RICHARDS LANE MAINTENANCE CORPORATION

Rules and Regulations Summary & Reference Guide

Corporate Enactment Overview

Pursuant to Paragraph 26 of the By-laws of RICHARDS LANE MAINTENANCE CORPORATION, the following Rules and Regulations have been comprehensively revised, numbered for precise legal reference, and updated to maintain strict alignment with the Delaware Uniform Common Interest Ownership Act (DUCIOA) and New Castle County (NCC) corporate compliance frameworks. Effective Date: October 25, 2018 (As Amended).

Section 1: Architectural Guidelines & Review Procedures

1.1 Exterior Alterations & Continuity. Each homeowner is strictly prohibited from altering the general appearance of the exterior of the home, including exterior painting, without the prior approval of the Architectural Committee (AC). All repairs or replacements must duplicate and maintain the original architectural appearance of the structure in a good and workmanlike manner. This restriction is fully enforceable by any legal means including but not limited to injunction actions by the Corporation.

1.2 Structural Modifications & Grading. No building, fence, wall, or other structure as built shall be altered, extended, added to, or modified in any manner. This restriction explicitly includes changes in lot grade or drainage patterns that may negatively affect common spaces or contiguous private properties.

1.3 Single-Family Residential Restrictions. No dwelling or any part thereof shall be used for any purpose except as a private dwelling for one family. No dwelling, garage, porch, or other structure shall be erected, altered, or added to unless approved in writing by the Corporation via the official architectural application protocol.

1.4 Casualty Damage & Reconstruction Timeline. If any portion of a dwelling is damaged or destroyed by fire or other casualty, it is the strict duty of the Owner to rebuild, repair, or reconstruct the structure with due diligence to restore its original appearance. Reconstruction must commence within four (4) months of the casualty and be pursued continuously to completion, unless delayed by causes strictly beyond the owner's control.

1.5 Approved Finishes & Color Matching. Only exterior materials existing on the parent structure or highly compatible with the architectural design characteristics of the community will be approved. Generally, only areas that are currently painted may be repainted, and the selected color must match the existing color exactly.

1.6 Maintenance Default, Lot Entry & Due Process. In the event an owner or tenant fails to maintain the premises in a manner satisfactory to the Board, the Corporation has the right to enter the lot to repair and restore the property, with all direct costs added to the owner's

assessment. Except in a bona fide emergency, the Board must afford the homeowner with explicit written notice, an opportunity to be heard (formal hearing), and a reasonable period for corrective action prior to entry. Duly authorized agents may enter property at reasonable hours on any day except Sundays and holidays (unless an emergency exists).

1.7 Fence Specifications & Aesthetic Criteria. No fence shall be erected without express written consent of the Architectural Review Board, which holds absolute discretion. Submissions must include the homeowner's Deed and legal description to verify zero encroachment on common or bordering properties. All fences must be post-and-rail design (minimum 2, maximum 3 rails) of board construction in natural wood color only; painting, staining, high privacy-style, metal, or chain-link fences are prohibited. Side fences of end units must conform to natural architectural interruptions. All party-line fences must be placed directly adjacent to property lines at a standard height of four (4) feet, with the finished side facing out. Fences are prohibited between the building front face and the street, or where they obstruct vehicular sight lines.

1.8 Landscaping, Lighting, Gardens & Utilities. Routine landscaping and planting do not require prior AC approval. However, no regrading is permitted without written consent. Trees, hedges, and shrubs that restrict vehicular sight lines or obstruct public walkways/parking areas must be immediately cut back or removed. Vegetable or non-flower gardens are prohibited in front or side yards. Statues, bird feeders, fountains, and other lawn decorative devices are strictly prohibited. Swimming pools and driveway/sidewalk alterations are permitted only upon explicit written approval from the AC.

1.9 Miscellaneous Exterior Restrictions & Signage. Exterior lighting must not create an annoyance to neighbors or a traffic hazard. Satellite dishes must be installed on the back of the home whenever possible (unused dishes must be removed). Awnings are prohibited in the front; rear awnings must be retractable and match the door/shutter paint color. Permanent clotheslines/poles are prohibited, and no garments or rugs may be hung from windows or buildings. Metal sheds are strictly prohibited. Signs are prohibited except for a single non-illuminated family name/number sign (max 75 sq inches) or one temporary real estate sign (max 5 sq feet); an explicit exception is carved out for political/election signage during active election windows in compliance with state regulations.

1.10 Architectural Review Committees, Forms & Appeals. The AC reviews requests on official application forms on the first Tuesday of each month. Submissions must include detailed drawings (height, width, length, color, and location) and be received at least one week prior to the meeting. Approved proposals require a signed New Castle County Building Permit presented to the AC prior to work commencing. The AC must submit its review to the Board within two weeks, and the Board must return a decision within 10 days. If the AC fails to reply to an applicant within thirty (30) days of the review session, the request is legally deemed approved. Rejections may be resubmitted with new clarifying data within 30 days, which resets the 30-day review clause. Final appeals may be directed to the Board of Directors.

Section 2: Grounds, Parking & Maintenance Standards

2.1 Pet Control Regulations, Nuisance Limits & Fines. No livestock, poultry, or commercial breeding of animals is permitted. Residents may keep up to three (3) domesticated household pets in the aggregate, provided they do not cause a nuisance. Homeowners indemnify the Corporation against any liability arising from pets. Pets must be physically restrained (leashed) when off private property and are never to be left tied or unattended on common elements. Pet owners must immediately remove all litter deposited by their animals. Pets are strictly prohibited from defecating or urinating within fifteen (15) feet of common/private properties, flower beds, or shrubs. Outdoor tethering is permitted only if the owner is at home, the animal is restricted to private property, and it does not disturb neighbors or public servants (mail delivery, lawn mowing, trash collection). Violations are subject to an immediate $10.00 fine for the first offense and $25.00 for subsequent offenses.

2.2 Roadway & Vehicular Parking Restrictions. Residents may park up to two (2) automobiles on Corporation-maintained roadways for a maximum period of 24 hours without prior written consent. Parking additional vehicles is restricted to private driveways or designated parking lots. Parking on grass, garden areas, or open spaces (common or private) is strictly prohibited at all times, including during school bus pick-up/drop-off intervals. No vehicle may obstruct any resident's ingress, egress, or designated parking space.

2.3 Commercial, Oversized & Recreational Vehicles. Mobile homes, motor homes, utility or recreational trailers, trucks exceeding one-half (1/2) ton, or any other oversized commercial vehicles are strictly prohibited from parking in residential areas, except for short-term loading or unloading operations. Motorcycles, ATVs, and mopeds are subject to all standard licensed vehicle rules outlined in this section.

2.4 Abandoned & Unregistered Vehicle Towing. Any vehicle parked within common areas that is unregistered or lacks a current state inspection sticker for more than fifteen (15) days will be towed at the owner's expense. This is subject to the condition that the common area is privately owned and maintained by the Maintenance Corporation.

2.5 Refuse Control, Curbside Windows & Sorting. Garbage, rubbish, or any other waste materials must not be abandoned or allowed to remain on any private lot or common open space. Burning or dumping refuse is strictly prohibited. Trash must be kept in sanitary containers with secured lids or inside tied plastic bags. Receptacles may be placed curbside only on the night before or the day of scheduled trash collection; they must remain completely hidden from public view at all other times. Empty cardboard boxes must be broken down, and loose newspapers must be securely tied in bundles.

2.6 Individual Snow Removal Obligation. It is the absolute personal responsibility of each individual lot owner to promptly clear all snow and ice accumulations from their property's private driveway and adjacent public sidewalks.

2.7 Automotive Repair & Outside Storage. No resident shall permit the repair, dismantling, or disability of any vehicle, machine, or appliance anywhere outside the dwelling unit, nor permit parts to be stored on any lot or public right-of-way. Minor, do-it-yourself automotive repairs may

be permitted within designated corporate parking fields only upon receiving prior written consent from the Corporation.

2.8 Forced Corporate Remediation & Collection Liens. All homes and yard areas must be kept clean and maintained in good repair at all times to a standard satisfying corporate approval. If a property falls into disrepair, the Corporation reserves the right to furnish the labor and materials necessary to restore the home. The lot owner shall pay all direct and indirect expenses incurred by the Corporation within ten (10) days of invoicing; unpaid balances constitute an immediate statutory lien against the property.

2.9 Landlord-Tenant Disclosures & Owner Liability. If a dwelling is leased, the Owner must promptly furnish a copy of the written lease agreement to the Corporation and provide a copy of these Rules and Regulations to the tenant. If a tenant violates the guidelines, the Corporation will notify both owner and tenant via certified mail (return receipt requested). If the violation is not rectified within 30 days, or if it reoccurs within a 90-day window, the Corporation may perform necessary exterior maintenance at the owner's expense or levy formal corporate fines against the lot owner for non-compliance. Ultimate legal liability for rule enforcement remains attached to the property owner.

Section 3: Operations, Safety & Governance Protocols

3.1 Roadway Access, Licensing & Speed Limits. Use of subdivision roads is strictly limited to property owners, tenants, invited guests, licensed contractors, delivery personnel, and official government or school district vehicles. All other unauthorized operators will be legally treated as trespassers. All motor vehicles operating on the property must bear current state license plates, and drivers must possess a valid operator's license. Posted speed limits and traffic control signs must be obeyed at all times.

3.2 Hunting, Trapping & Weapons Discharge Prohibitions. Hunting and trapping of any kind within the borders or common open spaces of Richards Lane are strictly prohibited. No firearm, air rifle, air pistol, or bow and arrow shall be discharged or used for hunting or target practice anywhere within the community confines.

3.3 Fire Prevention, Open Burning & Flammable Storage. Open burning of trash, leaves, brush, or other organic/synthetic materials is strictly prohibited. Kerosene, gasoline, and alternative flammable products must be stored exclusively inside approved safety containers and housed indoors in strict compliance with ANSI Safety Standards for occupied residences.

3.4 Security Reporting, Vandalism & Guest Damage Liability. Residents are required to immediately report any situation endangering the health, safety, or security of the community to the appropriate public authority. Vandalism to common grounds, infrastructure, buildings, or equipment will not be tolerated; the responsible party (or the hosting homeowner, in the case of minors or guests) will be billed directly for all incurred repair damages.

3.5 Common Property Usage & Event Approvals. No person shall use the common properties of the Corporation except in accordance with rules established by the Board. Any social gatherings or private events held within the common properties require advance written

approval from the Corporation. Common areas must be used solely for the residential and recreational purposes for which they were originally designed.

3.6 Nuisance Noise, Offensive Activities & Building Integrity. No resident shall make or permit disturbing noises, noxious behavior, or offensive activities that interfere with the peaceful possession rights, comfort, or convenience of other neighbors. Immoral, improper, or unlawful activities are strictly prohibited, and all valid federal, state, and New Castle County zoning ordinances must be observed. Nothing shall be done in any home that impairs the structural integrity of the dwelling.

3.7 Assessment Collections, Delinquency Windows & Interest. Maintenance assessments are due on specified dates and become delinquent if unpaid. Assessments unpaid after thirty (30) days are subject to interest accruing from the date of delinquency at the legal rate of interest in effect. The Corporation reserves the right to bring an action at law against the owner personally or foreclose its lien against the property. All interest, court costs, and reasonable attorney's fees incurred during collection will be added to the assessment balance. No owner may escape assessment liability through non-use or abandonment of their lot.

3.8 Rule Enforcement Mechanisms & Amendment Proposals. These Rules and Regulations are fully enforceable by the Corporation, its designated agents, or any individual lot owner through proceedings at law or in equity, provided copies of the regulations are furnished to members prior to their effective date. New rules or amendments may be proposed by the Board, a Board committee, or by a petition of ten percent (10%) of current members in good standing.

3.9 Formal Voting Standards, Quorums & Enactment Windows. Proposed amendments must be discussed at a general meeting with written notice sent to all members at least ten (10) days prior, detailing the exact nature of the change. If a majority of present members vote to move the amendment forward, a dedicated voting meeting must be scheduled. Written notice of voting must be sent ten (10) days in advance, and the meeting cannot take place sooner than fifteen (15) days after the initial determination. A quorum requires the presence or proxy representation of sixty percent (60%) of Class A membership and one hundred percent (100%) of Class B membership. Signed ballots are limited to one per lot. Adopted rules become effective ten (10) days after approval, with written notice distributed to all members within five (5) days of adoption.

Section 4: Quick Reference Key Metrics Table

Rule Category	Reference Index	Required Metrics / Caps	Compliance Deadlines
Casualty Reconstruction	**Section 1.4**	Substantial restoration of original condition	Commence within 4 months of date of loss
Forced Entry Notice	**Section 1.6**	Mandatory written notice & hearing window	Reasonable period (Prior to entry)
Fence Standard Height	**Section 1.7**	Exactly 4'0" height max; Natural wood board construction	Immediate upon construction
Architectural Default Approval	**Section 1.10**	Automatic approval if AC fails to respond	Within 30 days of monthly review session
Architectural Resubmission Window	**Section 1.10**	Allows submission of new/clarifying data	Within 30 days of official rejection notice
Board Review Return Window	**Section 1.10**	Turnaround time for documentation loop	Within 10 days of receiving AC documents
Pet Quantity Limitation	**Section 2.1**	Maximum of 3 domesticated household pets total	Continuous compliance
Pet Waste Boundary	**Section 2.1**	No elimination within 15 feet of private/common lot lines	Continuous compliance
Pet Control Violations	**Section 2.1**	First Offense: $10.00 | Subsequent Offenses: $25.00	Immediate upon citation issuance
Roadway Parking Cap	**Section 2.2**	Maximum of 2 vehicles per lot on corporate roads	Not to exceed 24 continuous hours
Oversized Vehicles	**Section 2.3**	Trucks exceeding 1/2 ton; Mobile homes; Trailers	Prohibited except for short-term loading
Unregistered Common Area Parking	**Section 2.4**	Towed at owner's expense if lacking stickers/plates	Maximum of 15 continuous days

Refuse Receptacle Placement	**Section 2.5**	Secured lids or tied bags placed curbside	Night before or day of pick-up only
Forced Maintenance Invoicing	**Section 2.8**	Full payment of direct and indirect corporate costs	Within 10 days of invoice date
Landlord Tenant Disclosures	**Section 2.9**	Provide copy of lease to MC; rules copy to tenant	Promptly upon lease execution
Tenant Non-Compliance Grace Period	**Section 2.9**	Rectify tenant violation after certified warning letter	Within 30 days; must not reoccur for 90 days
Delinquent Assessment Clause	**Section 3.7**	Legal Rate of Interest in Effect (Title 6 Del. C.)	Accrues past 30 days from due date
Amendment Meeting Notice Window	**Section 3.9**	Advance written notification to entire membership	Minimum 10 days prior to general session
Amendment Voting Quorum Caps	**Section 3.9**	60% Class A Membership | 100% Class B Membership	Established at start of voting meeting
New Policy Enactment Date	**Section 3.9**	Rule becomes active; notice sent within 5 days	10 days post formal adoption date