

RULES AND REGULATIONS OF  
THE McKENNA WOODS CONDOMINIUM TRUST

(Revised 2009 rev1)

**1) No obstruction of common areas and facilities;**

Common areas are to be kept clear of obstruction. Temporary obstruction of common areas for specific purpose and or time frame will be allowed only by written consent of the Board of Trustees.

**2) No articles in common area;**

- a) No clothes, sheets, blankets, laundry or other articles shall be hung out of any unit or exposed on any part of the common areas or facility.
- b) No clothes lines are allowed. There shall be no use of the limited common area or common area and facilities which injures or scars them or the plantings thereon, increase the maintenance or causes embarrassment, disturbance of annoyance to the owners in the enjoyment of the condominium.
- c) Driveways and garages should be used for parking by owners first. There should be NO on street parking. If you are having a large gathering of vehicles should be directed to park along one side of the entrance roadway. Guest's should be directed to park on the pavement area only and stay of the grass to avoid damages. Owners will be held responsible for the actions and expense of any damage incurred.
- d) No trucks or similar heavy duty vehicles, snowmobiles, motorcycles, boats, utility trailers, boat trailers or camping trailers will be allowed within the common or limited common areas of the condominium unless approved in writing by the Board of Trustees.
- e) No type of vehicle maintenance is allowed in any parking space or driveway with the exception of changing a flat tire, cleaning /washing or waxing of a vehicle.
- f) No unregistered or inoperable vehicle may be stored anywhere on site. Unregistered vehicles will be removed with the approval of the Board of Trustees at the owner's expense.
- g) All improvements to the landscaping of the common areas shall be done only by the Board of Trustees or a volunteer committee of owners formed for a specific purpose of improvements to the common areas, even then the Board of Trustees will have the final approval for any requested changes from such committee. No other exterior additions are allowed in the front of the units.
- h) Signs; unit owners or agents may not display "For Sale" or "For Rent" signs in the windows of or otherwise on the exterior of the units.
- i) Snow removal; during snow removal times, residents shall cooperate with the snow removal contractor by moving their vehicles if requested to do so. Vehicles may, from time to time, be requested to be moved from the roadway area to permit the snow plowing effort to be completed owners shall promptly comply and cooperate if requested.
- j) Holiday decorations and lights need to be taken down by January 15<sup>th</sup>.

**3) Radios, CD players, phonographs, TV's, musical instruments;**

Sound level; Televisions, radios, stereos, CD players, high fidelity sound reproduction devices, musical instruments and like devices must be kept at a volume level that does not become an annoyance to neighbors. After 10PM weekdays and 11PM weekends such sounds must not be able to be heard beyond the unit walls.

**4) No offensive activity;**

No owner may use or maintain his or her unit or the common area for any purpose or in any manner which is contrary to any applicable law, rule, regulation or requirement of any government authority for any purpose which would constitute a nuisance or be offensive. No unit owner shall do or permit anything to be done by his family, servant, employee, agents or visitors that will interfere with the rights or conveniences of other unit owners or occupants.

**5) Trash;**

All garbage and trash must be placed in the proper receptacles designed for refuse collection and no garbage or trash shall be placed elsewhere upon any of the common area and facilities. Each unit owner or occupant shall dispose of garbage and trash in accordance with the disposal company requirements. All barrels or re-cycle containers should be brought in from the curb within 48 hours of pick up.

**6) Exterior Apparatus;**

Under no circumstances shall any air conditioner apparatus, television or radio antennas, clothes lines, clothes racks or any such device be installed on the exterior of any unit or common area facility, or be permitted to be hung out of a unit.

**7) Complaints;**

Complaints regarding the management of the condominium or maintenance of the common area and facilities, or regarding actions of other unit owners or occupants, shall be made in writing to the current management company. No unit owner shall attempt to direct, supervise or in any manner attempt to control or request favors of any employee of the trust. If the Trustees feel that a complaint is justified, they will take whatever action they deem necessary.

**8) Enforcement;**

The Trustees are authorized, in their sole discretion, to impose monetary fines or penalties for violation of these Rules and Regulations, further, the Trustees have the right to relax or withhold enforcement of any rule or regulation for any or all residents, or which, under the circumstances, would be unfair or impractical to enforce.

**9) Right to a hearing;**

Any resident or owner aggrieved by any fine or penalty imposed by the Trustees of Trustees will be granted a hearing, provided that said resident requests a hearing in writing within 15 days of the grievance. Said hearing shall be held within thirty days of receipt of the written request for hearing, and shall be conducted in a closed session. The party aggrieved and the complainant is required to attend the hearing.

#### **10) Satellite Dishes.**

The following Rules and Regulations regarding satellite dishes and antenna restrictions shall take precedent over the same:

Reception Antenna means an antenna, satellite dish, or other structure used to receive video programming services intended for reception in the viewing area. Examples of video programming services include direct broadcast satellite services, multipoint distribution services, and television broadcast signals. The mast supporting the Reception Antenna, cabling, supports, guide wires, conduits, wiring, fasteners, bolts or other accessories for the Reception Antenna or similar structure is part of the Reception Antenna. A Reception Antenna that has limited transmission capability designed for the view to select or use video programming is a Reception Antenna provided that it meets Federal Communications Commission ("FCC") standards for radio frequency radiation. Structures similar to Reception Antennas are any structure, device or equipment that is similar in size, weight and appearance to Reception Antennas;

Transmission antennas mean any antenna, satellite dish, or structure used to transmit radio, television, cellular, or other signals other than Reception Antennas. Transmission antennas are prohibited;

No resident shall install a Reception Antenna on any portion of the Common Areas and Facilities unless the area is a Limited Common Element or Exclusive Use Area granted pursuant to the provisions of the Master Deed creating the Condominium;

A Reception Antenna, which encroaches on the air space of another Unit Owner's exclusive use, Limited Common Area or onto the general Common Areas, does not comply with this Rule and Regulation;

For purposes of this Rule, residents shall include Owners, tenants, and/or lessees of Units in the Condominium Association;

If a Reception Antenna is installed in a Limited Common Area as defined in the Master Deed, such installation shall be subject to the following:

- i.** Reception Antenna shall be no larger than necessary for the reception of an acceptable quality signal, provided that under no circumstances shall Reception Antennas for direct broadcast satellite dishes be larger than one meter in diameter;
- ii.** Due to safety concerns relating to wind loads and the risk of falling structures, masts, supports and other structures more than twelve (12) feet must receive the prior written approval of the Board. The Owner must submit an application including detailed drawings of the structure and methods of anchorage;
- iii.** Reception Antennas must be placed in areas that are shielded from view from outside the project or from other Units to the extent possible, provided that nothing in this Rule shall require a Reception Antenna to be placed where it precludes reception of an acceptable quality signal unless no acceptable reception is available in any Exclusive Use Area. In no event may antennas be installed on roofs, lawns or other Common Areas. Residents must first attempt to install the antennas within the Units. If an acceptable signal is not possible, residents must next attempt to install the antenna on their exclusive use deck or patio area, preferably below the top level of the deck or patio railing, as a second choice. All cable entry into the Building shall be through the floor joists or headers below the floor line and into the basement.

Weather tight cable entry systems shall be used. There will be no penetration of Common Elements for the purpose of attaching mounting elements or securing wire;

iv. Reception Antennas and similar structures shall not be placed in areas where it blocks fire exits, walkways, ingress or egress from an area, fire lanes, fire hoses, fire extinguishers, safety equipment, electrical panels, or other areas necessary for the safe operation of the project. The purpose of this Rule is to permit evacuation of the Units and project and to provide clear access for emergency personnel;

v. Reception Antennas and similar structures shall not be placed within two (2) feet of electric power lines and in no event shall they be placed within an area where it can be reached by the play in the electric power lines. The purpose of this Rule is to prevent injury or damage resulting from contact with power lines;

vi. Reception Antennas are allowed to be placed on the Building, they must be painted to match, or be compatible with, the color of the Building. In addition, the Board may require a resident to install and maintain inexpensive screens or plants to shield the Reception Antenna from view;

vii. Any resident installing, maintaining, or using a Reception Antenna shall do so in such a way that it does not materially damage the general Common Elements or the Units, void any warranties of the Association or other Owners, or impair the water tight integrity of the Buildings;

viii. The residents who own or use the Reception Antenna are responsible for all costs associated with their Reception Antenna including, but not limited to, costs to: (1) repair, maintain, remove and replace the Reception Antenna; (2) repair damages to the Common Elements, the Unit, other Units, and other property caused by the installation, existence, or use of the Reception Antenna; (3) pay for medical expenses incurred by persons injured by installation, existence, or use of the Reception Antenna; and (4) reimburse residents of the Association for damages caused by the installation, existence, or use of the Reception Antenna. Evidence of insurance of the installation in satisfactory kinds and amounts shall be provided to the Association, naming the Association as an additional named insured, all as set forth in Exhibit "A" attached hereto and incorporated herewith;

ix. Due to safety concerns relating to the falling of structures, all Reception Antennas shall be securely attached to the Building or ground and have guide wires securing the device to the Building or ground if said Building or ground area is a Limited Common Element. Otherwise, guide wires and the like may not be attached to Common Areas and Facilities;

x. To the fullest extent permitted by law, residents shall indemnify and hold harmless the Board, the Board's representatives, consultants, agents, attorneys and employees, Unit Owners, tenants, guests and invitees, or any of them, from and against claims, damages, losses and expenses including, but not limited to, reasonable attorney's fees arising out of or resulting from the installation of any reception antenna contemplated hereunder.

**xi.** Notwithstanding any provision hereunder, the Board shall report, upon compliance by the resident of this Rule, the installation of any Reception Antenna to the Master Insurance Policy. Said resident shall thereafter be responsible for any increases in the insurance premiums as a result of any installation contemplated hereunder, and agrees to remit to the Trustees any monies due and owing as a result thereof within thirty (30) days of being assessed the same. Further, notwithstanding the provisions of the Condominium Documents, the cost in excess of available insurance proceeds of repairing or restoring any damage to the Common Areas and Facilities or to any Unit, which is caused by any work contemplated hereunder by the resident, shall be charged solely to the resident;

**xii.** Residents shall not permit their Reception Antenna to fall into disrepair or to become a safety hazard; and

**xiii.** No resident may install more than one (1) antenna or more than one (1) satellite dish.

In the event of a violation of these Rules, the Association may bring an action for declaratory relief with the Federal Communications Commission ("FCC") or any Court having jurisdiction over the matter. If the violation is for any reason, then if the FCC or Court determines that there has been a violation, the equivalent to the maximum allowed under the Condominium Documents shall be imposed. Notwithstanding the same, no attorney's fees shall be collected or assessed and no fines or other penalties shall accrue while a proceeding is pending to determine the validity of any restrictions. The resident shall have a period of twenty-one (21) days in which to comply with any adverse ruling by the FCC or Court, and during such period, neither a fine nor penalty may be collected, unless the Trustees demonstrate in the above proceeding which resulted in an adverse ruling to the resident, that the resident's claim and the proceeding was frivolous.

Transmission Antennas are prohibited.

All work must be performed by licensed and insured contractors. Said contractor shall also provide detailed plans and specifications. A copy of said plans and specifications shall be provided to the Association within seven (7) days of completion of the above installation, along with the Conn attached hereto as Exhibit "I".

The resident is responsible for the immediate removal of the antenna if it must be removed in order for the Association to repair, paint, or maintain the area where it is installed.

The Board of Trustees may prohibit the installation of individual antennas when the Association installs a central antenna which provides Unit Owners and residents with the same service that individuals would request, as long as the signal quality received by the central antenna is at least as good as that received by an individual antenna, and that further, the cost of the central antenna to the individual resident, including the share of installation costs and subscriber's fees is not greater than the cost of the individual antenna installation, maintenance and use, and the requirement to use the central antenna does not unreasonably delay the reception of video programming. In the event that there are individual antennas installed prior to the installation of a central antenna system, the Board shall have the right to require the removal of said individual antenna, so long as the Board compensates the Unit Owner and/or resident for the installation of the same. Notwithstanding the above, the Unit Owner and/or resident shall be required to pay to the Board of Trustees a cost determined by the Board to be said Unit Owner's and/or

resident's share of the installation costs and subscribers fees, so long as the same are not greater than the cost of the individual antenna installation, maintenance and use.

If any of these provisions are found to be invalid, the remainder of these Rules shall remain in full force and effect.

**EXHIBIT "I"**  
**NOTIFICATION FORM FOR THE INSTALLATION OF DBS SATELLITE DISH,  
MMDS ANTENNA OR T.V. ANTENNA**

**NOTE:** This form must be completed and returned prior to the installation of any satellite dish/antenna

**TO:** Board of Trustees  
McKenna Woods Condominium  
C/O \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FROM:** Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone # (home): \_\_\_\_\_  
Phone # (work): \_\_\_\_\_  
Unit Address: \_\_\_\_\_

Type of satellite dish or antenna installed (please check any that apply):

\_\_\_\_\_ DBS satellite dish one (1) meter or smaller (e.g., Primestar, Dish Network, Direct TV)

\_\_\_\_\_ MMDS antenna (wireless cable) one (1) meter or smaller (e.g., WANTV)

\_\_\_\_\_ Television antenna

\_\_\_\_\_ Other

Installation includes a mast: No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, insert total length or height of mast: \_\_\_ ft. (Note: mast may not exceed 12 ft.)

The installation of the dish or antenna was completed by the following licensed/insured contractor:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Insurance Agent: \_\_\_\_\_

A copy of the contractor's license and certificate of insurance naming the Condominium Association as an additional named insured is attached hereto and made a part hereof.

Describe on a separate sheet of paper and attach hereto, the exact location of the dish or antenna and attach a diagram or drawing of the exact location of the dish/antenna.

**Does the location of the dish or antenna comply with the Association's regulations?**

**Yes**       **No**

**If no, state in detail the reason for noncompliance on a separate sheet of paper and attach hereto.**

**I acknowledge that I have read, understand, and have complied or will comply at all times with the Association's regulation with respect to the installation of satellite dishes and antennas.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 11) Pets;

No pet shall be allowed to be maintained in any Unit or on the Common Areas of the Condominium Association unless there is compliance with this Section.

A. Pets shall hereinafter be defined as reptiles, rabbits, livestock, fowl, poultry of any kind, as well as dogs, cats and other household pets.

B. Pets shall not include birds and fish, and the same shall be allowed so long as the following conditions are met:

1. The same must be maintained solely in the individual-unit; and

2. Such birds and fish shall:

a. Not exceed such number and kind as to interfere with the quiet enjoyment of the Condominium by its residents; and

b. Each Unit Owner keeping such birds and fish who violates any of the above conditions or permits any damage to or soiling of any of the Common Areas or permits any nuisance or reasonable disturbance or noise shall:

i. Be assessed by the Trustees for the cost of the repair of such damage Or cleaning or elimination of such nuisance; and/or

ii. Be required by the Trustees to permanently remove such bird and fish from the Condominium upon seven (7) days written notice from the Trustees.

c. That the birds and fish shall be domestic and the type and size normally associated with those maintained and kept in a residential household.

3. Dogs and cats (hereinafter referred to as "Permitted Pets") shall be allowed to be maintained in Units only as follows:

a. Any Unit Owner, having a Permitted Pet or who acquired a Permitted Pet and/or who cares for a permitted pet even on a temporary basis, shall within the time periods set forth in Subsection ~ during his or her ownership and/or occupancy of the Unit at the Condominium shall undertake the following actions:

- Obtain the prior written approval of the Board of Trustees;
- Comply with the procedure for registration; and Provide proof of compliance with all necessary licensing and/or vaccination of said Permitted Pet in accordance with the town and/or state laws where applicable.

i. The number of Permitted Pets per Unit shall be limited to a total number of two (2) such pets.

ii. The following dogs are prohibited as Permitted Pets at the Premises: Akita; Alaskan malamute; American Staffordshire Terrier; Bullmastiff; American Bulldog; Mastiff; Chow; Dalmatian; Doberman Pinscher; Eskimo Spitz; German Shepherd; Giant Schnauzer; Great Dane; Husky; Pit Bull; Presa

- Canario; Rottweiler; Saint Bernard; Wolf Hybrid or any mixture of the above breeds.
- b. No other animals or pets, other than provided in this Section, shall, under any circumstances be allowed in the Units and/or Common Areas of the Condominium Association.
- c. The Unit Owner shall additionally agree to the terms and conditions for all Permitted Pets:
- i. That at all times such Permitted Pets are outside the subject Unit and upon the Common Areas of the Condominium, such pets shall be leashed, carried, or otherwise restrained. Further, such pets shall not be tied by a leash, rope, etc., to the Unit and/or Common Area;
  - iii. That such Permitted Pets shall only be walked in designated areas, and further, the Unit Owners shall pick-up any feces deposited;
  - iv. That any and all sums necessary to repair the damage, cleaning and/or elimination of the nuisance to Common Areas, will be paid to the Trustees within thirty (30) days from the date assessed and be subject to all late fees and penalties for failure to reimburse and/or pay the Association for the same;
  - v. That said Unit Owner will provide the Association on a yearly basis with proof of any and all necessary updates regarding licensing and/or vaccination as set forth herein;
  - vi. That the care and maintenance of said Permitted Pets shall be in compliance with any and all other municipal and/or state statutes and/or By-Laws;
  - vii. That any Permitted Pet which creates an annoyance, disturbance and/or nuisance to the occupants of the Condominium as determined under the sole discretion of the Board of Trustees, shall upon written notice, be removed from the Condominium within seven (7) days of such notice; and
  - viii. That any Unit Owner who fails to comply with this Section within the time periods set forth hereunder, shall similarly remove said Permitted Pet and/or violating animal within seven (7) days of notification by the Board of Trustees.
- d. For purposes hereof, a lessee and/or tenant shall be deemed a Unit Owner.
- e. In the event that any provision of this Section shall be determined to be invalid or unenforceable, it shall be interpreted and construed so as to be enforceable as to the extent and in such situations as may be permitted by applicable law and in any event, the partial or total enforceability of such provisions shall not effect in any manner, the validity, enforceability or effect of the remainder of this Section; and in such event, all the provisions of this section shall continue in full force and effect as if such invalid provisions had never been included herein.
- f. Procedure for registration:
- i. This procedure applies to any Permitted Pet;

- ii. All lessees and/or tenants shall be required to submit a lease and/or occupancy agreement demonstrating permission of the Unit Owner to maintain a Permitted Pet;
- iii. The Unit Owner/Resident shall register the Permitted Pet with the Board of Trustees as follows:
  - Each request to maintain a Permitted Pet shall be accompanied with a non-refundable registration fee in the amount of twenty-five dollars (\$25.00). Failure to pay this registration fee in compliance with this Section, shall in addition to any and all fines hereunder, subject the Unit Owner to an additional fine of fifty dollars (\$50.00) and the removal of the Permitted Pet in question from the property within seven (7) days.
- iii. The registration fee is not pro-ratable to the portion of the year that the said Permitted Pet does not reside in the Unit.
- iv. The registration fee is required for any Permitted Pet, including ones which are housed and/or maintained on a temporary basis in any Unit. For purposes of this Section, a temporary basis shall mean the maintenance of a Permitted Pet for any time period which exceeds twelve (12) hours. The Board shall have the sole option of waiving the registration fee for Permitted Pets housed on a temporary basis.
- f. Any violation of an applicable state and/or local statute, By-Law and/or Rule and Regulation, shall be a violation of this Section and subject the Unit Owner to the applicable fines hereunder.
- g. All applications for a Permitted Pet must be executed by all Unit Owners and Occupants and/or Tenants where applicable. Unit Owners shall be jointly and severally liable for all violations of their occupants and/of tenants. Occupants and/or tenants shall not be allowed a Permitted Pet if the same violates any rental agreements. Nothing hereunder shall be interpreted to authorize a Permitted Pet for any said occupant and/or tenant
- i. Violations and Fines:

The violation of any of the above provisions shall subject the Unit Owner to removal of the Permitted Pet as set forth hereunder in addition to fines in the amount of fifty dollars (\$50.00) for a first offense; seventy-five dollars (\$75.00) for a second offense; and one hundred dollars (\$100.00) for a third offense, with each day constituting a separate offense thereto.

If the Unit Owner is ordered to remove the Permitted Pet, the Unit Owner must provide a written affidavit to the Board of Trustees and/or its duly authorized designated agent within fourteen (14) days from the removal date that the Permitted Pet in question has been removed.

Notwithstanding any other provisions in the Condominium Documents, said affidavit shall be sent certified mail, return receipt and received within the fourteen (14) day period. Failure to provide said affidavit shall, in addition to the above, subject the Unit Owner to an additional fine in the amount of five dollars (\$5.00) per day for each day the violation continues with each day constituting a separate and independent offense.

In any action brought hereunder or under the Condominium Documents, including any Section thereto, the Unit Owner shall be responsible for all costs associated with any enforcement action including, but not limited to, reasonable attorney's fees. As stated hereunder, term "Unit Owner" shall, for purposes of this Section, include lessees, tenants, occupants, guests, etc. The Unit Owner and/or lessee, etc., shall be jointly and severally liable for any violation of this provision.

All amounts due hereunder shall be due within the time period stated, and if no time period is stated, with the Condominium fees in the month immediately following the assessment of said fine.

In addition to any and all fines, the failure to pay these amounts shall constitute a separate and independent fine, which shall subject the Unit Owner to any and all damages hereunder including late fees.

#### **12) Enforcement;**

The Trustees are authorized, in their sole discretion, to impose monetary fines or penalties for violation of these Rules and Regulations, further, the Trustees have the right to relax or withhold enforcement of any rule or regulation for any or all residents, or which, under the circumstances, would be unfair or impractical to enforce. The fine for the first violation of these Rules and Regulations shall be \$25.00. The fine for the second violation shall be \$50.00. The fine for the third violation shall be \$75.00. The fine for the fourth and every subsequent violation of these Rules and Regulations shall be \$100.00. Each day a violation occurs or continues shall be considered a separate violation.

Outstanding penalties or fees must be paid in full in order to obtain a 6D form from the Trustees or Management Company.

#### **Pump station maintenance items;**

**Owners are reminded not to dispose of any type of sanitary products, moist towels, paper towels, grease or any similar items down the sewage system (drains/toilets) of the community. We have a pump station that requires maintenance and these products cause most of the problems. This problem was noted by the contractor to management on a recent visit. If more maintenance time is required the expense to run the system will increase and have to be passed along to unit owners in the ways of increased fees.**

**MCKENNA WOODS CONDOMINIUM**

**REQUEST FOR ACTION FORM**

**Contact Information**

Name: \_\_\_\_\_

Today's date: \_\_\_\_\_

Building & unit: \_\_\_\_\_

Phone: Work: \_\_\_\_\_

Home: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Repairs- Describe completely the problem area(s) needing repair or inspection:**

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**Concerns- Indicate problems or concerns with the following or any rules and regulation violations at the community:**

Parking      Landscaping      Pets      Destruction of property  
Trash or trash removal      Snow removal      Speeding

**Additional comments or other concerns:**

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**PLEASE MAIL OR FAX OR E-MAIL BACK TO SILVA ASSOCIATES**

**McKenna Woods Condominium**

C/o

**Silva Associates**

Real Estate and Property Management  
1215-121 Main Street  
Tewksbury, MA 01876  
978-858-3500 978-858-0145 fax  
wlarosa@silva-associates.com

To: All owners and residents  
McKenna Woods

From: Silva Associates Real Estate & Property Management

Date: July 29, 2011

Please note; with the warm weather here and residents spending more time outside. Just some reminders below;

- Please keep speeds down while driving in the community.
- Please watch for children at all times an accident only take a second. Parents should not allow children to play unattended in the roadway or parking areas of the community.
- Please do not leave plastic furniture or children's play items in the front of your units overnight. All items should be stored out back or returned inside the unit or garage after use.
- No additional plantings are allowed to be installed in the fronts of units.
- Please take in all trash / recycle containers with in 48 hours of pick up for the appearance of the community as a whole. Trash barrels should be stored inside the garages when possible but may also be stored on the side of the units near the air conditioning equipment.
- Parking continues to be an issue at the community; please park in your driveway first and limit one vehicle per/unit to any visitors spots. Additional vehicles must park on the incoming roadway before the mail house.
- There will be one warning letter sent on infractions then fines can be assessed to your account.

If you see people speeding through the main roadway please contact management so the appropriate action can also be taken. We want to maintain a safe yet enjoyable community. Please have a fun and safe summer. We appreciate your cooperation and attention to these matters. If you have questions or would like to review this in more detail please feel free to call or e-mail.

Sincerely,

Wes LaRosa  
(978)858-3500  
wlarosa@silva-associates.com

**McKenna Woods**

C/o

**SILVA ASSOCIATES**  
Real Estate and Property Management  
1215-121 Main Street  
Tewksbury, MA 01876  
978-858-3500 978-858-0145 fax  
wlarosa@silva-associates.com

To: All owners and residents  
McKenna Woods

From: Silva Associates Real Estate & Property Management

Date: January 10, 2012

RE: Visitor parking pass

Please note: In an effort to ensure all owners have equal access to the limited visitor parking spaces in the community we are supplying the following pass to each home labeled with your unit number. We ask you please limit your use of the visitor parking spaces to one per home and use this pass and hang this on any vehicle's mirror that will occupy a visitor space. We also remind everyone to have overflow vehicles park on the side of the incoming roadway before the McKenna Woods sign and not park through out the loop on the road. Also please complete this questionnaire and return to our office by mail, e-mail or fax so we can maintain current information on owners vehicles. A reminder to have all exterior holiday decorations down by the 15<sup>th</sup>. Fines will be assessed to owners who do not comply or vehicles can be towed from the community. We appreciate your attention and cooperation on this matter.

Sincerely,

Wes LaRosa  
(978)858-3500  
[wlarosa@silva-associates.com](mailto:wlarosa@silva-associates.com)

**McKenna Woods**

C/o

**SILVA ASSOCIATES**  
Real Estate and Property Management  
1215-121 Main Street  
Tewksbury, MA 01876  
978-858-3500 978-858-0145 fax  
[wlarosa@silva-associates.com](mailto:wlarosa@silva-associates.com)