



**4 DASKAMS LANE  
NORWALK, CT 06851**

**RULES  
&  
REGULATIONS**

**Updated October 15, 2007**

RiverWay is a community that strives to be the best it can be! In that spirit, our Rules & Regulations are presented. In a community of residents living in close proximity, sharing common areas and facilities, it is expected that everyone will treat one another with thoughtfulness and respect. In such a community of shared resources, regulation and administration are necessary to maintain the intended level of peaceful enjoyment for all the residents.

The following pages are the updated RiverWay Rules & Regulations. The Board adopted these Rules & Regulations for your safety, security and comfort. This document is intended to assist and guide residents in maintaining these objectives. In the event these Rules & Regulations are violated, they contain provisions and procedures for enforcement and penalties. If you commit an infraction of the Rules & Regulations, RiverWay's management company will send you a warning letter if this is a first offense and there were no damages involved. If you repeat the infraction, you will be fined.

Remember that being socially responsible is part of recognizing that you are part of a community in which we all share the same space.

The following pages may be updated, clarified and changed by the Board of Directors as deemed appropriate.

Our Property Manager is:

Phoenix Management Corporation  
101 Tresser Boulevard  
P.O. Box 1356  
Stamford, Connecticut 06904  
Phone Contact: 203-324-2154 Ext. 16  
Email: [vcollins@phoenixmanagementcorp.com](mailto:vcollins@phoenixmanagementcorp.com)

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## GENERAL RULES

1. In order to enforce these Rules & Regulations to govern the conduct of Unit Owners and renters, The Board has the power to levy fines against Unit Owners and renters for violations. Collection of the fines may be enforced against the Unit Owner(s) involved as if the fines were a common charge owed by the particular Unit Owner(s). Unit Owners will be responsible for fines assessed against their tenants.
2. Unit owners are required to notify our management company of re-sale of their unit upon the signing of the contract of sales. They are required to submit the name(s) of the new unit owner(s), as well as the name(s) and phone number(s) of the attorney(s) handling the closing, to our management company for administrative purposes. A new unit owner is required to submit a copy of the sales contract or deed. If the unit is rented, then the unit owner is required to notify our management company and to provide the name and contact information of the tenant(s) and a minimum one-year lease, before anyone may move in.
3. All unit doors, doorknobs, peep holes leading to the common areas must conform in type and color to the building standards. All units should only have two locks (one in door/one in door handle).
4. All unit doors shall be kept closed at all times when not being used for ingress or egress. Residents are not allowed to leave their front doors open while cooking.
5. DISTURBANCES - No resident shall make or permit any disturbing noises in their individual units or the building common areas that will interfere with the rights, comfort, or convenience of the residents. This includes: loud music, TVs, musical instrument playing, heavy walking, and running major appliances (washers, vacuums, etc). Like all condos with shared walls and floors, we must take into consideration and adjust for the ability of noises to travel between units. Sometimes we don't realize how heavy we walk, how loud we play our TVs or music, or how running water from a washing machine can be heard between floors, especially late at night. Loud music and noise will not be tolerated at RiverWay and is subject to fines. **Community Quiet Hours at RiverWay are after 11 PM in the evening until 7AM in the morning daily during the week; they are after 11PM in the evening until 8AM on the weekends.** Community Quiet Hours mean that during these hours of the night & early morning, we pay extra attention and respect to the noise outlined in this rule traveling between units. Unit Owners on the 3<sup>rd</sup> and 4<sup>th</sup> Floor use the 3<sup>rd</sup> floor hallway. Please be aware that this hallway is directly over our 2<sup>nd</sup> floor neighbors. No running, heavy walking, or extra loud conversation takes place in the hallways.
6. Carpeting is required on all second, third and fourth floor units with the exception of baths, kitchens, and front entries.
7. No cigar, pipe, or cigarette smoking is allowed in any of the common areas of the building, including stairwells.

8. Personal heating devices of any type are not allowed in individual units.
9. No commercial solicitations will be allowed by any person, group, association, or business anywhere in the building or common areas for any cause whatsoever, unless specifically authorized by the Board of Directors in writing.
10. Feedback, suggestions, and any complaints are to be made in writing (email is an acceptable form) to our management company.
11. No notices shall be posted in any common area without prior consent of the Board of Directors.
12. The RiverWay Condominium Association will operate an August 1<sup>st</sup> to July 31<sup>st</sup> Fiscal Year.
13. Unit owners must advise his/her tenant that they must abide by the Rules & Regulations of RiverWay. This is the responsibility of the unit owners.

**ASSESSMENTS** - All assessments are due as specified in any assessment letter and should be mailed to our management company. If assessments are not received by the 10<sup>th</sup> of the month, the unit owner will be assessed a late charge of \$25 per month per past month due. In addition to late charges, any legal or other collection cost relating to the collection of delinquent accounts of thirty (30) days will be assessed against the delinquent unit owner.

**BALCONIES** – Balconies must be kept neat and not used as a storage area (bicycles/cartons/other). Do not hang any item from this area. Bicycle racks are available in the lower garage level for bicycle storage. No ‘live’ trees, shrubs, or vines will be permitted on the balconies. Up to two (2) potted patio plants, within the confines of your balcony, are acceptable but cannot be hung from the siding or balcony railing. No awnings/decorative materials or wall hangings are to be installed. No resident shall paint the floors, walls or ceiling of any balcony. It is the responsibility of the unit owner/tenant to keep your balcony clear of snow. During the holiday season, there will be no trees or decorations hung outside. Between December 1<sup>st</sup> and January 15<sup>th</sup> of each year, residents may display white non-blinking outdoor holiday lights on their balconies. **It is against Norwalk Fire Department Code to grill or to have a grill present on your balcony.** Throwing objects of any kind from a balcony is strictly prohibited, including without limitation cigar and cigarette butts, matches, food to animals or fish, or debris of any nature. Volume setting of radios used on a balcony is to be kept at a level so as not to disturb neighbors.

**COMMON AREAS** – Please keep common areas free of dirt and debris. No external ornaments are to be hung on the outside of any units – this includes door decorations, flags or holiday lights. Holiday wreaths are acceptable in season. Interior common areas are designated as non-smoking. Children shall not play or run in the halls, stairways, community room, elevator or lobby areas.

**CARPORT WALKWAY AREAS** – Personal belongings, furniture, trash, and perishables may not be left in the carports or walkway areas. This is part of our building’s front entrance and curb appeal as well as part of the Common Areas.

**COMMON CHARGES** – Common Charges are due the first of the month and should be mailed to our management company. If Common Charges are not received by the 10<sup>th</sup> of the month, the unit owner will be assessed a late charge of \$25 per month per past month due. In addition to late charges, any legal or other collection cost relating to the collection of delinquent accounts of thirty (30) days will be assessed against the delinquent unit owner.

**DELIVERIES & UNIT SERVICES** – All deliveries of furniture/appliances and other household goods & services (including contractors, servicemen, and deliverymen) are permitted from 8:00AM to 5:00PM, Monday through Friday, excluding Sunday and legal holidays. Saturday deliveries & services are permitted from 10:00AM to 3:00PM. All precautions must be taken to protect the hallways, elevator, and lobby floors when carrying work materials, debris, tools, etc., to and from the unit. It is the unit owner’s responsibility to see that

it is thoroughly cleaned at the end of the work day. If any common area property is damaged by a contractor, the unit owner will be responsible for the cost of cleaning, repairing, or replacing it to the satisfaction of the Board of Directors. Unit owners must contact the management company and report the damage caused by a contractor, service person, or delivery person. Delay in reporting could mean fines.

**EMERGENCY CONTACT INFORMATION** – All emergencies pertaining to the common areas of RiverWay Condominiums should be directed to our management company. Their contact info can be found on the front page of this document. There is an after hour messaging capability and instructions to report true emergency matters to our property manager. Other emergency contact information has been provided to each unit owner as well as affixed to the bulletin board near the mailboxes.

**HALLS** – This rule applies to internal and external hallways (under carport area). No personal property such as boots, shoes, bicycles, carts, etc. are permitted in the hallways. This includes: food/perishable deliveries left outside, trash bags waiting to go to the dumpster. This causes unnecessary odors, unsightliness, insects, and even animals. Interior common areas are designated as non-smoking.

**INSURANCE** – All unit owners are required to maintain condominium insurance coverage and general liability coverage in the minimum amount of \$300,000, covering personal property and physical damage. All unit owners must file a copy of the Declarations Page of their policy or an Insurance Certificate from their broker with our management company.

**LEASES & RENTALS** – A unit may not be leased (rented) for a period of less than one year. All leases and rental agreements shall be in writing and subject to the requirements of the documents of RiverWay. Leases must be filed with our management company. Failure to comply with this filing will result in a \$100 fine to the unit owner for every month (or portion thereof) that the lease is not received. No warning letters will be sent. **The lessee(s) of the unit must reside in the unit; no unit may be subleased.** No unit may be leased to or for the benefit of a business entity. All renters must abide by the rules & regulations of RiverWay Condominiums.

**MOVE IN/MOVE OUT** – You must give our management company at least one week notice if you are to move so that the elevator padding can be installed. Move in/out days should be scheduled Monday thru Friday from 9AM to 8PM. This avoids inconveniencing other unit owners. There is a \$50 fee, payable to RiverWay Condominium Association and mailed to our property manager, on move in and outs to cover cleaning of common areas, including elevators. Residents are responsible for any damage caused by them or their movers. A Saturday move-in/out must be scheduled between 10:00AM to 3:00PM with notice given to the property management company in advance so that multiple moves on the same day do not happen and inconvenience residents.

**PARKING** – All one bedroom unit owners have one assigned parking space, and two bedroom unit owners have one assigned and one unassigned parking space. Your assigned parking space number is provided in your original purchase contract of sale. All unit owners/tenants have been provided with appropriately numbered parking stickers. All cars in reserved spaces MUST have the proper assigned sticker. Please note that all parking spaces are for registered motor vehicles. No boats, work trucks, trailers or recreational vehicles will be permitted. Failure to comply will result in towing and a fine of \$50. No liability is assumed by RiverWay for any property damage or theft resulting to the vehicles parked at RiverWay or occurring during towing. If you are using any of the handicapped parking areas, you must have a handicapped permit from the State of Connecticut. Washing or vehicle maintenance of any kind, including oil changes, is strictly prohibited on RiverWay property.

**PETS** – With the exception of a maximum of two (2) small domestic cats per residential unit, no animals – dogs, rabbits, livestock, fowl, poultry, birds, rodents, or reptiles of any kind – shall be raised, bred, or kept in any unit. Cats are NOT permitted in the hallways and common areas of RiverWay. Unit owners shall not permit their cat(s) to defecate or urinate in the hallways or common areas of RiverWay. Failure to follow this rule will result in a \$100 fine per occurrence. As stated in the Declaration, Exhibit C, Section 3.3., no dogs are permitted at RiverWay. Failure to follow this rule in its entirety will result in a fine of \$100 per day after having been properly notified by the Association. (Revised rule as passed on 8/29/07.)

**REFUSE/RECYCLING** – All occupants at RiverWay are to keep the refuse enclosure in a neat and orderly condition. Our refuse company is Advantage. Refuse will be picked up on Monday, Wednesday and Friday each week. All refuse must be placed in the refuse container. Boxes must be flattened and placed on the right side of the container within the enclosure. Cardboard boxes will be picked up once per week on a Wednesday. Items such as furniture or appliances CANNOT be left for the refuse company. You must make your own arrangements for disposal of these items. Failure to comply with these disposal arrangements will result in a fine of \$50 per occurrence. Trash cans in the lobby are for mail and paper trash, not for food items, regular household trash, or unsanitary products. Please follow the recycling guidelines. RiverWay does recycle, and the City of Norwalk collects recyclables on Thursdays. Unit owners will be advised of Christmas tree disposal arrangements.

**SIGNS** – No signs are permitted to be displayed either on units or parked vehicles. No signs can be installed on RiverWay property or right-of-ways. This includes holiday signs and large greeting signs installed by party companies.

**SNOW** – Our management company will be handling RiverWay maintenance, including snow removal. Snow removal will take place after an accumulation of ½". Sanding & salting will be done as frozen moisture indicates for our property situated with hillside driveways. It is the resident's responsibility to move their car from the outside parking area to a clear area space so that all parking spaces can be cleared. We instruct and monitor that the property should be cleaned and protected for resident travel by the work commutation hours.

**UNIT OWNERS & OCCUPANCY** – Only two (2) persons per bedroom can occupy a unit; unit owners may not have persons living & sleeping in rooms other than bedrooms. It is your responsibility to advise your tenant that they must abide by the Rules & Regulations of RiverWay. Unit owners are responsible for all repairs and maintenance within your unit including windows, screens, plumbing, heating, electrical, etc. When it comes time for replacement of certain items like windows and screens, the property manager will have information on the specific allowable replacements for building uniformity. Work, construction, repairs or installation shall be conducted in any unit on weekdays (excluding legal holidays) and only between the hours of 8AM and 5PM. Saturday hours are from 10:00AM to 3:00PM.

**WATER LEAKS** – Should you have a leak in your unit or have water damage as a result of a leak emanating from another unit, please contact our management company immediately.

**WINDOWS** – To maintain uniformity and aesthetic appeal for the RiverWay property, all window treatments facing the outside of the building must be appropriate (no sheets/towels) and in neutral color from white/beige/pastel. No ornaments or displays should be placed in windows. All window screens must remain on windows and doors and kept in good condition.

**COMMUNITY SECURITY** – RiverWay is a community, and we strive to always be the best we can be. Please be aware. If you see unusual occurrences or visitors on our property that you question, please inform the authorities (police).

The information above is not intended to replace the Bylaws and Declaration.