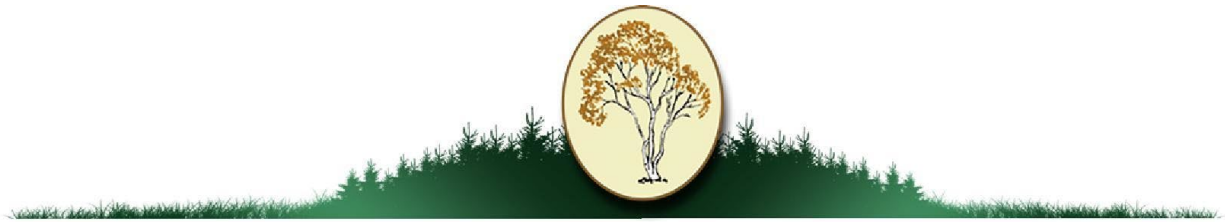


**111 COBURN ASSOCIATION, INC.**



**COBURN**

**WOODS**

# **Rules Handbook**

**Revision: April 2021**

Amended and Approved by the 111 Coburn Association Inc.  
Board of Directors on April 29, 2021

## Purpose

The primary purpose of a Homeowners Association (HOA) is to protect the quality of the living environment and home values by maintaining architectural standards and setting rules of conduct.

Coburn Woods is supported with your monthly homeowners association (HOA) fees. The 111 Coburn Association Board of Directors is in charge of the ongoing operation and management of our community.

111 Coburn Association, Inc. is a non-profit corporation.

## General and Contact Information:

- A. The Board of Directors is comprised of seven members elected by the general membership.
- B. Coburn Woods is a self-managed community.
- C. Coburn Woods is operated with your monthly homeowners association fees.
- D. The 111 Coburn Association Board of Directors is in charge of the ongoing operation and management of the community.
- E. Homeowners are invited to attend the monthly open meeting, ask questions, and give feedback to the Board.
- F. Homeowners are informed of any new developments via postings on the Coburn Woods Buildium website.
- G. Coburn Woods Website: <http://www.coburnwoods.com/>
- H. The Coburn Woods Buildium site is accessed from the main Website by clicking on the "Resources" tab, then "Homeowner Login" in the drop down menu.
- I. Copies of the Declaration, the By-Laws, these Rules, the Architectural Rules and the various forms described within this document can be found under "Documents" on the page immediately after logging in.
- J. The Coburn Woods Office and the Property Manager can be reached at:

Mail:  
111 Coburn Association, Inc.  
111 Coburn Avenue  
Nashua, NH 03063  
Phone: 603-864-0110  
Email: cw111office@gmail.com

*Note: All different and possible names for Coburn Woods in this document refer to the 111 Coburn Association, Inc.*

# Table of Contents

111 Coburn Association Rules	5
1. Homeowner’s Responsibilities	5
2. Home Modifications	6
3. Home Occupancy and Usage	6
4. Insurance	6
5. Fees and Collection Policy	7
6. Carports	7
7. Exterior Lighting	7
8. Decks or Patios	8
9. Decorations	8
10. Trash and Recycling	8
11. Firewood Storage	8
12. Wood Pellets	9
13. Propane Tank and Shed Enclosure	9
14. Special Fire Hazard Information	9
15. Lease or Rental of Homes	9
16. Signage	9
17. Guests	10
18. Common Property/Land Use	10
19. Landscaping and Use of Areas Around Home	10
20. Trees	10
21. Ponds	10
22. Vehicles	11
23. Vehicle Parking	11
24. Vehicle Repair	11
25. Speed Limit / Driving	12
26. Pets	12
27. Noise	12
28. Littering	12
29. Amenities Key	12

30. Clubhouse	12
31. Tennis Courts	13
32. Swimming Pools	13
33. Playground and Fitness Area	13
34. Inspections	14
35. Solicitation and Political Campaigning	14
36. Reporting Violations and Complaints	14
37. Fines	14
38. Violation Process	14
39. Severability	14
40. Crew and Association Employees	14
Fine Addendum:	16
1. Violation Process:	16
2. Fines Due After Levied:	16
3. Hearings:	16
4. Fees:	17
5. Fine Schedule:	17
7. Continuing Violation:	18
8. Definitions and Usages:	18

# 111 Coburn Association Rules

These Rules are intended to be supplemental to, and provide detail to the 111 Coburn Association, Inc. (also referred to as Coburn Woods) governing documents:

- A. AMENDED DECLARATION OF COVENANTS AND RESTRICTIONS of 111 COBURN AVENUE (known as the “CC&R” or “Declaration”)
- B. AMENDED BY-LAWS Of 111 COBURN ASSOCIATION (known as the “By-Laws”)

In places of conflict of direction, these Governing Documents supersede these Rules.

These rules were adopted by the Board in November 2020 and supersede all previous rules and regulations issued by Coburn Woods.

All City of Nashua rules, laws, housing codes, and ordinances also apply in Coburn Woods.

## 1. Homeowner’s Responsibilities

- A. As a member of the Association, it is the responsibility of each resident to understand and comply with these rules and the Association’s documents. It is the responsibility of the Board to enforce the rules and keep the documentation up to date.
- B. Home Maintenance – Maintaining the exterior of the home is the responsibility of the homeowner. The Board may, at any time, require a homeowner to tend to maintenance or repair of any of these items, as well as rectify anything that is not in compliance with established Coburn Woods specifications. Areas of maintenance include, but are not limited to:
  - a. Painting of siding, doors, and window trim
  - b. Repair of wood rot
  - c. Roof maintenance and replacement
  - d. Keeping roof free and clear of debris, including but not limited to moss, pine needles, and branches
  - e. Window maintenance and cleaning
  - f. Maintenance and repair of all screening
  - g. Cleaning of gutters
  - h. Maintenance and repair of carport floor and ceiling, and garage doors
  - i. Maintenance and repair of front entryway, steps, railings, lighting, decks, and house numbers

Issues with home maintenance identified by the Board must have arrangements made to rectify the issues within 14 days, and communicate with the Board the anticipated timeline of completion.

- C. Plumbing: All Homeowners are responsible for contacting their plumber of choice when encountering plumbing and drainage issues. Coburn Woods Association, Inc. is not responsible for any emergency encountered within the home.  
If you are having plumbing issues that you believe are being caused by external forces, such as roots or broken pipes underground, or if you are not sure, please be sure to ask your plumber about their capabilities BEFORE you hire them. Make sure that they have the

necessary cameras and excavation equipment to diagnose or fix the potential problem and that video capture is taken of any blockage.

Coburn Woods Association, Inc. may review any plumbing repairs on a case-by-case basis to determine the cause of the issue, only after repairs have been completed and resolved. If the contractor you choose does not have the necessary equipment, and another company needs to come in to complete the repair, 111 Coburn Association, Inc. will not be responsible for paying for non-repairs, and holds the discretion on whether to pay either or both of those bills.

## **2. Home Modifications**

- A. Any modifications to the exterior of the home require Board approval. The Architectural Modification Agreement (AMA) form can be located on the Coburn Woods Buildium website. Please complete the form and submit as directed on the form. You will receive a letter with start date and a work permit that is to be prominently displayed during the course of the work.
- B. Modifications can include adding new windows, doors, turning a carport into an enclosed garage, extending a propane shed, replacing patio brick, or similar changes that alter the appearance and/or alter the exterior dimensions of your home. Review the guidelines for windows, doors, and other structural additions that are listed in the Architecture Rules that can be found on the Coburn Woods Buildium webpage.
- C. Any increase in square footage or the footprint of the home will likely increase monthly Association Fees.
- D. Carports can be used for temporary storage of construction materials or debris. State on your AMA what it is that you need the use of carport space for, and the amount of time you need it.
- E. New air conditioners or HVAC installations require the approval of the Board. Air Conditioning units are not allowed to be installed in windows within Coburn Woods. All A/C units of this type must be mounted via a through-the-wall installation.
- F. No plastic covering or awnings on windows or carport openings are allowed.
- G. Satellite dish installation must be approved by the Board.
- H. Any normal maintenance or repairs to the home do not require an AMA. These items include wood rot, replacing siding, painting or replacing a door of the same size with an approved color, deck railings, window replacement with the same size.
- I. Any modification requiring the use of a tarp during construction/repair must be black, brown, or grey. In the case of roof repairs, the tarp should be of similar color.

## **3. Home Occupancy and Usage**

- A. Each home must be occupied and used only for private, single family residential use by the owner and family, or lessee, or guest of the owner, not to conflict with City of Nashua zoning ordinances, or the Coburn Woods Declaration limiting occupancy to 2 persons per bedroom, plus 1 additional person.
- B. No form of nursery, day care center, or similar facility is allowed.

## **4. Insurance**

- A. Homeowners must procure a homeowner's insurance policy pursuant to the requirements of the Declaration.

## 5. Fees and Collection Policy

- A. Each month, HOA fees are due on the first day of the month. Fees can be mailed to the Coburn Woods Office, dropped off at the clubhouse mailbox, or paid online at the Coburn Woods Buildium website. Payments received after the 11th of the month will have a collection cost of 1% on the balance due and \$15 late fee added to the monthly fee.
- B. The Board of Directors, or its duly authorized representative, will take collection action against any homeowner's account which is 60 days or more past due. Such a collection action may include, but is not limited to: the recording of liens; filing of a lawsuit in a court of competent jurisdiction; notification to your first mortgage holder of the arrearage; and the commencement of foreclosure proceedings as authorized by law; or any other action, relief, or remedy available or provided by the Declarations and By-Laws of 111 Coburn Association, Inc. or by the laws of the State of New Hampshire.
- C. Any home with Association fees past due may have its amenities and privileges terminated upon authorization by the Board, including parking privileges.
- D. All collection / lawsuit costs, including reasonable attorney's fees and costs, will be added to the home account balance when incurred, and will be the financial responsibility of the homeowner(s).
- E. All payments must clear the bank before any action is taken to stop the collection dispute.
- F. Payments that are returned by the bank will be charged a penalty equal to the bank fee.
- G. All payments are applied to the oldest balance first.

## 6. Carports

- A. Open carports must be maintained in a neat and orderly manner.
- B. Your vehicle must be able to be fully parked inside the carport.
- C. Where storage closets are available it is expected that residents make use of these closets for the majority of items.
- D. If additional storage is needed, an Architectural Modification Agreement can be used to submit proposals to the Board to construct additional storage.

## 7. Exterior Lighting

- A. External light fixtures must comply with the following:
  - i. One approved external light fixture is permitted on deck or patio.
  - ii. Two approved external lights are permitted inside a home carport.
  - iii. A matched pair of external lights is permitted on either side of a closed in garage.
  - iv. Only incandescent bulbs up to 60 watts or LED bulbs of no more than 800 lumen may be used.
  - v. A maximum of 2 bulbs per fixture.
  - vi. Lights must be placed and aligned so they illuminate only the area immediately serviced and so that they do not disturb other residents. (Areas illuminated may not include streets or the immediate area surrounding another owner's home.)
- B. External lights may not be left on continuously, day or night.
- C. Flood lights and spotlights are not permitted unless they meet the above requirements.

- D. Motion sensors are permitted on external lights. Motion sensors must be configured to turn off in 3 minutes or less. Sensitivity shall be adjusted so that small animals or wind do not set it off.

## **8. Decks or Patios**

- A. Decks or patios must be maintained in a neat and orderly manner.
- B. A deck storage box up to 36 inches tall which is gray, black, or brown in color is allowed for storing items.
- C. Storage of other items under the deck that do not make a visible impact.
- D. When outdoor furniture is stored in winter it can be covered by a grey, brown, or black tarp.

## **9. Decorations**

- A. Exterior home/yard decorations must be kept to a minimum.
- B. The Board reserves the right to require removal of decorations that are in poor taste or offensive, as defined at the end of this document.
- C. Welcome signage, wreath, or floral arrangement may be placed adjacent to or on the front door.
- D. One reasonably sized flag is acceptable provided it is in good condition.
- E. Seasonal decorations may be displayed during a reasonable time frame before and after the relevant holiday. Holiday decorations must be removed by the end of the season being celebrated.
- F. Signs, flags, banners, and stickers on personal property (not on Common Property) supporting a party, candidate, or position are allowed so long as they are not offensive. "Offensive" is defined at the end of this document.

## **10. Trash and Recycling**

- A. Household trash is to be placed on the curb for pick-up on the required day before 8:00 am. In the event of a snow storm, trash/recycling pick-up may be delayed.
- B. Trash is to be tied/sealed in plastic bags.
- C. Trash barrels are not required, but can be used. Only sealed plastic bags of a reasonable weight can be inside the barrels.
- D. If you use trash barrels for trash and/or recycling you must take them in after trash pick-up at the end of the day.
- E. Loose items that could blow away need to be bagged.
- F. Styrofoam is not recycled in Nashua and needs to be placed with the regular trash.
- G. Recycling must be placed in a plastic bin no larger than 30 gallons. Bagged recycling items will not be picked up.
- H. Recycling is to be placed on the curb on the designated day before 8:00 am.
- I. No trash or recycling is to be left out the night before.
- J. Cardboard boxes put out for recycling need to be flattened.

## **11. Firewood Storage**

- A. Firewood must be stacked so that it is not readily viewable by the majority of neighbors or passers-by and does not encroach on your neighbor.



- B. Wood can be stacked on pallets, racks, or frames between seasons. Empty pallets or racks must be in good condition and placed near the home.
- C. Firewood can be covered with a well fitted brown, black, or gray tarp.
- D. A maximum of 5 cords of wood per home can be on property at one time.
- E. Firewood can be stored in the carport or garage providing the homeowner's vehicle can comfortably fit.

## **12. Wood Pellets**

- A. A maximum of one pallet of wood pellets can be stored in the carport or garage provided that the homeowner's vehicle can fully fit in the carport.

## **13. Propane Tank and Shed Enclosure**

- A. Propane tank enclosures must comply with the Nashua Building Code.
- B. Propane storage specifications can be found on the Coburn Woods Buildium website in the Architecture Rules.
- C. It is the resident's responsibility to remove ice, snow, or other obstacles from the walkway to the tank enclosure to ensure your gas delivery.

## **14. Special Fire Hazard Information**

- A. No outdoor fire pits, chimneys, outdoor kerosene heaters, or any other outdoor fireplaces that burn wood are allowed.
- B. Propane tables are allowed.
- C. A charcoal grill, propane grill, or smoker may be used on or adjacent to the rear deck, patio, or adjacent to a carport of a home, provided it is carefully monitored and not hazardous to automobiles, buildings, or other property.
- D. Tiki torches must be secured to deck or post so they cannot fall over and cause a fire.

## **15. Lease or Rental of Homes**

- A. Homeowners must notify the Association when renting or leasing their home. A form is available from the office to provide information to the Association.
- B. The Homeowner must provide a copy of the lease addendum, CC&R, By-Laws, and current Rules to the lessee(s). An acknowledgement form signed by both the lessor(s) and the lessee(s) must be given to the Association. This document is available at the office as well as on the management site, Buildium.
- C. Owners are responsible for any fines or fees incurred by lessees.
- D. Owners are responsible for communicating relevant Association information to their lessees including (but not limited to): changes in amenities and parking, planned construction, or significant work in the Common Property.

## **16. Signage**

- A. Open House signs (not For Sale signs) may be posted for the period of one hour before the start of the event until one half hour after it.

## **17. Guests**

- A. Owners and residents are responsible for the actions of their guests.

## **18. Common Property/Land Use**

- A. If any portions of the common property require replacement, maintenance, and/or repairs as a result of negligence, misuse, or neglect by an owner, the Board of Directors may charge the homeowner for the restoration of common property.
- B. Any changes to common property require permission from the Board of Directors.
- C. No one shall obstruct, dispose of waste, do damage beyond normal wear and tear, or store any items on common property unless otherwise permitted herein these rules.
- D. Smoking of any kind - including but not limited to vaping, e-cigarettes, cigars, cigarettes - is prohibited in all Association common amenity areas.
- E. There shall be no discharging of firearms or projectile weapons anywhere on the property.

## **19. Landscaping and Use of Areas Around Home**

- A. Owners may plant shrubs and flowers on the immediate area adjacent to their homes without approval within 12' of their home.
- B. The upkeep of all owner plantings and structures is the responsibility of the homeowner.
- C. The Association assumes no responsibility for watering, fertilizing, or replacing plants, grass, or structures added by past or present owners, or damaged by any maintenance operation.
- D. Outdoor toys are permitted as long as they are stored when not in use. A storage box which is gray, black, or brown in color is allowed for storing small children's outdoor toys. The box must be placed adjacent to the home. Larger children's outdoor toys that do not fit in the storage box must be stored adjacent to that storage box.
- E. Umbrellas, screens, and hammocks are allowed but may not be tied to any trees or any part of the structure of your home. They must be free standing and not interfere or obstruct with any other use of common property.
- F. Not allowed are: clotheslines, loose clothing hung on deck railings, tents, children's playground equipment and structures or other recreational equipment and toys.

## **20. Trees**

- A. Any unauthorized tree removal will result in an initial fine of \$250 per tree.
- B. Owners can request the removal or trimming of a tree by contacting the Coburn Woods Office and putting in a work order request.
- C. Homeowners may remove small saplings, trees, or growth up to 3.5 inches in diameter at 6 inches from the ground and are within approximately 12 feet of their home.

## **21. Ponds**

- A. For safety and insurance reasons, the ponds can only be used for recreational purposes in limited circumstances as outlined below. No other uses are approved.
  - 1. Catch and release fishing is allowed ONLY for Coburn Woods residents.

2. Ice skating is permitted ONLY for Coburn Woods residents. All risk is assumed by the residents.

## 22. Vehicles

- A. Only registered and inspected vehicles are allowed on the property.
- B. Motorized/battery operated ride-on vehicles are limited to the homeowner's cluster only. Riding motorized/battery operated ride-on vehicles on the main roads, grassed areas, or the tennis courts is prohibited. Adult supervision is required and at no time should these motorized toys hinder the flow of traffic in the cluster.

## 23. Vehicle Parking

- A. Each homeowner is entitled to 2 assigned parking spaces. One is in your carport or garage, which must be able to accommodate your vehicle. The other is usually next to your home as marked in the Coburn Woods Parking Maps.
- B. All vehicles must be registered with the Coburn Woods Office.
- C. Homeowners can apply for a 3rd vehicle parking permit for a one year period at a time. These permits are eligible for renewal and are granted based on the Board of Directors review of availability. Third car permits will not be issued to reserve personal 'guest' parking spots.
- D. Cars must be parked in designated spots during snow removal. Refer to the Snow Parking Map on the website for the alternate parking locations.
- E. No motorhomes, boats, trailers, campers, ATVs, or snowmobiles are allowed to park overnight anywhere in Coburn Woods.
- F. Coburn Woods registered vehicles may not park in visitor parking for any length of time as an alternative parking location. Unless specifically granted by the Board of Directors as a temporary situation, vehicles will be towed if parked in a visitors spot for any length of time.
- G. Review the appended FINE SCHEDULE for full understanding of Coburn Woods parking fines.
- H. Motorcycles are classified as motor vehicles. Motorcycles parked on Coburn Woods property are subject to Coburn Woods vehicle rules and must fit within either the carport/garage or within the unit's designated 2nd parking space without inhibiting the parking of the other assigned vehicles.
- I. No overnight parking of Commercial vehicles over  $\frac{3}{4}$  ton is permitted without Board approval.
- J. Vehicles kept on Association property in violation of these rules may be towed without further notice to the resident.
- K. If a vehicle is required to be covered at any time, residents must use a vehicle cover or a black, brown, or gray tarp.

## 24. Vehicle Repair

- A. Repair of vehicles is not permitted in any part of Coburn Woods, including owners' carports/garages and driveways. This prohibition also includes any work that requires a vehicle to be put on lifts.

- B. Draining or changing motor oil on Coburn Woods property is expressly prohibited. Motor oil is classified as a hazardous waste.

## **25. Speed Limit / Driving**

- A. The speed limit in Coburn Woods is 15 MPH for all vehicles.
- B. Speeding is a serious safety concern and will incur an immediate fine with the first warning.
- C. The Association takes no responsibility for damage caused to any vehicle by traffic calming measures (speed bumps, etc.).
- D. Do not pass snowplowing equipment.

## **26. Pets**

- A. A pet is considered a dog, cat, bird, or small mammal or animal which lives indoors.
- B. Owners are responsible to pick up pet waste on common property. Receptacles are provided by the side of the main road for this purpose.
- C. All dogs, when outside any home, must be secured to a non-retractable 6' leash held by a person who maintains complete physical control of the dog(s). E-collars are not considered a restraining device.
- D. No dog runs, lines, chains, or leashes, or exterior animal structures or fences, including electrical fences, of any kind are permitted.
- E. Animals cannot be tied outside anywhere on the common property or on a deck at any time.

## **27. Noise**

- A. Quiet hours are defined as 10 pm – 8 am. For noise violations in this time period, please contact the Nashua Police.

## **28. Littering**

- A. Under no circumstances are any items, including cigarette butts, to be dropped on the ground or other common property in Coburn Woods.

## **29. Amenities Key**

- A. Only residents 18 years of age or older may entertain guests at the pools or tennis courts.
- B. There is a \$25 charge to replace a lost amenities key fob.
- C. A second key fob can be purchased for \$25.

## **30. Clubhouse**

- A. The clubhouse is available for Board-authorized functions.
- B. Residents can rent the clubhouse for a fee.
- C. Rental of the clubhouse does not include use of the pool, or exclusive use of the poolside deck. Contact Management for more information.

### **31. Tennis Courts**

- A. Tennis courts are for resident use. Residents and a maximum of three guests per unit (accompanied by a resident over the age of 18) may use the tennis court.
- B. Courts are for tennis only. No ball playing, bicycling, skateboarding, street hockey, etc. is permitted at any time.
- C. No glass containers are allowed on the courts.
- D. No animals are allowed inside the fence.

### **32. Swimming Pools**

- A. There is no lifeguard on duty at any time.
- B. Residents and guests swim at their own risk.
- C. No one with any communicable disease shall enter the pool.
- D. No one shall throw anything into the pool that may contaminate it or endanger the safety of others.
- E. No food or drink in the pool or within 4 feet of the pool edge.
- F. No spitting in, or in any other way contaminating the water or areas of the pool.
- G. Residents must enter the pool area with an approved key fob only.
- H. Only residents and a maximum of 4 guests, who must be accompanied by an adult resident over 18 may use the facilities.
- I. No persons under 15 are allowed in the pool enclosure unless accompanied by an adult.
- J. The gate must be locked at all times.
- K. Unapproved glass is forbidden in the pool enclosure.
- L. No diving allowed.
- M. Animals are not allowed inside the fence.
- N. All trash must be disposed of properly.
- O. Loud noise, running, and excessive rough-housing is not permitted.
- P. Pool opens at 8:00 am and closes at 10 pm.
- Q. There will be no loitering at, or in the area of, the pools after hours.
- R. Swimmers are responsible for replacing the safety line per Nashua City requirements.
- S. No Smoking inside the fenced pool area.
- T. Parent/guardian is ultimately responsible for their child's behavior while in the pool areas.

Failure to comply with Pool rules will result in termination of access.

### **33. Playground and Fitness Area**

- A. There will be no loitering at or in the area after 10 pm to sunrise.
- B. No Smoking in the fenced Playground/fitness area.
- C. Animals are not allowed inside the fence.
- D. It is recommended that children under the age of 10 be accompanied by a responsible party.
- E. Parent/guardian is ultimately responsible for their child's behavior while in the playground.

### **34. Inspections**

- A. Management will conduct informal exterior inspections throughout the course of the year.
- B. Any noted violation will be dealt with on an as-seen basis.

### **35. Solicitation and Political Campaigning**

- A. Solicitations of any kind for funds, contributions, or sales are strictly forbidden on Coburn Woods property without the prior written permission of the Board.
- B. Campaigning for political candidates is not allowed.

### **36. Reporting Violations and Complaints**

- A. If you are observing actions that are breaking State, Local, or Federal law, please contact the Nashua Police Department.
- B. Coburn Woods personnel and any homeowner may report violations of these Rules or of the other Governing documents. These complaints will be kept in confidence.
- C. Reporting must be done in writing to the Coburn Woods office and must state the specific date and time of the incident with a description of the situation and names of persons involved.
- D. Enforcement of rules and regulations will be directed by the Board.

### **37. Fines**

- A. All fines or charges are due as noted in the violation letter whether or not an appeal is pending.
- B. Any fine paid late will incur interest from the due date.
- C. In cases involving common property damage, the cost of repairs will be considered by the Board as a separate item.
- D. Any case where the financial loss is significant will be dealt with through normal legal processes.

### **38. Violation Process**

- A. Please see the Fine Addendum appended to this Rule book for additional information.

### **39. Severability**

- A. Invalidation of any one of these rules by judgment or court order shall in no way affect any other provision(s), which shall remain in full force and effect.

### **40. Crew and Association Employees**

- A. Except in the case of an emergency, Association vendors and/or employees are not to be stopped by homeowners during the operation of equipment or activities related to the function and operation of Coburn Woods. If there is an issue with a vendor or employee

requiring immediate attention, the office can be reached at the number listed on the Coburn Woods website. The Board will then take action where it deems necessary with regard to employees and/or vendors. In the event of a non-immediate need, the listed office email or Board of Directors email can be used. Failure to adhere to this will result in an escalating fine as listed in the Fine Addendum. Exclusions to this include any issue where failure to act immediately would result in loss of property or injury, and other circumstances as the Board sees fit.

## **Approvals:**

Joan Huot, President

Date

*Approved by majority vote of the 111 Coburn Association, Inc. Board of Directors on 29 April 2021, as attested by my signature:*

Trudy Yelton, Clerk

Date

## **Fine Addendum:**

### **111 Coburn Association, Inc. -- Rule Violation Fines and Fee Schedule**

All violations of Coburn Woods Rules are subject to fines according to the fine schedules listed herein.

All fines to be issued will follow the published fine schedule and be enacted by a majority vote of the Board of Directors with the voting tally duly recorded in the next set of Meeting Minutes issued.

The Board of Directors reserves the right to accelerate the fine schedule in the event a violation presents a security, health, safety, environmental, or fire hazard.

#### **1. Violation Process:**

- A. In order to preserve a sense of community, please first politely notify your neighbor when you notice a violation.
- B. If no action is taken by your neighbor, or the occurrence continues to repeat, please contact the Coburn Woods office.
- C. The Property Manager and/or the Board will review the violation and if appropriate will send a warning letter to the homeowner citing the violation and a compliance date.
- D. If the violation is still not resolved within date stated in the warning letter, a fine per the attached schedule will be assessed.

#### **2. Fines Due After Levied:**

- A. It is the sole duty and responsibility of the homeowner to contact the Property Manager after the violation has been redressed.
- B. Verification of compliance by the Property Manager and/or Board of Directors is required before the fine schedule is suspended or terminated.

#### **3. Hearings:**

- A. Homeowners may request a hearing at the next scheduled Board of Directors' meeting.
- B. At the hearing, homeowners have the opportunity to state their case, provide evidence, ask questions and summarize their position.
- C. The Board may choose to limit the evidence that is repetitive or not relevant to the issues.
- D. If you feel a member of the Board is biased, you may request to have them disqualified from sitting on your hearing as long as a quorum is maintained.
- E. You may request a 3rd party arbitrator at your expense or a continuance of the hearing.



#### 4. Fees:

- A. 111 Coburn Association shall be entitled to recover any costs and reasonable attorney fees incurred in connection with the collection of delinquent assessments, whether or not such collection activities result in suit being commenced or prosecuted to judgement.

#### 5. Fine Schedule:

- A. Fines will be assessed to assist in enforcing Coburn Woods rules. Notice of the first rule violation will be a written warning to the homeowner. Then:
1. If the occurrence is a safety violation the behavior must be stopped and remedied immediately.
  2. Correctable condition: Except as otherwise noted within the Rules, the owner has 14 days to correct the violation from the initial warning. If not corrected, the first fine will be issued. After the initial fine, each additional 7 days will result in an additional fine until the violation is corrected.
  3. If the violation was initially corrected and remedied appropriately, each subsequent identical offense will be treated as a continuation of the original violation, so long as it falls under the “Per Occurrence Violation” table below.

#### [Item A]

Correctable Condition Violation	First Fine	Add'l Fines
Exterior Home	\$25.00	Increasing amount by \$25.00 per week
Home Maintenance	\$25.00	Increasing amount by \$25.00 per week
Exterior Lighting	\$25.00	Increasing amount by \$25.00 per week
Vehicles	\$25.00	Increasing amount by \$25.00 per week
Other Correctable Conditions	\$25.00	Increasing amount by \$25.00 per week

#### [Item B]

Per Occurrence Violation	First Fine	Add'l Fines
Parking	\$25.00	Increasing amount by \$25.00 per week
Pets	\$25.00	Increasing amount by \$25.00 per week
Littering	\$25.00	Increasing amount by \$25.00 per week
Damage to HOA Property	\$25.00	Increasing amount by \$50.00 per week
Safety Violation	\$25.00	Increasing amount by \$50.00 per repeated occurrence
Speeding	\$50.00*	Increasing amount by \$50 per repeated occurrence. *Fine issued with initial warning.
Other Per Occurrence Violations	\$25.00	Increasing amount by \$25.00 per week

## **6. Unauthorized Vehicles:**

- A. Vehicles not registered with Coburn Woods or vehicles parked in no-parking zones may be towed at any time at owners expense in addition to fines listed above.

## **7. Continuing Violation:**

- A. The Board may impose a continuing monetary penalty, assessed on a weekly basis as listed under the Additional Fines in the above tables, without additional notice or hearing until the infraction or violation has been remedied. (A continuing violation is a violation of an ongoing nature which has not been corrected or reoccurs.)
- B. Additional steps for continuing violations are: termination of services, liens levied on the property.

## **8. Definitions and Usages:**

- A. Offensive is defined as anything relating to:
  - 1. Reference to or in association with any of the following subjects, in any language, whether read forward, backward, by mirror image, or by phonetic spelling:
    - a) Intimate body parts or genitals;
    - b) Sexual or excretory acts or functions;
    - c) Words or terms of profanity or obscenity;
    - d) Violence;
    - e) Illegal activities;
    - f) Intoxicants, drugs or drug culture;
    - g) Gangs;
    - h) Racial, ethnic, religious, gender or sexual orientation hatred or bigotry; or
    - i) Other definitions as deemed by the State of New Hampshire, City of Nashua, Federal Guidelines, and/or other governing bodies as appropriate.