt is seasonal.
2. Residents should take only what they need for their personal use. These commodities are intended for the use of Oronoque residents only.

Section E. Fitness Center Rules and Information

Rules

1. The fitness center is for the use of residents. One guest is permitted who must be accompanied by the resident.
2. No one under the age of 17 may use the fitness center.
3. The fitness center is open consistent with the hours and days that the South Club House is open unless a resident is in possession of a key. The key provides 24/7 use of the fitness center.
4. A resident using a key for access to the fitness center during times that the Club House is not open, will have access to the fitness center and to the showers or restrooms adjoining the fitness center.
5. A key for the fitness center may be obtained from the Business Office for \$15.00.
6. Residents or guests using the facility must sign in at the entrance (inside the door).
7. Residents/guests are required to wear sneakers or rubber soled shoes in the gym.
8. The fitness center is a “use at your own risk” facility.
9. Normal gym etiquette is to be followed. Equipment is to be wiped down after use, returned to the area where it is stored or turned off after finishing with its use.
10. Residents should be mindful of other people using the facility and be courteous and cooperative.
11. If the fitness center is empty when leaving, be sure to turn off the lights and TV’s.

Information

1. The fitness center is located at the rear of the South Club House.
2. There are shower facilities adjoining the fitness center.
3. The fitness center is randomly monitored by the South Club House volunteer monitor during the day and by the building attendant in the evening and on weekends.
4. If using the fitness center in the evening, residents may choose to notify the building attendant that they will be in the gym.
5. Whenever possible, change from outside shoes to appropriate gym shoes to preserve the gym floor.

Section F. Gas Barbeque Grills Rules and Information

Rules

1. Instructions for using the grills are located on the inside of the doors of the grill and must be followed.
2. All garbage must be disposed of by the resident.

Information

1. Grills are available to be used 7 days a week.
2. Grills are not available once maintenance “winterizes” the grills by wrapping them

in protective coverings.

3. Grills are located at both the North and South Club Houses

Section G. Library Rules and Information

Rules

1. The hours of the library coincide with the hours the North Club House is open.
2. The library operates on an honor system.
3. Hardcover books published more than 10 years ago and paperback books published more than 5 years ago cannot be donated to the library due to space constraints.

Information

1. The library is operated by a staff of volunteers.
2. The books in the library are donated by residents.
3. In addition to books, the library offers jigsaw puzzles, videos and CD's for residents to borrow.
4. The library is not affiliated with the Town of Stratford Library.
5. Donations of large print books and books on discs are especially appreciated.

Section H. Minifarm Rules and Information

Rules

1. The minifarms are governed by a committee and chairperson.
2. To obtain a plot at the minifarm, an application must be completed and a fee paid. The applications are available at the Business Office as is the fee schedule.
3. The plots are assigned by the committee giving preference first to residents having had plots the prior season, and after that on a first come, first serve basis.
4. The rules governing the use of the minifarms are provided to plot holders when plot assignments are made. These rules are included in this manual as Exhibit VIII. Fees received are deposited in an account by the OVCA administrative staff.

Information

1. "The Villager" will announce when applications are being taken, usually in the spring, however the Business Office can be contacted at any time for this information.
2. The fee is used to defer the expenses of water, top soil, weed killer, hoses, and garden tools etc. which are available to plot holders.
3. The minifarms are located on Oronoque Lane across the street from the Oronoque Village Maintenance Department

4. "The Villager" will announce when applications are being taken, usually in the spring, however the Business Office can be contacted at any time for this information.
5. The fee is used to defer the expenses of water, top soil, weed killer, hoses, and garden tools etc. which are available to plot holders.
6. The minifarms are located on Oronoque Lane across the street from the Oronoque Village Maintenance Department.
7. There are 58 raised 10'x 5' beds and 2 plots designated for flowers and compost.
8. A wait list for plots is maintained by the chairperson of the minifarm committee. That person also tracks expenses and deals with all questions that may arise during the minifarm season.
9. Residents are asked to respect the efforts of the minifarmers and refrain from pilfering which has been a problem.

Section I. Mulch Rules and Information

Rules

1. Residents are entitled to one cart (one half cubic yard or 13.5 cubic feet) of mulch per season.
2. Requests for mulch are to be made via the work order system and should include the location where the mulch is to be delivered.
3. The mulch provided will be medium to dark brown.

Information

1. Residents wishing to obtain additional mulch may contact the Business Office. A pricing schedule is maintained in the office for purchases of 1, 1 ½, and 2 cubic yard quantities. These prices are normally published in "The Villager" in May and June as well.
2. Mulch can either be picked up or delivered. Deliveries are normally made on Fridays.
3. Residents having excess mulch may contact the Maintenance Department to request pick-up of the material. No credit is given if this is part of an order for purchased mulch.

Section J. One Off Events Rules and Information

Rules

1. A resident sponsored event requires that an application with a \$500.00 deposit be submitted to the OVCA House Committee.
2. The House Committee will review the application and confirm with the Business Office that the desired date is available.

3. The House Committee recommendation will be brought to the Board of Directors for a vote.
4. The purpose of the resident sponsored event cannot be to generate a personal profit. Costs and admission fees must be presented on the application.
5. A resident sponsored event cannot be held on the same date as an Oronoque Village event even if Club House space is available.
6. An Indemnification and Damages Form must be completed as part of the application process.
7. A \$2.00 per person usage fee will be charged.
8. The deposit will be returned after the building is inspected to confirm there have been no damages.
9. Advertising for the event must be per OVCA guidelines.
10. One off events are not open to the public.

Information

1. A resident may choose to sponsor an event rather than seek sponsorship from an Oronoque Village club or organization.

Section K. Racquet Sports Rules and Information

Rules

1. Guidelines for the Racquet Sports are covered in the Racquet Sports Court Guidelines and Court Sign Up Procedures which is Exhibit IX in this manual.
2. A revision to these rules is contained in Exhibit IX as well.

Information

1. The Racquet Sports Facilities are located on North Trail across from the North Club House.
2. There are four synthetic grass courts for tennis and three pickleball courts.
3. Three (3) guests are allowed to play on the courts in non-club times with resident present.
4. There is a social Tennis Club which residents may join for a fee that provides additional amenities such as the use of a ball machine and participation in tournaments and social events. Information about this group can be found on the Oronoque Village website.
5. There is a social Pickleball Club which residents may join for a fee that provides access to pickleball equipment and participation in tournaments and social events. Information about this group can be found on the Oronoque Village website.

Section L. Sauna Rules and Information

Rules

1. The rules for the sauna are posted at the entrance to the sauna. The rules are to be read before entering the sauna.

Information

1. The sauna is located at the South Club House. The entrance is from the heated pool area.
2. The hours the sauna is open coincide with the hours the pool is open.

Section M. Shredding Rules and Information

Rules

1. A shredding service is provided to Oronoque residents once each year. Residents are encouraged to eliminate accumulated paper in their units by utilizing the shredding service.
2. “The Villager” will announce the date the shredding service is scheduled.

Information

1. The “shredding” event is normally scheduled the same day as the “spring clean-up”.

Section N. Spring Clean-up Rules and Information

Rules

1. The Association provides dumpsters for the use of residents to dispose of unwanted items that are being stored in garages or in their units.
2. “The Villager” will announce the date (normally a Saturday in May), when the dumpsters will be available.
3. Specific dos’ and don’ts are provided in “The Villager” so that residents know what can be brought to the dumpsters.
4. Maintenance staff is available to help unload items from vehicles.

Information

1. The dumpsters are normally located in the rear parking lot of the South Club House.

Section O. Swimming Pool Rules and Information

Rules

1. The rules that apply to swimming pools are contained in the Pool Rules and Regulations which is Exhibit X in this manual.
2. A revision to these rules is contained in Exhibit X as well.

Information

1. Oronoque Village has three swimming pools. One pool is located at the North Club House and two pools are located at the South Club House, one of those pools is heated.
2. Authorized exercise classes are held at scheduled times during the summer using the heated pool. “The Villager” will have information about the type and times of

these classes.

Section P. Volunteer Monitors Rules and Information

Rules

1. Volunteer monitors work at the South Club House from 9:00a.m. until 5:00p.m. Monday through Friday, except on holidays. Shifts for each monitor are for a two hour period.
2. The monitor program has a director who manages the program, maintains the schedule and fills open positions.
3. Monitors are responsible for greeting visitors, walking the Club House to insure all is secure, handling phone calls to the building, signing movies in and out, maintaining watch on the camera displays of Club House areas located in the monitor office and supporting the “resident call in” program.

Information

1. The monitor program offers a service to residents known as “resident call in”. Each morning the resident calls the South Club House monitor and gives their name and phone number. This is checked off against a list maintained by the 9:00a.m-11:00 a.m. monitor. If a resident does not call in by 10:00a.m., the monitor calls the resident to be sure that everything is alright. The monitor has an emergency number to call if the resident cannot be reached. This service provides a sense of security to a number of residents and their families.
2. If interested in participating in the call-in program, contact either the Director of the Monitor Program or the Business Office.
3. The Movie Club maintains a library of DVDs in the building attendant’s office at the South Club House. Movies may be signed out while a volunteer monitor or building attendant is present.

Section Q. Hiking and Walking Trails Rules and Information

Rules

Oronoque Country Club has stated, “Oronoque Village unit owners and residents shall have access during non-golfing seasons and hours and at their own risk to the cart paths and walk ways on the golf course. The fairways and greens are off limits to resident and dogs.”:

1. Walking on the cart paths of the golf course is not permitted during the golfing season from 7 AM until 8 PM.
2. Dogs may not be walked on the cart paths of the golf course during the golfing season from 7a.m until 8p.m.

3. Dog waste must be picked up and the golf course trash receptacles are not to be used to deposit the waste.
4. Cross country skiing, snow shoeing and sledding are not permitted on the golf course.

Information

1. Walking trails have been established on the north side of Oronoque Village to allow for safe walking exercise.
2. A map (available in the business office) details the routes.
3. There are “red” and “yellow” routes of different lengths. The routes connect to each other if a longer workout is desired.
4. Pedestrians and joggers should stay to the left and walk single file when vehicles are approaching.
5. If walking when dark, carry a flashlight and wear reflective clothing.

Section R. Activities Rules and Information

Rules

1. Rules will be specific to each club, organization, or activity.
2. Clubs or groups recognized by the Association and using space approved by the Association may establish rules for members and guests. If rules are disregarded after requested adherence, the Club can report the violation to the Compliance Committee for review and a possible fine.

The Business Office maintains a list of people who can be contacted to learn more about any of the groups that are listed below:

Aqua Zumba	Funseekers	Tea, Talk & Crafts
Arts Guild	Hadassah	Tennis Club
Bingo	House & Garden	Walking Club
Bocce	Karaoke/Dance Party	Water Aerobics
Book Club	Ladies Bible Study	Wine Club
Bravo Player	Line Dancing	Winter Pool Social Group
Bulls & Bears	Low Impact Exercise	Women’s Bowling
Corn Hole	Maintaining Healthy Lifestyle	Yoga
Current Events	Men’s Bowling	Zumba
Dollcrafters	Pickleball Club	
Drop In Sculpture	Ping Pong	

Information

1. In addition to the above, canasta, poker, bridge and other groups are informally created.
2. Periodically, classes in painting, sculpture, drawing, writing etc. are offered to residents.
3. The above clubs change from time to time. Residents are free to create their own

groups if there is sufficient interest.

Section S. Use of Amenities Rules and Information

Rules

1. The amenities of the Association may only be used by the residents of the Association and their guests in accordance with the rules for that amenity. If the amenity is not governed by a set of rules, (ex. Classes), residents shall be given first priority to utilize the amenity and guests will be permitted only if space is available.
2. Use of the amenities resides with the persons resident in the unit and non-resident unit owners where the unit has no other persons in residence. Non-resident unit owners, having authorized other persons to be resident in their units, consistent with the Association's Declaration and By Laws, transfer their right to use the amenities to those persons.
3. Clubs or groups recognized by the Association and using space approved by the Association may establish rules for their members and guests. If an individual disregards these rules the club or group can reinforce them by requesting their adherence. If this fails then any member of the club or group can report the violation to the Compliance Committee.

Information

There is no additional information.

Article III. Parking and Traffic

Section A. Traffic Rules and Information

Rules

1. The maximum speed limit is 20 MPH
2. All stop signs and other street signs must be obeyed
3. Approach intersections at a speed that allows you to give way to other vehicles approaching or in the intersection.

Information

1. Be conscious of walkers on the roadways.
2. Remember the speed bumps; excess speed will damage your vehicle.
3. Pay attention to people crossing the roads near the Club Houses, tennis courts and mail boxes.
4. Color coded stakes mark the placement of curbs, utilities, catch basins and air conditioners. Orange and yellow stakes are for curbs and roads, red is for utility boxes, green is for catch basins or drains and blue is for air conditioners.

Section B. Street Parking Rules and Information

Rules

1. Parking after midnight is prohibited on roads and lanes.
2. Parking on or near the street of a unit having an estate sale, contractor work, party or group of visitors shall not block traffic, must allow for the passage of emergency vehicles, may only be on one side of the street and may only occur from 7:00a.m. until midnight. (Exception is New Year's Eve). The unit owner or unit owner's representative is responsible for insuring compliance with this rule.
3. Do not block walkways or driveways if parking on the street during the day or the evening.

Information

1. Club House and common parking areas may be used as needed if street parking is not available.
2. Parking shall be permitted on streets by trucks, commercial vans and other vehicles while conducting normal business activity.

Section C. Garage/Driveway Parking Rules and Information

Rules

1. The paved areas in front of units, adjacent to the driveway or the unit, are to be used as secondary parking for a second vehicle or guests. Park as far into the space as possible.
2. No more than two vehicles shall be parked in the garage area on a regular basis.
3. Overnight parking is limited to passenger vehicles and may not exceed the number of spaces at the unit.
4. No commercial vehicles, pick-up trucks, vehicles with signage, ladders or other tools, recreational vehicles, trailers, campers, boats, inoperable, unsightly, abandoned or unregistered vehicles may be parked at units (except in the case of conducting normal business).
5. All motor vehicles must be parked within the parking space so as not to obstruct or reduce the adjacent parking spaces for other units or vehicles. Parked vehicles may not extend beyond the paved driveway area.
6. Any vehicle may be parked inside the garage as long as the door can be closed.
7. **Unit owners who keep more than one motor vehicle at the property shall park at least one of the motor vehicles in the garage.**
8. There is no parking in front of garages, in the driveways, on the street or near the curb on Algonquin or Buckskin Lanes. Garage doors must be kept closed.

Information

1. Not every unit has a secondary parking space.
2. “Front door” and the like parking spaces do not belong to a specific unit, however, as a “Good Oronoque Neighbor (GON), it is recognized that the unit nearest such a space has a priority right to use the space as its’ secondary parking space.
3. The parking lots in the Algonquin and Buckskin Lane areas are intended to provide secondary parking spaces for the residents of those streets. As such, parking in those lots is restricted to residents of those streets and their guests. As part of the GON policy, the residents of those streets should not use more than two spaces to be sure that there is sufficient parking for all residents of those two streets.

Section D. Parking Lot Rules and Information

Rules

1. Unused cars and recreational vehicles may be parked in the Club House parking lots by permit. Permits may be obtained from the Business Office and are good for up to six weeks. They are renewable.
2. Vehicles of unit owners may be parked in the Club House lots for up to three (3) days without a permit. A card noting the Unit Owner’s name and address must be displayed in any vehicle that is left overnight in a Club House parking lot. After three (3) days, a permit must be obtained.
3. Permits must be displayed on the windshield.
4. Oronoque Village and the Town of Stratford prohibit parking abandoned, unsightly, inoperable or unregistered vehicles in the parking lots. Violators will be reported to the Town and after appropriate notice; vehicles may be towed at the owner’s expense.
5. Vehicles shall park within the designated spaces and shall observe all entrance and exit signage in the parking lots.

Information

1. Permitted parking will have designated spaces issued by the Business Office for residents and guests.
2. For the casual use of the parking lots (3 days or less), park in perimeter spaces farthest from the Club House.
3. Residents parking their vehicles in the South Club House lot in advance of a snow storm should all park on the same side of the rear lot farthest from the Club House. Residents parking on the North Side should first use the spaces in front of the swimming pool and tennis courts.

Section E. Vehicle Rules and Information

Rules

1. Trailers, vans, recreational vehicles, dumpsters, shipping containers, trucks, commercial vehicles, and camping trailers may not be stored in the Village.
2. Overnight parking of trailers, commercial passenger vans, pick-up trucks, trucks, camping trailers, buses, mopeds, motor scooters, motorcycles, all-terrain vehicles, hearses, snowmobiles, ambulances, cargo vans is not permitted in Club House parking lots, adjacent to a residential unit or in other secondary parking spaces.
3. Recreational vehicles and unused cars may be parked in the Clubhouse parking lots by permit only, to be obtained from the business office.
4. Motor vehicle repair of any type lasting more than two days is prohibited.
5. A unit owner or tenant is not permitted to have more than three four wheel vehicles on the premises of Oronoque Village on a regular basis. The exception to this is if, the resident/unit owner has arranged to garage the additional vehicles.

Information

1. After driveways are plowed, vehicles parked in secondary spaces should, if possible, be moved to the driveway or Club House lots so the secondary spaces can be plowed.

Article IV. Maintenance

Section A. OVCA/OVTD Responsibilities (Units) Rules and Information

Rules

The Association/Tax District is responsible for the maintenance of:

1. Roofs, attic insulation (if damaged by a roof leak), gutters, leaders, louvers, down spouts, chimney caps, foundations, flashing and vent pipes.
2. Exterior siding, garage doors, front doors (including the doorbell) and front door steps.
3. The original deck, original outdoor lighting fixtures, street lights and underground utilities.
4. Mailboxes, black boxes, street signs, house numbers and sidewalks.
5. Glass in original windows and sliding door glass in original doors.
6. Original Master Sliding Door Frames and Original Metal Sliding Glass Door Frames.
7. Infestation extermination (termites, carpenter bees, yellow jackets, ants, etc.).
8. Common hallways and door locks for common hall entry doors.
9. Faulty original plumbing or electrical systems and sump pumps.
10. Outside painting.
11. Snow removal in this order: main roads, secondary roads, Club House parking lots, driveways, special access for units and medical emergency sidewalks, secondary parking spaces and walkways.

Information

1. Residents needing help with repairs or improvements within their unit may contact the Maintenance Department to ask for an estimate of the cost of the project. The estimate will be provided and the work performed at the unit owner's expense. (See Odd Job Request Form, Exhibit I).
2. Requests for assistance from the Maintenance Department may be submitted either by a written or electronic work order. Paper work orders are available in the lobbies of the Club Houses and when completed can be deposited in the Work Order Mailbox in the lobby of either Club House. The Electronic Work Order is available on the OVCA website.
3. After the paper work order is reviewed, an inspection is scheduled for the next day and a card is left in the resident's mailbox if they are not home.
4. Electronic work orders receive an immediate auto confirmation. Inspection is scheduled for the next day with notification provided via Email.
5. The resident will be informed by postcard or phone call of the date when the work will be done. If Maintenance cannot accommodate the request, the resident will be notified by card or Email.
6. When the work order is completed, the resident will be notified and asked to complete an evaluation.

7. Whenever possible, the electronic work order system is preferred because it provides an immediate response and a means of tracking the order.

Section B. Unit Owner Responsibility for Unit- Rules and Information

Rules

The unit owner is responsible for the maintenance of:

1. Window frames, rollers, locks, and weather stripping.
2. Added, enlarged or enhanced windows, doors or skylights.
3. Door locks, interior doorbell, storm windows and screens for windows or doors, enhanced front door entry.
4. Garage door rails, pulleys, springs, exterior handle and openers.
5. Added or modified decks, screened or enclosed decks, exterior faucets and all exterior outlets.
6. Added outdoor lighting and bulbs, added exhaust vents (dryer, furnace, hot water, stove and exhaust fan vents).
7. Handicap ramps (installation and removal), storage closets.
8. Radon testing and remediation. Remediation systems must be approved by the Architectural Committee.
9. Unit interiors including thermostats, air conditioners, water heaters, electrical wiring, plumbing, duct work, fireplace chimneys, dryer vents, burst proof hoses, furnaces and alarms.
10. Repairs done by Maintenance that are the unit owners' responsibility will be charged to the unit owner.
11. Any common expense caused by a unit owners' failure to comply with the Maintenance Standards (Exhibit XI) will result in an assessment against the unit owner for expenses in excess of the insurance proceeds.
12. Unit owners must have a smoke/carbon monoxide alarm in their units.

Information

1. Residents should be aware that each District has a Maintenance Representative who should be contacted if problems or questions arise.

Section C. OVCA Responsibility for Landscaping Rules and Information

Rules

1. The Association is responsible for the pruning of shrubbery.
2. The Association is responsible for leaf removal.
3. The Association is responsible for landscaping in the Common Areas.
4. If a self-maintained area becomes overgrown or unsightly, the Association will notify the unit owner to correct the situation, or the Maintenance Department will perform the work at the unit owner's expense.
5. Acceptable mulch colors are medium to dark brown.

Information

1. The foundation area is normally considered four to five feet from the foundation.
2. Common areas are beyond the five-foot foundation area.
3. The area between the walkway and the deck is considered foundation area.

Section D. Unit Owner Responsibility for Landscaping Rules and Information

Rules

1. Cutting or removing trees, shrubs or other vegetation from the Common Areas by residents is not permitted.
2. A landscape change made by a unit owner to a common area requires the approval of the Architectural Committee. If approved, all costs associated with the change are the responsibility of the unit owner and any subsequent owner.
3. If the unit owner fails to maintain the area, the Association will restore the area to its original state at the unit owner's expense.
4. A new owner is required to acknowledge responsibility for the changed area in writing prior to moving in. Failure to acknowledge that responsibility will result in the area being returned to its original condition at the present owner's expense prior to moving into the unit.
5. The Executive Director has the right to require a unit owner to restore property to its original state at their expense if unauthorized changes are made.
6. Unit owners are responsible for the foundation area. Changes made to this area may be made without Association approval with the understanding that standard small foundation plantings are used.
7. Residents performing their own landscaping may not allow shrubs to grow over five feet in height.
8. Major changes to foundation areas require a detailed plan that is submitted to the Architectural Committee. The standards prepared by the Architectural Committee should be consulted before a plan is prepared.
9. The level of mulch or soil must be below the bottom edge of the siding. If this level is exceeded, the unit owner is responsible for the cost of repairs for damage resulting from mold, termites, etc.

Information

1. Residents who wish to perform their own grounds maintenance (lawn cutting, pruning, etc.) should contact the Maintenance Department for an orange reflector to be put on the siding near the garage which will alert the Maintenance Staff not to mow or prune.
2. A unit owner continues to be responsible for self-maintaining the landscaping as long as the orange reflector remains on the unit, even if the unit is vacant.
3. Residents who wish to prune individual shrubs themselves should obtain pink tapes from their Maintenance Representative and tie them to the shrub(s) they do not want Maintenance to prune.

4. Unit owners choosing to have foundation shrubbery removed, must maintain the empty bed in a neat and orderly manner. If, in the absence of replanting the bed, it becomes unsightly, maintenance will clean it and charge the unit owner.

Article V. Communications

Section A. “The Villager” Rules and Information

Rules

1. Guidelines have been established by the Communications Committee for all articles that are published. See Exhibit XIII and Exhibit XVII.
2. The Editor/Consulting Publisher of “The Villager” decides what articles are published.
3. Questions or issues that arise about articles may be referred to the Communications Committee for resolution.
4. Clubs or groups are permitted to publicize an event two times and list it in “Save the Date” two times. The notices for the event are ½ page in size.
5. Clubs or groups that want to publish an event with a full-page notice are required to pay \$50.00 to the Association for the additional costs of printing and space.

Information

1. “The Villager” is an official form of notification to unit owners and residents.
2. “The Villager” is published twice per month and contains useful information from Administration, Maintenance and unit owners.
3. “The Villager” provides a detailed listing of a schedule of events for the following weeks as well as feature articles submitted by residents.
4. “The Villager” is distributed in the black boxes at the mailbox site.

Section B. Oronoque Village Website Rules and Information

Rules

1. Residents may post classified ads on the website.
2. Email address information is only posted on the website with the approval of the resident.
3. Oronoque Village maintains a Social Page on Facebook. Specific rules apply to Oronoque residents regarding their use of this Facebook page. These rules are contained in Exhibit XIV.

Information

1. The Oronoque Village Website is www.oronoquevillage.com
2. The website contains the minutes of OVCA and OVTD Board Meetings, documents including the Declaration, By-laws, Rules & Regulations, Architectural Standards and Maintenance Standards.
3. The website contains an address book listing residents by name alphabetically and by street.
4. The website contains the electronic maintenance work order system.
5. The website contains a real estate section listing units for sale or rent.
6. The website contains “The Villager” which has information on club and group events.

Section C. OVTV Rules and Information

Rules

1. The in-house television channel (Channel 591) is the responsibility of the Communications Committee. The Executive Director along with the Communications Committee determines what material is televised.

Information

1. Emergency notices are broadcast on the station when such an event arises.
2. Club and group events are announced on the station. The Editor of “The Villager” is contacted to have an event announced.

Section D. Robo Calls (One Call Now), Eblasts , Email Rules and Information

Rules

1. Eblasts may only be issued by the Executive Director, OVCA President, OVTD President and Maintenance Director.
2. Robo Calls may be initiated by the above as well as OVCA and OVTD Board members. They are intended to be used for emergency situations. Requests for such calls are made through the Business Office.

Information

1. Robo Calls are used to provide residents with timely information about emergencies or as reminders of upcoming important events.
2. Information supplied via email is also distributed via OVTV for those residents without Email access.

Section E. Bulletin Boards Rules and Information

Rules

1. Residents may post classified ads on 3”x5” index cards on the bulletin boards. The cards should be dated.
2. The bulletin boards may be used to post events outside of Oronoque Village.
3. No business, commercial or retail ads are permitted.
4. Event posters may not be larger than 8.5”x11”.
5. Ads can be posted for 2 months.

Information

1. Bulletin boards are located in the lobbies of the North and South Club Houses.
2. The “rules” for what may be placed on bulletin boards are posted on the boards.

Section F. Black Box Rules and Information

Rules

1. Official business of OVCA and OVTD may be placed in the black boxes (located under the USPS mailboxes) if approved by the Executive Director.

2. District and Village club notices may be placed in the black boxes.
3. Election flyers, per OVCA guidelines, are allowed in the black boxes.
4. **Village wide** resident to resident communications are not allowed in the black boxes. Individual resident to resident communications are allowed.
5. No outside advertising or political campaign literature (except as noted above) may be put in the black boxes.
6. If inappropriate material is put in the black boxes and the source can be identified, that party will be charged with the cost of removing the material from the black boxes.

Information

1. Resident to resident (not Village Wide) communication is permitted at the risk of the party leaving the item.
2. Residents should arrange to have material that may accumulate in their black boxes removed if they are going to be away for an extended period.

Section G. Signage Rules and Information

Rules

Signs for candidates for public or association office or for or against public or association ballot issues may be displayed provided:

1. Signs must not exceed 2 feet by 3 feet in size.
2. Signs may only be located in the windows of a unit or on a balcony or deck railing.
3. Signs displayed on a balcony or deck railing may only be secured in such a manner that their removal does not damage the balcony or deck railing.
4. Signs must not contain comments on candidates racial, religious or ethnic backgrounds nor violate any hate laws of the State of Connecticut or the United States.
5. Signs may not be displayed sooner than October 1st for a public election or until after the August OVCA Board meeting for a unit owner meeting at which candidates or ballot questions will be voted upon, nor may signs be lighted artificially after dark.
6. Signs must be removed the day after the election or unit owners meeting at which votes are taken.
7. Signs no larger than 1 foot by 2 feet may be placed on a stake no higher than 2 feet and put in the foundation planting area. No signs may be put on the common property. Such signs are subject to all of the above restrictions.
8. The total combined total square footage of signs at a unit, inclusive of the foundation planting area, may not exceed ten square feet.

Information

1. No "for sale", "for lease", "open house" or like advertising shall be placed on or about the exterior of the unit or placed within the unit, nor shall they be displayed on any part of their common area or limited common area unless at the direction of the Oronoque Village Condominium Board of Directors,

except Realtors and residents shall be permitted to display “open house” signs on Sunday only, only between the hours of noon and 5 p.m. on the secondary roads and four corner location of Oronoque Village.

2. The penalty for violation of this rule is removal of the sign(s) or for an interior sign(s), a fine of \$25.00 per day.

Article VI. Miscellaneous

Section A. Collection Policy

Rules

1. The Collection Policy is provided in full in Exhibit XV.

Information

There is no additional information

Section B. Fireworks Rules and Information

Rules

1. Fireworks, firecrackers and other explosives are not permitted at any time.

Information

1. Sparklers, small in size, may be used. They may not be lit on decks.

Section C. Security Rules and Information

Rules

1. Garage doors are to be kept closed for safety, appearance and pest control purposes.

Information

1. Be a “Good Neighbor”, if you see something out of the ordinary call the Business Office, Maintenance or Security.
2. Keep doors locked, even when at home and insure windows are locked if leaving your unit.
3. Residents should not respond to solicitors who come to their units. Such activity should be reported to the Business Office.
4. Leave a key for your unit in the Business Office in the event of an emergency.
5. The Stratford Police patrol the Village during the day supplemented by additional patrols at various unspecified times.
6. Residents may complete a complaint form (Exhibit XVI) to be submitted to the Compliance Committee if they are concerned about a situation which is in violation of the Declaration, By-Laws or Rules and Regulations. Complaint boxes are located in the North and South Clubhouses as are complaint forms which require a signature. Complaint forms can also be found online under the documents tab.

Section D. Drones Rules and Information

Rules

1. Drones that are licensed and insured may be used only with the approval of the Executive Director for operational and maintenance purposes. Advance notice must be given and the expected duration of activity.

Information

There is no additional information.

Section E. Live Streaming Rules and Information

Rules

1. Live streaming is not permitted on the Oronoque Village property.

Information

There is no additional information.

**Rules, Regulations and Information
Exhibits**

I. Odd Job Request Form	Art. I. & IV.	Sect. A
II. Policy for Unit Renovations	Art. I.	Sect. A
III. OVTD Estate Sale Ordinance	Art. I.	Sect. G
IV. Resale Package Content	Art. I.	Sect. N
V. Casual Use of the Club House	Art. II.	Sect. B
VI. Resident Private Party Agreement	Art. II.	Sect. B
VII. Club House Occupancy	Art. II.	Sect. B
VIII. Minifarm Rules	Art. II.	Sect. H
IX. Racquet Sports Court Guidelines	Art. II.	Sect. K
X. Swimming Pool Rules	Art. II.	Sect. O
XI. Maintenance Standards	Art. IV.	Sect. B
XIII. Villager Guidelines	Art. V.	Sect. A
XIV. Oronoque Village Social Facebook Page	Art. V.	Sect. B
XV. Collection Policy	Art. VI.	Sect. A
XVI. Complaint Form	Art. VI.	Sect. C
XVII. Guidelines for Villager Contributions	Art. V	Sect. B

**Rules, Regulations and Information
Fees**

1.	Paper copy of Resale Package	\$239.80
2.	Electronic copy of Resale Package	\$200.00
3.	Condo Questionnaire (for refinancing)	\$50.00
4.	Architectural Standards Deposit (refundable if work performed is satisfactory)	\$50.00
5.	Resident Reserved Use of the Club House Deposit (refundable if no damages)	\$500.00
6.	Resident Reserved Use of the Club House Clean Up Fee (not refundable)	per schedule VI. \$50.00 minimum
7.	Keyless Access Replacement	\$13.00
8.	Mini Farms Fee	\$18.00 by 12/31/17 \$20.00 after 12/31/17
9.	Extra Mulch Fee	Determined each season
10.	Additional Phone Books	\$2.00 each
11.	Oronoque Brochures for realtors	\$3.00 per package
12.	Late Fees	\$25.00

Rules, Regulations and General Information
Oronoque Village Condominium Association
Source Material

Article I. Condominium Units

Section A. Alterations to Units

Declaration Art. 5(D)

Arch. Stds. Rev. 10/17

By-Laws Art. VII. Sec. 5(A)

Section C. Birdfeeders

OVCA Motion 05/11

Section E. Decks

Declaration Art.5(D)

Arch. Stds. Rev. 10/17

Maint. Stds. 1/14

Ct. St. Fire Prevention Code 5/15

#13 New

Section G. Estate/Tag Sales

OVTD Ord. Rev. 7/17

Section I. Flower Boxes & Trellises

Arch. Std. Sect.V. Rev. 5/13

Section K. Garden Debris Removal

OVTD Ord. #2 8/91

Section M. Pets

Declaration Art.5(E)

OVCA Motion 08/09

OVCA Motion 11/11

#7 New

OVCA Motion 8/16

Section O. Statuary & Garden Ornaments

OVCA Motion 06/11

Section Q. Winterizing Units

New

Section B. Bees & Insects

By-Laws Art. VII. Sect. 9(B)

Section D. Cable & Internet

Contract signed 6/15

Section F. Decorations

Arch. Stds. Rev. 10/17

#5 New

Sections H. Fireplaces

Arch. Stds. Rev. 10/17

Maint. Stds. 1/14

Section J. Garages

Declaration Art. 5(C)

By-Laws Art. VII Sect.1(E)

Maint. Stds. 1/14

#6 New

Section L. Grills

Maint. Stds. 1/14

OVCA Motion 05/09

Ct. Fire Prevention Code 5/15

#3 New

Section N. Sales & Rentals

Declaration Art.5(B)

By-Laws Art. IX.Sect.(A)(C)

Section P. Trash

By-Laws Art. VII. Sect.1(C)

OVTD Ord. 2017.6

#4 New

Article II. Facilities and Amenities

Section A. Billiards, Golf, Table Tennis and Bocce
New

Section C. Employee Giving Fund
OVCA Motion 10/01

Section E. Fitness Center
OVTD issued 01/03

Section G. Library
New

Section I. Mulch
New

Section K. Racquet Sports
OVCA Motion 7/17
New Revision Proposed
OVCA Motion 8/16

Section M. Shredding
New

Section O. Swimming Pools
OVCA Motion 7/16
New Revision Proposed

Section Q. Walking & Walking Trails
New

Section S. Use of Amenities
OVCA Motion 8/16

Section B. Club Houses
OVCA Motion 01/17(HCUP)
OVCA Motion 1/16
OVCA Motion 10/10
OVCA Motion 3/17
OVCA Motion 10/17
OVCA Motion 8/23

Section D. Firewood & Ice Melt
OVCA Motion 6/17

Section F. Gas Barbeque Grills
OVCA Motion 1/17

Section H. Mini Farms
OVTD issued 10/10
Mini Farms Comm. 4/16

Section J. One-Off Events
OVCA Motion 07/16

Section L. Sauna
New

Section N. Spring Clean-Up
New

Section P. Volunteer Monitors
OVTD Ord. 10/10

Section R. Activities
Not Applicable

Article III. Parking and Traffic

Section A. Traffic

OVTD revised 4/14

Section C. Garage/Driveway Parking

OVTD revised 4/14

By-Laws Art. VII. Sect. 1(H)(E)

#2, 5 and 8 New

Section E. Vehicles

By-Laws Art. V

II. Sect. 1(F)(I)

Declaration Art. 5(A)

OVTD revised 4/14

Article IV. Maintenance

Section A OVCA/OVTD Responsibility

Declaration Art. 5(I)

By-Laws Art. V. Sect. 9

Section C. OVCA Responsibility

Landscaping

Arch. Stds. Rev. 10/17

OVCA Motion 05/10

Section B. Street Parking

OVTD revised 4/14

By-Laws Art. VII. Sect.1(H)

Section D. Parking Lots

OVTD revised 4/14

By-Laws Art. VII. Sect. 1(F)(I)

#2 New

Section B. Unit Owner Responsibility

Declaration Art. VII. Sect.9 (I)

Maint. Stds. 1/14

By-Laws Art.V Sect.9

Section D. Unit Owner Responsibility

Landscaping

Arch. Stds. Rev. 10/17

OVCA Motion 05/10

Article V. Communications

Section A. Villager

Communications Comm. 05/16

OVCA Motion 5/17

Section C. OVTV

New

Section E. Bulletin Boards

New

Section B. Website

OVCA Motion 4/17

New

Section D. Robo Calls, Eblasts and Emails

OVCA Motion 6/17

Section F. Black Boxes

OVCA Motion 01/10

Article VI. Miscellaneous

Section A. Collection Policy

OVCA Motion 7/17

Section C. Security

New

Section B. Fireworks

New

Section F. Portable Heaters & Fire Pits

New

completed.

Policy for Unit Renovations

Exhibit II

The following Policy has been established to respect the rights and quality of life of residents who live attached to or nearby a unit being internally renovated. If it is determined by OVCA Management and/or OVCA Board of Directors that the guideline(s) have been violated, appropriate action will be taken to immediately resolve the issue.

Before Renovations Begin:

- *Submit change requests and obtain required OVCA Architectural and/or Maintenance approvals/permits
- *Obtain appropriate Town of Stratford permits
- *Display all permits as required

During Renovations:

- *Contractors/workmen shall not park vehicles as to impede access to any other residence or street traffic
- *Work hours for contractors will be between 8:00 AM and 6 PM. No Sunday work and work on National Holidays allowed.
- *Cleanup of any exterior work sites must be completed by end of each day

Use of Debris Receptacles (Dumpsters):

- *Maximum size container will hold no more than 20 yards.
- *Receptacle must be blocked to prevent damage to blacktop. Any damage done to blacktop will be the responsibility of unit owner.
- *Maximum on site stay: 2 weeks
- *Receptacle must be covered when not in use.

Duration of Renovation:

The duration of renovation must be 4 months or less.

If the duration time period is to exceed above time period, written notification to the OVCA Maintenance office with expected completed date is required as soon as possible but notification must be given before the 4 month period ends.

Renovation Completion:

- *Unit owner must submit "Notice of Completion Form" when renovation is completed.

Estate/Tag Sale Ordinance:

1. An application for an estate/tag sale must be completed at least one week prior to the sale.
2. The application is available in the Business Office and is to be turned into the Business Office upon completion along with a refundable \$100.00 application fee.
3. Estate/Tag Sales may only be held by a resident selling their unit or a renter who is relocating.
4. Friday is the only day an estate/tag sale may be held.
5. The hours for an estate/tag sale are from 10:00 a.m until 4:00 p.m.
6. A copy of the approved application must be posted at the entry to the unit having the sale.
7. Small, unobtrusive signs may be placed at the corners of Oronoque Lane and North or South Trails no earlier than 9:00 a.m. on the day of the sale.
8. Similar signs may be placed in front of the unit having the sale no earlier than 9:00 a.m. on the day of the sale.
9. The selling resident or the relocating renter or their representatives must provide “No Parking” signs for the opposite side of the street for a distance of 75 feet in each direction from the unit having the sale. “No Parking” signs also need to be provided for the driveways for both sides of the street within 75 feet of the unit having the sale.
10. All signage must be removed no later than 4:30 on the day of the sale.
11. Pick up of large items that have been sold is allowed on Saturday; however no signs may be posted.
12. Failure to remove the signs as required, or continuing the sale beyond the times permitted, will result in forfeiture of the application fee.
13. These rules super cede the ordinance enacted on 9/22/1992.

Resale Package Content

Exhibit IV

1. Master Declaration
2. Amended Declaration
3. By-Laws
4. Rules and Regulations
5. OVCA and OVTD Budgets
6. Certificate of Insurance (sample enclosed)
7. Confidential Resident Form (sample enclosed)
8. EZ Payment Form (sample enclosed)
9. Waiver To Right of First Refusal (sample enclosed)
10. Traffic and Parking Rules (sample enclosed)
11. Receipt of OV Information Packet-Added Features (sample enclosed)
12. Resale Certificate (sample enclosed)
13. Insurance Letter (sample enclosed)
14. Memo of Understanding (sample enclosed)

ORONOQUE VILLAGE COMBINED BUDGETS OVCA & OVTD FISCAL YEAR 2018-2019

DESCRIPTION	2017-2018 BUDGETS	2017-2018 PROJECTED YEAR END	VARIANCE	FOOTNOTE	2018-2019 BUDGETS	CONDO ASSOCIATION	TAX DISTRICT	VARIANCE FROM 2017-2018 UP/DOWN	Percent UP/DOWN
PAYROLL	1,718,645	1,681,108	37,537		1,721,706	1,159,107	662,600	3,061	0.2%
PAYROLL TAXES	171,865	161,780	10,085		163,920	109,826	54,094	(7,945)	-4.6%
HEALTH CARE INSURANCE	194,667	194,333	334		196,061	131,381	64,700	1,394	0.7%
WORKERS' COMP	51,063	51,063	(0)		52,595	35,239	17,356	1,532	3.0%
RETIREMENT FUND	44,000	41,209	2,791		46,500	31,155	15,345	2,500	5.7%
EXECUTIVE DIRECTOR SEARCH	75,000	2,387	72,613		-	-	-	(75,000)	-100.0%
LABOR	2,255,240	2,131,881	123,359	(A)	2,180,782	1,466,688	714,095	(74,457)	-3.3%
INSURANCE	572,464	529,064	43,400		619,637	581,522	38,115	47,173	8.2%
TELEPHONE	23,200	22,361	839		24,000	10,800	13,200	800	3.4%
OFFICE SUPPLIES	23,100	21,898	1,202		22,000	11,000	11,000	(1,100)	-4.8%
GROUNDS	84,050	82,544	1,506		84,000	73,920	10,080	(50)	-0.1%
MISC/CONTRACTS 50%/50%	40,800	38,720	2,080		40,000	20,000	20,000	(800)	-2.0%
TOTAL SHARED ACCC NTS	2,998,854	2,826,468	172,386	(B)	2,970,419	2,163,929	806,490	(28,434)	-0.9%
COMMUNICATIONS	16,355	21,532	(5,177)		22,000	11,000	11,000	5,635	34.4%
WEBSITE	0	0	0		6,000	3,000	3,000	6,000	#DIV/0!
AVIXCHANGE	0	0	0		12,000	6,000	6,000	12,000	#DIV/0!
PEST CONTROL	47,500	47,902	(402)		52,500	-	52,500	5,000	10.5%
BUILDING REPAIRS	111,000	99,190	11,810		104,000	104,000	-	(7,000)	-6.3%
DECK/FRONT ENTRANCE PAINTING	50,000	59,318	(9,318)		60,000	60,000	-	10,000	20.0%
GLASS REPLACEMENT	18,450	22,164	(3,714)		24,000	24,000	-	5,550	30.1%
DRAINAGE	23,050	17,516	5,534		18,000	6,000	12,000	(5,050)	-21.9%
SLIDING DOORS/FRONT DOORS	29,000	24,039	4,961		25,000	25,000	-	(4,000)	-13.8%
ROOF REPAIRS/GUTTERS	77,500	75,985	1,515		75,500	75,500	-	(2,000)	-2.6%
CABLE-BULK PACKAGE	678,673	670,420	8,253		705,716	705,716	-	27,143	4.0%
CONTINGENCY	10,000	2,862	7,138		5,000	5,000	-	(5,000)	-50.0%
AUDIT	27,800	27,800	(0)		27,800	17,000	10,800	-	0.0%
LEGAL	41,000	18,686	22,314		24,500	23,000	1,500	(16,500)	-40.2%
RESERVE STUDIES			0		15,000	7,500	7,500	15,000	
CA MISCELLANEOUS/CONTRACTS 100%	23,000	23,198	(198)		23,000	23,000	-	-	0.0%
TD MISCELLANEOUS/CONTRACTS 100%	750	589	161		700	-	700	(50)	-6.7%
REFUSE	54,000	61,358	(7,358)		80,000	-	60,000	6,000	11.1%
SECURITY	50,000	47,933	2,067		50,000	-	50,000	-	0.0%
ELECTRICITY	100,000	92,056	7,944		94,000	47,000	47,000	(6,000)	-6.0%
WATER	12,500	10,603	1,897		12,000	12,000	-	(500)	-4.0%
GAS (HEAT)	27,500	30,562	(3,062)		30,000	30,000	-	2,500	9.1%
MOTOR VEHICLE & EQUIPMENT REPAIRS	40,000	59,711	(19,711)		65,000	-	65,000	25,000	62.5%
GASOLINE AND OIL	39,000	53,080	(14,080)		54,000	-	54,000	15,000	38.5%
ELECTRICAL SUPPLIES	12,250	12,219	31		12,250	-	12,250	-	0.0%
CLEANING SUPPLIES	10,000	8,073	1,927		8,000	8,000	-	(2,000)	-20.0%
STREET MAINTENANCE	191,500	185,382	6,118		200,000	-	200,000	8,500	4.4%
BUILDINGS AND POOLS	62,500	71,984	(9,484)		74,000	74,000	-	11,500	18.4%
PROPERTY TAX	97,705	92,976	4,729		100,636	100,636	-	2,931	3.0%
SNOW/STORM EXPENSES	37,500	45,733	(8,233)		44,000	-	44,000	6,500	17.3%
SHADE & ORNAMENTAL TREES	61,000	65,303	(4,303)		75,000	-	75,000	14,000	0.0%
UNDERGROUND/INFRASTRUCTURE	76,000	36,088	39,912		36,000	-	36,000	(40,000)	-52.6%
REPAYMENT OF TD NOTE	29,208	29,208	0		29,208	29,208	-	-	0.0%
RENOVATION LOAN	136,878	136,878	0		136,878	136,878	-	-	0.0%
COMM BLDG MORTGAGE PAYMENTS	329,709	329,709	0		329,709	329,709	-	-	0.0%
SOLAR PANEL LOAN	8,346	8,629	(283)		8,304	8,304	-	(42)	-0.5%
MAINTENANCE/SERVICES	2,529,584	2,488,663	40,921	(C)	2,619,701	1,871,451	748,250	90,117	3.6%
ALL RESERVE ACCOUNTS									
GENERAL RESERVE (NEW)	0				31,750	3,000	28,750	31,750	N/A
ROOF RESERVE	90,000	90,000	0		90,000	90,000	-	-	0.0%
PM/PAINTING RESERVE	620,262	620,262	0		620,262	620,262	-	-	0.0%
INSURANCE RESERVE	60,000	60,000	0		60,000	60,000	-	-	0.0%
CA MAJOR CAPITAL RESERVE	40,000	40,000	(0)		40,000	40,000	-	-	0.0%
BUILDINGS AND POOLS RESERVE	50,000	50,000	0		50,000	50,000	-	-	0.0%
RACQUET SPORTS RESERVE PAYBACK	5,000	5,000	0		5,000	5,000	-	-	0.0%
ROAD REPLACEMENT RESERVE	168,000	168,000	0		168,000	-	168,000	-	0.0%
INFRASTRUCTURE RESERVE	42,500	42,500	(0)		42,500	-	42,500	-	0.0%
TD MAJOR CAPITAL RESERVE	30,000	30,000	0		30,000	-	30,000	-	0.0%
RESERVES	1,105,762	1,105,762	0	(D)	1,137,512	868,262	269,250	31,750	2.9%
GRAND TOTAL	6,634,200	6,420,893	213,307		6,727,632	4,903,642	1,823,990	93,433	1.4%
TRANSFER COMMUNICATIONS RESERVE	3,940	3,940	0		-	-	-	(3,940)	-100.0%
TRANSFER HOUSE AND POOL RESERVE	1,660	1,660	0		-	-	-	(1,660)	-100.0%
TRANSFER GAS TANK RESERVE	4,490	4,490	0		-	-	-	(4,490)	-100.0%
INTEREST INCOME	7,500	7,500	0		7,500	5,000	2,500	-	0.0%
OTHER INCOME-GENERAL	28,000	28,000	0		30,000	30,000	-	2,000	7.1%
REPAYMENT OF TD NOTE	29,208	29,208	0		29,208	-	29,208	-	0.0%
SURPLUS (DEFICIT)	-45,000	-45,000	0	(E)	23,500	23,500	-	68,500	-152.2%
TOTAL REVENUE	29,798	29,798	0		90,208	58,500	31,708	60,410	202.7%
TOTAL BUDGET	\$6,604,402	\$6,391,095	\$213,307		6,637,424	4,845,142	1,792,282	33,022	0.50%

	Combined	CA	TD
Budget 2018-2019	6,637,424	4,845,142	1,792,282
% Up/Down to 2017-2018	0.50%	2.62%	-4.82%
2017-2018 Difference	4,721,431	1,882,871	(90,689)

Condominium- Notice of Insurance

To: To Whom It May Concern
Unit Owner

Date: 7/7/2017

The Oronoque Village Condominium Association, Inc. & Oronoque Village Tax District has obtained the following insurance policy,
Association Name

subject to its terms, conditions and exclusion, which is at present in force in:

Company(s):	Greater New York	Greenwich Insurance	
Policy Numbers(s):	<u>8106D49390</u>	<u>PPP7463570</u>	Covering the Association's property at: 600 North Trail Stratford, Ct 06974
Policy Period: From:	<u>07/01/2017</u>	<u>07/01/2017</u>	
To:	<u>07/01/2018</u>	<u>07/01/2018</u>	

COVERAGE PROVIDED BY THE ABOVE POLICY INCLUDES:

PROPERTY COVERAGES	PERILS INSURED AGAINST	LIMITS OF LIABILITY
Buildings	Blanket Limit-Agreed Amount Deductible-\$10,000 Named Storm deductible-1% \$2,500 per unit ice damming ded Extended Replacement cost/125% Wall In Coverage Earthquake-\$5,000,000 Deductible-\$250,000 Improvements & Betterments of Unit Owners Equipment Breakdown Flood-\$1,000,000-excludes Zone A Deductible-\$25,000	\$273,800,000
Contents (owned and maintained by the association)	<input type="checkbox"/> Same as Above <input type="checkbox"/> Named Perils	\$170,000
Other Coverages (describe)	Umbrella Employee Dishonesty-Travelers 106120571- 7/1/17-18	\$15,000,000 \$ 3,000,000

LIABILITY COVERAGES	LIMITS OF LIABILITY	
Bodily Injury and Property Damage (single limit)	1,000,000	Each Occurrence
	2,000,000	Aggregate

--	--

Mortgagee: As applicable to each owner

People's United Insurance Agency

by: Preciosa Carneiro

There is a separate flood policy provided by Great American, Pol # IMP306729507, effective 7/1/17-18, with a limit of \$10,000,000 subject to a \$3,000,000 deductible, that provides coverage for flood zone "A".

There are 929 units residential units within 456 buildings.



ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION, INC
600 North Trail
Stratford, CT 06614
Phone: 203-377-5313
Fax: 203-380-6156
Office@oronoquevillage.com

Confidential Resident Information

Please complete this form and return it to the Business Office at time of closing.

Owner Information:

Resident Name(s): _____

Address: _____

Home Phone Number: _____ Cell Phone Number: _____

E-mail Address: _____

E-mail Address: _____

Automobile (Make, Model, License Plate Numbers): _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Animal in Unit: _____

Veterinary information: _____

Have you supplied the office with a key to your unit? (The key is kept in a safe and used for emergencies only.)

Yes: No:



ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION
 ORONOQUE VILLAGE TAX DISTRICT
 600 North Trail Stratford, CT 06614
 (203) 377-5313 Fax (203) 380-6156

Exhibit IV

AUTHORIZATION AGREEMENT FOR E-Z PAYMENTS (ACH DEBITS)

We are pleased to offer you a new service – the E-Z Pay Plan. Now you can have your payment deducted automatically from your checking or savings account. And you won't have to change your present banking relationship to take advantage of this service.

HERE'S HOW THE E-Z PAY PLAN WORKS:

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically on the specified day. And proof of payment will appear on your statement. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least ten days before payment date. The E-Z Pay Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us.

ALL YOU NEED TO DO IS:

- Circle the type of account your payment will be deducted from – your checking or savings account.
- Fill in your name, financial institution name and branch address. If you use a savings account, call your branch to get correct ACH routing number
- **ENCLOSE A VOIDED CHECK** for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number and routing number.
- **BE SURE TO SIGN THE FORM AND KEEP A COPY FOR YOUR RECORDS!**

I (we) hereby authorize **Oronoque Village Condominium Association (OVCA)** to initiate debit entries to my (our) (CIRCLE ONE) checking account or savings account at the depository financial institution named below, for my monthly assessment charges on the fifth (5th) day of the month for each month of the year.

Depository Name (Bank): _____ Branch Address: _____
 Routing Number: _____ Account Number: _____

SIGNATURE: _____

I (we) hereby authorize **Oronoque Village Tax District (OVTD)** to initiate debit entries to my (our) (CIRCLE ONE) checking account or savings account at the depository financial institution named below, for my quarterly district tax payment on the fifth (5th) day of July, October, January and April.

Depository Name (Bank): _____ Branch Address: _____
 Routing Number: _____ Account Number: _____

SIGNATURE: _____

This authorization is to remain in full force and effect until OVCA or OVTD has received WRITTEN NOTIFICATION from any of the above persons above of its termination in such time and in such manner as to afford OVCA or OVTD and depository institution a reasonable opportunity to act on it.

Unit Owners Name(s): _____

Unit Address: _____ Stratford, CT 06614

Telephone Number: _____ E-mail Address: _____



ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION
600 North Trail
Stratford, CT 06614
(203) 377-5313
Fax: (203) 380-6156

WAIVER OF RIGHT OF FIRST REFUSAL

To XYZ Lane, Stratford, CT 06614

The Board of Directors of the Oronoque Village Condominium Association, Inc. has elected to take the following action in response to your Notice of Offer dated May 23, 2018

To release or waive the Right of First Refusal contained in Article IX of the By-Laws of such Association, and, provided in such Article of the above mentioned Unit, together with the Appurtenant Interests, may be sold, conveyed or leased free and clear of the provisions of such selection.

The Board of Directors of such Association have authorized me to execute and deliver this certificate to you and in witness whereof I have hereunto set my hand and seal this 23rd day of May, 2018.

ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION, INC.

By: _____
Fred Rodriguez, Executive Director, CMCA, LCAM

FR:la

**ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION
TRAFFIC AND PARKING**

Section 1 Parking Area Definitions

- A. Adjacent to residential unit
- B. Community Building parking lot
- C. Maintenance shops
- D. Roads and lanes

Section 2 Permitted Parking Areas

- A. Parking shall be permitted in (A) and (B) areas by the following types of vehicles: passenger cars, station wagons, noncommercial passenger vans and sport utility vehicles.
- B. Any vehicle may be parked inside a residential unit garage, provided they fit with the garage door closed.

Section 3 Prohibited Parking areas

- A. Overnight parking shall be prohibited from (A) and (B) areas by the following types of vehicles: trailers, commercial passenger vans, pickup trucks, trucks, camping trailers, buses, mopeds, motor scooters, motorcycles, all-terrain off-road vehicles, hearses, snowmobiles, ambulances, recreational vehicles, cargo vans and limousines.
- B. Overnight parking shall be prohibited on (D) roads and lanes.
- C. Overnight parking of vehicles at residential units shall not exceed the number of parking spaces available.
- D. Oronoque Village Condominium Association/Town of Stratford regulations prohibit the parking of abandoned, inoperable or unregistered vehicles in areas (A), (B), (C) and (D).
Violations of these regulations will be reported to appropriate Town officials, and with appropriate notice, these vehicles will be towed.

Section 4 Recreational Vehicles and Cars Parked for Extended Periods

- A. Recreational vehicles and unused cars may be parked in the Community Building parking lots by permit and for a limited time only, up to six weeks.
- B. Permits shall be obtained from the Oronoque Village Condominium Association Business Office and shall be displayed on the front windshield visible to Oronoque Village Security. Permits will be for a limited time period, renewable as justified.
- C. Extended parking in spaces adjacent to condominiums bordering Community Building parking lots should be avoided where possible.



ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION
600 North Trail
Stratford, CT 06614
(203) 377-5313
Fax: (203) 380-6156

RECEIPT FOR ORONOQUE VILLAGE INFORMATION PACKET

Individual owners are responsible for maintenance costs of extra unit features, which are not included in the typical model design. Unit XYZ Lane the following such features, the maintenance cost of which is the financial responsibility of the unit owner:

added emergency pull cord; 8' x 13" added Deck;

Permission from the Association is required before starting any additional such as changes or modifications. Forms for obtaining such permission are included in the list below.

Date: _____ Signature: _____

1. Oronoque Village Rules and Regulations
2. Architectural Change Permission Request Form (Buildings & Grounds Review Committee)
3. Notice of Internal Utility Service Alterations

An added deck is the full responsibility of the unit owner. An extended deck is the partial responsibility of the unit owner.



ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION
600 North Trail
Stratford, CT 06614
(203) 377-5313
Fax: (203) 380-6156

RESALE DOCUMENTS AND CERTIFICATE

Address: XYZ Lane, Stratford, CT 06614

Name of Unit Owner(s): John & Jane Doe

The undersigned being duly authorized by Oronoque Village Condominium Association, Inc. (the "Association") hereby certifies that as of **May 23, 2018** the following statements, to the best of my knowledge and belief, accurately reflect the information required to be disclosed by the Association pursuant to Section 47-270 of the Connecticut General Statutes.

The Condominium Association's fiscal year is July 1st through June 30th.

-
- 1) The Unit is subject to a Right of First Refusal in favor of the Association. See attached "waiver" (A).
 - 2) The amount of current charges are:
 - a. Current Periodic Common Expense Assessment: \$436.34/month
 - b. Current Unpaid Balance of Common Expenses and/or Special Assessments:
 - i. Common Expenses: \$ 0
 - ii. Special Assessment: \$ 0
 - 3) Other fees payable by the unit owner are taxes owed to the Oronoque Village Tax District (OVRTD). The amount of taxes is currently \$2,654.72 per year, paid in quarterly installments. This tax is separate from taxes paid to the Town of Stratford. The current unpaid balance of the taxes owed to OVRTD is: \$ 0

**IT IS THE RESPONSIBILITY OF THE PURCHASER'S ATTORNEY TO GET
UPDATED FIGURES BEFORE CLOSING TAKES PLACE AND ACCOUNTS MUST
BE PAID IN FULL BEFORE WAIVER OF RIGHT OF FIRST REFUSAL IS ISSUED**

- 4) Capital Expenditures in excess of \$1,000 that have been approved by the Association's Board of Directors for the current and next succeeding fiscal year:
 - a. Board Room Conference Tables and Chairs
 - b. Business Offices and Maintenance Phone System
 - c. SCB Grills
- 5) Reserves for capital expenditures. The Association's reserve for capital expenditures is currently \$749,956.86
- 6) The Association's current operating budget is enclosed herewith.
- 7) There are no unsatisfied judgments against the Association. There are no pending suits or administrative proceedings in which the Association is a party other than the following foreclosure actions:
 - a. Oronoque adv. U.S. Bank, N.A. FBT-CV16-6054763-S
 - b. Oronoque v. Monica Dalton FBT-CV17-6062405-S
- 8) The Association's Master Insurance policy covers the structure and all permanent fixtures betterments and improvement to unit. A copy of the Association's Insurance Certificate is enclosed herewith.
- 9) There are no restrictions in the declaration affecting the amount that may be received by a unit owner on sale, condemnation, casualty loss or termination of the condominium.
- 10) There is no pending sale or encumbrance of any of the common elements in the condominium.
- 11) Oronoque Village is a 55 and older community. Units are subject to the following age restriction, which is set forth in Oronoque's Declaration: Occupancy of any unit shall be limited to persons of the age of fifty-five (55) years or over (each an "Age Qualified Occupant"); a Spouse or Domestic Partner of an Age Qualified Occupant, regardless of age, residing with such Age Qualified Occupant; and the child or children of an Age Qualified Occupant and/or such Age Qualified Occupant's Spouse or Domestic Partner, residing with such Age Qualified Occupant and his/her Spouse or Domestic Partner, provided the child or children is or are of the age of seventeen (17) years or over. Notwithstanding the foregoing, at any one time, not more than twenty percent (20%) of the units may be occupied by a person under the age of fifty-five (55), provided that such person: (a) is the surviving Spouse or Domestic Partner of a deceased unit owner who was age fifty-five (55) or over at the time of his or her death and that such surviving Spouse or Domestic Partner acquired title to such unit by devise, intestate succession or survivorship; or (b) occupied the unit on March 8, 1989, for so long as such occupancy shall continue..

As used herein (i) "Spouse" means a partner in a marriage or civil union, recognized under the laws of any State of the United States, to a Unit Owner, and (ii) "Domestic Partner" means the partner of an unmarried individual, who is living with such individual in a committed relationship.

- 12) The total number of units whose owners are at least sixty (60) days delinquent in common charges is currently: 10
 - 13) The Association has commenced 23 foreclosure actions in the past twelve (12) months. As of the date hereof, there are 1 foreclosure actions by the Association currently pending.
 - 14) The maintenance standards that have been established by the Association are set forth in the Association's Bylaws, a copy of which is enclosed herewith.
-

The following enclosures, which include all current amendments, accompany this document:

- 1) Declaration
- 2) By-Laws
- 3) Current Operating Budget
- 4) Rules and Regulations
- 5) Insurance Certificate

**People's United
Insurance Agency**

A subsidiary of **People's United
Bank**

850 Main Street
Bridgeport, Connecticut 06604

T: 203.338.7900 F: 203.338.5000 Toll Free: 800.303.5408

July 1, 2017

**ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION INC
STATEMENT OF INSURANCE COVERAGES**

Through People's United Insurance Agency, Oronoque Village Condominium Association, ("the Association") has purchased its Package policy through Greater New York Insurance Company and Umbrella policy through Greenwich Insurance effective July 1, 2017.

HAZARD- A Condominium Package Policy issued to the Association is written on "Agreed Amount" "Special Form" basis with a Blanket Building limit of \$274,242,713. There is a \$10,000 deductible per occurrence (1% Named Storm Deductible) and a separate ice damming deductible of \$2,500 per unit. The following is an explanation of the terms shown above in quotations:

(A) **SPECIFIED PROPERTY ON 'PREMISES'**. Coverage is provided for the following property on or within 1,000 feet of the "premises" unless specifically stated otherwise.

(I) **BUILDING AND STRUCTURES COVERAGE**. Coverage is provided for:

- (1) Buildings that are described in the "Declarations" and used in whole or in part as residences;
- (2) Structures not described in the "declarations" and used in whole as: cabanas, indoor courts for racquet sports, pool houses, gate houses, storage sheds, shelters, mailboxes, gazebos, pump houses, fences, recreation fixtures, outdoor fixtures, indoor and outdoor "swimming pools", flagpoles, light poles, and outside statues.

UNITS AND PRIVATE STORAGE AREAS - Coverage for units and private storage areas is provided on an All In or Walls In Basis:

Any property included in units and private storage areas including improvements, fixtures, personal property owned by the association, and additions and improvements to a living unit (but excluding personal property located in a unit). Replacement will be made on like kind and quality of such property under the master policy.

(B) **SPECIAL FORM-** The condominium package policy covers direct physical loss or damage to covered property. Even though special form, also referred to as All Risk coverage, some (but not all) common exclusions are listed below:

(C) **REPLACEMENT COST BASIS-** Greater New York Insurance Company will pay the dollar amount needed to replace damaged association personal property or dwelling property without deducting for depreciation but limited by the maximum dollar amount shown on the declarations page.

COMPREHENSIVE GENERAL LIABILITY- The following coverages apply to the property of the association and also protect individual unit owners to the extent of the coverage provided:

\$1,000,000 Combined Single Limit per Occurrence
\$2,000,000 General Aggregate
\$1,000,000 Personal Injury and Advertising Injury

Medical Payments- \$5,000 per person

Directors and Officers Liability- \$2,000,000 Limit with a \$5,000 deductible. The Directors and Officers policy includes Employment Practices Liability Insurance which includes coverage for sexual harassment, discrimination, and wrongful termination.

Earthquake- \$5,000,000 Limit subject to 5% deductible

Flood Insurance- There are currently two flood coverage's in force, the first is for a \$1,000,000 Limit subject to a \$25,000 deductible – Excluding buildings in a flood zone "A"; the second is for a \$10,000,000 Limit subject to a \$4,000,000 deductible and provides coverage for those buildings located in flood zone "A" as well as all other association owned residential buildings.

Umbrella Liability- issued through Greenwich Insurance Company with a \$10,000,000 limit. The policy is issued on a "Following Form" basis. There is a no deductible.

Possible Exposures Not Covered- Because of the exclusions in the Condominium Package Policy, unit owners should obtain individual insurance to cover some or all of the following possible exposures (and any others which may be necessary to meet their individual requirements):

- Loss of or damage to household goods and other personal property of the unit owner, including jewelry, furs, etc.
- Additional living expenses resulting from a casualty.
- Personal liability of the unit owner.
- Special assessments by the Association to cover condominium losses not covered or inadequately covered under the Association's policy. – Minimum Limit Recommended is \$25,000.
- Loss of rental value (in case of units used for rentals).

In determining what is covered under the master insurance policy versus the individual unit owner's policy, it is important to understand that the master insurance policy will cover the structure and all permanent fixtures betterments and improvements to the unit.

After reading this information, please feel free to direct any specific questions regarding your individual insurance needs to your personal insurance representative or simply contact our office. People's United Insurance Agency is also capable of providing homeowners coverage to Oronoque Village residents should you wish.

Regards,

Preciosa Carneiro, CPCU, CPIW
Assistant Vice President

MEMORANDUM

**PURCHASER
TO SIGN**

To: Prospective Buyers of Oronoque Village Units

From: Oronoque Village Board of Directors

Welcome to Oronoque Village! We are delighted you have decided to join our community, and hope your experience will be completely positive in every way. As with any condominium, Oronoque has rules and regulations that help preserve the unique and highly desirable community that we are. Although you will want to review these in their entirety, some of the more important are summarized below. Complete copies of all regulations, and assistance with your questions, is available from our Executive Manager. When in doubt, we encourage you to ask.

Please review the rules and regulations below carefully, and *sign in the space provided at the bottom of page two*. Two copies are provided: one for your files, and one for you to return to the OVCA office.

1) Age Restriction

Occupancy is restricted to households in which one person is at least 55 years old, and no resident child is under age 17.

2) Interior/ exterior modifications

There may be no *external* modifications such as installation of windows, doors, patios, satellite dishes, shutters, awnings, canopies, storm or screen doors, balcony/porch enclosures - and no *internal* structural changes - without prior written approval of the Building & Grounds Committee. Changes to internal utilities must be approved via an application to the Maintenance Department. An Application for Change may be obtained from the OVCA business office.

3) Outside decorations and displays

Nothing may be attached to the outside of units (or unit windows), or placed in common areas. Common areas may not be obstructed, or used for storage. Anything that causes a nuisance to other residents, impedes maintenance, or is deemed excessive or offensive, will be removed at owner's expense.

4) Outside plantings

Requests for additional plantings such as trees, shrubs and flower beds to be placed in common areas must be approved in advance by the Director of Maintenance, and then by the Building & Grounds Committee. Seasonal maintenance, weeding and upkeep of these added plantings are the responsibility of the unit owner, including any such plantings that were installed by a previous owner.

5) Vehicles

Each unit has space for two vehicles: a garage and a parking space. Overnight parking shall be prohibited from the area adjacent to the residential unit and the Community Building parking lot areas by the following types of vehicles: trailers, commercial passenger vans, pickup trucks, trucks, camping trailers, buses, mopeds, motor scooters, motorcycles, all-terrain off road vehicles, hearses, snowmobiles, ambulances, recreational vehicles and cargo vans.

6) Pets

Each unit is permitted to have one dog or cat. When a pet is taken outside, it must be leashed and a pooper-scooper used. Any pet creating a disturbance will be permanently removed on 10 days notice. Exotic animals and reptiles are not permitted.

7) Commercial enterprises

Operation of commercial enterprises from OVCA units is prohibited.

8) Risk Management Program

The Risk Management program is an on-going home safety initiative to keep us and our premises safe, and our insurance rates down. It requires water leak, fire and smoke, interior freeze/low temperature alarms (when the unit is unoccupied for an extended period in winter), which must be installed and maintained by the unit owner. The OVCA Maintenance Department or its designate will, with the owner's cooperation, perform periodic inspections of these devices, and any component which may create a hazardous condition within the unit will be corrected at the owner's expense.

9) Fair Housing

Oronoque Village complies with all applicable state and federal fair housing laws. Any resident who believes they need an accommodation due to a disability should make the request in writing. All requests for accommodations should be directed to: Oronoque Village Business Office, 600 North Trail, Stratford, CT 06614.

***Please return this copy to: Oronoque Village Condominium Association,
600 North Trail, Stratford, CT 06614***

I/we, desire to purchase unit _____ . I understand and agree to accept the rules and obligations described above, as well as all other OVCA rules, as delineated in the Declaration, By-Laws and the Handbook.

Date: _____ **Telephone:** _____

Current Address: _____

Name(s): _____

Signature(s): _____

Clarification of the Policy on Casual Use of the Clubhouses

There are times when residents wish to gather with family and/or friends and enjoy the clubhouse for small casual gatherings. These occasions are different from Private Parties which require advanced reservation, a sponsor, \$500 security deposit and a \$2 per person clean up fee.

In November, The House committee recommended a policy on Casual Use of the Clubhouses to the OVCA board which was later approved. Since then, it has become apparent that further clarification is needed for staff and residents.

1. A small gathering is defined as no more than 20 people
2. Casual gathering is one that does not (and cannot) have a room reservation
3. No set up or clean up means that residents must set up and clean up their own room(s) leaving them as they found them. A clean up fee of \$50 will be charged if not followed. Please note: the large upholstered furniture in the lounges cannot be moved
5. All food must be served from the kitchen or the bar.
6. The fire code does not permit the use of flame lit candles. Tapes, thumbtacks or nails cannot be used on the walls. Confetti is not permitted.
7. All regular activities (OV business, clubs, regular card games etc) have precedence over a casual use gathering. Please check with the office or the clubhouse staff for room availability.
8. Resident host must use the form below to sign in with the building attendant or the business office at the time of the gathering. Host must be present during the entire activity. (forms available in each building)

Resident Sign In Sheet

Name of resident host (please print) _____

Address _____

Phone Number _____

Type of Activity _____

Number of Attendees _____

I agree to comply with the policy and guidelines for Casual Use of the Clubhouses by Residents.

Signature _____ Date _____

Attendants Acceptance _____ Date _____



ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION, INC.
600 North Trail, Stratford, CT 06614
(203) 377-5313 / Fax: (203) 380-6156

**ORONOQUE VILLAGE COMMUNITY HOUSES
RESIDENT PRIVATE PARTY AGREEMENT**

Resident Name _____ Phone _____

Address _____

EVENT:

Type of Event _____

Date of Event _____ Time of Event _____ Number of Guests _____

Caterer's Name _____ License# _____ Phone _____

COMMUNITY HOUSE & ROOM(S) DESIRED:

North Community House _____ South Community Center _____

Ballroom _____ Lounge _____ Kitchen | _____ Front Card/ Back Card Room _____

RESPONSIBILITIES OF RESIDENT:

- Resident named above MUST be in attendance during the event.
- Events must end no later than 11:00PM.
- Attached floor plan must be clearly marked, showing the placement of tables, chairs, and equipment.
- Children MUST be supervised and remain in the party area(s).

FEES:

- Usage Fee Charges, based on number of people in attendance, is levied as follows:

Up to 35	individuals:	\$2.50 per person for every guest
36-50	individuals:	\$3.50 per person for every guest
51-75	individuals:	\$4.00 per person for every guest
76 +	individuals:	\$5.00 per person for every guest

Refundable Security Deposit of \$500.00 is due with completed application. Any damages above "normal" usage will be assessed upon completion of the event prior to returning Security Deposit. Attendants are required to inspect the premises prior to the function as evidence of the condition of the facility at the time of event.

If attendants are required to stay past 11:00 p.m. (normal attendant hours) to clean/break down an event, an hourly rate of \$40.00 per man-hour fee will be retained from the deposit to cover overtime pay.

CANCELLATION Within 30 days of scheduled date, OVCA will retain 25% of security deposit.

I/We agree to abide by the Guidelines for Private Parties of the Community Center Rules, the Fire Rules, and the Cancellation Policy as approved by the OVCA Board of Directors, which we have received and understand.

SIGNED: _____ DATE: _____

(revised Oct. 18 2017)



ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION, INC
600 North Trail
Stratford, CT 06614
Phone: 203-377-5313
Fax: 203-380-6156
Office@oronoquevillage.com

**FIRE PREVENTION BUREAU
FIRE DEPARTMENT
STRATFORD, CONNECTICUT**

IN CASE OF FIRE, CALL 911

RULES FOR PLACES OF ASSEMBLY

1. All exits must be kept clear.
2. Exit signs, lights and directional arrows must be clearly visible.
3. Persons must note the location of fire extinguishers and be acquainted with their use.
4. All decorative and acoustical materials including curtains, drapes, cloth and cotton batting, straw vines, leaves, trees, moss, evergreens, branches, wreaths, sprays, streamers, etc. must be flame resistant.
5. All paper/plastic tablecloths and other disposables must be flame resistant.
6. All Holiday decorations must be flame-resistant.
7. All lighting or electrical equipment used must meet the standards of the nationally recognized testing laboratory (Underwriter Laboratory) and must be installed in accordance with the National Electrical Code (current edition).
8. There must be no lighted candles.
9. In case of fire, smoke or the sounding of the fire alarm, the premises must be vacated immediately and the Fire Department called (911).

Signature of Event Host

Date

(Revised 2016)



ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION
 600 North Trail, Stratford, CT 06614
 (203) 377-5313 / Fax: (203) 380-6156

GUIDELINES FOR COMMUNITY HOUSE PRIVATE PARTIES

1. Parties may be held at any time the Community Houses are open, subject to calendar availability and approval of the House Committee. No party may extend beyond 11 PM.
2. Interested residents must submit to Executive Office the attached request form. The House Committee may then be consulted should there be policy issues relating to the request.
3. Since one major area (auditorium) must always be open and available for use by the residents, only one major area can be rented for a private party on a given date.
4. Use of specific areas per signed rental agreement excludes use of any other area of the Community House facilities.
5. Resident assumes responsibility for the conduct of guests and any damage done, per signed agreement. Lit candles are not permitted, nor are tape, nails and thumbtacks. "Command" brand "Damage Free Strips" or a similar product may be used to attach decorations to the wall. Confetti is not allowed on tables or floor.
6. Buffet serving tables must be placed on tile or wood floors only. Furniture may only be moved or rearranged by the Building Attendant.
7. Resident assumes responsibility to ensure that caterer cleans up thoroughly, making sure that the kitchen and rented areas are left as clean as they were initially found. No soiled dishes, pots, pans or tableware are to be left. Caterer must also take with him/her all trash. All other materials, if any, belonging to caterer must be removed within 24 hours.
8. Community House rules apply to all private parties.
9. No parking is permitted on North or South Trail or any Village streets. If parking lot of the Community House which is being used becomes full, cars must be taken to the other Community House parking lot and the guests transported back. Any cars parked on streets will be subject to towing at the owner's expense.

SCHEDULING PROCEDURES:

1. Office staff hands out applications and schedules dates.
2. Party host will coordinate with OVCA attendant for the set-up of tables and chairs
3. Applications must be completed and returned to the Executive Office, together with a check covering the rental fee, cleanup charge and security deposit. Application will then be approved, disapproved, or submitted to the House Committee for further consideration and disposition. A copy of the application will be returned to the party host with a signed approval or non-approval. Following the event the security deposit will be returned to the applicant, if all is in good order. If not, it will be used to cover any damages or and/or extra cleanup.

NOTE:

The Executive Office will not act as a coordinator between the party host and the caterer, or any other contractor the host may employ, nor will the Office staff be responsible for the planning or set up of tables and chairs. This should be done by the building attendant in conjunction with the party host.

 Signature of Event Host

 Date

(revised 2016)



ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION, INC
600 North Trail
Stratford, CT 06614
Phone: 203-377-5313
Fax: 203-380-6156
Office@oronoquevillage.com

ORONOQUE VILLAGE CLUBHOUSE INDEMNIFICATION AND DAMAGES POLICY

INDEMNIFICATION: User agrees that Oronoque Village Condominium Association, Inc. (OVCA), its Officers, Directors, Agents, or Employees shall not be liable to the user of our facility for any and all claims, actions, proceedings, damages, costs, or expenses, including, but not limited to, reasonable attorney's fees both at trial and on appeal, in whole or in part, directly or indirectly arising out of:

- The negligent acts or omissions of any participant in the Event, or that of anyone employed by the user for whose acts it may be liable.
- A breach of any covenant, representation or warranty contained herein. User shall at all times indemnify and hold OVCA harmless from or on account of injury to persons or any loss of or damage to property caused by any casualty or accident not caused through the negligence of OVCA.

DAMAGE: User is responsible for any and all destruction or defacement of OVCA property, and shall reimburse OVCA for any charges that are incurred as a result of this event. If deemed necessary by OVCA prior to the event, an outside security firm may be contracted at the Customer's expense to ensure the safety of the guests and property.

Signature of Event Host

Date

Exhibit VII.
Club House Occupancy

<u>Club House</u>	<u>Ball Room</u>	<u>Lounge</u>
North -Standing/Chairs Only	262	300
North- Tables & Chairs	122	150
South-Standing/Chairs Only	254	300
South-Tables & Chairs	118	148

Standards and Guidelines for
Mini Farms Gardening

- 1: **Payment** of annual fee entitles one resident to one assigned plot, use of tools, selected gardening chemicals and fertilizers, water, and right-of-first-renewal for the next season
- 2: **Maintaining your plot** (and adjacent aisle and walk:)
 - A. Perform at least one removal of weeds every 10 days; discard in trash bins
 - B. Confine fertilizers, sprays, chemicals, and water to your own plot; respect your neighboring gardeners
 - C. Do not introduce any invasive plants or plants with foliage or roots which encroach on a neighboring plot and do not introduce tall plants- such as sunflowers- which will shade and overhang neighboring gardens
 - D. Remove all spoiled produce and discard in trash bins
 - E. Store tools in shed; coil and re-hang hoses; do not leave hoses or other objects in the aisles
- 3: **At end of season:**
 - A: Remove and discard all non-producing annual plants
 - B: Remove all weeds and discard in trash bins
 - C: Store all cages and stakes, within perimeter of plot
 - D: Cover or otherwise winterize your plot
- 4: **Failure to comply may result in**
 - A: One warning to remedy within 10 days
 - B: Loss of garden plot for current and next season and confiscation of contents if not remedied within 10 days
 - C: Your payment of actual costs to remedy by maintenance
 - D: A fine of \$25.00 and forfeiture of your plot
- 5: **Payment of your fee constitutes agreement to comply**

Tennis Court Guidelines

- A. Proper attire, please.
- B. Wear court or tennis shoes which must be non-marking for court 5.
- C. Court reservation is for 1½ hours. *See detailed court sign-up procedure.*
- D. Water and sports drinks are allowed. Food, alcohol and tobacco are not allowed on the courts or in the stadium area.
- E. Ask permission to walk on or behind other players to retrieve balls or walk to gates, but do not interrupt a game in progress.
- F. Players are allowed on the courts. Observers and their pets must use stadium areas. Residents must remain in the area with their guests.
- G. Respect other players and neighboring residents. If your ball goes on another court, please shout "Stop, ball on court." This will avoid injuries.
- H. Remove all personal articles after play and leave the court ready for the next players.
- I. Do not mark or make modifications or alterations to the facility or any of the courts. Refer all facility problems and service requests to the Maintenance Office. (Phone is 203-375-8853.)
- J. Complaints and Violations: Remediation between the parties is most effective using a simple admonition at the time of misconduct. If that does not work, the player(s) could contact the chairperson of the Racquetball Facilities Committee. That person will bring the matter to the full committee for appropriate action.
- K. Emergency Phone number: **serious injury or danger, call 911 from the provided call box. It is adjacent to the shed door. The call box is in red and has 911 painted on it.**

Always play safely and play at your own risk!

From April 1- October 31, only residents may reserve courts from 8 a.m.-11 a.m. Guests can participate during this reserved time only as same-day match substitutes. The guests cannot comprise a majority of the playing party (i.e. 3 of 4 in doubles).

Court Sign-up Procedures for 8 to 11 a.m.:

One court may be reserved for 1 and 1/2 hours of play time. Doubles play supersedes singles. Children under 12, use of ball machine, and lessons are allowed after 11 a.m. on a court not adjacent to players.

Court reservation and sign-up is conducted at the courts at 5:30 p.m. sharp for the next day's 8 a.m. to 11 a.m. play time. This "draw" uses a set of numbered disks. Each foursome designates one representative to sign-up by drawing a numbered disk to designate a court for next day's play.

Each representative names the time slot he is seeking for his group. If more than 4 groups wish to play at the same time, disks with black dots will be included in the draw.

Each representative draws for one time slot. A black dot indicates no selection and that representative must draw in another time slot.

Once the selection is made, the representative writes the players' names in the appropriate court number and time space on the sign-up board.

Notes:

1: Either a non-resident owner or his resident tenant may reserve court time; one or the other may enjoy this privilege but not both.

2: A reserved court that is unoccupied 10 minutes after the start time is considered to be unoccupied and is open for walk-on play.

Pickleball Guidelines

- A. Emergency Phone: Serious Injury or danger, call 911 from the provided red call box telephone. It is adjacent to the shed door on the tennis courts with 911 painted on it.
- B. Proper attire, please.
- C. Wear court or tennis shoes which must be non-marking.
- D. Water and sport drinks are allowed. Food, alcohol and tobacco are not allowed on the courts.
- E. Court reservation is for two hours & guests may play after 11 AM.
- F. Ask permission to walk on or behind other players to retrieve balls but do not interrupt a game in process.
- G. Residents must remain on the PB courts with their guests.
- H. Respect players and neighboring residents. If your ball goes on another court, please shout "STOP, BALL ON COURT."
- I. Remove all personal articles after play. If benches or nets are moved please return them to original location.
- J. Do not mark or make modifications to the facility or courts. Refer all PB court problems to the Pickleball Board.

- K. Complaints and Violations: Remediation between the parties is most effective using a simple admonition at the time of misconduct. If that doesn't work, the player(s) should contact the chairperson of the Racquet Sports Facility.
- L. First serve starts on the side closest to the fence.
- M. Wooden paddles are not allowed.
- N. If you arrive after play has begun put your paddle at the end of the line of paddles, in the "order of play box." Use either box.

ORONOQUE VILLAGE
POOL RULES AND REGULATIONS
POOL SEASON - 2018

These Pool Rules and Regulations were approved by the OVTD Board at the 5/17/16 meeting:

A. POOL HOURS

1. Weekdays - 9:00 AM to 8:30 PM
Saturday, Sunday, Holidays - 9:00 AM to 8:30 PM
2. Outside gates to pools are locked at 6:00 PM. Evening access to pools is through community houses' front entrances.

B. POOL USE (residents/guests)

1. All residents and their adult guests may use either North or South pool area during regular pool hours except at the South Pool when authorized Water Aerobics is in session. Normal aerobics schedule: 10 AM - 11 AM - Monday, Wednesday & Friday
2. The heated pool on the South side is restricted for the use of adults only (aged 21 and over).
3. Children guests (age 17 and under) shall use designated UNHEATED pool area (North or South), which will rotate weekly, when accompanied by a resident. In the event of an accident/incident or reason that results in the closing of the designated children's pool, children will be allowed to use the designated UNHEATED adult pool until the other pool is reopened.
4. The weekly rotation schedule will begin on Monday and end on Sunday evening.
5. Signs will be posted at each pool entrance indicating which pool is to be used by children.
6. The entire season's schedule will be posted at the entrance of both clubhouses, published in the Oronoque Villager and aired on the Village channel 591.
7. Residents are required to have pool photo ID cards which are necessary for the entry into the pool area. Residents must accompany their guests to the pool area, register them, and acquaint them with the pool rules. Photo IDs may be obtained at the NCB business office: Monday – Friday 9AM-4PM. In the event a resident is physically unable to accompany guest(s) to the pool area, the resident may request a special pass from the business office. Each situation will be reviewed.
8. ALL residents and guests are required to register upon entering the pool area.
9. Residents are expected to accompany their guests to the pool area, acquaint them with pool rules and **REMAIN WITH GUESTS AT ALL TIMES.**
10. A Maximum of eight (8) guests per unit is allowed.
11. The adult pool (South Clubhouse heated pool) and surrounding area is for resident or guests 21 years old and over.

12. Private parties do not have pool privileges.
13. The swimming pools are primarily intended for the use and enjoyment of Oronoque Village residents.

C. HEALTH AND SAFETY RULES

1. For the health and welfare of all villagers, there will be NO SMOKING within the fenced-in area of North and South pools. Designated smoking area is provided outside of North and South pools.
2. Children and adults in waterproof swim pants are allowed to use the pool.
3. Children have to be accompanied by an adult resident who is responsible for their behavior. The adult resident in charge of these children is required to remain until the children leave the pool area.
4. **Proper bathing attire is required (no shorts or cutoff jeans) in order to use the pools. Footwear must be worn, and bathing suits must be towel dried when entering the clubhouse.**
5. Playpens and portable wading pools are not allowed in pool area.
6. Swim aids and noodles are allowed. Small pool toys which are manufactured specifically for pool use (including dive sticks and rings) may be used. Under no circumstances may any pool toy be thrown. No beach balls or squirt type toys are allowed.
7. Lounge chairs, strollers or any other object shall be kept at least 3 feet from the edge of the pool.
8. Chairs/lounges/tables cannot be saved at poolside for people who are not in the pool area. Chairs or lounges are not to be moved from pool to pool.
9. **NO FOOD OR BEVERAGES (EXCEPT WATER IN PLASTIC BOTTLES) WILL BE ALLOWED AT POOLS.** No glassware containers at any time and all other containers are to be removed from the premises upon leaving. Picnic areas are provided at both community buildings outside of pool areas.
10. Eating must be done in the designated areas outside the pool area and not in the clubhouses
11. Radios, tape players, etc. are to be used with earphones.
12. Towels are to be used to protect chairs and lounges at all times.
13. Showers are to be taken before entering pool. The use of shampoo and soap are not permitted at outside showers.
14. Animals of any kind (except State registered service dogs) are prohibited from pool areas.
15. **Pool steps and ladders shall not be obstructed at any time.**

- SECURITY PHONE: 203-377-5502
- EXTREME EMERGENCY: CALL 911



**ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION
MAINTENANCE STANDARDS. FAILURE TO COMPLY
WITH THESE STANDARDS MAY RESULT IN LIABILITY
FOR ANY UNINSURED COSTS INCURRED BY THE
VILLAGE.**

1. **Firewood shall not be stored on decks, in garages, or fewer than 18 inches next to buildings.**
2. **Gas and charcoal barbecue grills shall not be used on decks. Propane tanks may not be stored in Units or garages.**
3. **Explosive or flammable materials shall not be stored in Units except as otherwise permitted.**
4. **Fireplaces shall not be overloaded with wood. Do not use more than one artificial log at a time. If you use your fireplace, the fireplace and chimney should be cleaned annually.**
5. **All Units must have smoke/fire/carbon monoxide alarms in accordance with the Building Codes.**
6. **Washing machines and hot water heaters installed on the upper level of a Unit must be installed in collection drainage pans.**
7. **Burst – proof hoses shall be installed on washing machines, with shut – off valves for the washing machines and for the main water line.**
8. **Water alarms shall be located adjacent to hot water heaters and washing machines.**
9. **Hot water heaters must be inspected regularly and replaced when the warranty expires.**
10. **Dehumidifiers must have an automatic shut – off. Neither dehumidifiers nor air conditioning “A” coils may drain into the floor; a condensate pump should be installed.**
11. **Dryer vents must exhaust directly outdoors, over the shortest distance possible, and shall be metal, as required by applicable Building Codes, not flexible thin foil or plastic accordion – style vents.**

12. All water supply lines (for toilets, sinks, ice makers, humidifiers, or other fixtures or appliances with water feed) must be braided stainless steel, copper, or other materials approved by OVCA, and shall have operational shut off valves within the unit which are labeled and accessible, unless the water line or shut off is in or shared with another unit. Owners who have a shared water line or whose shut off is in or controls water in another unit should contact the office, which will separate the lines or install a new shut off at OVCA's expense.
13. Not later than December 1st, all outside faucets must be shut off at the valve inside the building, hoses must be detached, and lines properly drained.

COMMUNICATION POLICIES

(APPROVED BY THE COMMUNICATION COMMITTEE JAN. 14, 2015. REVISED JULY 2015)

The Communications Committee and the staff/volunteers producing our Village media follow the policies below, nearly all of which have been in force for several years.

OVTV

- Announcements about meetings/events run for 30 days. This can be adjusted under special circumstances, such as when a club is trying to fill cabins for a cruise.

THE VILLAGER MAGAZINE (since combined with the *Bulletin* Feb. 2014)

ACTIVITIES Section:

- Clubs or groups can run an event listing in the Activities section of *The Villager* twice for one event.
- Club/group events can be listed in "Save the Date" a maximum of two times.

"SAVE THE DATE" Announcements:

- Events listed in the "Save the Date" section should be open to all Villagers.
- Priority will be given to events that involve significant advance planning and sign ups.
- "Save the Dates" should not be published in issues where the same event is listed as an Activity. (This is to cut down on redundancy within the publication.)

DISTRICT MEETING Announcements:

- District meetings will have their own section, separate from the Activities section or a "Save the Date" box.

FLYERS:-

FLYER CHANGES – APPROVED DURING THE MARCH 15, 2016 BOARD MEETING

In the section titled The Villager Magazine:

Section on FLYERS eliminated. To be substituted with:

Ads from Village clubs and Oronoque Village organizations:

Flyers will no longer be regularly inserted into The Villager.

In lieu of flyers, all advertisements announcing club or group events will be incorporated into The Villager.

In lieu of flyers, advertisements will consist of half-page ads. In the same issue, these ads will take the place of the same event being published under "Announcements" or "Activities." All events will be listed in "Calendar" section.

Ads promoting one particular event can be included in *The Villager* a maximum of two times. However, clubs that are holding overnight trips are allowed a maximum of three ads for their events.

Addition to Guidelines for Advertisements of OV Events: approved during the May 2016 OVCA board meeting:

There are times when an organization or club has requested a full page to advertise an event. Clubs are given 1/2 page ads within the *Villager* at no cost. If a club or organization wishes to place a full page ad, it may do so provided the club or organization pays the additional cost. A check in the amount of \$50.00, made payable to Oronoque Village, must accompany any request for each full page. As per guidelines, no event can be advertised more than twice within the *Villager* (exception: overnight trips).

Any exceptions to the above policy must be approved through Communications Committee or its assigned designee.

WEBSITE

- Club/group and District Events that are published in *The Villager* also will be uploaded to the website.
- The most important OV Office notices and announcements from the *The Villager* will also be uploaded to the website.
- Residents are free to sell merchandise via the website through the posting of classified ads.
- At this time, real estate listings are posted at no cost to the Realtor or seller. This is subject to change.

E-BLASTS

- E-Blast alerts are timely messages sent to all Village email addresses on file from the OVCA or OVTD president, the Executive Manager or the Maintenance Director with important or urgent information for residents (for example: a water main break, an approaching storm or cancellation of a board meeting).

E-NEWSLETTER

- E-Newsletters are sent to all Village email addresses on file. They are meant to provide news related to OVCA, OVTD and Districts (a priority) and to promote arts and cultural events that occur in the community. At present there is no regular schedule of distribution.
- The e-Newsletters also bring attention to Village fundraising events. These include SAC, OVTA and House & Garden Club activities, which raise money to be put back into the community, as well as fundraisers for charitable organizations.

Usage Policy for **One Call Now**
March 15, 2016

The **One Call Now** messaging system is to be used for the intended purpose of communicating informational messages to our residents. It will never be used for solicitation and/or telemarketing.

Any resident may opt out of the **One Call Now** program.

The system will be used in the following manner:

1. To alert residents of significant weather, power outages, water main breaks, roadwork or other issues deemed urgent by the OVCA/OVTD presidents, vice presidents or Executive Director.
2. To use by the members of OVCA and OVTD and its committees to conduct board related business or impart information to residents.
3. To use by officers of Districts to inform residents of meetings, issues, etc.
4. To provide notification of a delay/cancellation by any club/OV event due to unforeseen circumstances (ex: weather)

To use **One Call Now**, The office must be sent the exact message by email. Requests must be sent no later than 2:00 P.M. (Exceptions are for emergency notifications)

The above policy represents the beginning use of this program. The use and capabilities of **One Call Now** will be expanded in the future. Expansion of the usage policy will be brought forward to the board.

The "OV Connections" Facebook Page is supported, regulated and administered by Oronoque Village. Please note that Oronoque has full content control over the postings on this page and will remove any/all postings that do not conform to the regulatory social media guidelines that were established by the community. Additionally, users who violate these guidelines will automatically be removed after (2) two incidents. The purpose of this medium is to assist in the lifestyle enhancement of residents of Oronoque Village.

Please note the Oronoque Village Social Media Guidelines approved by the community:

- The site is NOT designed for Oronoque Official Business information, but rather is a social media site of Oronoque Village. It is an inter-Village social site.
- The site is private and only available to residents. Non-residents will not be able to view the content. Residency must be verified by an administrator prior to allowing membership in the site.
- The purpose of the site is to enhance and accelerate communication among our residents. The site will be a vehicle to enhance social interaction among residents, encourage and promote organizations, events and social groups within Oronoque Village. Importantly it will aim to help new residents with their orientation to Oronoque Village and the surrounding area.
- The site WILL NOT allow any Oronoque Village, local, state or national political and/or religious views, comments or opinions to be posted. It will also NOT allow critical comments directed towards any individual, representative, group, office, club or organization within Oronoque Village. If comments are posted, they will be removed as soon as possible by the site administrator.
- Postings containing any offensive material or commentary will also be removed as soon as possible by the site administrator. Restaurant reviews are allowable.
- An Oronoque employee will be the primary administrator.
- Administrators will have the responsibility to remove any/all posts deemed inappropriate based on our guidelines.
- The Executive Director will have the authority to remove any resident from the site after (2) two guideline violations.
- The Executive Director and/or the Communications Committee have the authority to ask the administrator to remove a posting.

ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION, INC.
COLLECTION POLICY

1. The Association wishes to adopt a standard policy for collecting sums due the Association in accordance with Connecticut General Statutes §§ 47-258 and 47-261b.

2. It is the responsibility of each Unit Owner to pay all common expense assessments, special assessments, fines and other charges imposed upon the Unit when such expenses and charges are due. The Association does not operate for profit and when one or more Unit Owners do not pay charges when they are due, the burden must be assumed by the other Unit Owners. For this reason, the Association will aggressively pursue collection activities when there is a delinquent Unit Owner account. The law does not require the Association to send monthly statements or any other notice when charges are due, except in situations where there is a change in the amount of the monthly charges. Association mailings of statements, overdue statements or management company collection letters are a matter of convenience only. There is no legal requirement to send such notices and the failure of the Association to send such notices and/or the non-receipt of such notices by a Unit Owner does not constitute a legal defense to paying such charges when charges are due. It is the responsibility of each Unit Owner to contact the Association with any questions as to amounts owed on a Unit account.

3. Unless otherwise notified in writing by the Association, all common expense assessments and special assessments shall be due by the first of each month.

4. If a Unit account is not fully current by the Fifteenth (15th) day of each month, the Unit account will be considered delinquent. The Unit Owner will be assessed late fees, interest, collection costs, and attorney's fees and costs as follows: (A) a late payment penalty of Twenty Five Dollars (\$25.00) per month for each month that the Unit account remains delinquent; (B) interest at Eighteen Percent (18%) per annum from the original due date until the date of payment; (C) attorney's fees and costs incurred in attempting to collect the outstanding amounts due to the Association. The Association also reserves the right to restrict the delinquent Unit Owner's privileges and access to amenities, including, but not limited to, use of the pools, club facilities, tennis courts, and other recreational amenities to the extent allowed by applicable law.

5. Additionally, each check made payable to the Association that is returned unpaid for any reason will subject the unit owner to a returned check fee in the amount of Twenty Dollars (\$20.00) (or, in the event that the law governing returned check fees is amended, the maximum amount allowable under the law), as well as any bank charges incurred by the Association as a result of the returned check.

6. If a payment is made which fails to bring the Unit Owner's delinquent account current and if such payment is thereafter accepted, unless the Unit Owner and the Association enter into an agreement providing for the payment to be applied in a different manner, the sums will be applied in the following order of priority: (1) attorney's fees and costs; (2) fines; (3) late fees; (4) interest; (5) special assessments; (6) monthly common expense assessments; and (7) all other remaining charges. As sums are received, monies will be applied to the oldest balance due

in each category in order of priority. This section shall not be construed to require the Association to accept payments of less than the amount required to bring the account current.

7. The Association or its property manager (or its duly authorized representative) may, but shall not be required to, send statements for the Unit Owner's account to the Unit Owner and/or collection letter(s) to the Unit Owner when charges become delinquent.

8. The Association or its property manager (or its duly authorized representative) is authorized to turn over a delinquent Unit Owner's account to the Association's attorney for legal collection proceedings when the amount unpaid on the Unit Owner account is greater than two (2) months of common expense assessments based on the periodic budget last adopted by the Association.

9. Pursuant to the requirements of Connecticut and federal law, the Association's attorney shall make a written demand for payment of the delinquent Unit Owner account to the delinquent Unit Owner. The Association's attorney will have the discretion to determine whether such written demand is required to provide for not less than thirty (30) days' notice or not less than sixty (60) days' notice prior to the commencement of collection or foreclosure proceedings, taking into account various factors, including, but not limited to: the amount of the delinquency existing on the Unit Owner's account; the existence of one or more holders of security interests against the Unit; the history of delinquency on the Unit Owner's account, including repeated payoffs by holders of a security interest against the Unit; abandonment of the Unit by the Unit Owner; or the filing of a Bankruptcy petition which effectively stays collection efforts and causes undue delay; provided, however, if a Unit is subject to a mortgage or other security interest described in Connecticut General Statutes Section 47-258(b)(2), such written notice shall provide for not less than 60 days' notice prior to the commencement of a collection or foreclosure proceedings.

10. The Association's attorney is authorized to perform a title search to determine whether a Unit is subject to a mortgage or other security interest and to provide notice to the holders of any such mortgages or other security interests as required by Connecticut General Statutes Section 47-258(m). Pursuant to the requirements of Connecticut General Statutes Section 47-258(m), as amended by Public Act 13-156, if a Unit is subject to a mortgage or other security interest described in Connecticut General Statutes Section 47-258(b)(2), the Association's attorney will make a written demand for payment upon the Unit Owner and simultaneously provide a copy of such written demand to the holders of all security interests described in Connecticut General Statutes Section 47-258(b)(2). The written notice to such holders of security interests shall set forth: (A) The amount of unpaid common expense assessments owed to the Association as of the date of the notice; (B) the amount of any attorney's fees and costs incurred by the Association in the enforcement of its lien as of the date of the notice; (C) a statement of the Association's intention to foreclose its lien if the amounts set forth in subparagraphs (A) and (B) are not paid to the Association within sixty days after the date on which the notice is provided; (D) the Association's contact information, including, but not limited to, (i) the name of the individual acting on behalf of the Association with respect to the matter, and (ii) the Association's mailing address, telephone number and electronic mail address, if any; and (E) instructions concerning the acceptable means of making payment on the amounts

owing to the Association as set forth in subparagraphs (A) and (B). Any notice required to be given by the Association's attorney under this subsection shall be effective when sent.

11. If, following written demand from the Association's attorney, the Unit Owner's account has not been paid in full or a partial payment has been accepted and applied but there remains outstanding a sum equal to at least two (2) months of common expense assessments based on the periodic budget last adopted by the Association, the Association's attorney is authorized to commence collection or foreclosure proceedings against the Unit.

12. A foreclosure of the statutory lien against a Unit shall be authorized by the Association's attorney as long as the statutory requirements of Connecticut General Statutes Section 47-258 have been met.

13. A Unit Owner with a delinquent account may propose a payment plan in writing to the Executive Board. Any such payment plan will be subject to approval by the Executive Board. There is no standard payment plan and there is no guaranty that any payment plan will be accepted by the Executive Board.

14. Under Connecticut law, the Association is given a limited super priority lien against a Unit for collection of unpaid charges. For this reason, it is the policy of the Association to aggressively pursue foreclosure and/or collection proceedings and to complete those proceedings as quickly as possible.

15. In some situations, a lienholder with an encumbrance on a Unit, other than the Association, may commence foreclosure proceedings against the Unit. In these cases, the Association's attorney must file an appearance in the action and monitor the action in order to protect the rights of the Association and the Association's lien. The Association, through its attorney, is required to appear in these actions even in instances where there is no delinquent Unit Owner account balance. These actions bring with them the possibility of a transfer of title of the Unit and the Association must appear in the action to monitor at all times who the rightful title owner of the Unit is. All charges and expenses incurred in connection with any such action, including but not limited to, attorney's fees, court costs and all other charges, shall be chargeable to the Unit Owner's account.

16. A delinquent Unit Owner shall also be liable for all charges and expenses associated with collection and/or foreclosure proceedings against such delinquent Unit Owner, including, but not limited to, attorney's fees, management fees, court costs, title search charges, appraisal fees, marshal fees, court entry fees and any other charges and expenses incurred in connection with such collection and/or foreclosure proceedings, all of which shall be chargeable to the delinquent Unit Owner's account.

17. Where one written demand letter has already been sent out by the Association's attorney, the attorney may, but shall not be required to, send a follow-up demand letter reciting a deadline date for payment which is less than thirty (30) days.

18. This Collection Policy supersedes and replaces the terms of all prior collection policies and procedures providing for collections or foreclosures against the Unit Owners enacted or implemented by the Board of Directors. Nothing in this Collection Policy shall be construed to modify the collection policy of the Oronoque Village Tax District.

19. This Collection Policy may only be amended, modified or repealed in accordance with the provisions of Connecticut General Statutes Section 47-261b.



ORONOQUE VILLAGE
CONDOMINIUM ASSOCIATION

REPORT OF COMPLAINT

Date:

To: OVCA Executive Manager

From: Unit owner name: _____

Unit owner address: _____

Unit owner signature: _____

Subject: COMPLAINT

I/we wish to bring to your attention the following complaint(s). I/We request that you take appropriate action in this matter. Thank you

Date: _____ Location _____

Complaint _____

Office Use Only

Date Received _____

Action Taken _____