

ADMINISTRATIVE RULES  
OF  
INDIAN CREEK CONDOMINIUM ASSOCIATION

These Administrative Rules are promulgated under the authority of the By-Laws of Indian Creek condominiums and Title 27, Chapter 16, Vermont Statutes Annotated (1975).

1. Modification of any kind to the exterior of the building, or the appearance thereof, including but not limited to doors, lights, decks, antennas, satellite dishes, heating or bathroom vents, air conditioning devices or gas heating installations may not be made without the approval of the Board of Directors. Detailed plans and specifications must accompany any written requests for modification to any unit. Work may not commence until you have received a written approval from the Board of Directors. Attached to this document are approved policies, subject to change, for air conditioner installation, gas installations and an optional window installation in the Master bedroom of 3 bedroom units. These are meant to guide you in the planning process, but **APPROVAL MUST BE OBTAINED** prior to having any work done. Advances in building materials are ongoing and thus, policies will change over time.
2. Unit Owners will be permitted to plant and /or remove shrubs, bushes, flowers, or trees in the beds in front of their units provided that approval by the Board of Directors is first obtained. The planting must be designed to blend with the overall landscaping of the condominium complex and be selected from the approved list of shrubs and plants that have been identified by the Board of Directors.
  - a. Unit Owners are not permitted to plant gardens or planting in any other Indian Creek common property including behind the units or adjacent to the garages. For gardens that were put in place prior to August 1, 2020, the Board of Directors has provided a one-time grandfather opportunity. Unit owners who want to keep a garden behind their unit must apply for approval to keep the garden by December 1, 2020. Requests for grandfathering gardens will not be considered after that date and unallowable gardens will be removed by the association. In order to keep a rear garden, the owner must agree in writing to the following:
    - To maintain the garden in excellent condition
    - To not put anything in the garden that would interfere with landscaping
    - If the owner sells the unit, they must either return the garden to its original state or secure written agreement from the new owner that they will maintain the garden.The Board reserves the right to withdraw approval for a grandfathered garden at any time for any reason.
3. No unit owner shall permit anything to be done or kept in his or her unit or in the common elements which will result in the cancellation of insurance on the condominium or any part thereof or which would be in violation of any law, regulations or administrative ruling.
4. If an owner causes damage to Indian Creek common property, that owner and/or owner's insurance, is primarily responsible for paying the damage. If a claim is made against the Association's master insurance policy, the owner is responsible for paying any and all deductibles that apply.
5. Condominiums shall be occupied by not more than one family unit in which all of the individuals are related or by not more than two unrelated adults.
6. Rental Property: No more than 30% of the condominium units may exist as rental property. In order for a unit to be considered a rental property, the owner must:

- File application and receive written approval from the Board of Directors to be included in the 30% limit.
  - A \$500 damage deposit must be placed in escrow with the property manager at the initiation of every new lease to offset the potential cost of any damage to the common property. This deposit will be returned if the tenant leaves the common property in good standing.
  - Renters will sign a document of understanding that they have read and will comply with the by-laws and administrative rules
  - Owners of rental units accept the liability for enforcement of the Declaration, By-laws, and Administrative Rules of Indian Creek Condominium Association
  - Dogs are not permitted in rental units (see #8 for details)
  - Owners are to keep the management company up to date with names of tenants as well as contact numbers.
  - The effective start and expiration date of the lease must be communicated to the Board.
  - A unit may not be leased for less than six months.
  - No owner may rent his/her unit if their obligation to pay fees is overdue in excess of thirty days.
  - Permission to maintain a rental unit can be rescinded by the Board of Directors if the governing documents are not followed.
7. Any assessment not paid in full within 10 days of the date due, shall be delinquent and subject to late fees as per our by-laws, Article VIII, Item 3 as amended and recorded in the South Burlington Vermont City Clerk's Office, August 14, 1992.
8. Pool and Tennis Court Rules are attached and incorporated in the Administrative Rules. Failure to follow the rules will result in having privileges revoked.
- 9. Pets:**
- Unit owners are limited to one pet and are required to keep dogs and cats on a leash when outdoors at all times. Owners are required to clean up after their pets.
  - Dogs are prohibited in any rental unit. Tenants who presently lease a unit from an owner are not allowed to have dogs on the premises, with the exception of legitimate service dogs. An existing renter who owned a dog prior to December 2, 2004, will be allowed to keep said pet. Upon the pet's demise, the tenant may not replace it.
10. No trade or business that creates traffic/disturbance may be carried on within the condominiums.
11. Tools, sporting goods, bicycles or other personal articles and equipment must be stored within the townhouse or in garages.
12. Owners may not post signs visible from the outside of the townhouse area for any purpose, including signs advertising the sale or rent or property.
13. Common areas shall not be used for camping or any other activity that will interfere with the use by others of the common areas. There shall be no use of common areas that will injure or scar the common areas of the vegetation thereon or increase the cost of maintenance thereof.
14. Firewood will not be stored outdoors or in the limited common areas.
15. Owners will keep the walkways to their townhouse, as well as the front and rear of their unit, clean and free of unsightly objects, empty flowerpots, sports equipment, or any objects that detract from the walkway and surrounding area.

16. Each unit has a concrete platform at least ten feet from the unit that was specially installed for grills. Owner's grills must be placed on the platform at all times. An owner who does not intend to use a grill may put a potted plant or other decorative item on the platform with Board prior approval. The use of fire pits of any kind are prohibited in any part of Indian Creek.

17. Guidelines for garages and parking:

- The Declaration identifies two (2) parking spots available for each unit. One is in the garage designated for their use and one is in the spaces adjacent to their garage. (See Declaration, Section 6, Limited Common Area). If you own more than two cars and parking becomes congested in your phase, you may be required to park one vehicle in the overflow lot.
- Garage doors are to be kept closed except to permit entrance and egress from the garage by a car or person.
- Parking on the grass is prohibited.
- All vehicles shall be restricted to designated roads and parking areas and shall be driven in a safe and reasonable manner. The speed limit is 20 MPH on our roads.
- No vehicle shall be left standing in such a manner as to prevent the ready access to the townhouses or so as to impede the access of firefighting equipment or emergency vehicles. Motorcycles, motor scooters, bicycles and the like are restricted to roads.
- There will be no servicing of vehicles on the common property.
- All boats, trailers, campers, un-inspected vehicles, and unregistered vehicles are forbidden to park within the confines of the property on any road, parking lot or in any garage. Registered, inspected vehicles, campers and boats may be parked in the Recreational Vehicle Lot provided said vehicle, etc., is registered to a resident of Indian Creek and that the said vehicle/boat/motor home is recorded with the Property Manager. Failure to follow this procedure will result in the vehicle etc. being towed from the property.

A. Parking in the Overflow Lot

I. The overflow lot is intended to provide owners temporary extra parking for extra vehicles and/or park seasonal recreational vehicles such as boats, trailers, and campers. *It is not intended for ongoing use for any individual unit because it is a shared common area for all owners.*

- Requirements for Use of the Overflow Lot for Automobiles
- The vehicles must belong to resident or current guest of resident.
- The vehicle must be in operating order and currently registered and inspected
- If the owner is planning to park the vehicle in the lot for more than fourteen days, they must request a permit from the property manager. The permit is to be displayed on the dash and be visible.
- The maximum duration of a permit is 60 days. The permit maybe extended with board approval.

II. Requirements for Use of the Overflow Lot for Seasonal Recreational Vehicles

- The vehicles must belong to resident
- The vehicle must be in operating order and currently registered and inspected
- The length of the vehicle including the trailer must not exceed 26 feet
- Recreational vehicles are limited to the left side of the lot
- The owner must request a permit from the property manager. Permits will be authorized for the summer (May 1 to October 31) for summer recreational vehicles and for the winter (November 1 to April 30) for winter vehicles.

18. The procedure for handling complaints is as follows:
- a) A complaint must be made in writing or by email to the Board of Directors via the Property Manager
  - b) The Board will take whatever action it deems necessary, such as issuing work orders, letters, fines etc.
  - c) The complainant will be notified by the Property Manager in writing or by email of the action taken.
  - d) Contact the South Burlington Animal Control Officer, through the South Burlington Police Department to file a complaint regarding domestic or wild animals causing a disturbance.  
A courtesy copy to the property manager would also be appreciated.
19. No Owner shall engage any employee of the Association in any private business matter that would conflict with the performance of his or her duties for the Association without the consent of the Board of Directors.
20. The Board of Directors and its representatives are authorized to enter any townhouse at any reasonable time in order to accomplish repairs, inspection, or similar activity. If the Board of Directors finds that an Owner has created an unreasonable restriction to allow entry, which results in additional cost to the Association, that additional cost will be assessed against that Owner.
21. The Manager may promulgate additional reasonable regulations as shall implement the foregoing from time to time, with the approval of the Board of Directors, which, unless revoked by the Board of Directors, shall be enforced as an Administrative Rule and Regulation adopted pursuant to the Declaration and By-laws.
22. All the Administrative Rules adopted pursuant to the Declaration and the By-laws shall be deemed to compliment or implement the provisions of the Declaration and By-laws. In the event of any inconsistency, the provisions of the Declaration itself shall be controlling.
23. All fees are due the first of the month. Any payments received later than the 10<sup>th</sup> of the month are subject to late fees as stipulated in the by-laws.
24. Pool and Tennis rules: see attachment at end of these Rules
- Loss of privileges will result from failure to follow rules
  - Homeowners who are not up to date on dues and fees will lose privilege of using pool and tennis courts
25. Failure to follow the By-laws or administrative rules will result in a fine upon 2<sup>nd</sup> notice.

Revised and approved on April 22, 2021 by Board of Directors, Indian Creek Condominium Association