

# OLD COLONY TOWNHOUSE CONDOMINIUMS RULES AND REGULATIONS

An all-volunteer Board of Trustees with the goal of maintaining a safe, peaceful, and visually appealing condominium community manages the Association. The Board's responsibilities include building and grounds maintenance, budgeting and planning, communications, and negotiation of insurance and other contracts, all with the best interest, wellbeing, and safety of the residents in mind.

The purpose of this document is to clearly define the expectations and responsibilities of all residents, whether owners or tenants, so that a safe and respectful environment can be maintained. These Rules and Regulations outlined below serve as a supplement to, and further define, the official condo documents. They are designed to ensure all owners and residents understand what is allowed and not allowed.

The Board of Trustees takes the aforementioned responsibilities very seriously, and expects all members of the Association to take their responsibilities equally as seriously. This is our community, and we need to work together to make it the best it can be at all times. Violation of the rules and regulations will result in fines being assessed to the respective unit owner(s).

**Please note:** The Board has neither the time nor the resources to consistently remind residents and owners of their responsibilities. The time and effort put into the Association by the Board is done in an effort to keep the Association's costs down and avoid hiring a property management company. When the Board's resources are spent reminding owners and residents of what they must or must not do, it prevents Board members from dealing with issues such as repairs, general maintenance, landscaping, etc.

## 1. ANNUAL REQUIREMENTS

Forms required to be provided to the Board on an annual basis must be submitted in a timely manner, without need for reminders from the Board.

- **Insurance:** Owners are required to have current insurance documents on file with the Board at all times. When insurance is renewed or changed, a copy of the policy must be sent to the Board.
- **Rental documents:** Owners who rent their units must provide to the Board a copy of the current, signed rental agreement and a copy of this "Rules & Regulations" document signed by their tenant(s). Both documents are required upon every agreement renewal.

## 2. CONDO FEES

- The condo fee is due on, and must be received by, the **FIRST** of every month.
- Invoices are **NOT** sent out. It is each owner's financial responsibility to pay condo fee monthly.
- Late fees are assessed for payments received after the first of the month.
- Failure to pay the condo fee and/or any late fees, fines, or other charges, will result in the unit owner's account going to the Association's attorney for collections. In order for the Association to secure super lien status, the law requires unpaid condo fees to be sent to collections. Unit owners are responsible for all fees incurred for, and while in, collections. Initial fees for collections are in excess of \$300.

### 3. INSURANCE

- All unit owners must have current proof of insurance for their dwellings.
- Unit owners must provide the Association with proof of insurance that reflects sufficient insurance coverage for the building values associated with the master insurance policy; and to help ensure they have insurance coverage in place for their own property.
- Failure to provide proof of insurance each time it's renewed will result in a fine of \$250.
- Reminders will **NOT** be sent. It is every unit owner's responsibility to ensure that the Board has a current copy of the individual unit's homeowner's insurance coverage.

### 4. RENTING

- Owners considering renting their units must submit necessary paperwork to the Board of Trustees. All information pertaining to renting is available on the website (<http://www.oldcolonycondo.com>) or by request.

### 5. PERMITTED USE OF UNITS

- Old Colony Townhouse Condominiums is a residential community. In accordance with the condo documents, businesses are **NOT** allowed on the property. This includes day care/babysitting business operations of any kind.

### 6. EXTERIOR APPEARANCE OF UNITS

- Unit owners and residents are not permitted to alter the exterior appearance of the buildings in any way, shape, or form. Hanging laundry on any unit's front steps, landing, or back porch is **not** permitted.

### 7. HEATING AND AIR CONDITIONERS

- Window air conditioners are not permitted. Violations will result in fines to the unit owner.
- The maintenance and replacement of a unit's heating and air conditioning system is the responsibility of the unit owner. The systems need to be in working order. Rules for replacement of the exterior component of the heating/air conditioning systems went into effect in January of 2010. The exterior components being manufactured today are larger in size and may require some additional space than what is currently used in the rear of the unit. Unit owners are required to contact the Board of Trustees prior to making any changes that may be necessary in order to facilitate the replacement of the exterior component of the heating/air conditioning system.

### 8. FRONT DOORS, WINDOWS, AND DECKS

- All units are required to have storm doors and to have screens on all windows. Storm doors must be white and be comparable to what is currently installed throughout the complex. Full screen/glass doors are allowed.
- The unit owner is responsible for replacement of the unit's windows, screens, and storm door, and for painting of its front door and deck. Unit owners are required to contact the Board of Trustees when they are going to replace their windows/doors to ensure that the replacement is done in accordance with the condo documents.
- Unit owners are expected to keep their storm doors, front doors, rear doors, decks, and bulkheads in good condition, painted, and neat at all times. The information regarding the paint color for doors and decks is available on the website (<http://www.oldcolonycondo.com>).

- Current paint colors are as follows:
  - DECKS: Old Colony Hazn' Grey by Sherwin Williams - Deckscape;
  - BULKHEAD: Old Colony Hazn' Grey all surface enamel acrylic latex satin finish by Sherwin Williams;
  - FRONT DOORS; Peppercorn by Sherwin Williams;
  - INTERIOR DOOR JAM TRIM: White, any exterior paint
  - FRONT STEP RAILINGS: Black, Rustoleum paint that is available at any hardware store.
- Windows must be kept clean. The window coverings of a unit are visible from the outside; therefore, it is imperative that broken blinds and curtains be repaired, replaced, and maintained in an order that is visually acceptable to the community. Anything hanging in a window or attached to its interior and visible from the outside (e.g., antennas) must be done neatly. **NO SIGNS** of any nature (political, sale, rent, sports teams, etc.) are allowed.

## 9. WATER LEAKS/MOLD REMEDIATION

- In accordance with the Mold Remediation policy, all water leaks must be reported to the Board of Trustees immediately upon discovery, as leaks bring the potential for mold and additional damage to the property. This policy is available on the website or by request.

## 10. FIRE/SMOKE ALARMS

- The master fire alarm and master radio box controls are the responsibility of the Association. The smoke detectors in each of the units are the responsibility of the unit owner. All unit owners must check their unit's smoke detectors at least annually to be sure the detectors have not passed their printed expiration dates and that they are working properly, and should replace them as required. As the smoke detectors are integrated in a wired environment, a licensed electrician is required if the detectors are in need of replacement. Unit owners also should replace the detectors' batteries on a semi-annual basis.

## 11. DRYER VENTS

- It is the responsibility of **all residents** to clean and maintain the dryer vents on the outside of their units. Depending on frequency of dryer use, vents should be checked monthly. Neglecting to do so creates a fire hazard and subjects the unit owner to fines. A clogged vent also prevents a dryer from operating efficiently.

## 12. SMELLS AND SOUNDS

- Please be aware and considerate of the effect your actions have on adjacent unit owners' comfort with regard to the odors you vent into the common areas as a result of cooking and smoking.
- Noise levels increase during warmer weather when doors and windows are open. Be considerate of your neighbors when using radios, televisions, gym equipment, etc. If you are having a party, keep the noise to a minimum after 10:00 PM on weeknights and 11:00 PM on weekends. North Attleboro's noise ordinance takes effect at 10:00 PM. **Unit owners should report excessively noisy neighbors to the North Attleboro Police Department and to the Board of Trustees.**

### 13. GRILLS

- Concrete grill pads have been placed on the common area for each resident's use. The Association's insurance mandates that grills (gas or electric) **not** be placed near the units, thus grills are not permitted near the building structure or on the decks. The concrete pads ensure gas grills can be used at a safe distance. Should any damage be caused because a grill was used while not on one of the concrete pads, it shall be the sole financial responsibility of the unit owner.
- Grills may not be left unattended at any time when in use.
- Grills must be covered at all times when not in use.
- During inclement weather, grills should be secured and, if necessary, may be moved closer to the deck. Grills must be moved back to the pads once weather has cleared, and may not be used when not on the concrete pads.

### 14. GRASS/WALKWAYS/COMMON AREAS

- The common areas are for all residents to peaceably enjoy, whether on the grass or on a deck. All residents should be able to sit on their decks and/or keep their windows open without loud noise, screaming, or other disturbances from other residents and/or their guests.
- In the warmer weather months, the common areas are used more, especially by children. While use of the common areas is encouraged, caution must be observed in order to ensure everyone's safety. Residents and guests must not play near the exterior air-conditioning units or electrical transformers located at various places on the property. Also not permitted, due to risk of injury: climbing the trees; walking on top of the bulkheads; playing near the storm drains; climbing under the decks.
  - Residents should pay particular attention to the following: gas grills, HVAC units, bulkheads, and exposed nails on the underside of the decks. The HVAC units have fans, which could catch an unsuspecting child's hair or clothing. There are also power outlets and cords within the vicinity of these units that should not be touched.
- Residents must not obstruct the front stoops, stairs, or any exterior walkways around the complex with personal property (e.g., grills, flowers, plants, decorative items, toys, bicycles, etc.).
- Swimming pools are not to be left on the grass after you have used them, and all filled pools must have adult supervision at ALL times.
- The driveway/parking lot is considered a common area. Please be sure to obey the 5 mph speed limit throughout the development. Children are encouraged to exercise their play activities in the grass common areas.
- Motorized bikes are not allowed to be ridden in the parking lot, grass, or walkways.

### 15. VINYL SIDING

- The units are vinyl sided. Residents are not permitted to affix anything to the building's exterior. Violations will incur a fine. Any costs to repair any damage caused by a unit owner or resident will be the sole responsibility of the unit owner.

### 16. SATELLITE DISH INSTALLATIONS

- There complete policy and instructions for the installation of satellite dishes and antennas are on the website (<http://www.oldcolonycondo.com>). No drilling into the vinyl siding in order to install a dish/antenna. Unit owners are responsible for ensuring contractors comply with this policy. Dish placement needs to be lower than the windows of the unit and within 2.5 to 3 feet of the unit, so that it doesn't interfere with snow removal and landscaping needs. Fines and repair costs will be assessed to any unit owner who has not acted in accordance with the policy and instructions.

## 17. HOLIDAY DECORATIONS

- Many residents enjoy decorating their homes for the holidays. Please follow the guidelines set forth in the condo docs, as follows:
  - nothing may be attached to the outside walls of the units
  - solid lights (i.e., non-blinking, non-chasing) may be placed on the bushes and the railings
  - no large, inflatable or lighted lawn figures are allowed
  - small yard decorations that are not lit may be used

## 18. STORAGE

- The common areas and space under the decks are not for storage purposes. All toys, bikes, gardening supplies, etc. must be stored on the deck or in the unit when not in use. Hoses may remain outside, but must be kept neat when not in use. Items left in the common areas, whether in the front or the back of the units, or under the decks, may be removed by the Association and/or the unit owner may be fined.

## 19. LANDSCAPE

- It is the responsibility of all residents to water the plants and shrubs in front of their units.
- Everyone needs to take a personal interest in the care of the community's lawn and shrubs. Please refrain from engaging in any activities that would destroy the lawn.
- Vehicles are allowed on the common ground for deliveries when necessary, but the unit owner will be responsible for any damage caused in a delivery.
- Stones around units are for decoration and drainage; they are **not for throwing**.
- Unit owners shall not store anything (e.g., coolers, toys, tires, etc.) in the front landscape beds.

## 20. BIRDFEEDERS

- Birdfeeders that contain seeds of any kind are not allowed on the property as they attract other animals, and promote weed growth.
- Hummingbird feeders are allowed.

## 21. OPEN FIRES

- There are to be no open fires (including campfires, charcoal grills, or fire pits) of any nature or any kind on the property (which includes decks, common areas, and pavement areas).

## 22. CHILDREN PLAYING

- Old Colony is a family-friendly community; as such it is important that all residents are mindful of children in and around the development.
- Children may NOT play under decks, regardless of the height of the deck. There are exposed nails under the decks, making playing around them dangerous. Additionally, unless invited, no residents or guests, including children, may trespass on their neighbors' decks.
- Parents or guardians must determine whether their children are of sufficient age and maturity to be unaccompanied when in the common areas (which include the parking lots), and if not, they must provide supervision for them at all times when in such areas. Parents will be held responsible for managing the activities of their children as well as the noise, which must be kept to a respectable level.
- Safety is taken very seriously; residents who do not adhere to the guidelines will be fined.

## 23. SPEED LIMIT

- The speed limit on the Association grounds is **5 MPH**. Please adhere to the speed limit at all times. With children riding bicycles and people walking their pets, we must be aware of our roles in the safety of others.
- Speed bumps are installed in the spring and removed in the fall (to accommodate snowplowing).

## 24. BIKES AND SCOOTERS

- In front of the units: Riders must stay at least 15 feet away from parked cars to ensure they are visible when residents are pulling out of parking spaces. More specifically:
  - By units 27-31 and 47-68, bikes should be ridden on the side closest to the fire lane.
  - Between units 1-26, bikes should be ridden down the center, moving to the side for passing cars.
  - By units 31-46, bikes should be ridden along the fire lane.
- Behind the units: Riders need to maintain a safe distance from grills and decks; therefore they must remain on the walkway when riding behind the units.

## 25. PETS

- Pets are to be leashed and attended to at all times.
- Residents are required to clean up after their pets **EVERYWHERE** on the property.

## 26. YARD SALES

- Yard sales are not permitted on the property.

## 27. PARKING/FIRE LANE

- Unit owners are assigned **two** parking spaces marked with their designated unit numbers. A unit owner or resident having more than two vehicles may utilize only their own assigned parking spaces and not those of adjacent units.
- Vehicle information (year, make, model, plate) for all residents must be submitted to the Board of Trustees, and updated as necessary.
- Vehicles parked in the complex overnight must be parked in an assigned space for the unit or in one of the visitor parking areas. Vehicles must not be parked perpendicular to other parked vehicles overnight.
- Visitor parking spaces are for use by visitors of all residents. **Vehicles may not remain in Visitor spaces for more than a 48-hour period without being moved.** The Board reserves the right to fine and/or have towed at the owner's expense any vehicle parked in a Visitor space for a consecutive 48-hour period or longer.
- It is important that all residents have some ability to utilize the Visitor parking areas in the complex. These areas should not be monopolized by a few units with multiple vehicles regularly parked there. For fairness, we ask that any unit owner using a Visitor parking space in the section on the corner of Units 12 and 47 (which is the Visitor parking area that is the most conveniently located to the majority of units in the complex) limit their use of the area to one space and not monopolize the area by parking multiple vehicles there for an extended period.
- Cars should not be parked such that they hang over the grass, as this inhibits the landscapers when cutting the grass.
- All parking spaces are designated for registered motor vehicles only. Trailers, boats, etc., are not allowed.

- A unit owner may request a short-term placement of a container to be used for moving (Pod or the like). Unit owners must submit this request to the Board in writing and the container shall be allowed for no longer than a single 5-day term.
- A fire lane runs along the entire rear of the property. Vehicles may not park in the fire lane for more than a 2- hour period. Overnight parking in the fire lane is strictly prohibited. Any violation of this will result in a fine levied against the offending unit owner. This includes a violation committed by a guest of a unit owner or resident.

## 28. TRASH

- ALL trash MUST be put **INSIDE** the dumpsters. The trash company is not responsible for picking up items left near the dumpsters. If the dumpsters are full, please wait until they have been emptied to dump your trash.
- Mattresses, box springs, and other large items are **NOT ALLOWED** to be placed in the dumpsters. There is an extra charge for the disposal of these items, which must be paid by the resident. Residents need to arrange for pickup of mattresses and box springs directly with the trash company.
- Residents who do not arrange for pickup of large items will be fined and billed the removal costs.
- When throwing trash in the dumpster, throw it as far back as possible so that the front of the dumpster doesn't become so full that others cannot get their trash in to the dumpsters.
- Please be mindful of the common areas and do not litter them with trash. If children have candy wrappers and paper cups, etc., please remind them not to throw their trash on the grounds.
- Trash bags should not be placed on the front steps or rear decks for any duration. Once removed from inside the unit, they should be brought directly to the dumpsters and placed **inside** them.
- Make sure to break down all boxes and large items so they are as flat as possible before putting them in the dumpster.
- PLEASE KEEP THE DOORS OF THE DUMPSTERS CLOSED.
- The dumpsters are for **residents only**, which means people living in one of the 68 units. Friends and family members of residents are **NOT RESIDENTS**.
- Any resident who observes a non-resident using the dumpsters can report such to the Board by providing a description of the offender, offender's car, license plate number, day and time to the Board by email ([trustees@oldcolonycondo.com](mailto:trustees@oldcolonycondo.com)).

## 29. SNOW PLOWING/SHOVELING

- On the website (<http://www.oldcolonycondo.com>), there is a snow management policy for all unit owners and residents. The policy is subject to change; therefore, we ask that all residents review it each year and understand what is expected of them during a snow event. Unit owners are responsible for ensuring their tenants have all current policies and abide by them.
- Sanding/salting of the lots is done as needed, as determined by the plowing company.
- Residents should ensure walkways and stairs remain clear of snow and ice, especially when the temperature drops below freezing and/or the level of snow accumulation does not warrant plowing. Any ice melt product used on the stairs and walkways must NOT contain sodium chloride, as, this eats away the concrete.
- Steps will be shoveled after the plowing has been completed.
- All residents are responsible for clearing their own decks and rear walkways, as they are means of emergency egress. Failure to do so will result in a fine.

### 30. SELLING UNIT

- “For Sale” signs may not be posted on the property.
- All requests for information and documents must come from current owner. Requests from real estate agents, lawyers, buyers, etc. will be referred back to seller.
- Proof of insurance in the buyer’s name must be submitted to Board of Trustees prior to receiving the required 6D Certificate from the Association.

Please also review the official condominium documents, which can be downloaded from the website listed below.

Thank you for your cooperation.



#### **Old Colony Townhouse Condominium Trust**

11 Robert Toner Blvd., Suite # 5

PMB # 235

North Attleboro, MA

02763

[trustees@oldcolonycondo.com](mailto:trustees@oldcolonycondo.com)

<http://www.oldcolonycondo.com>

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If you have any questions regarding the Rules and Regulations, please contact a Trustee, or your landlord if you are a tenant. The regulations are further outlined in the condominium documents. Unit owners are responsible for the behavior of any persons living at or visiting their units.

This is our community. If we all participate in respecting these guidelines, our quality of living will remain high. Thank you in advance for your anticipated cooperation.

- The Trustees of Old Colony Townhouse Condominiums -



