



2016 00022404

Bk: 30070 Pg: 199 Page: 1 of 17
Recorded: 05/26/2016 09:00 AM

CARTER GREEN II CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

June 1, 2016

June 1, 2016

Dear Owner,

Welcome to Carter Green II Condominiums! We are a town house community consisting of 210 two-bedroom townhouse units on approximately 20 acres of private property. The development has a community clubhouse for hosting private functions, and a tennis court for perfecting your backhand! We are approximately one mile from a golf course and country club, shopping, and all town functions (i.e., Library, Police & Fire Stations and Post Office).

The Board of Directors, consisting of five elected members, generally meets on the 3rd Wednesday of the month (with some posted exceptions) at 7:30 in the clubhouse. All unit owners are welcomed and encouraged to attend.

Our property management company works hand-in-hand with the Association to provide management services to the community. We are committed to maintaining the high standards of the property and ensuring a safe, tranquil, family-oriented environment.

In order for the Board of Directors and the management company to operate efficiently, it is imperative that every resident is aware of the policies and procedures presently in place, and that requests for services or information are processed correctly.

To help in following the established guidelines, we have enclosed a copy of the *Carter Green II Condominium Association Rules and Regulations*. Please read this information and, should you have any questions, please let us know.

Contact information is: Joe Silva jsilva@silva-associates.com
 (978) 858-3500 Fax: (978) 858-0145
 Silva Associates Property Management
 1215 Main Street, Unit 121
 Tewksbury, MA 01876

After hours and for emergencies, you may leave a detailed message. Include your name, unit number & address, a phone number where you may be reached, and the nature of the problem. Your call will be answered as quickly as possible.

Again, the Board of Directors and Silva Associates welcomes you to Carter Green!

Sincerely,

Joe Silva
President
Silva Associates Property Management

June 1, 2016

Dear Owner,

The Board of Directors and Management Company have updated the enclosed Rules and Regulations for Unit Owners at Carter Green II Condominiums. This document lists rules in effect at June 1, 2016. It is intended to contribute to preserving a clean, attractive, and safe residential environment and to assure the peaceful enjoyment of the property. These rules are not designed to interfere, restrict, or burden the property owners.

All residents must become familiar and must abide by these established Rules and Regulations which supplement the provisions of the Master Deed and Bylaws of the Condominium Association. Should you sell or lease your property, please be sure the new occupants have a copy of this document and inform the management company of the change. Rules apply to all residents within our community.

We ask that you take the time to read these rules and acknowledge receipt of this document by signing and returning the acknowledgement page to the Property Manager no later than June 30, 2016. It is critical that we receive this acknowledgement for safety, administrative and legal reasons. Acknowledgements not received by this date will incur a \$5 late fee in August 2016.

The Board of Directors
Carter Green II Condominium Association

TABLE OF CONTENTS

Section

- I. QUIET ENJOYMENT
- II. PARKING
- III. PETS
- IV. CLUBHOUSE
- V. PRESERVATION OF PROPERTY & GRILLS
- VI. TENANTS
- VII. MINORS
- VIII. BUILDINGS
- IX. LANDSCAPING
- X. MISCELLANEOUS
- XI. APPROVED SHRUBS AND PLANTINGS
- XII. APPROVED REPLACEMENT DOORS & WINDOWS
- XIII. BOARD AUTHORIZATION
- XIV. OWNER ACKNOWLEDGEMENT

Recent Major Construction:

Roof replacement	2006-2008
Vinyl siding	2009-2010
Road & driveway resurfaced	2011
New exterior lighting system	2011
Balcony/deck refurbished	2012
Custom deck treatment/stain	2013
Farmer porch refurbished	2015-2016
Custom porch treatment/stain	2016

I. QUIET ENJOYMENT

All unit owners have a right to quiet enjoyment of the property. Please be considerate of your neighbors – do not permit music, video, vehicles, equipment, musical instruments, animals or children to be so loud as to disturb others.

Observe reasonable hours for conducting activities and maintain quiet between the hours of 11:00 pm to 7:00 am. It is understood that varied lifestyles and work schedules exist among the residents of our community; however, generally accepted norms are periods of daytime activity and night time quiet. Please abide by these norms and conduct yourself in a considerate manner. Please honor requests by others to observe these standards. If, after reasonable requests have been made and you are still unable to achieve quiet enjoyment, an owner may file a written complaint with the management company for assistance with resolution of the problem.

All disputes must be handled in a mature, orderly manner so that no obnoxious, offensive or intimidating behavior is displayed, or the same infringes on the rights of your neighbors.

Please keep all motor vehicles in good repair, adequately muffled and do not idle engines while parked in common areas.

Any unit owner found to be in violation of these rules will be subject to a fine. Please report all complaints to the management company if you are unable to settle any disputes in a neighborly fashion.

II. PARKING

Parking space at Carter Green is limited. Please be considerate of your neighbors and the aesthetics of the property. Do not stop on mulched or sod areas when parking your vehicle. Because we are a family community, we ask that you respect the 20 mph speed limit posted within the complex.

Please turn off your engine while stopped at the Clubhouse to check your mail or to load/unload items from your vehicle.

Each unit has two parking spaces: one in the unit garage and the other in the unit driveway. There is no parking across the end of the unit driveway, along Patrick Rd or in common driveway fire lanes. Guest parking is available for each building and we ask that you reserve this area for that purpose.

On occasion, unit owners are unable to use their garage – be advised that this does not entitle you to permanently park in the guest area. Temporary use of garage space for other than vehicle storage may provide you with extra indoor space, but you will forfeit a second parking space.

For safety reasons, **no parking is allowed on Patrick Road, in the common fire lanes or across the end of your driveway.** If there were an emergency, fire apparatus, police vehicles and/or ambulances must have direct access to each unit at all times.

Commercial vehicles (defined as vehicles with more than four tires OR vehicles larger than 8600 GVW), as well as other vehicles bearing company names and/or insignias must be parked inside the garage or the vehicle will become subject to towing.** Also, any type of “recreational” vehicle (all-terrain vehicles, snowmobiles, scooters, etc.), equipment (plow blades, etc.) and trailers are prohibited from the property. At no time will any unregistered or uninspected vehicle be allowed on the premises. Commercial vehicles are allowed within the confines of the complex only for making deliveries and providing services.

Any vehicle in violation of any of these Parking rules may be fined and/or towed at the owner’s expense.

** This rule has been in effect since March 1, 2001.

III. DOMESTIC PETS

Family pets are welcomed here at Carter Green provided they are well-cared for and that their presence does not pose a threat or disturbance to the property or to other unit owners, residents, children or guests. The ability to have pets is a privilege, not a right, of owners in the Association. Renters may not have pets.**

Only domestic animals are allowed in the units. Any animal found creating a disturbance or posing a threat to others must be removed immediately from the property. The Board of Directors reserves the right to determine this action.

When outdoors, all pets must be on a leash or restraint and are to be walked along Patrick Rd or along the wooded areas abutting the perimeter of the property ONLY. Please do not cut across open lawn areas between buildings. For safety and comfort, never leave an animal leashed to any railing, tree or other part of the common areas. Any dog found loose or tied to any object (railings, etc.) will be reported and may be taken into custody by the Tewksbury Dog Officer.

No dog or other animal is allowed to relieve itself on walkways, pavement, lawns or shrubs or mulched areas. Please take your pet into the wooded areas around the perimeter of the property for this purpose. Keep in mind that the landscaping is for the enjoyment of all and is not to be littered with animal feces. All pet waste must immediately be picked up and disposed of properly by the person present with the pet at the time. Please carry a trash bag or scoop at all times while out with your pet and dispose of the waste in your own trash barrel. Do not leave bags on the property. Should you be observed not cleaning up after your pet, or allowing your pet to relieve itself in the common areas, you will be fined. It is the responsibility of all owners & residents to address, report, and uphold this rule. We are proud of our property and desire to keep it clean and respectable in appearance.

All animal owners are responsible for the actions of their pets. All animal owners agree to indemnify and hold harmless the trustees, management company, other unit owners and their agents and employees, from any loss, liability, damage or expense as a result of their pet's actions.

All dogs must be licensed by the Town of Tewksbury and all owners must comply with the Town leash law and pooper-scooper law.

Effective March 1, 2001, all new unit tenants (renters) are prohibited from having pets.

Report any problems to the management company or to the Tewksbury Dog Officer (978-640-4395). Any unit owner in violation of any of these Pet rules will be subject to a fine or possible pet removal.

** This rule has been in effect since March 1, 2001.

IV. CLUBHOUSE

The Carter Green Clubhouse is available for hosting private parties. A \$125 rental fee at the time of reservation is required, \$50 of which will be refunded provided the clubhouse, surrounding area and key is returned in good condition and without incident.

Please be mindful of the abutting unit neighbors when using the clubhouse. There are reasonable restrictions on the hours of use as stated in the rental agreement. While renting, we ask that you use common sense and be courteous of and sensitive to the neighbors' right to quiet enjoyment of their home.

No one under the age of 21 years old may rent the clubhouse for a private function. Should the clubhouse be reserved for a party involving minors, at least two responsible parents or legal guardians must be on-site at all times to chaperone. No alcoholic beverages may be served.

The person reserving the clubhouse is responsible for the actions of all guests.

Renter of the clubhouse will return the premises in good condition and will agree to hold harmless the trustees, management company, owners, their employees, etc. against all liability and loss.

A Clubhouse Rental Agreement and deposit must be completed and sent to Silva Associates at least three weeks prior to the scheduled date of use.

Parking at the Clubhouse area for functions must be limited to the three paved parking areas surrounding the clubhouse. Guests and residents must not park in the fire lane encircling the clubhouse, on the lawns or on Patrick Road.

Neighboring unit owners and their guests must be able to enter and exit unit driveways freely while the clubhouse is in use. Emergency vehicles must be able to access the fire lanes and Patrick Road at all times.

Please shut off all engines while stopped at the Clubhouse to load/unload items from vehicles, to drop off guests, or to check mailboxes.

V. PRESERVATION OF PROPERTY & GRILLS

In order to maintain the property and keep the appearance pleasing to all, it is important to adhere to the following rules:

- Do not hang clothes lines or clothing, blankets, rugs, mops, brooms, etc. from the back deck or front porch.
- Do not litter. Dispose of your paper, cans, bottles, cigarette butts, pet waste and other trash in proper containers.
- All rubbish or recycle barrels are to be stored inside your unit/garage. Do not store on your deck, front porch, shed or in driveway area. Trash is collected according to the RED town schedule on Wednesday, unless there is a holiday. Trash pick-up will then be one day later on Thursday. Please put your trash out by 7am on the morning of collection. If you put it out the night before, and it becomes strewn across the neighborhood, it is your responsibility to pick up this trash regardless of weather conditions. All barrels must be brought in promptly after collection, preferably the same day. Barrels not brought in may result in a fine to the unit for each day out. If your trash is not collected as scheduled, call the town and/or management
- Please be sure that bicycles, other wheeled vehicles, portable children's pools, basketball stands or other toys and/or personal items or equipment are not left outdoors overnight.
- Due to safety standards established by the state of Massachusetts general laws, Tewksbury Fire Department and insurance carriers, NO grills, charcoal or other propane materials are allowed on unit decks or front porches. NO propane materials are permitted on the property whatsoever, including the storage thereof in sheds, garages or units. **Electric grills ONLY*** may be used in the driveway area at least 5 feet from buildings and plantings AND NOT UNDER THE BALCONY. No fire pits are permitted anywhere on the property.

Reminder: bark mulch in garden areas is highly flammable.

Failure to abide by any of these rules will result in fines.

*Revised 3/1/2013 - per insurance regulations.

VI. TENANTS

Some unit owners elect to rent their units to tenants. All rules and regulations noted herein are in effect for any tenant occupying the premises and guests thereof. It is the responsibility of the unit owner to advise the tenant of these matters, ensure that they are in compliance, provide a copy of the rules to the tenants and furnish an acknowledgment receipt from the tenants to the management company.

As of March 1, 2001, no new tenant may bring an animal into the unit or on the property. Tenants may not have pets.

When renting their units, owners should comply with any outstanding state, local and/or federal regulations regarding occupancy restrictions. Owners must also inform tenants of the restricted number of available parking spaces for vehicles (2 = garage & unit driveway) and must ensure that tenants otherwise comply with the rules and regulations of the Carter Green II Condominium Association.

The unit owner is ultimately responsible for the actions of the tenant.

Any violation of the rules and regulations by a tenant will become the responsibility of the owner. Any fines imposed will be sent to the owner for payment.

VII. MINORS

Children make up a substantial percentage of the population here at Carter Green. To ensure their safety and well-being, all children should be supervised by a parent or guardian while outdoors.

Parents and guardians are responsible for the actions of all occupants of their units as well as guests and invitees, and will be held responsible for any damage resulting from said actions.

Please keep in mind that the right of quiet enjoyment belongs to everyone at Carter Green and children's activities should be curtailed at a reasonable hour. All toys and equipment is to be stored indoors each night.

No one under the age of 21 will be allowed use of the clubhouse unless there are at least two (2) parents or legal guardians present to chaperone activities at all times. No alcoholic beverages may be served.

VIII. BUILDINGS

Unit owners or occupants may not alter or permanently affix anything to the exterior of any building or to any portion of the common areas without written consent of the Board. This includes, but is not limited to, cables, satellite dishes, window air conditioner units, flags, door and window replacements. Please refer to the list of APPROVED REPLACEMENT DOORS AND WINDOWS (Section XII) when planning your project and submit approval requests to the Board at least one month in advance of planned construction.

Should a written request for changes to the exterior of the building be made to the Board, and should that request be approved by the Board, the unit owner will have ninety (90) days to affect this change. After the 90-day period, the approval will automatically be rescinded. Please keep in mind that it is not the policy of the Board to approve changes that affect the exterior of the buildings other than for replacement doors and windows.

Nothing is to be done in or around any unit or to the common areas which will impair the structural integrity of the buildings or common areas or alter the exterior appearance of the property.

Per Massachusetts general laws, Tewksbury Fire Department and other regulations, grills are NOT allowed on unit decks or front porches. Propane materials are strictly prohibited from the property and may not be stored in sheds, garages or units. Charcoal is not allowed. See Part V for further information.

Per the bylaws, owners may maintain the unit limited common areas of balcony/deck and front porch using a clear wood preservative. However, in 2012 all balconies were refurbished by the Association and in 2013 all balconies were stained with a custom wood stain to ensure uniform integrity and appearance of the deck. This same product will be used on refurbished front porches completed in 2015-2016. Any owner wishing to treat their deck or porch thereafter is now required to use this same custom stain. Please contact the management company for further information on the product to be used.

Owners are responsible for the maintenance of interior systems servicing the unit with the exception of common water lines into each unit. If you desire to upgrade your HVAC system, please contact management for specific legal criteria regarding the installation of high-efficiency heating & a/c systems. Window air conditioner units are strictly prohibited. Repair your central a/c unit or use fans. No exceptions.

IX. LANDSCAPING

Carter Green takes pride in the landscaping. The colorful and well manicured lawns are maintained through funds derived from your monthly condominium fee. Please do not conduct any activities in the common areas which will cause damage to the landscaping or increase the maintenance.

We appreciate that individual unit owners may want to enhance the landscaping in their limited common areas, and we do encourage this. We do, however, request that you obtain approval from the Board of Directors prior to making any changes. Please refer to the list of APPROVED SHRUBS AND PLANTINGS (Section XI.) and use the following guidelines when planning your enhancements:

- Submit a detailed plan diagramming and describing the proposed changes, including plant and other foliage names.
- Be sure to include a notation of any impact upon your abutters and their written approval.
- Include your name, unit & phone number with your plan.

The individual requesting such changes will be responsible for the purchase and installation of any plantings requested. It will also be the unit owner's responsibility to care, maintain and repair such modification, as needed. All such modifications to the area become the property of Carter Green. The Board reserves the right to remove and/or change the modification without the unit owner's approval and to assess the unit owner any costs for the same.

The requesting party is responsible for any damage to the property, or abutting properties, as well as personal injury or injury to others incurred as a result of implementing these modifications. After receiving approval from the Board, any plantings above or near utility lines in the planting area require the owner to call Dig Safe (1-800-Dig-Safe) prior to planting.

Seasonal window boxes may be displayed on deck railings after April 15th; and removed by November 15th. No permanent wooden window boxes may be installed on any deck or porch. All window boxes must be maintained and kept in good repair.

X. MISCELLANEOUS

Units at Carter Green are intended for residential use only. Owners are responsible for the actions and conduct of their minors, pets, guests, tenants, and tenant's guests and will be held responsible for their actions.

At no time will "For Sale", "For Rent" or any other signs be posted in or around the area by a unit owner. (Exception: temporary realtor-provided "open house" signs, removed after the open house session.)

Holiday decorations are allowed; however, it is requested that they be displayed no sooner than three weeks before the holiday and removed no later than three weeks after the holiday.

Any complaints against another unit owner for violating these rules and regulations must be made in writing or via email to the Management Company. The offender will be notified in writing that a complaint has been filed. The offender also has the right to view the complaint made against him/her. The reporting party may request to remain anonymous but must identify them self to management when reporting the incident.

Fines may be levied against any owner in violation of these rules and regulations. No fine may be for more than \$25 for the first offense. The owner will then have 15-30 days to cure. After this period, additional fines per day may be assessed. All notices of fines will be made in writing to the unit owner.

Condo fees are due on the first day of each month. Any fee not received & deposited by the 10th day of the month will incur a late fee equal to 10% of the monthly fee.

Amendments to these rules and regulations may only be made by the Board of Directors as conditions warrant. All changes must be made in writing and be mailed to each unit owner.

The Board of Directors has the authority and duty to enforce these rules and regulations and may employ and/or delegate this authority to other parties as needed.

XI. Carter Green II Condominium Association

APPROVED SHRUBS AND PLANTINGS

JUNE 2016

According to the Rules and Regulations of Carter Green, you must receive WRITTEN permission from the Board to do any planting or removal.

It is important to remember that the gas lines and some electrical lines are located in the planting areas. After receiving approval from the Board, you must call Dig Safe (1-800-DIG-SAFE) prior to planting.

Management states that shrub plantings are only permitted in the same place that you removed a shrub from. Trees are not allowed.

Following is a list of permissible shrubs for the driveway area. The intent is to keep any new shrubs SMALL and low maintenance. Flowers and bulbs are generally acceptable. Annuals are preferred.

Dwarf Rhododendron	Grow no higher than 3 feet
Azalea	Any type
Dwarf Holly	Male and Female to get berries
Dwarf Yew	Evergreen, no higher than 3ft
Forsythia	Pruned annually to 3 feet

If you have other preferences not listed above, please state this in your proposed plan and discuss the proposal with the Board.

XII. Carter Green II Condominium Association

APPROVED REPLACEMENT DOORS AND WINDOWS

JUNE 2016

Sliding Doors:

Vinyl: American Craftsman Series 5500 - White exterior finish only
Anderson PS510R - White exterior finish only

Double Hung Window:

American Craftsman Vinyl - White exterior finish only
Harvey Classic Vinyl - White exterior finish only

Crank Bedroom Window:

American Craftsman model 7501 - Vent Casement White
Harvey Industries - Single Solid Vinyl Casement White

Garage Doors:

Must be white and must contain clear glass window panes
(no frosted glass and no windowless solid doors permitted)

- ** ALL DOORS AND WINDOWS MUST BE EXACT STYLE & MATCH
- ** ALL DOORS AND WINDOWS MUST HAVE WRITTEN APPROVAL BY THE BOARD PRIOR TO INSTALLATION.
- ** **IT IS THE RESPONSIBILITY OF THE HOMEOWNER TO RETAIN THE WRITTEN REQUEST TO AND APPROVAL RECEIVED FROM THE BOARD.**
- ** NO OTHER DOORS/WINDOWS ARE ACCEPTABLE REPLACEMENTS WITHOUT WRITTEN APPROVAL BY THE BOARD PRIOR TO INSTALLATION.

XIV. ACKNOWLEDGEMENT OF RULES AND REGULATIONS

The Undersigned do hereby acknowledge receipt of a copy of the Rules and Regulations dated June 1, 2016 which govern the Carter Green II Condominium Association and agree to abide by the same. The Undersigned acknowledges that these Rules and Regulations supplement the provisions of the Master Deed and Bylaws of the Carter Green II Condominium Trust.

_____ Name	_____ Unit #	_____ Date
_____ Name	_____ Unit #	_____ Date

Mail acknowledgement by June 30, 2016 to:

Carter Green II Condominiums
c/o Silva Associates
1215 Main Street, Unit 121
Tewksbury, MA 01876

Or, fax acknowledgement to Silva Associates at: (978) 858-0145

Or, email to jsilva@silva-associates.com and state "Carter Green Rules" in header and the make following statement:

I acknowledge receipt of the June 1, 2016 Rules & Regulations.
Signed, Your Name(s) & Unit #

Rec'd By: _____ Date: _____