



RULES OF GLEN RIDGE COOPERATIVE

Adopted April 24, 2019
Modified September 29, 2021

The Rules of Glen Ridge Cooperative assume the good will and common sense of the members and their desire to show consideration to others. Any member wishing to register a complaint may do so by sending a signed letter to the Administrator or the Executive Board President.

1. Each member shall keep the external area around his/her home, including the deck or patio to which he/she has sole access, in a good state of preservation and cleanliness. Each member shall keep his/her home in such a manner that it maintains the overall quality of the Cooperative and its common areas. Members may paint their entry doors, however, shall not paint, stain, or otherwise change the color of any other exterior part of the building.
2. No awning, screen, canopy, shutter, or railing shall be erected without the consent in writing of the Executive Board. Any such structures that are permitted shall be of a compatible design.
3. Although hanging plants, wind chimes, small name signs, bird feeders and small flags may be hung at the front entrance or on the patio or deck or from the overhang, nothing shall be hung or fastened elsewhere on the siding or on the windowsills. Only single line retractable clotheslines attached to the existing deck posts are permitted. Members may also use moveable racks on decks or patios to hang laundry.
4. Members may plant annuals and perennials ***within 3 ½ feet of the perimeter of their home*** and are responsible for maintaining any such planting, which must be trimmed at least one foot from the building. Larger shrubs and/or trees may be planted more than 3 ½ feet from the perimeter of the home only after prior approval by the Executive Board in order to maintain the overall appearance of the property and avoid interference with mowing patterns and underground utility lines.
5. All trash and garbage shall be ***securely bagged*** and placed in the garbage barrels in the sheds. Un-bagged recyclable materials shall be placed in the blue recycling containers.

6. No business of any kind for whatever purpose, including altruistic, shall be conducted on any part of the property. No "For Sale," "For Rent," or "For Lease" signs or other window displays, or advertising shall be permitted on any part of the property or in any home nor shall any home be used for transient, hotel, or motel purposes. Realtors may post a Glen Ridge Open House sign at the entrance to Sycamore Drive for 48 hours prior to an open house until the end of the open house.
7. **Tag sales:** A member may hold a tag sale under three circumstances: a) the member participates in a Glen Ridge-wide tag sale that the Executive Board has approved, b) the member is moving out permanently or c) a deceased members' heir is selling a deceased member's possessions. Tag sales are limited to one day on a Saturday or Sunday. The administrator must approve the date of a tag sale to avoid conflicts with Glen Ridge operations. A member or heir who plans to hold a tag sale must inform the other members living in the same building at least a week in advance. A Glen Ridge-prepared sign to advertise a tag sale will be displayed at the entrance to Glen Ridge for three days before the tag sale and on the day of the tag sale. Glen Ridge will also provide a "tag sale" sign that may be displayed on the curb in front of each building while a member is holding a tag sale. No other promotional signs are permitted on Glen Ridge property. Items for sale must be displayed inside the home and garage. No outside displays are permitted. The person who is holding the tag sale must arrange for someone to supervise parking.
8. No firearms are permitted on Glen Ridge property.
9. No member may make any structural additions, alterations, or improvements without the prior written consent of the Executive Board.
10. Members may park only automobiles, vans and pick-up trucks in parking lots. Boats and RVs are not permitted in parking lots or on the roads.
11. The Executive Board or the administrator shall retain a key to each home. These keys will be secured in the office. No Member may alter a lock or install a new lock without the written consent of the Executive Board or the administrator. After receiving consent for a change, the Member must provide a new key for the office.
12. If a member plans to be away for a week or longer, the member should notify the office of his/her upcoming absence and provide a phone number where he/she may be reached in the event of an emergency.
13. Monthly fees and taxes are due on the 1st of each month. A \$25 late fee may be assessed for payments received after the 10th day of the month.
14. **Live-ins & Tenants.** A live-in is a non-member who lives with a member in the member's home. Live-ins include partners, relatives, friends, roommates and live-in caretakers. A tenant is a person who rents a Glen

Ridge home from a member. The member must notify the administrator in advance of plans for a live-in or tenant to move into Glen Ridge. The administrator or his/her designee shall interview any prospective live-in or tenant. The administrator shall make a recommendation to the Executive Board to approve or disapprove a prospective live-in or tenant. The Executive Board has the final authority to approve or disapprove of a live-in or tenant. The member is responsible for assuring that live-ins and tenants comply with the rules.

15. Members must keep the temperature in all rooms of their homes at a minimum of 55 degrees at all times. Members may be liable for damages to their homes due to frozen or burst pipes.
16. Members are responsible for the removal of snow from their decks and patios. The removal of snow, while not required, is advisable to prevent snow from blocking exits in an emergency.
17. **Cats:** Each household is permitted to have one or two indoor cats. Cat litter may never be flushed down the toilet. All cats must be spayed/neutered.
18. **Dogs:** A new member may bring one adult pet dog per household to Glen Ridge when he/she moves in. If the dog dies, the member may not get another dog. All dogs must be spayed/neutered. Dogs must be on a leash whenever they are outdoors. Dogs may not be tied up outdoors. Members must be considerate of other members when walking a dog. The dog must not bark excessively or display aggressive behavior. The owner must remove dog excrement immediately. Members are responsible for ensuring that any guests who bring dogs to Glen Ridge comply with these rules.
19. **Registration of cats & dogs.** When a new member who owns a cat or dog moves in, the member must fill out a pet registration form and provide a copy of each cat's or dog's spaying/neutering certificate. Dog owners must provide a current Mansfield dog license and documentation that the dog's shots are up-to-date. A member who gets a new cat must comply with these registration requirements. All members who own cats or a dog must submit an updated pet registration form to the office every July 1st.
20. **Substitute pet caregivers:** When a member registers a cat or dog, he/she must provide the office the name and contact information of a nearby friend, relative or Glen Ridge member who has agreed to take care of the member's dog and cats on a temporary basis if an emergency arises that renders the member incapable of taking care of his/her pets, such as a medical condition or unexpected absence from his/her home (e.g. hospitalization or nursing home admission). The member is responsible for keeping this information up-to-date. If no such pet caregiver is available or the pet caregiving arrangement doesn't work out while the member is incapacitated or absent, Glen Ridge management will contact the member's emergency contact person who will designate a temporary caregiving arrangement for the dog or cats. As a last resort, the Glen Ridge

management may request that Mansfield Animal Control take cats or dogs. If a member dies, the member's designated emergency contact person or heir must take responsibility for removing the dog or cats from Glen Ridge as soon as possible. The Executive Board reserves the right to have a cat or dog removed from a home if the Executive Board determines that the member is no longer able to properly care for the pet and/or has not complied with the rules about cats and dogs.

21. **Service/assistive animals.** In order to have a service/assistive animal, a member must provide documentation that the animal meets the American with Disability Act's definition of a service/assistive animal and is trained to assist the member with specific disability-related tasks.
22. A member may install a satellite dish no larger than 39.37 inches diagonally or in diameter, or a television antenna, on the member's deck or patio. No such satellite dish or antenna may be installed on any common element. The member must notify the property administrator in advance of any such installation. The installation must be as inconspicuous as possible without impairing installation, maintenance or use. Any wires attached to the building should match the color of the siding of the building as closely as possible. The member must use a contractor who is properly licensed and insured. The member shall indemnify the cooperative for any damage the dish or antenna may cause and is responsible for any maintenance or repair to the limited common element caused by the installation of a satellite dish or television antenna.
23. A member who wishes to install a mini-split heat pump must submit a request and specific plans to the Buildings and Grounds Committee, and the installation must be approved by the Executive board. The following conditions shall apply to all such installations after the adoptions of this rule:
 - a. The location of the inverter must be reviewed and approved. Appropriate plantings may be required for aesthetic reasons.
 - b. The inverter must be installed on a slab.
 - c. The conduits must match the color of the trim or siding to minimize their visual impact. Contractor must seal all openings resulting from penetration into the building interior.
 - d. The member must use a contractor who is properly licensed and insured.
 - e. The member shall indemnify the cooperative for any damage to the building resulting from the installation of the heat pump and is responsible for repairing such damage.
 - f. The member is solely responsible for maintenance of the heat pump system.