

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. 15<sup>th</sup> through May 15<sup>th</sup>. Hummingbird feeders may be used from May 1<sup>st</sup> through Oct. 30<sup>th</sup>.
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 21<sup>st</sup>.
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, charcoal and gas grills may not be used on decks.
2. Grills are to be covered when not in use.
3. 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.
4. 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.

#### **Information**

1. Avoid placing a grill, whether in use or not, anywhere in the vicinity of a dryer vent.
2. Charcoal grills should not be left unattended when in use.

### **Section M. Pet Rules and Information**

#### **Rules**

1. One pet is permitted per unit.
2. Pets must be leashed when outside.
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.

## **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. Each day of the week, including weekends, one Club House lounge/ballroom must remain available for the general use of the residents. This means that no two Oronoque events, (one at each Club House), may be scheduled in the lounge/ballroom 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 and no

two private parties may be scheduled at each Club House at the same time on the same date. The only exception to this is official Board business.

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 3<sup>rd</sup> Tuesday of September through October 31<sup>st</sup>, b) Clubs, classes and activities – from November 1<sup>st</sup> through November 30<sup>th</sup>, c) Games, private parties, new activities etc. – December 1<sup>st</sup> forward. Residents wanting to reserve clubhouse space for a private party prior to Nov. 30<sup>th</sup>, for a date after Nov. 30<sup>th</sup> must submit the request to the Business Office and it will be forwarded to the House Committee for consideration.
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.

### **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. There are 58 raised 10'x 5' beds and 2 plots designated for flowers and compost.
5. 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.
6. 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. 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.
4. 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-11:00a.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 flash light and wear reflective clothing.

## **Section R. Activities Rules and Information**

### **Rules**

1. Rules will be specific to each club, organization or activity. 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 Zuma	Dollcrafters	Pickleball
Arts Guild Club	Funseekers	Rumikube
Bingo	Hadassah Red Hatters	Tea, Talk and Crafts
Bocce	House and Garden	Tennis Club
Bean Bag Toss	Karaoke	Walking Club
Body Sculpting	Ladies Bible Study	Water Aerobics
Book Club	Line Dancing	Wine Club
Bravo Players	Low Impact Exercise	Women’s Bowling
Bulls and Bears	Men’s Club	Yoga
Computer Club	Men’s Bowling	Zumba
Current Events	Movie Club	

### **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.

**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 mail box 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](http://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.

## **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, fire crackers 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	\$130.05
2.	Electronic copy of Resale Package	\$10.00
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.	Fitness Center Key	\$15.00
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

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

### Section M. Shredding

New

### Section O. Swimming Pools

OVCA Motion 7/16

New Revision Proposed

### Section Q. Walking & Walking Trails

New

### 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

### 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

#### 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

### **Article IV. Maintenance**

#### Section A. OVCA/OVTD Responsibility

Declaration Art. 5(I)

By-Laws Art. V. Sect. 9

#### Section B. Unit Owner Responsibility

Declaration Art. VII. Sect.9 (I)

Maint. Stds. 1/14

By-Laws Art.V Sect.9

#### Section C. OVCA Responsibility

##### Landscaping

Arch. Stds. Rev. 10/17

OVCA Motion 05/10

#### 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 B. Website

OVCA Motion 4/17

New

#### Section C. OVTV

New

#### Section D. Robo Calls, Eblasts and Emails

OVCA Motion 6/17

#### Section E. Bulletin Boards

New

#### Section F. Black Boxes

OVCA Motion 01/10

### **Article VI. Miscellaneous**

#### Section A. Collection Policy

OVCA Motion 7/17

#### Section B. Fireworks

New

#### Section C. Security

New