



7 Silver Hill  
Natick, MA 01760  
(508) 655-5800  
Fax: (508) 653-9463  
Natickgreen@verizon.net

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## Welcome to Natick Green Condominium Trust!

This Welcome Packet provides **Owners** with important documents and policies adapted by the Board of Trustees and Management office. In your Welcome Packet you will find information on:

- Office Registration Form
- Addendum to Lease Agreement
- Annual Unit Inspections
- Antenna Restrictions
- Bed Bug Policy and Fact Sheet
- Dryer Vent Policy
- Flooring Changes Procedure
- Grill Area Rules
- Kitchen Hood Vent
- Lock Outs
- Maintenance Contract
- Parking Regulations and Towing
- Recycling
- Rules and Regulations
- Rodman Insurance Agency Master Policy
- Site Map
- Verizon Fios

Any other questions or concerns you may have will be covered in the Rules and Regulations handout. If you still have questions regarding any topics that are not covered in the Rules and Regulations, please call the office at 508.655.5800.

**ADDENDUM TO LEASE AGREEMENT**

The lessee, \_\_\_\_\_ acknowledges that this rental unit is part of the Natick Green Condominium and that this lease is subject to the Rules and Regulations of the Natick Green Condominium as of this date and as may be amended from time to time during the term of this lease, including any extensions or lease renewals. Further, the lessee acknowledges, that a violation of the above referenced rules and regulations is a violation of this lease and subject to the seven (7) day notification terms of said lease.

If Lessee(s) decide to install a washing machine, Lessee(s) **MUST** use stainless steel water hoses. (Failure to do so will make tenant liable for any resulting damage). Inspections of hoses will be performed periodically.

Lessee(s) understand that neither the Lessor nor Natick Green Condo. Trust will be responsible for any personal property damage or loss of use in the event of Property damage, (i.e. a flood, a fire, etc.) and therefore a renters insurance policy is strongly advised that not only provides personal property coverage but also loss of use coverage.

Please sign below in acceptance of the above-mentioned rules and regulations.

_____ Lessee	_____ Date
_____ Lessee	_____ Date
_____ Lessee	_____ Date

NATICK GREEN CONDOMINIUM

RESOLUTION

ANTENNA RESTRICTIONS

We, the undersigned, being a majority of the Board of Trustees of the Natick Green Condominium Trust under Declaration of Trust recorded with the Middlesex South Registry of Deeds in Book 17631, Page 35, pursuant to Article V. Section 5.6 of said Declaration of Trust do hereby adopt the following resolution relating to antennas:

1. Definitions.
  - (a) 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, guy wires, conduits, wiring, fasteners, bolts or other accessories for the Reception Antenna or similar structure are part of the Reception Antenna. A Reception Antenna that has limited transmission capability designed for the viewer to select or use video programming is a Reception Antenna provided that it meets Federal Communications Commission 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.
  - (b) Transmission Antenna means any antenna, satellite dish, or structure used to transmit radio, television, cellular, or other signals other than a reception antenna.
2.
  - (a) No resident shall install a Reception or Transmission Antenna on any portion of the common areas and facilities unless the area is a limited common element or exclusive use area granted to the unit where the resident resides pursuant to the provisions of the Master Deed creating the condominium.
  - (b) A Reception or Transmission Antenna which encroaches on the air space of another owner's unit or limited common area or onto the general common areas does not comply with this rule.
3. If a Reception or Transmission Antenna is installed in a limited common area or exclusive use area as defined in the Master Deed, such installation shall be subject to the following:
  - (a) Reception Antennas shall be no larger than necessary for reception of an acceptable quality signal; provided that under no circumstances shall Reception Antennas for direct broadcast satellite services be larger than one meter in diameter.

- (b) Due to safety concerns relating to wind loads and the risk of falling structures, masts, supports, and other structures more than twelve feet in height 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.
- (c) Reception and Transmission 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 an Antenna to be placed where it precludes reception or transmission of an acceptable quality signal unless no acceptable reception is available in any limited common area or exclusive use area. In no event may Antennas be installed on roofs 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 own exclusive use balcony or patio area. Connections of wiring must be through the glass of the nearest window or sliding glass door of the unit owner and may not be connected through general common areas.
- (d) Antennas or 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.
- (e) Antennas or similar structures shall not be placed within two 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 the power lines.
- (f) If Antennas are allowed to be placed outside 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 Antenna from view provided that the screens or plants will not preclude reception of an acceptable quality signal.
- (g) Any resident installing a Reception Antenna or maintaining, or using a Reception or Transmission Antenna shall do so in such a way that does not materially damage the general common elements or the units, void any warranties of the Association or other owners, or impair the watertight integrity of the buildings.
- (h) The residents who own or use Reception or Transmission Antennas are responsible for all costs associated with the Antennas including, but not limited to, costs to: (a) repair, maintain, remove, and replace the Antennas; (b) repair damages to the common elements, the unit, other units, and other property caused by the installation, existence, or use of the Antennas; (c) pay

for medical expenses incurred by persons injured by installation, existence, or use of the Antennas; and (d) reimburse residents or the Association for damages caused by the installation, existence, or use of the Antennas.

- (i) Residents shall defend, indemnify and hold harmless the Board of Trustees, the Association and its members from all claims, demands or liability arising out of or in connection with the Antenna whether such claims, demands or liability are caused by the Resident, Resident's agents, employees, contractors or subcontractors employed in connection with the installation, repair, maintenance or use of the Antenna.
- (j) Due to safety concerns relating to the falling of structures, all Antennas shall be securely attached to the building or ground and shall have guy wires securing the device to the building or ground but only if said building or ground area is a limited common element. Otherwise, guy wires and the like may not be attached to common areas and facilities.
- (k) Residents shall not permit their Antennas to fall into disrepair or to become a safety hazard.
- (l) Transmission Antennas are required to be installed by a professional installer to minimize the possibility that Transmission Antennas will be placed in a location that is likely to expose people to the transmit signals at close proximity and for an extended period of time.
- (m) Transmission Antennas must be installed in such a manner that people are not easily able to venture into and interrupt the transmit beams. The purpose of this rule is to protect users and the public from radio frequency exposure in excess of the FCC's limits.
- (n) In order to ensure compliance with FCC labeling requirements, Transmission Antennas must contain the ANSI-specified warning symbol for radio frequency exposure as required by the FCC and must contain labels which reference the FCC's applicable radio frequency exposure.

#### 4. Process and Procedure

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. To the extent permitted by the FCC, the Association shall be entitled to fines, reasonable attorneys' fees and costs and expenses if the regulation is validated and the violation of the regulation is not corrected within 21 days after the validation. In addition the Association may seek injunctive relief.

- 5. Fourteen (14) days after the completion of any installation, the residents are requested to provide a copy of the Notification Form attached hereto to the Board. All installers employed to install Antennas must carry liability insurance.

6. 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.
7. If any of these provisions are ruled to be invalid, the remainder of these rules shall remain in full force and effect.
8. The Board may amend this Resolution from time to time as it deems necessary.

In all other respects the Rules and Regulations as hereby amended by the Resolution are hereby ratified and affirmed.

EXECUTED under seal this 25th day of April, 2001.

Majority of the Board of Trustees )  
 Of the Natick Green Condominium )  
 Trust and not individually,

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS

Middlesex, SS

April 25, 2001

Then personally appeared the above named Bernadette Drum,  
Susan Peters, Elliot Schwartz, and Evelyn Wilcon, as  
 Trustees of the Natick Green Condominium Trust, and not individually, and  
 acknowledged the foregoing instrument to be their free act and deed, before me.

\_\_\_\_\_  
 Notary Public  
 My Commission Expires: 10/26/02

# Bed Bug Policy

December 8, 2011

Rev 2011-1

Exceptions to this Policy must be approved, in writing, by a majority of the Trustees. This Policy is effective as of the above date and replaces and supersedes all prior revisions of the above captioned Policy.

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## Bed Bug Policy

December 8, 2011

Rev 2011-1

### 1. Bed Bug Policy Purpose

Natick Green is committed to an effective and efficient response to residents who suspect they may have bed bugs present in their condominium. This policy was created for the safety and comfort of all residents living in the building. All unit owners are accountable in accord to this policy.

### 2. Bed Bug Identification

If residents suspect they may have bed bugs, they should notify the Natick Green Management office at (508) 655-5800 immediately.

Since extermination is required for treatment, a licensed and insured exterminating company will need to be hired by the owner of the unit containing bed bugs. The unit owner is responsible for all applicable expenses. The Association will not pay for treatment inside an affected unit, and arrangements must be made by the Unit Owner. Natick Green has an exterminating contract with F&W Pest Control and recommends using them. They can be reached at (508) 872-3256 or [www.fwpest.com](http://www.fwpest.com).

Once a date is scheduled, Natick Green will hire the services of F&W Pest Control to inspect all adjacent units.

If it is determined that no bed bugs are found in the adjacent units, the Unit Owner will be notified immediately, and as a precaution, the resident will be asked to continue observing his/her living space and to notify the Management office immediately if there are further problems.

If bed bugs are identified in adjacent units, the Unit Owner will be notified immediately and treatment will be mandated at the Unit Owners expense. It is recommended to use F&W Pest Control. They will provide a list of instructions for the removal and laundering of personal items.



## Bed Bug Policy

December 8, 2011

Rev 2011-1

### 3. Bed Bug Treatment

Bed bugs are a serious community issue and once bed bugs have been confirmed within their living space, ALL residents are expected to comply with all instructions given to them within 24 hours.

Bed bugs hide in many places...in beds, closets, furniture, behind pictures, in tiny cracks in the wall...so inspections and treatments must be thorough. Pest control technicians need your cooperation in order to control bed bugs successfully.

Before technicians can treat your home, you must prepare your home for proper service. Here's how:

- Strip your beds  
Remove and wash all sheets, blankets, mattress covers, pillowcases, etc. from your beds. ... Fold and place the items in plastic bags or seal in tight containers. Do not put them back on the bed until the evening after the pest control service has been completed.
- Remove everything from bedroom closets  
Your closets must be empty of all items. Also, empty all dresser drawers and night stand drawers. Take everything out of any other furniture near the beds. Remove all clothing, toys, boxes, etc. from bedroom floors. Place items in living room.
- Wash ALL clothing, towels and other linens  
This means everything. Place the clean items inside plastic bags or seal-tight containers and move them into the living room until after treatment.
- Vacuum  
Vacuum floors, furniture and inside closets, dresser drawers and nightstands. Also vacuum mattresses and box springs. Dispose of vacuum bag (if applicable).
- Provide access for pest control technician  
Make sure the technician can get into all the closets and areas of the bedroom. If possible, move any bedroom furniture away from the walls so there is a 3 foot space between the furniture and walls.
- Avoid contact with insecticide until dry  
Make sure there are no people or authorized pets in the home during treatment for at least 4 hours afterwards.

Typically multiple treatments are needed within 2 weeks of one another for a successful elimination of bed bugs.

## Bed Bug Policy

December 8, 2011

Rev 2011-1

### **4. Bed Bug Facts**

We hope these facts help you by educating you on the nature of the problem, the severity of an infestation, the need to treat it proactively, and the preventative steps that can be taken to avoid getting bed bugs in one's home. Remember...bed bugs are not a sign of poor hygiene, and thus not something to be ashamed of. Bed bugs can affect anyone..... anywhere.

## Bed Bug Policy

December 8, 2011

Rev 2011-1

### Bed Bug Facts

#### 4.1 What are bed bugs?

- Bed bugs are small nocturnal insects that live by feeding on the blood of humans and other warm-blooded hosts. The adult bedbug is 1/4 inch long, 1/8 inch wide (about the size of an apple seed) and reddish brown. It is flattened from top to bottom, with an oval body that is well adapted for hiding in narrow crevices. The body may become greatly enlarged and blood-red during a blood meal, but it subsequently turns a dirty brown.
- Bed bugs are generally active at night or dawn, with a peak feeding period approximately an hour before sunrise. After feeding for five to fifteen minutes, the bug returns to its hiding place in cracks and crevices in walls, floors, and ceilings; in furniture and clothing; in seats in theaters, taxis, and on public transportation; and in any number of other areas. Although bed bugs cannot fly, they can run quickly and are small enough to easily go unnoticed. They typically walk undetected across human skin.
- Bites consist of a raised red bump or flat welt, and are often accompanied by intense itching. The red bump or welts are the result of an allergic reaction to the anesthetic contained in the bedbug's saliva, which is inserted into the blood of the host. Bedbug bites may appear indistinguishable from mosquito bites, although they tend to last for longer periods. Bites may not become immediately visible and can take up to 9 days to appear. Bedbug bites tend not to have a red dot in the center which is a characteristic of flea bites. A trait shared with flea bites, however, is the tendency towards arrangements of sequential bites. Bites are often aligned three in a row, giving rise to the colloquialism "breakfast, lunch and dinner."
- There have been no known cases of bed bugs passing disease from host to host. Extensive testing has been performed in laboratory settings which confirm this finding. Therefore, bed bugs are less dangerous than some more common insects such as the flea.
- To move from egg through adult and egg again under ideal conditions (75 to 80 percent relative humidity, 83 to 90 degrees F) may take four to five weeks; under less optimal conditions such as lower temperature and/or with fewer blood meals, development time may be longer. Adults can live several months (some say more than a year) and nymphs for three months without feeding. Under typical conditions with a host (food supply), a bedbug may be able to live more than 300 days.

## Bed Bug Policy

December 8, 2011

Rev 2011-1

### 4.2 How do I get bed bugs?

- Bed bugs were originally brought to the United States by early colonists from Europe. Bed bugs thrive in areas with high occupancy, such as hotels. Bed bugs were believed to be altogether eradicated 50 years ago in the United States and elsewhere with the widespread use of DDT.
- There are several theories regarding the resurgence of bed bugs. One theory attribute the reemergence to DDT no longer being used for pest control and another points to the increase in international travel. A recent hypothesis regarding bedbug reappearance involves potential geographic epicenters in some states. It was determined that workers in these facilities were the main spreaders of these bed bugs, unknowingly carrying them to their places of residence and elsewhere after leaving work.
- Anyone can unknowingly pick up bed bugs from a location where they presently exist – someone’s apartment, movie theatres, hotels, motels, etc. Bed bugs are equal opportunity pests – they will infest anyone, anywhere. Bed bugs are attracted to their hosts by carbon dioxide and warmth.
- Bed bugs are generally introduced into a new space in one of three ways:
  - By falling, climbing, or jumping (they can jump no more than three inches) onto a person’s clothing or belongings when he/she comes into contact with an existing infestation, allowing the bed bug to “hitch a ride” to a new home.
  - When someone brings used furniture, clothing or another item that is harboring bed bugs into the space.
  - By spreading through walls and floors from an adjacent infested unit.

### 4.3 What SHOULD I do if I believe I have bed bugs?

- Notify the Natick Green Management office at (508) 655-5800 immediately.
- Be prepared to follow these instructions **to the letter** and in a timely manner (within 24 hours).

## Bed Bug Policy

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### **4.4 What can be done to reduce the risk of bringing bed bugs back with me after traveling?**

- First, look at the room to seek potential hiding places for bed bugs such as carpet edges, mattress seams, pillow case lining, head boards, wall trim or other tiny crack-like places bed bugs might hide
- Next, look specifically at the mattress seams for signs of bed bug activity: droppings, eggs, bloodstains or even bed bugs themselves hiding in tiny folds and seam lines.
- Never leave your clothing lying on the bed or in any other location of possible infestation. Instead, use hangers or hooks capable of keeping all cloth distant from the floor or bed. It's also a good idea to elevate suitcases off the floor on a luggage stand, tabletop or other hard surface.
- Close your suitcase or travel bag when not in use. If the bugs move over the top of your luggage, they will have greater difficulty getting inside.
- When you return from any travel it is a good idea to take your suitcase to the Laundromat so you can wash ALL items before taking the suitcase to your home. If you wash and dry your clothes at 120 degrees F before entering your residence, you will stop the spread of these bugs.

### **4.5 What SHOULDN'T I do if I believe I have bed bugs?**

- Don't panic! Although bed bugs can be annoying, they can be battled safely and successfully if you follow all guidelines given to you.
- If you believe you have bed bugs, do NOT wait to report it. It is more difficult to get service from exterminating companies after hours. They will respond but service may be delayed.
- Do not apply pesticides on your own. Natick Green has a licensed and insured pest control company to confirm the infestation and to develop an integrated pest management plan.
- Do not move your mattress or any furniture out into the hallway. Infested furniture can be cleaned and treated. Placing infested furniture (particularly mattresses) into common areas or on the street may simply help spread bed bugs.
- Do not make plans to sleep in a different location. If you actually have bed bugs, you will only spread them to others.

## Dryer Vent Policy

November 16, 2010

Rev 2010-4

Exceptions to this Policy must be approved, in writing, by a majority of the Trustees. This policy is effective as of the above date and replaces and supercedes all prior revisions of the above captioned policy.

<b>1. Dryer Vent Policy Purpose</b>	<b>1</b>
<b>2. Dryer with Vent to Exterior</b>	<b>2</b>
<b>3. Dryer with NO Vent to Exterior</b>	<b>2</b>
<b>4. Dryer Vent Modifications or Additions</b>	<b>2</b>
<b>5. Dryer Vent Plans</b>	<b>4</b>
<b>6. Dryer Vent Plan Overview</b>	<b>5</b>
<b>7. Notes to Plan Drawings</b>	<b>6</b>
<b>8. Appendix A – Appurtenances</b>	<b>8</b>
<b>9. Appendix B – Vent Plan Drawings</b>	<b>15</b>

### **I. Dryer Vent Policy Purpose**

1. Establish consistent application of requirements for dryer vent modifications or additions within Natick Green.
2. Limit financial exposure of Natick Green Condominium Trust in regard to dryer vent modifications within Natick Green.
3. Limit any negative Insurance impact due to dryer vent modifications within Natick Green upon the “Master Fire” and like policies purchased by Natick Green Condominium Trust from time to time.
4. Provide approved plans and specifications (the “Plans”) for venting all dryers that are required to be vented per the Massachusetts Building Code revised as of January 2010.

## Dryer Vent Policy

November 16, 2010

Rev 2010-4

### II. Dryer with Vent to Exterior

1. Units on Post Oak Lane and the Units at 9 Silver Hill Lane, 11 Silver Hill Lane, 50 Silver Hill Lane and 52 Silver Hill Lane are vented to the exterior by design at the time of original construction.
2. Dryer vent maintenance, and all costs associated therewith, is the responsibility of the Unit Owner.
3. Dryer Vents shall be cleaned at intervals not to exceed 24 months. Evidence of such cleaning shall be provided to Natick Green in a timely manner.
4. Violation of these Section II requirements may subject the Unit Owner to fines.
5. Modifications per Section IV.

### III. Dryer with NO Vent to Exterior

1. Dryers shall be:
  - a. "listed and labeled condensing (ductless) clothes dryers" (MA 780 CMR 6501)
  - b. approved by the Building Inspector for the Town of Natick.
2. No dryer may be vented into any Common Area or space including attics.
3. Operation of any dryer using a "dryer vent kit" to terminate the dryer vent output line is a violation of the Massachusetts Building Code and the Rules and Regulations of Natick Green Condominium.
4. Violation of these Section III requirements may subject the Unit Owner to fines.
5. Modifications per Section IV.

### IV. Dryer Vent Modifications or Additions

#### Plans/Approvals

1. Installation or modification of dryer venting that conforms with the Plans herein may be commenced upon written notice to Natick Green which includes the following:
  - a. Contractor information
  - b. Contractor Insurance certificate acceptable to Natick Green Condominium
  - c. Building Permit Issued by the Town of Natick
  - d. Execution of the LETTER AGREEMENT – DRYER VENTS available from Natick Green
2. NO FIREWALL PENETRATIONS are permitted in any attic or otherwise.
3. NO ROOF PENETRATIONS are permitted except in limited cases as may be specified in the Plans that are part of this Policy.
4. No vent modification or addition shall exhaust into any enclosed Common Area or space.

## Dryer Vent Policy

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### IV. Dryer Vent Modifications or Additions (cont'd)

5. No vent shall include any branch or “wye” connection.
6. All costs of any modification or addition shall be borne by the Unit Owner including any damages to Common Area elements or other Units.
7. The Unit Owner shall be billed for Maintenance time at standard rates.
8. The Unit Owner shall execute the LETTER AGREEMENT – DRYER VENTS upon approval of the proposed changes.
9. Unit Owner is responsible to deliver a signed-off copy of the Building Permit to Natick Green within 10 days of completion of venting work.
10. All sheetrock penetrations shall be completely sealed with plaster/gypsum compound.
11. All exterior wall penetrations shall be made watertight with silicone caulk.
12. All existing utilities, ducts, ridge vents, eaves and soffits in any Common Area shall remain undisturbed and unmodified.
13. The existing building insulation “envelope” shall be maintained.
14. Director of Maintenance shall inspect and sign off completion of any modification or addition.  
**Documented deficiencies shall be corrected at Unit Owner’s expense in a timely and workmanlike manner.**

**NOTE: Any proposed Vent Plan that deviates from the approved Plans herein shall be subject to review and approval by Natick Green and the Building Department of the Town of Natick.**



## Dryer Vent Policy

November 16, 2010

Rev 2010-4

### V. Dryer Vent Plans

1. Each dryer vent installed under this Policy shall conform to the length and routing specified in the Dryer Plan (latest revision) for the appropriate Style of Unit at Natick Green being modified. For purposes of this paragraph, "Style" shall also include the available exterior exit point(s) for dryer ductwork.
2. "Mirror image" units (from the Plans) may utilize the same Plan with the installation mirror imaged as appropriate.
3. Dryer Vent Plans are available for the following Unit Styles:

Unit Type and Style	Quantity	Plan Number/Comment	
<u>Large 1 Bedroom 1 Bath</u>			
Style A-1 Corner/End Units Not Top Floor	8	Plan A-1	<b>Page 15</b>
Style A-2 Corner/End Units Top Floor	16	Plan A-2	<b>Page 16</b>
Style A-3 Middle Units Not Top Floor	22	Plan A-3 **	<b>Page 17</b>
Style A-4 Middle Units Top Floor	2	Plan A-4	<b>Page 18</b>
<u>2 Bedroom 1 Bath</u>			
Style B-1 End Unit Not Top Floor	22	Plan B-1 **	<b>Page 19</b>
Style B-2 End Unit Top Floor	22	Plan B-2	<b>Page 20</b>
<u>Small 2 Bedroom 2 Bath</u>			
Style C-1 Not Top Floor	10	Plan C-1 **	<b>Page 21</b>
Style C-2 Top Floor	8	Plan C-2	<b>Page 22</b>
<u>2 Bedroom 1 1/2 Bath Townhouse</u>			
Style D-1 End Units	6	Plan D-1	<b>Page 23</b>
Style D-2 Middle Units	8	Plan D-2	<b>Page 24</b>
<u>Large 2 bedroom 2 Bath (Style F)</u>	all	Vented at construction	
<u>Small 1 bedroom 1 Bath (Style G)</u>	all	Vented at construction	

\*\* Note: Electrically operated Booster Fan is required due to duct long Equivalent Length.

**See Appendix B for Vent Plan Drawings.**

## Dryer Vent Policy

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### V. Dryer Vent Plans (cont'd)

4. Dryer Vent Plans under this Policy utilize components with specific characteristics to achieve acceptable safe venting performance. These Appurtenances are shown in Appendix A and include:
  - a. 4" aluminum rigid duct
  - b. 10" radius smooth finish 90 degree 4" elbow
  - c. 4" standard duct elbow
  - d. Self-adhesive metal tape
  - e. Wall Cap or Roof Cap vent hood with damper
  - f. Bird Screen (except Roof Cap installations)
  - g. 4" Flexible aluminum duct ("Transition Duct")
  - h. 4" Worm Drive Clamp
  - i. Booster Fan

### VI. Dryer Vent Plan Overview

1. Massachusetts Building Code
  - a. Maximum Equivalent Length 25' exclusive of Transition Duct to dryer
    - i. De-rate Length 5 feet for each standard 90-degree elbow
    - ii. De-rate Length 1.5 feet for 10" radius smooth finish 90 degree elbow
    - iii. Add Booster Fan if length exceeded
  - b. Duct Material
    - i. 4" Aluminum stove pipe
    - ii. Metal Tape seal of joints (no screws/rivets)
  - c. Duct Mounting
    - i. Boxed Soffit (see Figure 1) or metal strapping in attic common area
    - ii. 1/2" Sheetrock
  - d. Building Duct Exit
    - i. Weatherproof Cap with minimum 4" circular opening area
    - ii. Silicone caulk
  - e. Booster Fan (when required by Plan)
    - i. Rated Fan for minimum 60-ft equivalent run length
    - ii. AC power off existing circuit
    - iii. Pressure Switch on-off control
    - iv. "Remote Fan" Label at Dryer location
  - f. Condensate Drain (when Booster Fan is installed)
    - i. To existing washer stand pipe drain, or
  - g. Transition Duct (Wall Vent connection to Dryer)
    - i. Flex Aluminum, 4"
    - ii. Secured with 4" Worm Drive Clamps

## Dryer Vent Policy

November 16, 2010

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### VII. Notes to Plan Drawings

(see Appurtenance documentation in Appendix A):

- (A) - 90 Degree 10" Radius Elbow, Smooth Finish =1.5' Duct vs. std 90 Degree 4" Elbow
- (B) - Wall Cap or Roof Cap 4", with Damper, no screen
- (C) - Bird Screen  
Deflecto Supurr-Guard Louvered Vent Hood with built-in Bird and Rodent Guard, 4" diameter, or Equiv.
- (D) - Booster Fan (110V, 50W 0.5A)
- (E) - Condensate Drain (when Booster Fan is installed)  
1/4" tubing connected to drain
- (F) - "Remote Fan" Label  
Must be located within six feet of the duct connection to the Transition Duct

This dryer exhaust system is equipped with a remotely located booster fan.

- (G) - Worm Drive Clamp, 4"

#### Boxed Soffit Construction

Surrounds 4" Duct with minimum distance from ceiling/wall  
**Minimum clearance from finish floor 72"**

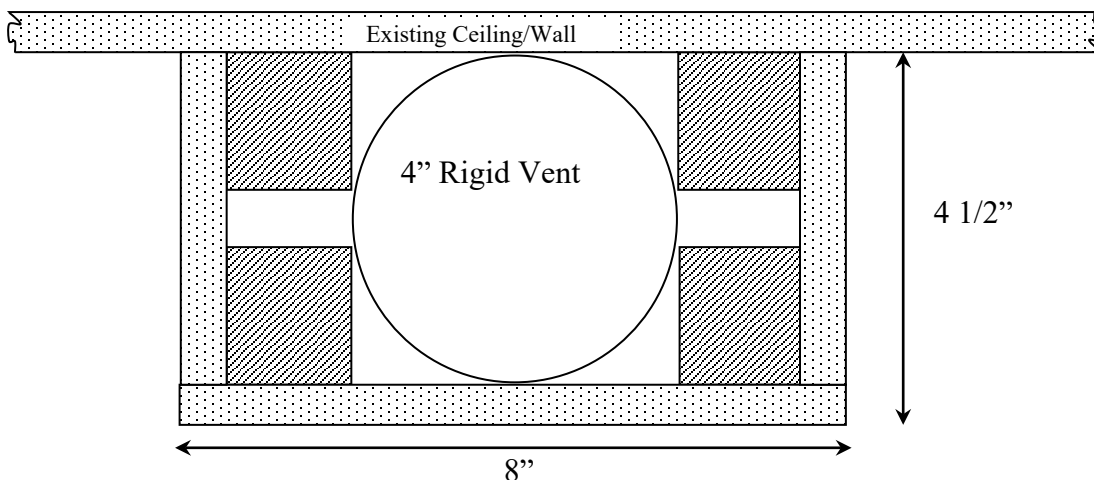


Figure 1

## Dryer Vent Policy

November 16, 2010

Rev 2010-4

### VII. Notes to Plan Drawings (cont'd)

“1<sup>st</sup> Floor” – distance from ceiling: (ceiling to dryer vertical duct connection)  
10-inch Elbow  
4' aluminum stove pipe (4")  
Ends approximately 3' off finish floor, 48" Transition Duct -  
4" flex aluminum connection to Dryer

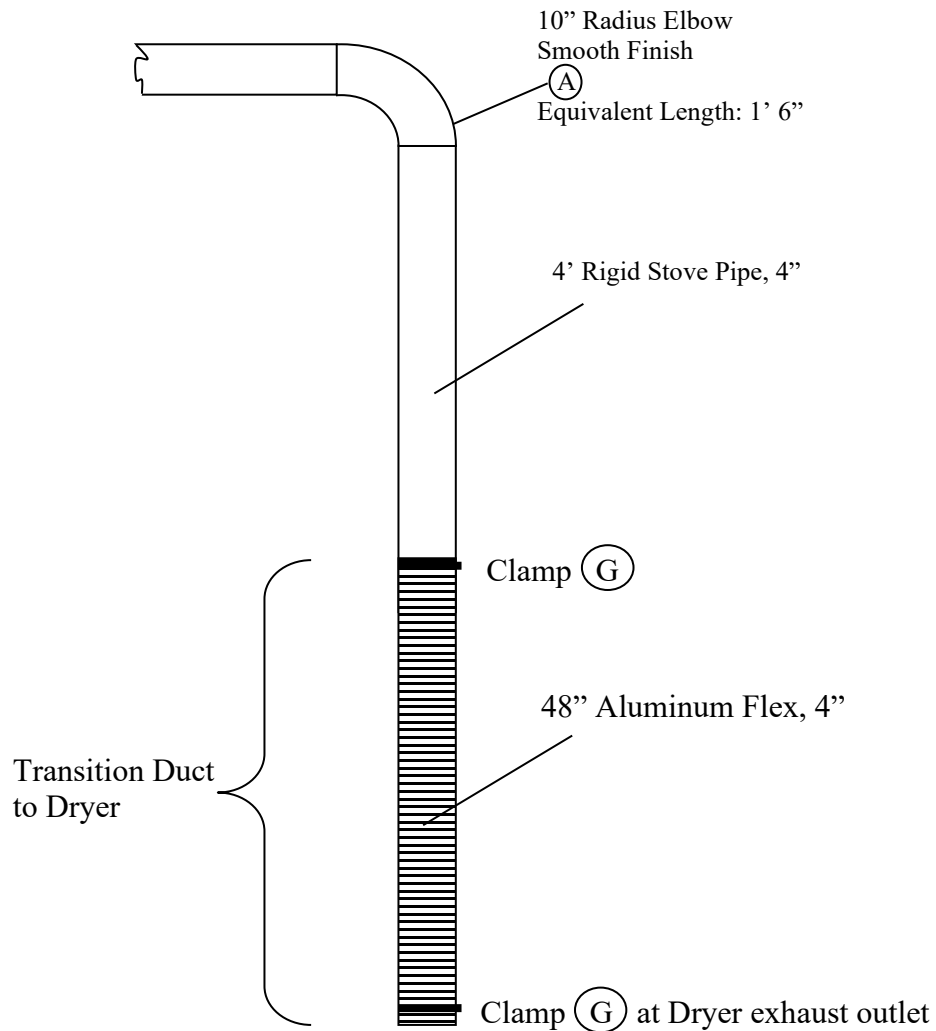


Figure 2

## Dryer Vent Policy

November 16, 2010

Rev 2010-4

### VIII. Appendix A – Appurtenances

- a. 4” aluminum rigid duct  
Standard building supply item
- b. 10” radius smooth finish 90 degree 4” elbow **Page 9**
- c. 4” standard duct elbow  
Standard building supply item
- d. Self-adhesive metal tape  
Standard building supply item
- e. Wall Cap vent hood with damper 4”  
Standard building supply item  
  
Roof Cap vent hood with damper 4” **Page 10**
- f. Bird Screen (except Roof Cap installations) **Page 11**
- g. 4” Flexible aluminum duct (“Transition Duct”) **Page 12**
- h. 4” Worm Drive Clamp **Page 13**
- i. Booster Fan **Page 14**

## Dryer Vent Policy

November 16, 2010

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### Appendix A – Appurtenances - 10” radius smooth finish 90 degree 4” elbow

Dryer-Elb (LT-90)

<http://shop.dryerbox.com/s.nl/it.A/id.183/f>

#### Dryer-Elb (LT-90)

90 Degree Long Turn Dryer Elbow - The equivalent of straight pipe based on ASHRAE methodology for calculating friction loss, this is a great alternative to booster fans. The Dryer-Elb provides a net gain of approximately 4.5 feet in allowable duct length when used as a replacement to the standard 4” ell used in the dryer venting trade. 28 Gauge, ships in two pieces to be assembled in the field. **NOTE:** [Click here](#) (PDF), for Model 4D when used with the Long Turn Dryer-Elb Link to Engineering and Specs [Click Here](#). Contact James for Distributor Pricing or larger quantities.



4" Long Turn Dryer Elbow  
Measured Same as Straight  
Pipe

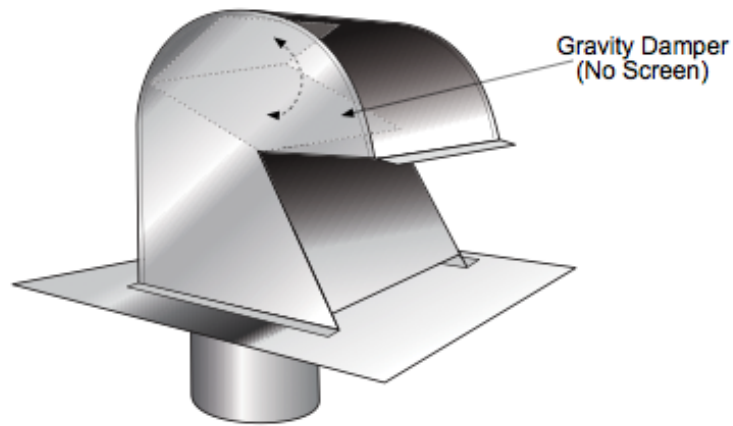
# Dryer Vent Policy

November 16, 2010

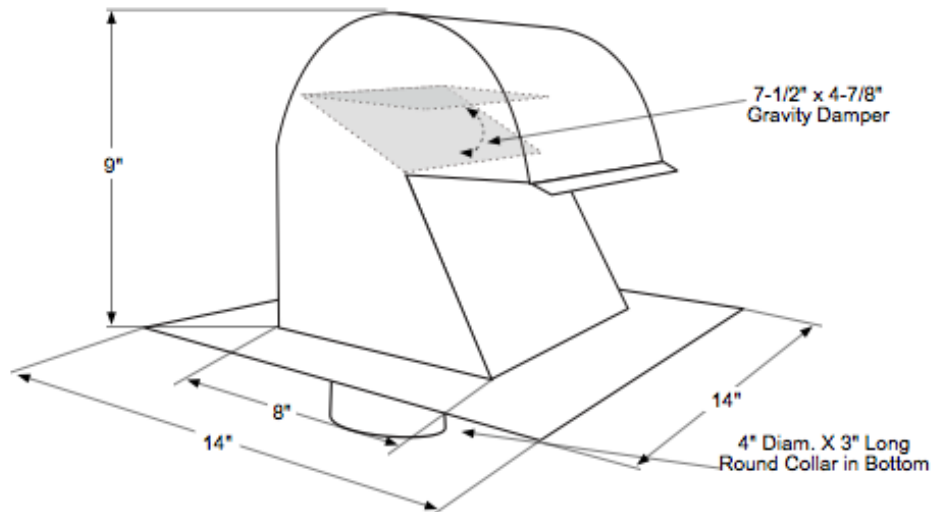
Rev 2010-4

## Appendix A – Appurtenances - Roof Cap vent hood with damper 4”

<b>AMERICAN</b> <b>aldes</b> VENTILATION CORPORATION	<b>Dryer Roof Cap</b>	PRODUCT SPECIFICATIONS and TECHNICAL DATA
		0910



### Dimensions



**AMERICAN**  
**aldes**  
VENTILATION CORPORATION

4521 19th Street Court E., Suite 104, Bradenton, FL 34203 USA  
Phone: 941-351-3441 | Fax: 941-351-3442  
www.americanaldes.com | E-mail: info@aldes-us.com

**IAQ**  
VENTILATION  
HOTLINE  
800-255-7749

dryer\_roof\_cap\_spec\_0910

## Dryer Vent Policy

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### Appendix A – Appurtenances - Bird Screen

GH4W

[http://shop.dryerbox.com/s.nl/it\\_A/id.35/f](http://shop.dryerbox.com/s.nl/it_A/id.35/f)

#### GH4W

Deflecto Supurr-Guard Louvered Vent Hood with built-in Bird and Rodent Guard - 4" diameter. Most popular and most efficient wall hood for dryer venting exhaust termination with rodent protection, color is white. Does not include through-wall pipe. View specifications by [clicking here](#)



SUPURR-GUARD 4" louvered  
Vent by Deflecto w/rodent guard.  
[Good Airflow Efficiency Rating](#)



## Dryer Vent Policy

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### Appendix A – Appurtenances - 4” Flexible aluminum duct

ALUM-448

<http://shop.dryerbox.com/s.nl/it.A/id.206/f>

#### ALUM-448

Brand New, created specifically for our models 4D and 3D Dryerbox for downward exhaust direction but with very innovative custom ends. This is only available from our store and features an adaptive coupling on one end and a special expanded end on the other that better secures these sensitive connections. It measures 4” in diameter by 48” long (when stretched out) and 19” when compressed. This product has been custom cut to best fit our Down-box configurations. Any longer than 19” compressed may prevent the dryer from being located right against the wall. This aluminum flex product is almost always specified by the appliance manufacturer and offers the most efficient flexible transition hose. It is the most energy efficient to use.

**Please note:** This is too long to be used with our up-style boxes (425 and 350) but is a *no brainer* to purchase along with our 4D or 3D models. Use ALUM-439 for 425 and 350.



4"x48" Flex Aluminum Duct (19" compressed) w/special ends.  
Good Airflow Efficiency Rating

## Dryer Vent Policy

November 16, 2010

Rev 2010-4

### Appendix A – Appurtenances - 4" Worm Drive Clamp

MC4

[http://shop.dryerbox.com/s.nl/it\\_A/id.37/f](http://shop.dryerbox.com/s.nl/it_A/id.37/f)

#### MC4

The easiest and safest vent clamp available. Accommodates round and oval configurations. You'll need two of them in most cases.



Metal worm drive clamp for 4" dryer exhaust pipe

## Dryer Vent Policy

November 16, 2010

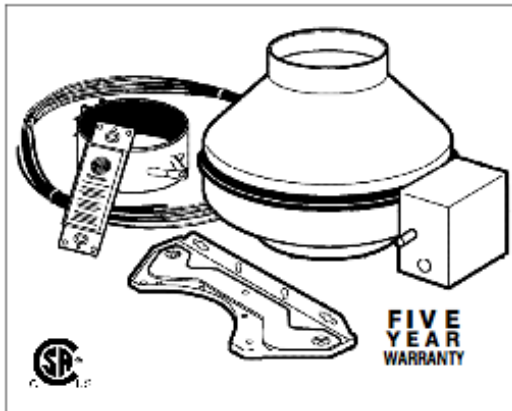
Rev 2010-4

### Appendix A – Appurtenances – Booster Fan



# Fantech DBF4XLT

## Dryer Booster Fan



#### FEATURES

- Inline Dryer Booster Fan featuring self-cleaning backward curved impeller capable of maintaining an air velocity of 1200 fpm in duct systems up to 130 feet.
- Galvanized steel housing with powder-coat finish
- Integrated Pressure Sensing Switch
- Wall-mount indicator panel
- Uses 4" duct
- 5 1/2 foot 120Vac power cord
- Mounting bracket and hardware included

The Fantech DBF4XLT Dryer Booster Fan has been specially designed to solve the problems caused by long duct runs on clothes dryers.

According to dryer manufacturers and some local building codes, booster fans should be added in the dryer duct run when the length of the duct exceeds 24 feet with no bends, 20 feet with one bend or 15 feet with two bends.

#### HOW DOES IT WORK:

When the dryer is on, Fantech's patented pressure sensing switch automatically turns the booster fan on. The warm, moist air in the dryer duct is exhausted out of the building quickly.

The dryer booster fan monitors the status of the dryer and will turn itself off when the dryer stops.

Wall mounted indicator panel with LED display lets homeowners know that fan is fully operational.

#### SPECIFICATIONS

**FAN** – Inline fan with galvanized steel housing and baked powder-coat finish. Backward inclined blades of the motorized impeller allow lint to pass through the fan.

**PRESSURE SWITCH** Fantech's patented pressure switch automatically activates the booster fan when dryer comes on. Includes 18" of pressure sensing tubing with mounting grommet.

**INDICATOR PANEL** Wall-mount, low voltage indicator panel features an LED light that indicates to the homeowner that the fan is working properly. The indicator panel will alert homeowners of problems such as no power, blocked duct, locked motor rotor and low speed conditions. A 50 foot cable is included to connect the indicator panel to the booster fan.

Fan Model	RPM	Volts	Max Watts	Max Amps	Static Pressure in Inches W.G.									Max Ps	Duct Dia.
					0"	.125"	.25"	.375"	.5"	.75"	1.0"	1.25"	1.5"		
DBF4XLT	2800	115	83	0.73	195	181	167	153	141	120	101	81	55	2.05"	4"

Distributed by:

# Dryer Vent Policy

November 16, 2010

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## Appendix B – Vent Plan Drawings

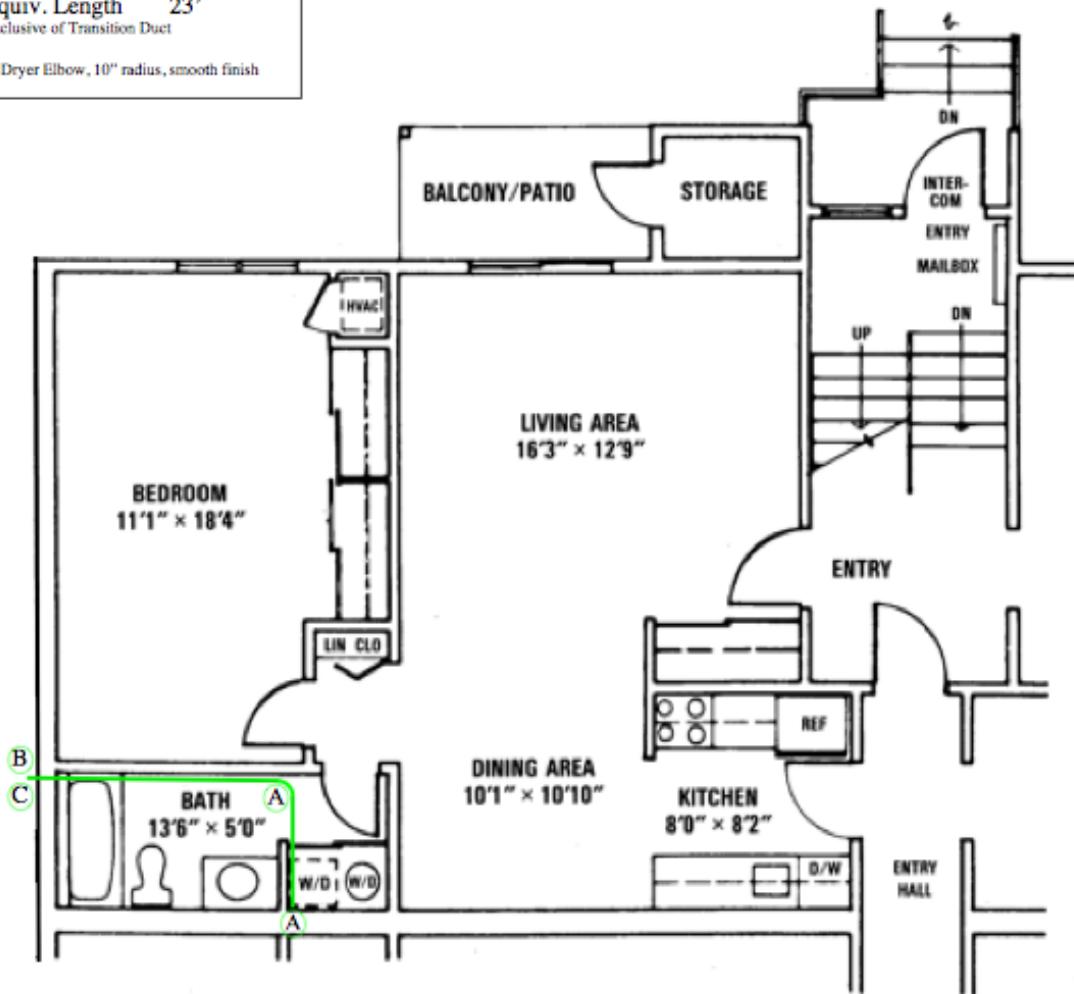
Boxed Soffit See VENT SPEC, latest Rev.	
Ceiling	15'
1 <sup>st</sup> Floor	4'
2 90 Deg. Elbow *	3' A
Cap (Damper)	1' B
Bird Screen	0' C
Equiv. Length	23'
Exclusive of Transition Duct	
* Dryer Elbow, 10" radius, smooth finish	



DRYER – A1

10/16/2010

Page 1 of 1



**Unit A1** Corner/End Units Not Top Floor  
**One Bedroom/One Bath**  
■ 778 Square Feet ■

# Dryer Vent Policy

November 16, 2010

Rev 2010-4

## Appendix B – Vent Plan Drawings (cont'd)

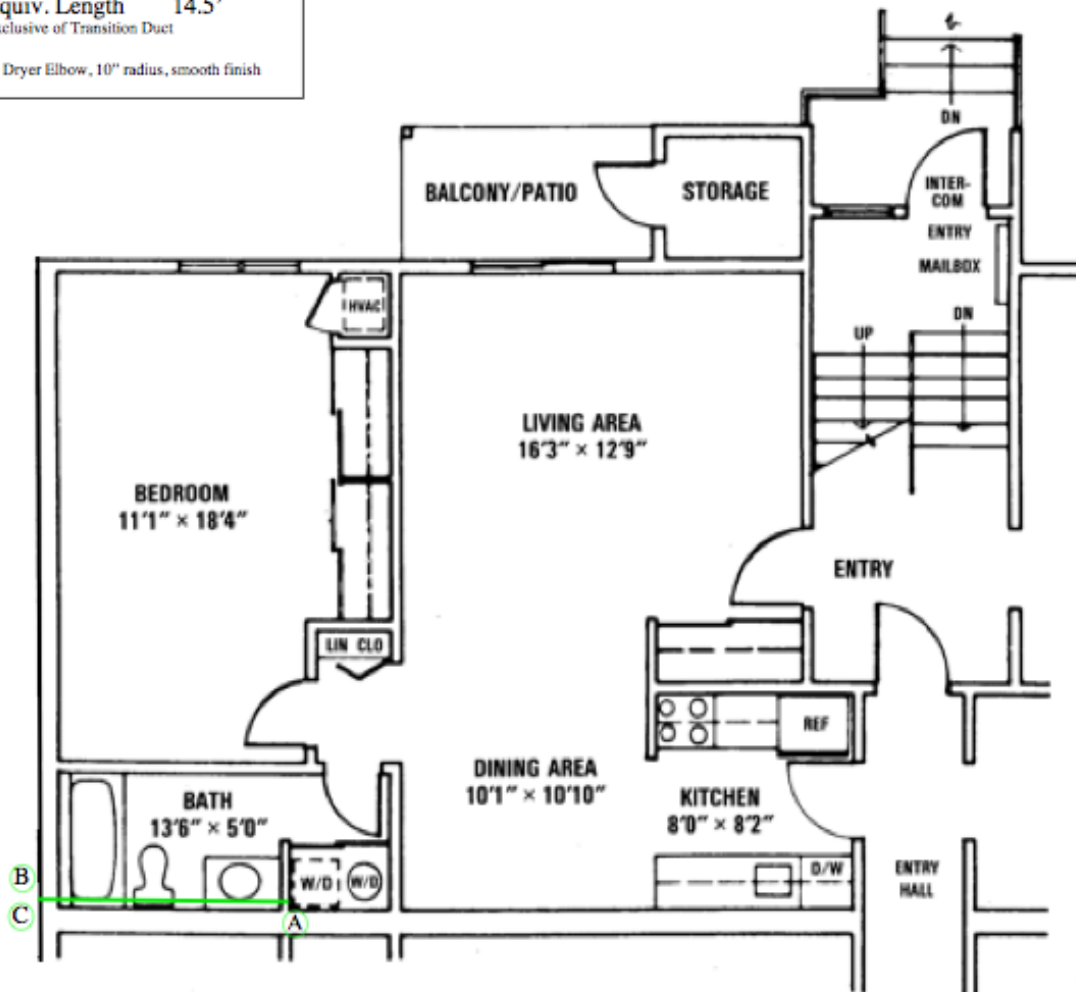
Common Area Ingress See VENT SPEC, latest Rev.	
Ceiling	8'
1 <sup>st</sup> Floor	4'
1 90 Deg. Elbow *	1.5' A
Cap (Damper)	1' B
Bird Screen	0' C
<b>Equiv. Length</b>	<b>14.5'</b>
Exclusive of Transition Duct	
* Dryer Elbow, 10" radius, smooth finish	



**DRYER – A2**

10/16/2010

Page 1 of 1



**Unit A2** Corner/End Units Top Floor  
**One Bedroom/One Bath**  
**■ 778 Square Feet ■**

# Dryer Vent Policy

November 16, 2010

Rev 2010-4

## Appendix B – Vent Plan Drawings (cont'd)

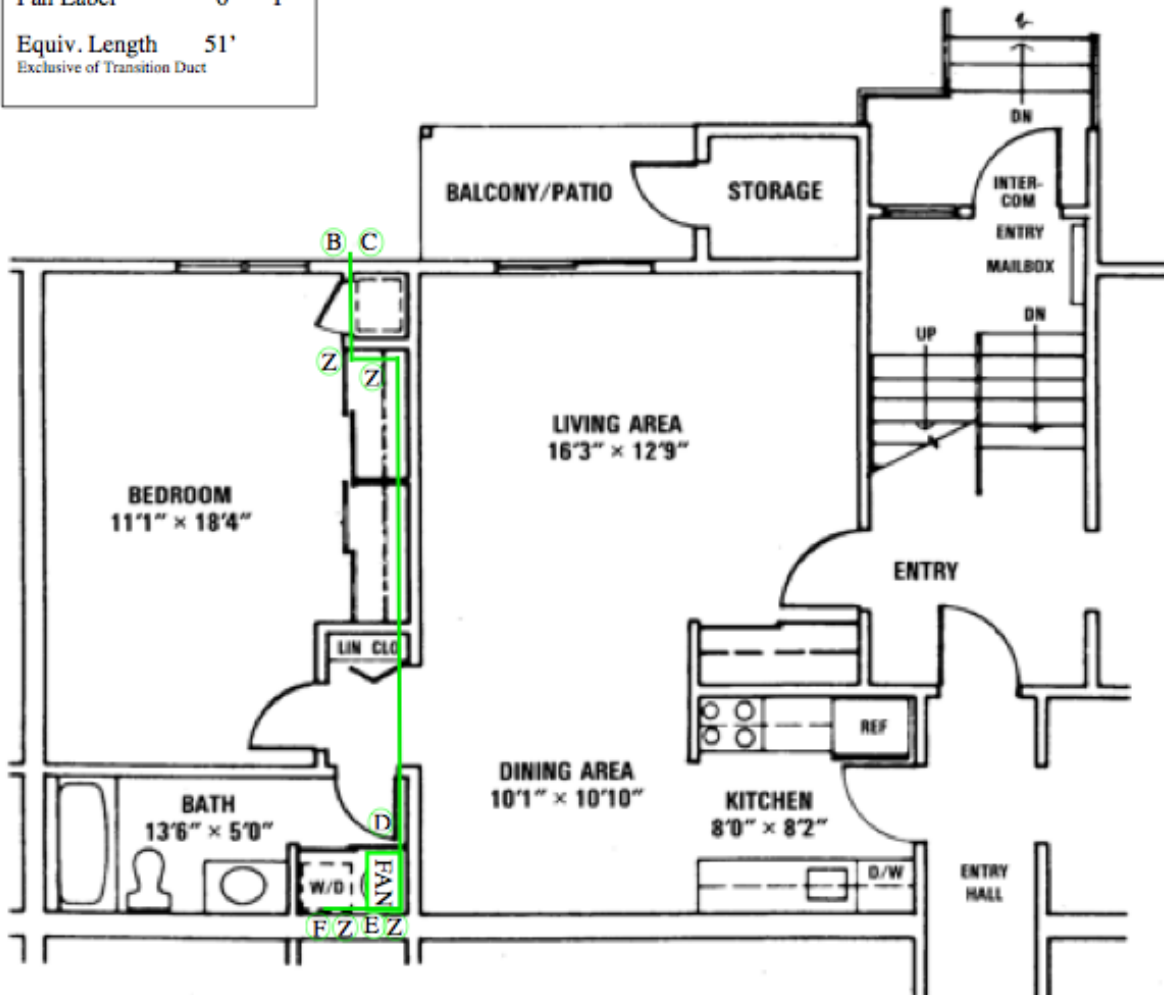
Boxed Soffit See VENT SPEC, latest Rev.		
Ceiling	26'	
1 <sup>st</sup> Floor	4'	
4 90 Deg. Elbow	20'	Z
Cap (Damper)	1'	B
Bird Screen	0'	C
Booster Fan	0'	D
Condensate Drain	0'	E
Fan Label	0'	F
Equiv. Length 51'		
Exclusive of Transition Duct		



### DRYER – A3

10/16/2010

Page 1 of 1



**Unit A3** Middle Units Not Top Floor  
**One Bedroom/One Bath**  
 ■ 778 Square Feet ■

# Dryer Vent Policy

November 16, 2010

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## Appendix B – Vent Plan Drawings (cont'd)

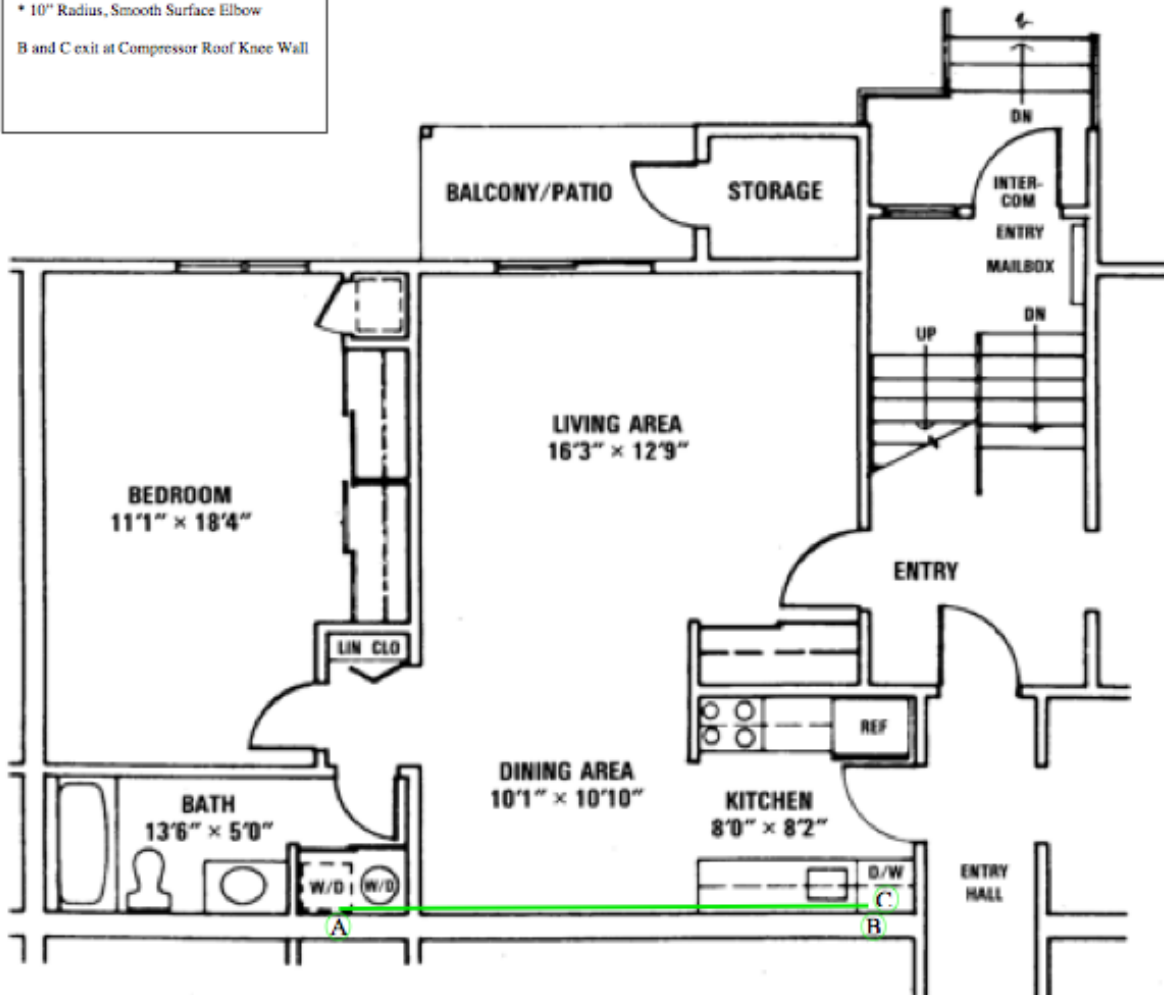
Common Area Ingress See VENT SPEC, latest Rev.	
Ceiling	18'
1 <sup>st</sup> Floor	4'
1 90 Deg. Elbow	1.5' *A
Cap (Damper)	1' B
Bird Screen	0' C
Equiv. Length 24.5'	
Exclusive of Transition Duct	
* 10" Radius, Smooth Surface Elbow	
B and C exit at Compressor Roof Knee Wall	



### DRYER – A4

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**Unit A4** Middle Units Top Floor  
**One Bedroom/One Bath**  
■ 778 Square Feet ■



# Dryer Vent Policy

November 16, 2010

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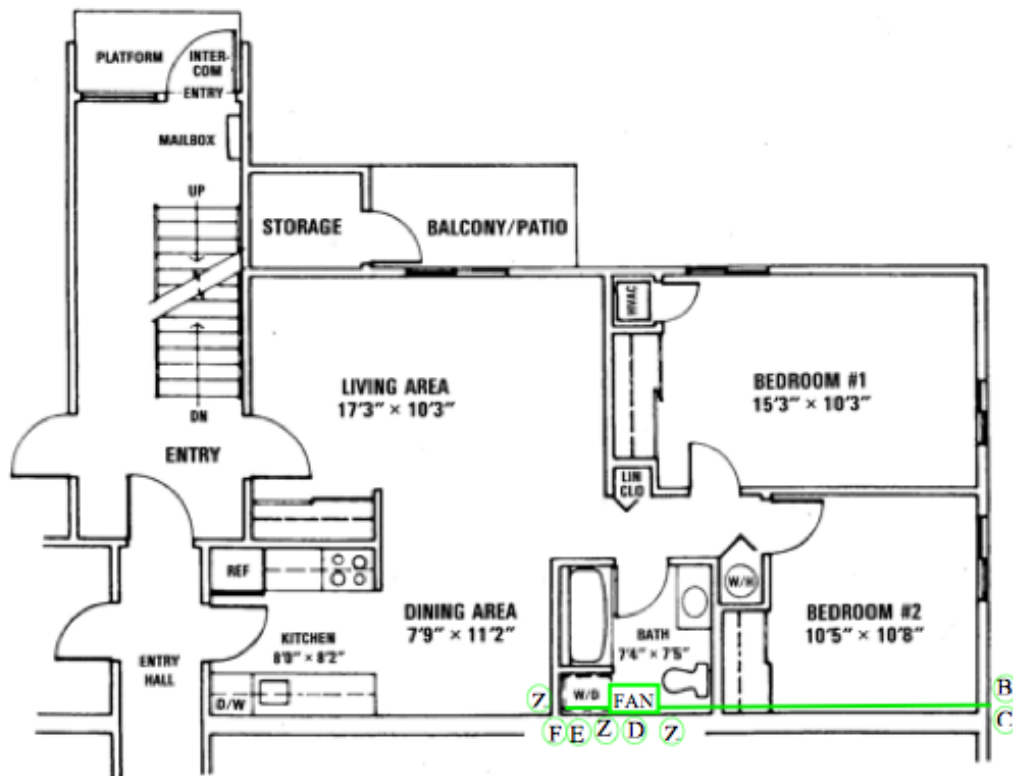
## Appendix B – Vent Plan Drawings (cont'd)

Boxed Soffit See VENT SPEC, latest Rev.			
Ceiling	20'		
1 <sup>st</sup> Floor	4'		
3 90 Deg. Elbow	15'	Z	
Cap (Damper)	1'	B	
Bird Screen	0'	C	
Booster Fan	0'	D	
Condensate Drain	0'	E	
Fan Label	0'	F	
Equiv. Length 40'			
Exclusive of Transition Duct			

### DRYER – B1

11/14/2010

Page 1 of 1



**Unit B1** End Unit Not Top Floor  
**2 Bedroom/1 Bath**  
**■ 810 Square Feet ■**



# Dryer Vent Policy

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Rev 2010-4

Common Area Ingress  
See VENT SPEC, latest Rev.

Ceiling	16'
1 <sup>st</sup> Floor	4'
1 90 Deg. Elbow	1.5' *A
Cap (Damper)	1' B
Bird Screen	0' C

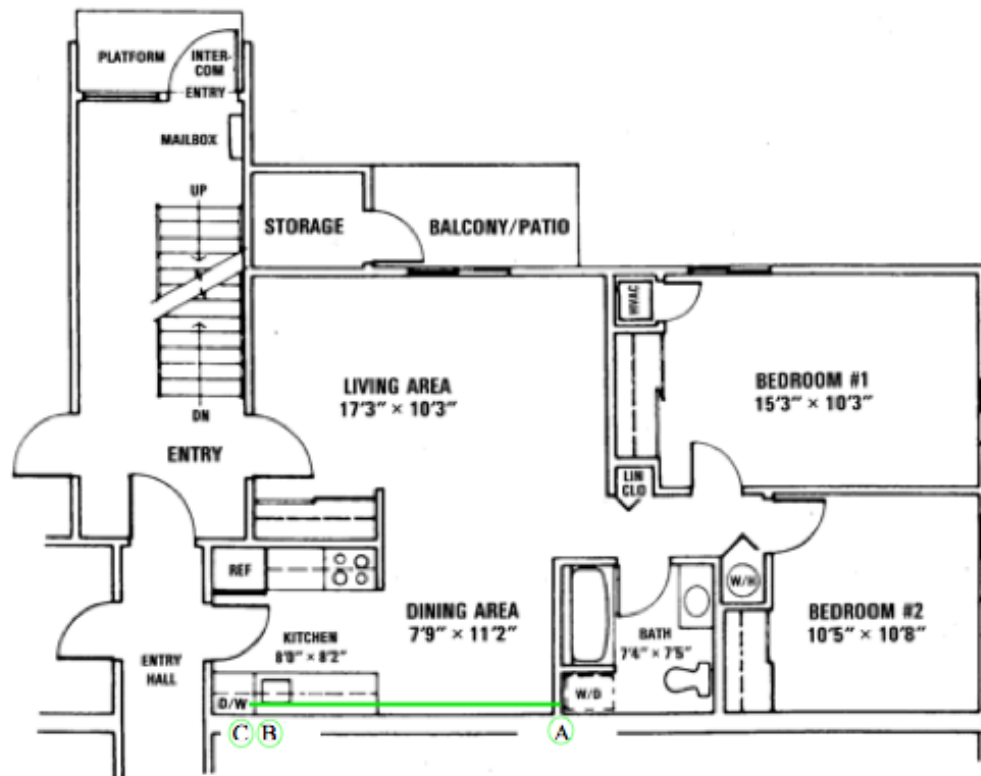
Equiv. Length 22.5'  
Exclusive of Transition Duct  
\* 10" Radius, Smooth Surface Elbow

B and C exit at Compressor Roof Knee Wall

## DRYER – B2

11/14/2010

Page 1 of 1



**Unit B2** End Unit Top Floor  
**2 Bedroom/1 Bath**  
**■ 810 Square Feet ■**

# Dryer Vent Policy

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## Appendix B – Vent Plan Drawings (cont'd)

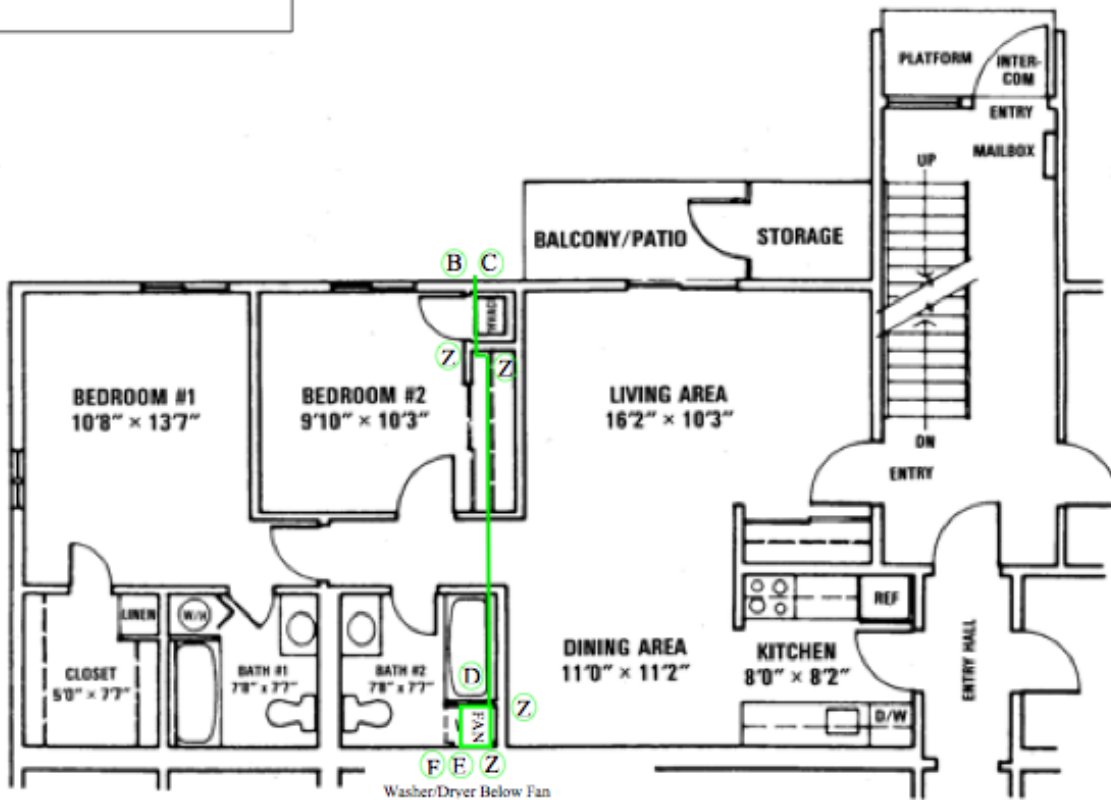
Boxed Soffit	
See VENT SPEC, latest Rev.	
Ceiling	25'
1 <sup>st</sup> Floor	4'
4 90 Deg. Elbow	20' Z
Cap (Damper)	1' B
Bird Screen	0' C
Booster Fan	0' D
Condensate Drain	0' E
Fan Label	0' F
Equiv. Length 50'	
Exclusive of Transition Duct	



### DRYER – C1

11/14/2010

Page 1 of 1



**Unit C1** Not Top Floor  
**2 Bedroom/2 Bath**  
**■ 909 Square Feet ■**

# Dryer Vent Policy

November 16, 2010

Rev 2010-4

## Appendix B – Vent Plan Drawings (cont'd)

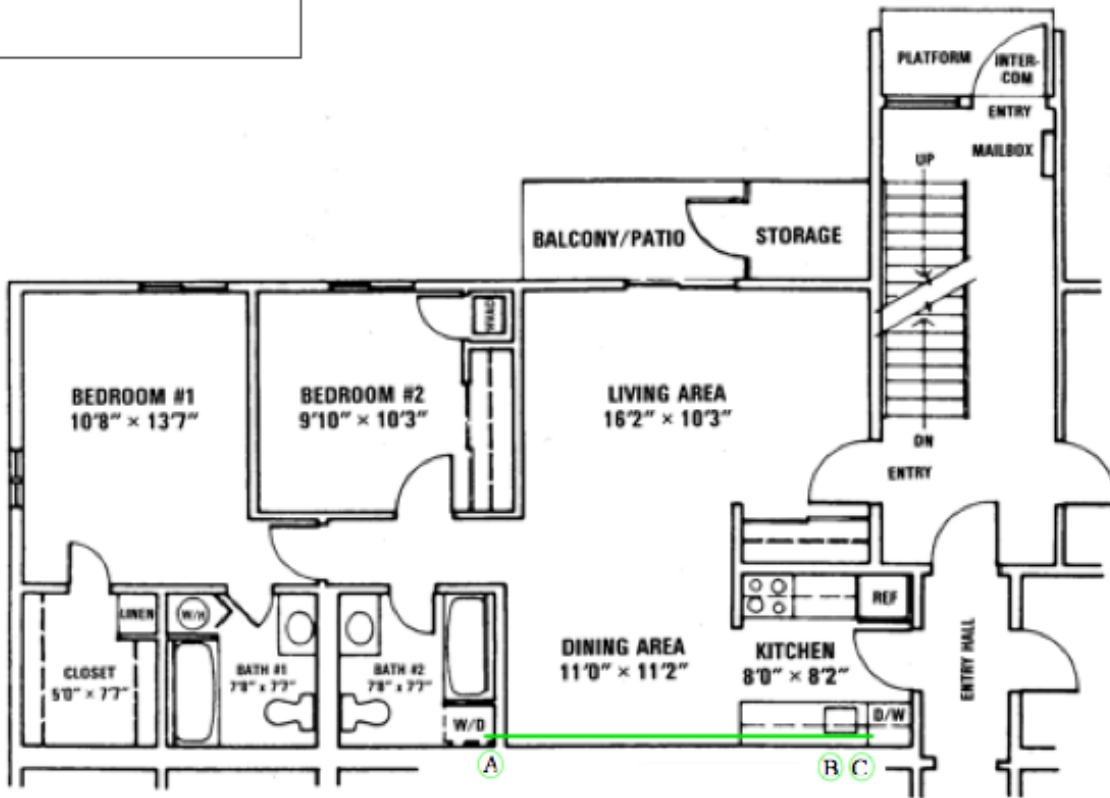
Common Area Ingress See VENT SPEC, latest Rev.	
Ceiling	17'
1 <sup>st</sup> Floor	4'
1 90 Deg. Elbow	1.5' *A
Cap (Damper)	1' B
Bird Screen	0' C
Equiv. Length 23.5'	
Exclusive of Transition Duct	
* 10" Radius, Smooth Surface Elbow	
B and C exit at Compressor Roof Knee Wall	



### DRYER – C2

11/14/2010

Page 1 of 1



**Unit C2** Top Floor  
**2 Bedroom/2 Bath**  
 ■ 909 Square Feet ■

# Dryer Vent Policy

November 16, 2010

Rev 2010-4

## Appendix B – Vent Plan Drawings (cont'd)

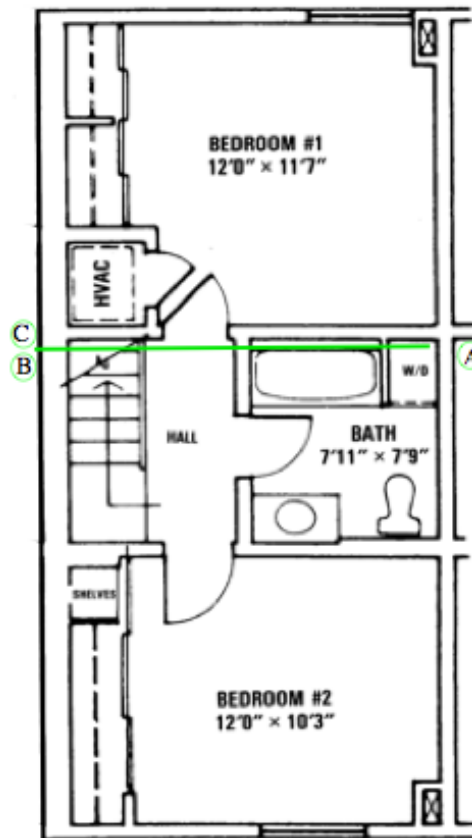
Common Area Ingress See VENT SPEC, latest Rev.	
Ceiling	16'
2 <sup>nd</sup> Floor	4'
1 90 Deg. Elbow	1.5' *A
Cap (Damper)	1' B
Bird Screen	0' C
Equiv. Length	22.5'
Exclusive of Transition Duct	
* 10" Radius, Smooth Surface Elbow	



### DRYER – D1

11/14/2010

Page 1 of 1



SECOND FLOOR PLAN

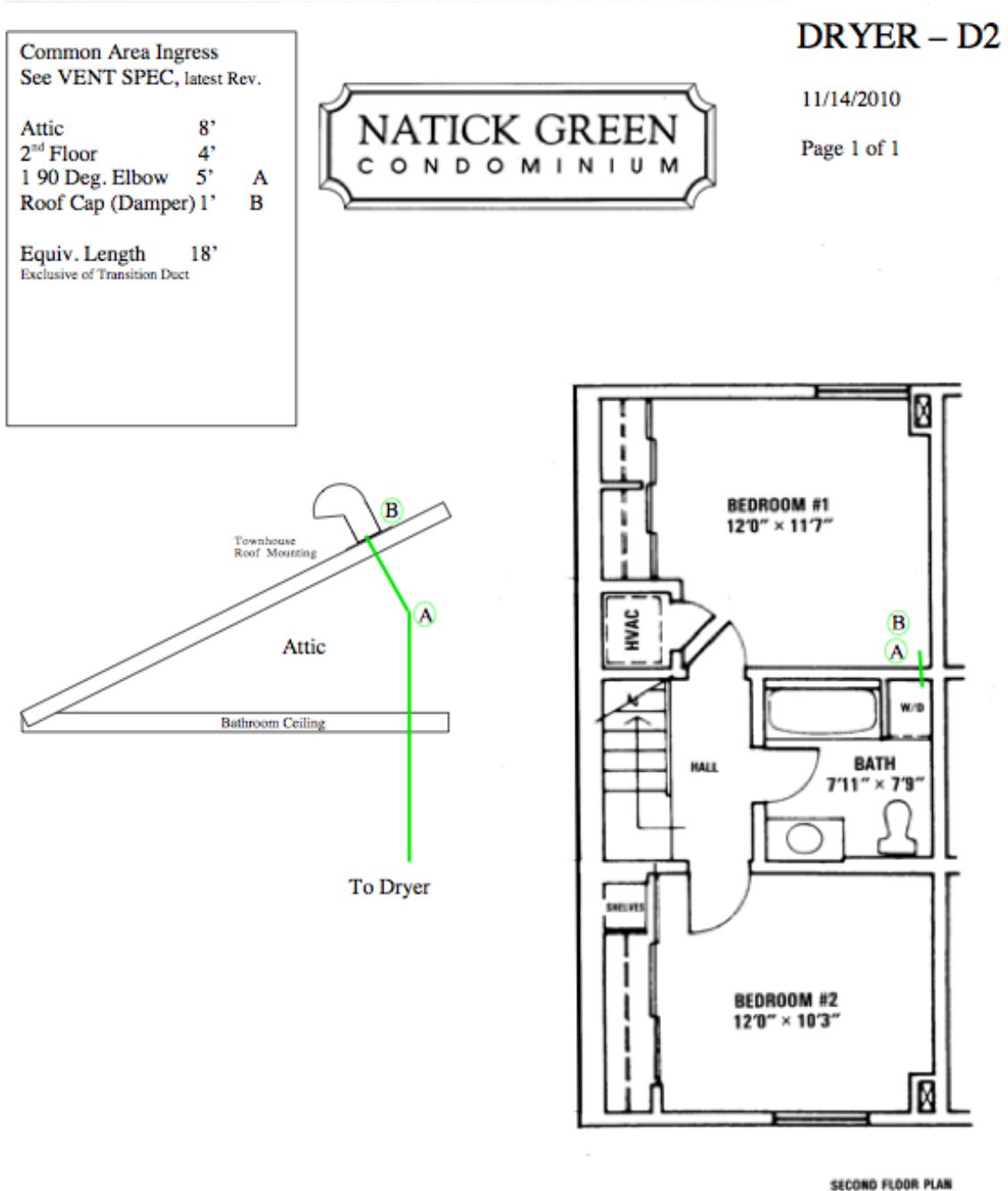
**Unit D1** End Units  
**2 Bedroom/1½ Bath**  
■ **961 Square Feet** ■

# Dryer Vent Policy

November 16, 2010

Rev 2010-4

## Appendix B – Vent Plan Drawings (cont'd)



**Unit D2** Middle Units  
**2 Bedroom/1½ Bath**  
■ **961 Square Feet** ■

Natick Green Condominium Trust

Flooring Changes Procedure Revision 2

Version Authors Effective Date

---

1	P. Galvin / J. Saponaro	4/7/10
2	Board of Trustees	4/13/10 Board Meeting

Exceptions to this procedure must be approved, in writing, by a majority of the Trustees. This procedure is effective as of the above date and replaces and supersedes all prior revisions of the above captioned procedure.

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Natick Green Condominium Trust

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3.5. Certificate of Insurance  
.....5

## Natick Green Condominium Trust

### Flooring Changes Procedure Revision 2

#### 1. Purpose

To define the process and criteria for changing the existing flooring within a Natick Green unit so that we are in compliance with State Building codes. Also, this would limit any negative Insurance impact due to flooring modifications upon the "Master Fire" and like policies purchased by Natick Green Condominium Trust.

#### 2. Scope

This procedure applies to all flooring within a Unit. This includes, but not limited to, the dining room, the living room, all bedrooms, hallways, the kitchen and all bathrooms. All costs of any flooring modification shall be borne by the Unit Owner including any damages to Common Area elements or other Units. Violations of this procedure's requirements may subject the Unit Owner to fines.

#### 3. Procedure

##### 3.1. Notify Natick Green office of your intent to change any flooring

Proposed flooring changes shall be documented and submitted to Natick Green Management office.

Included in this communiqué must be the following:

- Which floor(s) are to be changed — see section 3.2
- A description of the material to be used — see section 3.23
- Contractor Information and Contractor Insurance Certificate — see section 3.5

##### 3.2. The floors

Describe which floors are to be changed and how they are to be changed.

Examples:

- The living room rug is being replaced with a new rug
  - The living room rug is being replaced with hardwood floors
  - The kitchen floor linoleum is being replaced with tile
  - The bathroom floor linoleum is being replaced with new linoleum
-



Natick Green Condominium Trust

Flooring Changes Procedure Revision 2

4

3.3. Approved Material description for rug to hardwood floor replacement

- The floating floor must be a minimum of half inch thickness
- AcoutiCork R60 6mm thick or equivalent
- 15# building felt
- Gycrete repair material. Ardex GS-4 or equivalent

3.3.1. Material description for all else

- A brief description of the material (samples can be submitted)
- Gycrete repair material. Ardex GS-4 or equivalent

3.4. Obtain a Building Permit for the Town of Natick

- Contact the Town of Natick at 508.647.6450
- Follow their directions and make sure you bring your description of flooring changes along with your list of materials
- When the installation is complete, present a copy of the Building permit with its inspection signoffs to the Natick Green office

3.5. Certificate of Insurance

- If a contractor is to perform the work, make sure his Certificate of Insurance is forwarded to the Natick Green Management, naming Natick Green Condominium Trust as an additional insured prior to the commencement of any work. Said certificate shall include a minimum of \$1 Commercial General Liability Insurance and Workers Compensation Insurance.

Natick Green Condominium Trust  
Flooring Changes Procedure Revision 2

## NATICK GREEN COMMON AREA GRILL RULES

Use of the grill area is at your own risk. Natick Green and management are not responsible for any damage to personal property or any Injury.

- Children are not allowed in or around the common grill area. Adult supervision is required at all times.
- Residents are responsible for bringing their own pretreated charcoal, matches and cooking utensils.

### LIGHTER FLUID IS PROHIBITED

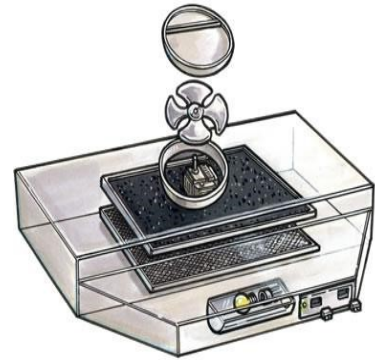
- Residents and guests are responsible for cleaning the grill and picnic area after use. A trash receptacle and ember receptacle are provided.
- Residents must thoroughly scrape down the grill after use, so that the grill is always ready for the next resident.
- Residents and guests utilizing the common grill area or picnic area are to be respectful and considerate of surrounding neighbors at all times. All noise levels must be kept at a minimum as to not intrude on other residents' right to a quiet and peaceful environment. .

**Failure -to use the grill area responsibly by any resident or guest will result in a \$100.00 fine.**

Thank you for your time and cooperation  
Natick Green Condo Trust

# Kitchen Range Hood Vent Basics, Helpful Hints and How They Work

Vent hoods are usually built-in and are wired directly to the household electrical system. They have few components and a simple principle.



## Components

Vent hoods are simply a fan and/or light housed in a metal and/or glass shroud (hood).

## Principle

The metal/glass shroud acts as a deterrent to the spread of a stovetop fire, and helps to collect cooking fumes. The fans come in two varieties, rotary or centrifugal and performs either of two actions:

1. For an external/outside vented system, it draws fumes and odors up or down--depending on the style of vent hood--through a grease filter inside a duct system and out of the house.
2. For systems **without external/outside venting**, fumes and odors are drawn over an activated charcoal filter and re-circulates the air, back into the room.

## Maintenance and Cleaning the filters

You need to periodically clean your over-the-stove vent hood. The thin, silvery screen is the grease filter (there may be more than one). It traps airborne oils and grease to keep them out of the blower and exhaust vent. To clean the filter, remove it and soak it in a degreasing solution until the grease is dissolved. Next, wash it with warm, soapy water to remove any traces of the degreaser. Then put it in the upper rack of the dishwasher and run it through a normal cycle.

If your unit circulates the air rather than vents it to the exterior of the building as most of Natick Green's kitchen range hood vents do, it may have one or more activated charcoal filters. Don't wash these. Just replace them when they lose their effectiveness. You can find replacement filters at your local hardware store or through the Natick Green Management office. If you'd like our maintenance staff to replace yours for a nominal fee of \$30 plus materials and tax, simply contact us at (508) 655-5800 and a work order can be submitted.

**Warning!** Be sure the unit is turned off before you clean it. Also avoid spraying cleaner directly onto the light bulb or light bulb socket. Clean the interior of the vent hood with a standard household degreaser/cleaner.

## Exterior cleaning

Clean the exterior of your vent hood with a degreaser/cleaner or a non-abrasive cleanser.

## Fan motor care

Most vent hood fan motors don't need any maintenance. Over time, the motor and bearings may become stiff because of the constant heat, humidity, and grease to which they're subjected. The blower wheel also gets greasy and dirty, over time, which can slow down the fan or cause vibration. Remove

the wheel and clean it with a degreaser. Then, if the fan is still slow or if it vibrates, you need to replace the fan motor.



7 SILVER HILL ■ NATICK, MA 01760 ■ (508) 655-5800

**Date:** 4/25/01

**To:** Natick Green Condominium Owners and Residents

**From:** Natick Green Condominium Board of Trustees

**RE:** Lock outs

---

Please be advised that effective immediately, the Natick Green Condominium maintenance personnel shall not respond to lock outs after business hours (nights or weekends). Our answering service will be notified not to page the on-call maintenance person for any lockouts. The reason is that our maintenance personnel are unable to verify whether or not the person who is locked out is actually a resident as our computer records are not accessible to them after hours and a lock out is clearly not considered a maintenance emergency. Per our legal counsel, for safety and liability reasons, the Board of Trustees feels that this decision is the best for the community. We strongly suggest that you keep an extra key in a safe place where you can access it in the unfortunate event of locking yourself out.

We will continue to assist you if you should get locked out during office hours. It is also advised that all unit owners provide the Natick Green Office with updated leases so that our database remains current. The Office should also be notified of any children who occupy a condominium since children aren't named on leases and often get locked out and seek our assistance. Any resident who takes out a restraining order on another person, should advise the Natick Green Condominium Office of this immediately to prevent any illegal entries.

Thank you for your attention and understanding.

/nm

**NATICK GREEN CONDOMINIUM TRUST  
MAINTENANCE PROGRAM CONTRACT**

Unit Owner(s): \_\_\_\_\_ Unit(s) \_\_\_\_\_

Only a Unit Owner (“OWNER”) may enter into Maintenance Contracts with Natick Green Condominium Trust (“NATICK GREEN”).

OWNER has read, and expressly agrees to the following terms and conditions:

1. DURATION

When fully executed by the parties, OWNER agrees that this Contract will be in effect for as long as OWNER owns the Unit(s), unless CANCELLED or SUSPENDED.

2. CANCELLATION

This Contract may be cancelled by either party by mailing or hand delivering to the other party a written cancellation notice thirty (30) days before the cancellation.

3. SUSPENSION

If **any payments** to NATICK GREEN, due from OWNER, are more than 15 days past due for Condominium Fees, Maintenance Charges, Late Fees or other billed amounts, ANY AND ALL Maintenance Program Contracts between OWNER and NATICK GREEN shall automatically be SUSPENDED until such overdue balance is paid-in-full. A SUSPENDED Contract is eligible for EMERGENCY SERVICES ONLY.

4. SERVICES

OWNER authorizes NATICK GREEN employees to perform all requested Services, within the realm of their capabilities.

5. EMERGENCY SERVICES

Emergency Services relate to any of the following:

- a. Blocked toilet in a one-bath Unit
- b. Water leak
- c. Loss of Heat (September 15 through May 15)

6. SERVICES REQUEST

Services under this Contract may be requested unless this Contract has been SUSPENDED. If SUSPENDED, then ONLY EMERGENCY SERVICES may be requested, and OWNER ONLY must make such request.

7. APPLICABLE LABOR RATES

CONTRACT LABOR RATES shall be applied to all Services provided under this Contract unless the Contract has been SUSPENDED or CANCELLED. If this Contract has been SUSPENDED, NON-CONTRACT LABOR RATES shall apply.

8. STANDARD CONTRACT LABOR RATE

The Standard Contract Labor Rate is **\$30.00 per half-hour** during normal business hours, of Monday through Friday, 9:00am to 4:00pm.

9. EVENING CONTRACT LABOR RATE

The Evening Contract Labor Rate is **\$60.00 per half-hour** during all non-business hours (evenings, weekends and Holidays).

10. STANDARD NON-CONTRACT LABOR RATE

The Standard Non-Contract Labor Rate is **\$45.00 per half-hour** for Services provided during normal business hours, of Monday through Friday, 9:00am to 4:00pm.

**NATICK GREEN CONDOMINIUM TRUST  
MAINTENANCE PROGRAM CONTRACT**

11. EVENING NON-CONTRACT LABOR RATE

The Evening Non-Contract Labor Rate is **\$75.00 per half-hour** during all non-business hours (evenings, weekends and Holidays).

12. MATERIALS AND TAX

All materials charges are in addition to the applicable Labor Rates and will include Massachusetts Sales Tax.

13. MINIMUM BILLING

There is a minimum billing time of one-half hour for any Services provided under this Contract.

14. UNIT OWNER PRIOR APPROVAL OF WORK

OWNER will NOT BE CONTACTED for approval to perform Services unless the labor and materials are to be estimated to exceed One-Hundred Fifty dollars (**\$150.00**).

15. UNIT OWNER BILLED

OWNER will be billed directly for all Services and if TENANT is liable for any damages, OWNER has all responsibility to seek reimbursement from TENANT.

16. FAILURE TO PAY – FINES

Failure of OWNER to pay all amounts due under this contract, within thirty (30) days of billing for the same, shall cause OWNER to be subject to the imposition of a monthly Fine, as prescribed by NATICK GREEN, until such outstanding balance is paid in full.

17. CHANGES TO LABOR RATES

The Trustees reserve the right to implement labor rate changes from time to time, provided that a thirty (30) day written notice of such increase is provided. Published notice of such changes in the Minutes of the Meetings of the Board of Trustees shall constitute written notice regarding labor rate changes hereunder.

18. CONTRACT CHANGES

The Trustees reserve the right to implement changes in terms and conditions for Maintenance Program Contracts from time to time and all such changes shall be binding on all parties to any Maintenance Contract then in force, thirty (30) days after notice of such change is published in the Minutes of such Meeting of the Board of Trustees during which such change is approved.

19. TENANT AUTHORIZATION

OWNER authorizes TENANT, if rented, to request Services: **YES NO (circle one)**.

Please direct all notices to OWNER to the following address:

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number - Home: \_\_\_\_\_



**NATICK GREEN CONDOMINIUM TRUST  
MAINTENANCE PROGRAM CONTRACT**

Contact Phone Number - Work: \_\_\_\_\_

Contact Phone Number - Cell: \_\_\_\_\_

Unit Owner Printed Name: \_\_\_\_\_

Unit Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Owner Printed Name: \_\_\_\_\_

Unit Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Natick Green Condominium Trust                      Date: \_\_\_\_\_

By: \_\_\_\_\_, its duly authorized agent.

Units: \_\_\_\_\_

\_\_\_\_\_

**TO: Natick Green Condominiums Owners and Residents**  
**FROM: Natick Green Condominium Trust**  
**RE: Parking Regulations and Towing**

The Natick Green Office continues to receive complaints that unauthorized vehicles continue to be parked in resident parking areas only. **We'd like to take this last opportunity to remind you that all residents must have a valid 2019 Natick Green Parking Permit affixed to the front left windshield of your vehicle. The Blue permits expired October 2016.** All residents should inform their guests that they must park in the visitor parking areas that are designated by blue curbs located throughout the property. Any resident who does not have a Natick Parking Permit on their vehicle should contact the Natick Green Office immediately to make arrangements to get one. All owners who rent their condominium on their own or hire an outside Realtor should notify their new tenants of the parking regulations and the importance of obtaining a parking permit.

In the past, we have relied on the towing company to perform random "trespass towing". However, it appears that the random towing still allows for some unauthorized vehicles to be parked where they shouldn't, especially during late hours of the evening when the Natick Green Office is closed. In an effort to assist all residents in being able to find a parking space as close to their building as possible, the Natick Green Board of Trustees has elected to distribute the name and number of the towing company that we use to all residents. If you come home late at night or on the weekend and find vehicles without a Natick Green Parking Permit in a resident only parking space, you may call the towing company directly. **The name of the tow company is Smitty's Towing, located at Snow's Garage, 258 Irving Street, Framingham, MA 01702. Their phone number is (508) 875-4222. Please be absolutely sure that the vehicle does not have a Natick Green Parking Permit on it prior to reporting it to Smitty's.** The tow driver will be paged to tow the vehicle. We have a good working relationship with Smitty's and do not want to jeopardize that by having residents report false tow requests. Numerous vehicles have tinted windows and it is often difficult to see the permit. In some instances, the resident has removed the "Natick Green" portion of the sticker for security reasons and has left only the permit number, which is allowed. Also, please make sure that it is not parked in a blue-curbed area before reporting it to the tow company. When you make the call, you will be asked for your name and your address for authorization purposes only. Other than reporting this information to the Natick Green Office, Smitty's will keep this information confidential and will not release it to the owner of the vehicle that is towed.

**If you see vehicles that are violating the parking regulations during business hours; Mon-Fri 9am - 5pm you should still report them to the Natick Green Office and allow the office personnel to assist you. You should only contact Smitty's directly during non-business hours.**

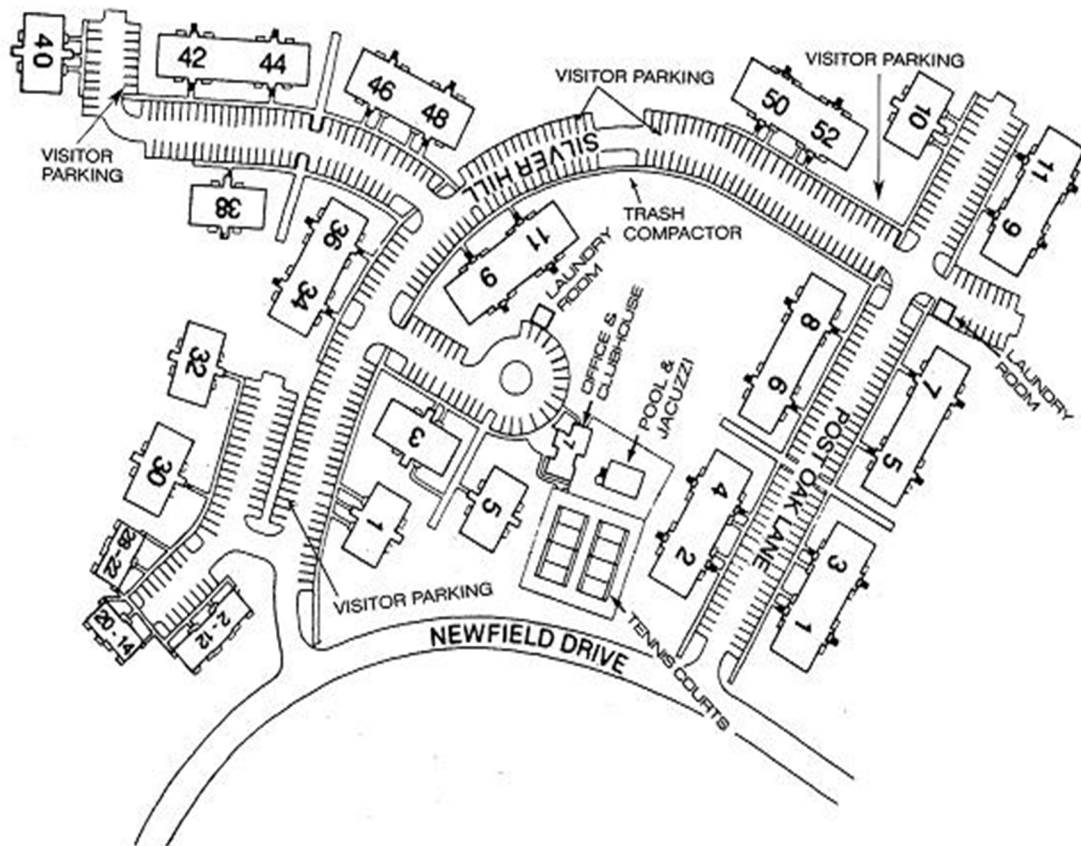
For more detailed parking regulations, kindly refer to Page 6-7, Paragraph 14 of the enclosed Natick Green Rules and Regulations. If you have any questions, please don't hesitate to contact the Natick Green Office at (508) 655-5800.

← **See Visitor Parking Map on reverse side** →

# SITE PLAN

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## THE NATICK GREEN COMMUNITY



VISITOR PARKING DESIGNATED BY BLUE CURBS.

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**WHEELABRATOR MILLBURY INC.**  
**UNACCEPTABLE WASTE**

Acids	Leaves
Agricultural Equipment	Liquid Waste
Ammunitions	Marine Vessels
Animal Remains	*Metal Containers
Asbestos	Motor Vehicles
Auto Springs	Motorcycles
Auto Transmissions	Non-Burnable Construction Material
Biological Waste	Oil
Cable	Paints
Caustics	Pathological Wastes
Cesspool or other Human Wastes	Pesticides
Chemicals	Petroleum Products
Cleaning Fluids	Poisons
Crankcase Oils	Radioactive Materials
Cutting Oils	Refrigerators
Demolition Debris	Rear Ends
Drained Oil	Sheetrock
Drugs	Snowmobiles
Drying Machines	Stoves
Empty Chemical Containers	Trailers
Explosive and Ordnance Materials	Tree Logs
Farm Machinery	Tree Stumps
Fenders	Vehicular Parts
Firearms	Wallboard
Flammables	White Goods
*Glass Containers	Washing Machines
Hazardous Refuse	Wire
Human Remains	Wood
Insecticides	Yard Waste
Large Machinery	Computers
Lead Batteries	Televisions
	Mattresses

\*Loads containing waste from municipalities included on the list of DEP Approved Municipal Recycling Programs are exempt from rejection for the presence of glass or metal containers.

Any item of waste exceeding six feet in any one of its dimensions or being in whole or in part of a solid mass, the solid mass portion of which has dimensions such that a sphere with a diameter of eight inches could be contained within such solid mass portion.

All other items of waste which WM! reasonably believes would be likely to pose a threat to health or safety or the acceptance and disposal of which may cause damage to the Facility or be in violation of any judicial decision, order or action of any federal, state or local government or any agency thereof, or any other regulatory authority or applicable law or regulation.

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

Revision 17 Final Review – June 12, 2019

## REVISION HISTORY RECORD

DATE	REVISION	COMMENTS
JAN 16, 1987	1	Initial Release
OCT 25, 1990	2	No revision history
FEB 08, 1995	3	No revision history
MAR 08, 2001	4	No revision history
JUN 02, 2004	5	No revision history
JUL 28, 2005	6	No revision history
DEC 11, 2006	7	No revision history
DEC 15, 2009	8	No revision history
JUN 15, 2010	9	No revision history
FEB 09, 2011	10	No revision history
MAY 17, 2011	11	No revision history
JUN 21, 2011	12	No revision history
MAY 15, 2017	13	Pool Passes
APR 26, 2018	14	Plumbing - WAGS Valve & related
MAY 01, 2019	15	General Reformat of Rules Document Business Use of Units, Short Term Rental of Units, FINES: Insurance – Certificates FINES: Nuisance Regulations – Smoking FINES: Residential Use Only, FINES: Outside Contractor Repairs FINES: Trash – Dumping FINES: Rental of Units Appeal of Fines
MAY 13, 2019	16	Typographical Correction – Rules 20 and 21 No rule changes
JUNE 12, 2019	17	Rental of Units – Use of Facsimile Signatures

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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## 1. RESIDENTIAL USE ONLY

*No part of the Natick Green Condominium Trust, Natick, Massachusetts, (the "Condominium", or the "Trust") other than the Natick Green Office located at 7 Silver Hill shall be used for any purpose except residential purposes.*

*A Unit used for non-residential purposes shall subject the Unit Owner of such Unit to a **\$50 FINE per Diem** until the non-residential use of such Unit has been eliminated. Such determination shall be made in the sole discretion of the Natick Green Condominium Property Manager.*

## 2. CONDITION OF UNIT

*Each Unit Owner shall be obligated to maintain and keep in good order and repair his or her Unit in accordance with the Condominium Master Deed and the Declaration of Trust ("Master Deed and Declaration of Trust").*

*(a) Nothing shall be done or kept in any Unit that would be conducive to pest activity. Any pest activity shall be reported to the Natick Green Office immediately for preventative measures.*

*(b) Electricity to each Unit must be on at all times.*

## 3. INSURANCE **(NOTE: VIOLATION of this regulation shall be subject to a \$100 FINE per Diem)**

*Nothing shall be done or kept in any Unit or in the common areas and facilities that would increase the rate of insurance of the buildings of the Condominium (the "Condominium Buildings") or the contents thereof, applicable for residential use with respect to the Units without the prior written consent of the Trustees. No Unit Owner shall permit anything to be done, or kept in his Unit or in the common areas and facilities that will result in the cancellation of insurance on the Condominium Buildings or the contents thereof or that would be in violation of any law.*

*(a) The Trust shall maintain minimum insurance coverage equal to the replacement cost of the Condominium Buildings plus a minimum of liability insurance coverage of \$1,000,000.00. The Board of Trustees recommends that residents obtain additional insurance to cover loss of personal effects and loss of use and that the Unit Owner purchase liability insurance to cover the interior of their*

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*Unit as well as loss of rental income and building insurance, and to cover any Master Policy deductible. (Present Master policy is: \$10,000 per Unit for all covered causes of loss. **Master Policy deductible is subject to change**).*

*It is suggested that each Unit Owner consult with his or her insurance carrier to clarify this recommendation regarding additional insurance coverage(s).*

- (b) Any Unit containing a fish tank, waterbed or similar water holding/storing devices shall have proper insurance for such items.*
- (c) Should any Unit owner request additional or a change in insurance coverage such that the requested change shall be in excess of replacement cost; that Unit Owner shall be responsible for paying in full any additional cost incurred therewith.*
- (d) Any Unit Owner who hires an outside contractor or repair company such as an electrician, mover, plumber, or the like, **must provide a copy of the contractor's Certificate of Insurance, naming Natick Green Condominium Trust as an additional insured, to the Natick Green Office prior to the commencement of any work.** Said Certificate shall include a minimum of \$1,000,000 Commercial General Liability Insurance and Workers Compensation Insurance.*

## 4. NUISANCE REGULATIONS

- (a) **Use of any smoking materials in any Common Area of the Natick Green Condominium is prohibited** and No Unit Owner, his/her family or guests, shall consume, utilize or discard the same in such Common Area.*

*Violation of this restriction shall subject the Unit Owner to **\$50 FINE per Violation**.*

- (b) No Unit Owner shall engage in or permit any noxious or offensive activities or any noises by himself, his family, agents, visitors, lessees, nor do himself or permit anything to be done by such persons, either willfully or negligently, that:*
  - (b.i) May be or become an annoyance or nuisance to the other Unit Owners or occupants;*
  - (b.ii) Will interfere with the rights, comforts, or conveniences of other Unit Owners or occupants;*
  - (b.iii) May or does cause damage to any other Unit or to the*



# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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*common areas and facilities;*

- (c) *Any Unit Owner making or permitting such nuisance, interference, damage or removal shall be responsible for the elimination of such nuisance or interference and for the costs of the repair of such damage or replacement of the item removed. The Trustees may assess to such Unit Owner such costs.*
- (d) *Volume of television sets, audio devices, and musical instruments shall be turned down between the hours of 10:00 p.m. and 7:30 a.m. and shall at all times be kept at a sound level to avoid bothering other Unit Owners or occupants. No vocal or instrumental practice or instruction shall be conducted between the hours of 10:00 p.m. and 7:30 a.m. or other times if the same disturbs or annoys other Unit Owners or occupants. With the exception of the machines in the freestanding laundry rooms, no washing machines or dryers in the Units shall be used between the hours of 10:00 p.m. and 7:30 a.m. No vacuuming shall take place between the hours of 10:00 p.m. and 7:30 a.m.*
- (e) *Residents shall move neither into units nor out of units between the hours of 10:00 p.m. and 7:30 a.m.*

*In condominium living, some amount of noise level must be accepted and tolerated especially since noise is subjective. Should the noise or nuisance concern only two parties, both parties should attempt to resolve the issue amongst each other and if no resolution is reached, the complainant should contact the Natick Police Department.*

## **5. PERSONAL ARTICLES AND COMMON AREAS**

- (a) *There shall be no obstruction of the common areas and facilities nor shall anything be stored in the common areas and facilities without the prior consent of the Trustees, except as expressly permitted in the Master Deed of the Condominium or in the Declaration of Trust, including these Rules and Regulations.*
- (b) *Except for storage in the storage areas exclusively appurtenant to a particular Unit, or in other areas designated by the Trustees, no personal articles including, but not limited to, bicycles, baby carriages, toys, trash, boots and shoes, doormats, playpens, wagons, tools, benches, chairs or other items, shall be maintained, stored or parked in the hallways or attics of the building, pool, grill site or tennis courts or any other part of the common areas and facilities.*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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- (c) *Unit Owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls or doors of the Condominium Buildings or on the entrance doors to Units, and no sign, awning, canopy, shutter, or radio or television antenna shall be affixed to or placed upon the exterior walls or doors, roof, balcony or any part thereof, or exposed on or at any window, or landscaped or natural areas including but not limited to trees, shrubs, sidewalks, etc. without the prior written consent of the Trustees. Installation of satellite dishes must meet all guidelines in the Resolution Antenna Restrictions dated April 25, 2001, a copy of which may be obtained from the Natick Green Office.*
- (d) *Residents may not hang laundry to dry in their windows, balconies or patios or any common area.*
- (e) *All window treatments must be white backed to prevent the color of the interior drapes from being viewed from the exterior of the building*
- (f) *Unit Owners shall not put their names in any entry passageway, vestibule, hall or stairway of the Condominium Building except on the mailboxes provided for the use of the Unit (in print and color approved as to size and style by the Trustees). Nametags are available at the Natick Green Office.*
- (g) *No part of the common areas and facilities of the Condominium shall be covered or furnished by any Unit Owner in any manner nor shall the exterior surface of any entrance door to a Unit be painted or otherwise decorated in any manner, except with the prior written approval of the Trustees and in accord with the provisions of the Master Deed and the Declaration of Trust, including these Rules and Regulations.*
- (h) *There shall be no bird feeders, suet or any types of feeding of wildlife on the Property. There shall be no trapping, killing or hunting of wildlife on the Property.*
- (i) *All personal property of the Unit Owners or Lessees in the Units, in storage areas and elsewhere shall be kept therein at the sole risk and responsibility of the respective Unit Owners, or Lessees and none of the Trustees, their designated agents, the Declarant of the Master Deed, nor their respective successors or assigns, shall bear any responsibility therefor.*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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## **6. FLAMMABLES** (NOTE: VIOLATION of this regulation shall be subject to a \$100 FINE per Diem)

*No Unit Owner or occupant or any of his agents, Lessees, or visitors shall at any time bring into or keep in his or her Unit or the common areas any flammable, combustible, or explosive fluid, material, chemical or substance, except that such lighting and cleaning fluid as are customary for residential use may be kept in the Units.*

## **7. BALCONIES/PATIOS**

- (a) Balconies and patios shall be used only for entertaining and lounging by the Unit Owner of the Unit to which the same are appurtenant, their families and social guests, or Lessees and for no other purposes without the written approval of the Trustees. In no event will any balconies or patios be enclosed or otherwise used for continuous dwelling purposes.*
- (b) Nothing shall be placed on any balcony or patio, which in the opinion of the Trustees unreasonably obstructs sight lines for other units or is considered unsightly and detracts from the aesthetic appearance of the building. In order to prevent the accumulation of water, indoor/outdoor carpeting is not allowed on the balconies or patios.*
- (c) Any and all furniture and furnishings placed on any balcony and patio will be moveable, outdoor "patio" type furniture of a proper weight to take into account wind and storm conditions.*
- (d) In no event will any Unit Owner be permitted to install permanent lighting on their balcony or patio with the exception of wheelchair accessible units, which are permitted to install a certain approved Board accepted exterior light fixture. A licensed electrician must install said fixture.*
- (e) Balconies must be cleared of snow and ice within a reasonable timeframe to prevent damage to common areas and other Units. Should Natick Green Maintenance be called upon to clear such snow and ice, a Maintenance Work Order shall be opened and the Unit Owner shall be liable for all costs associated therewith billed at current hourly rates, including any **FINES**.*
- (f) The Trustees may eliminate any non-compliance with the foregoing, requirements of this Rule and assess the costs thus incurred to the Unit Owner.*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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*Unit Owners of balconies found in violation of this Rule will be notified by the Natick Green Office to remedy the situation.*

## **8. CONSTRUCTION ALTERATIONS**

*Nothing shall be altered in, constructed in, added to or removed from the common areas and facilities nor shall any entrance door to a Unit be altered, added, removed or replaced, except upon the written consent of the Trustees, with the exception of wheelchair accessible condominiums and townhouses, which are permitted to install a Board approved screen door.*

*Without limitation, no improvements or alterations to, in or affecting any Unit, including any additions or alterations to electrical, plumbing, heating or other systems, equipment or facilities, shall diminish or otherwise adversely affect the sound and/or vibration insulation between Units or between a Unit and the common areas and facilities; and no ventilator or air conditioning device or any other equipment or apparatus shall be installed or used in, on or outside of any window.*

*In accordance with the provisions of this Rule, whenever windows and/or patio/balcony doors are replaced, refer to the “Window and Patio/Balcony Door Changes Procedure” and whenever flooring changes are performed, refer to the “Flooring Changes Procedure.” Both are available from the Natick Green Office.*

## **9. OUTSIDE CONTRACTOR REPAIRS**

*Any Unit Owner who hires an outside contractor or repair company such as an electrician, mover, plumber, or the like, **must provide a copy of the contractor’s Certificate of Insurance, naming Natick Green Condominium Trust as an additional insured, to the Natick Green Office PRIOR to the commencement of any work.** Said Certificate shall be valid only if it fully conforms to the requirements set forth in **Rule 3(d) INSURANCE**, above.*

*A Unit Owner who fails to provide the above required Certificate of Insurance **PRIOR** to the commencement of work may be assessed a **\$300 FINE** for each tradesperson so hired.*

*The Board of Trustees reserves the right to require the removal and restoration of any change made through work performed without a valid Certificate in place **PRIOR** to the commencement of such work.*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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## **10. BUILDING EXTERIOR**

- (a) *The “Building Exterior” includes all siding, roofs, gutters, downspouts, steps, railings and like building elements, and all windows and doors of the same, and is part of the common area of Natick Green Condominium or areas appurtenant to individual Units.*
- (b) *No Unit Owner, tenant, resident or guest shall make, or cause to be made by any person or entity operating under the direction or control of such person, any damage or change, hole, nail, staple, clip, cable, or other modification (“Damages”) to such Building Exterior.*
- (c) *Any Unit Owner is responsible for the actions of any tenant, occupant or guest of such Unit Owner and all remediation of any such Damages shall be at the sole cost and expense of such Unit Owner, as may be determined under the direction of the Director of Maintenance of Natick Green Condominium Trust in his or her sole and absolute judgment and discretion.*

## **11. ELECTRICAL REGULATIONS**

- (a) *All radio, television, and other electrical equipment of any kind or nature installed or used in any Unit shall fully comply with all rules, regulations, requirements, or recommendations of the Fire Insurance Rating Board and the public authorities having jurisdiction, and the Unit Owner shall be liable for any damages or injury caused by any radio, television, or other electrical equipment in his or her Unit, and the Trustees may assess such Unit Owner therefor.*
- (b) *Those units that are equipped with the stackable washer and dryer hook-ups that are wired for 110 electric voltage may only be converted to hold a full size or stackable washer and dryer that requires a 220 electric voltage provided that the Unit Owner hires a licensed electrician at Unit Owner's expense who has provided a valid Certificate of Insurance to the Natick Green Office, in advance of any work, and obtains a Town of Natick approved permit for the conversion. Said Unit Owner shall provide a copy of the completed permit signed off by the Town of Natick. Said Certificate shall fully conform to the requirements set forth in **Rule 3(d) INSURANCE**, above.*

## **12. NO PETS**

*No dogs, cats, reptiles, or other pets or animals of any kind shall be raised, bred, kept or permitted in any Unit or in the common areas and*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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*facilities, or any part thereof of the common areas and facilities, including, without limitation, the sidewalks and exterior landscaped areas ("Property") for any length of time without the prior written consent of the Trustees. This includes visiting pets.*

*Walking of dogs is prohibited on the Property. Any Unit Owner or Lessee that has a pet on the premises who is in violation of the foregoing shall:*

- (i) Be personally liable for the cost and expense of any repair of any damage caused by such pet or animal;*
- (ii) Be required to remove permanently such pet or animal from the Condominium upon ten (10) days written notice from the Trustees;*
- (iii) Pay to the Trust a **\$25 FINE per Diem** for each day the pet is not removed from the date of written notice of such violation to the Unit Owner, until proof is provided that the pet has been removed.*

## **13. FOR SALE SIGNS AND LOCK BOXES**

***For Sale** and/or **For Rent** signs are prohibited on the buildings, windows, balconies, patios or common areas of the Property without written permission granted by the Trustees. The only approved location for Lock Boxes is at the front entrance of the Natick Green Clubhouse at 7 Silver Hill provided that the Seller first signs a Natick Green Lock Box Release Form available at the Natick Green Office.*

## **14. PARKING**

- (a) Parking Stickers: Residents shall be given **one (1)** Natick Green Parking Sticker for a vehicle registered to a resident, **not to exceed two Parking Stickers per Unit**. The Parking Sticker must be affixed to the vehicle as directed by the Natick Green Office and must be clearly visible.*
- (b) Each resident, who is a vehicle owner, must provide a copy of the valid registration for such vehicle to the Natick Green Office in order to show proof that the vehicle is registered to them. No Unit is allowed to have more than two vehicles on the property unless authorized by the Trustees.*
- (c) Authorized Vehicles: Any vehicle parking at Natick Green belonging to a current resident must have a valid Parking Sticker. Vehicles belonging to a visitor of a Natick Green resident are allowed on the property in Visitor spaces only, and for a maximum of **seven (7)** days*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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*in any month.*

- (d) Unauthorized Vehicles: *An Unauthorized Vehicle is one that:*
- d.i. Is unregistered or has an expired inspection sticker.*
  - d.ii. Has broken windows, flat tires, or is inoperable.*
  - d.iii. Is abandoned. Any vehicle in a Visitor space that has not been moved for **seven (7)** consecutive days will be considered abandoned.*

*Violations of the aforementioned rules may result in the vehicle being towed at the owner's expense without notice.*

*Non-resident commuter parking is not allowed anywhere at Natick Green and the vehicle may be towed at the owner's expense without notice.*

- (e) Authorized Parking Areas: *Residents with a valid Parking Sticker may park in any space marked by white lines that is not a No-Parking area. Only legally marked handicap vehicles may park in the Handicap spaces. No automobile repairs, washing or changing of fluids is allowed on the Property.*
- (f) No-Parking Areas: *There is no parking allowed in any fire lane, intersection, sidewalk, lawn area or any area temporarily marked by Natick Green Management as a No-Parking zone. Vehicles must not overhang the sidewalk, to allow for wheelchair and snowplowing access. Violations of such may result in towing of the vehicle at the owner's expense without notice, as well as ticketing by the Natick Police.*
- (g) Visitor Parking: *Visitor parking shall be in designated areas only and is for visitors to Natick Green only. Residents may not park in Visitor spaces. Visitors are not allowed to park on the property more than **seven (7)** days in any month. **The designated Visitor parking areas are the areas where the curbing is painted blue.** These areas are located across from 1 Silver Hill, across from 30/32 Silver Hill, next to and across from the trash compactor, at the corner of 52 Silver Hill and 10 Post Oak Lane and the cul de sac at 40 Silver Hill. Violations of such may result in the vehicle being towed at the owner's expense without notice.*
- (h) Motorcycles: *All resident motorcycles must have a valid parking sticker. Resident motorcycles are not allowed in Visitor spaces. We ask that if you use your motorcycle rarely, please park it farther away*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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*from the building so those who use their spaces daily will have those spaces available.*

- (i) *Parking during snow: Natick Green Management may, from time to time, order cars removed from any parking area to permit snow plowing. All vehicle owners, so ordered, shall promptly comply and remove their vehicle from the parking area until snow plowing is complete. The Trust is not responsible for any vehicle that is “plowed in” during a snowstorm. Residents are responsible for shoveling out their own vehicle. Do not park your vehicle so that it overhangs the sidewalk. Should you go away for vacation or a business trip, kindly ask the Natick Green Office where you should park your vehicle. Any Unit Owner, their tenant, occupant or visitor who parks their automobile such that it interferes with snow removal procedures shall be subject to a **\$50 FINE** assessed to the Unit Owner and the automobile may be towed off the property at the vehicle owners expense without notice.*
- (j) *Special circumstances: There may be times when residents having extraordinary circumstances may request special accommodations regarding parking issues. Special requests may be brought to the Board of Trustees for consideration.*

## **15. TRASH**

- (a) *All trash must be placed in trash bags, tied and disposed of in the designated trash compactor which is in the fenced area next to 11 Silver Hill. Use of the trash compactor is restricted to Natick Green residents only. Do not store trash in your unit or in any common area for any length of time. Dispose of it immediately so as not to create a fire or health hazard.*
- (b) ***DUMPING:** Disposal of any building materials, construction waste or waste from activities carried on in a trade or business is prohibited. Anyone who disposes of such waste in the trash compactor shall:
  - b.i. *For the **First Occurrence**, be subject to a **\$250 FINE**;*
  - b.ii. *For the **Second and each Subsequent Occurrence**, be subject to a **\$500 FINE**;**
- (c) *On occasion, a contractor may have a temporary dumpster at the Property which is not for use by Natick Green residents.*
- (d) *Please refer to the **Wheelabrator Millbury, Inc. Unacceptable Waste** list of items that are not allowed to be disposed of in the trash*



# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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*compactor. The Unacceptable Waste list is available from the Natick Green Office. There is a **\$100 FINE per Violation** for anyone who disposes any of these items in the compactor and they will be responsible for the cost of removal.*

- (e) For a fee, arrangements may be made through the Natick Green Office to dispose of items on the Wheelabrator list of unacceptable items.*
- (f) The laundry room trash receptacles are to be used for laundry related waste only.*

## **16. POOL & SPA**

*Use of the Natick Green Pool is limited to Natick Green Residents and their Authorized Pool Guests.*

*A Resident is defined as one who is registered in the Natick Green Office as a current occupant of a Unit at Natick Green.*

*An Authorized Pool Guest is defined as **one who is accompanied by a Natick Green Resident with a valid pool pass.***

- (a) Natick Green Residents 18(adult) and older will be allowed **up to four (4)** Authorized Pool Guests per Unit, space permitting, as determined by the Lifeguard on duty.*
- (b) All Authorized Pool Guests must be accompanied by their Natick Green Resident at ALL times.*
- (c) ALL residents between the ages of 14-17 must have a Natick Green Clubhouse facility youth pass, and appropriate identification. They may NOT invite guests.*
- (d) An adult **MUST** accompany at all times ANY children under the age of 14 while in the pool area.*
- (e) ALL Residents and Authorized Pool Guests must check in, with their pool pass, with the Lifeguard on duty.*
- (f) All users of the pool and spa (Jacuzzi) must wear bathing suits.*
- (g) NO Children under the age of 14 are allowed in or around the spa.*
- (h) NO rubber rafts or tubes are allowed in the pool. Only life preservers and flotation devices that are approved by the Natick Board of Health are permitted in the pool.*
- (i) Lounge chairs are available on a first come, first serve basis. There is NO holding or reserving of any chairs, lounges or tables.*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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- (j) *There shall be NO diving into the pool or running in the pool area at any time.*
- (k) *NO Glass Containers and NO Alcoholic beverages are allowed in the pool area.*
- (l) *Any persons who are incontinent must wear swim diapers and rubber pants.*
- (m) *Any behavior that may be deemed a safety liability or cause a nuisance to other pool guests by the Lifeguard on duty will not be tolerated and is cause for removal from the pool area after the first warning.*
- (n) *Any person in violation of any of the above regulations may be subject to having their pool privileges revoked for the remainder of the pool season.*
- (o) *ANYONE found in the pool area after hours shall have his or her pool privileges revoked for the remainder of the pool season - NO EXCEPTIONS.*
- (p) *The Lifeguard on duty may use their discretion in enforcing the rules on an as needed basis. For safety reasons the Lifeguard on duty may, at their discretion, at any time close the pool and ask all guests to vacate the pool area.*
- (q) *During the pool season, the pool and spa will close at sunset or as determined by the Lifeguard on duty.*
- (r) *Natick Green Residents and their Authorized Pool Guests must follow all Rules and Regulations.*
- (s) *All decisions of the Lifeguard on duty shall be final and binding on all persons within the pool and spa area.*

## **17. TENNIS COURTS**

- (a) *The Natick Green tennis courts are restricted for playing tennis only. No other activity is permitted on the courts including, but not limited to, bike riding, baby carriages, skateboarding or roller skating/roller blading.*
- (b) *The courts are available for use by Natick Green residents and their accompanied guests only.*
- (c) *Residents must be in possession of a Clubhouse Facility Pass to use the courts and must display such Clubhouse Facility Pass when requested by Natick Green management.*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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*Failure to display such Clubhouse Facility Pass when requested shall be cause for removal from the courts.*

- (d) Tennis shoes or rubber-soled shoes must be worn on the courts.*
- (e) Use of the tennis courts, clubhouse and pool facilities is limited to those properly attired.*
- (f) If there is a waiting line to use the courts, playing time must be limited to one hour maximum.*
- (g) The courts are for recreational use only and may not to be used for profit.*

## **18. SOLICITING**

*Soliciting is not allowed.*

## **19. LATE FEES**

*Common Expenses and Other Charges: Pursuant to the powers granted the Trustees in Section 5.4.2 of the Trust, and as amended at the third annual meeting on July 26, 1989, Common Expenses not received by the 10<sup>th</sup> of each month when due, at the designated remittance address, shall be subject to a Late Fee charge of **\$40 per Unit per Month for each month unpaid, on the unpaid amount until paid in full.** Such unpaid Late Fee charge shall become a lien against such Unit Owner's Unit.*

## **20. AMENDMENTS TO RULES**

*The Trustees may, from time to time, promulgate such other reasonable administrative rules and regulations restricting and regulating the use, maintenance and appearance of the common areas and facilities, including parking spaces, storage areas and facilities of the Condominium, as the Trustees consider to be necessary or appropriate for the use and enjoyment, comfort and convenience of all Unit Owners and occupants, and the Unit Owners shall comply therewith.*

*Any consent or approval given by the Trustees under these Rules and Regulations may be added to, amended or repealed at any time by the Trustees.*

**21. RENTAL OF UNITS**

In the event any Unit Owner shall rent, let or lease all or any portion of his or her Unit, such Unit Owner shall:

(a) *Documentation:*

***Execute a written lease or other instrument evidencing such arrangement and wherein the party to whom the same is so rented, let or leased does acknowledge and agree to comply with all applicable provisions of the Master Deed, the Declaration of Trust, and all rules and regulations promulgated pursuant thereto.***

(b) *Delivery:*

***b.i. Deliver to the Trustees an original, counterpart copy of such instrument signed and acknowledged by such Unit Owner and such party, or:***

***b.ii. Deliver to the Trustees such counterpart copies of such instrument as meet the Signatures requirements set forth in Rule 21(c) Rental of Units, below.***

(c) *Signatures:*

***c.i. Signatures shall be original*** in as many counterparts as possible.

***c.ii. Facsimile signatures shall be acceptable in one or more counterparts ONLY if the language:***

*“This Agreement may be executed in multiple counterparts that, taken together, represent all Lessee signatures. Any Lessee facsimile signature shall have the same full force and effect as an original.”*

**is included** in such counterpart.

*Only those individuals who have signed this instrument shall be eligible for Parking Stickers and Clubhouse Facility Passes.*

***Rental Term Restriction:*** *Any Unit rented by a Unit Owner shall have a Rental Term of not less than thirty (30) days. For any Unit, the number of rentals, with Rental Terms of less than three (3) months, is limited to four (4) total in any calendar year. Any Unit Owner exceeding the limits of this Rental Term Restriction shall be subject to a \$50 FINE per Diem during the fifth and any subsequent Rental Terms that are subject to said Restriction.*

*The Unit Owner is responsible for ensuring that his/her tenants abide by the Natick Green Rules and Regulations and that any violation is corrected.*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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*The Unit Owner may be fined for each violation of the Rules and Regulations caused by the Unit Owner or his/her tenants.*

*Any Unit Owner failing to fully comply with the documentation requirements of this Rule, shall be assessed a **\$25 FINE per Diem** starting on the first day of occupancy by tenant and continuing at the per Diem rate for as long as such instrument is outstanding, until such tenancy ends.*

*Fines under this **Rule 21 RENTAL OF UNITS** shall be assessable to the Unit Owner during or after the termination of any tenancy that fails to meet the requirements set forth herein.*

## **22. RIGHT OF ENTRY**

*The agents of the Trustees, or the managing agent and any contractor or workman authorized by the Trustees, or the managing agent, may enter any room or Unit, any storage space and access to the attic in the Condominium Buildings at any reasonable hour of the day after reasonable notification (except in case of emergency, where notice shall not be necessary) for the purpose of inspecting the same, making emergency repairs, and/or taking such measures as may be necessary to control or exterminate vermin, insects, or other pests.*

*Units that are unoccupied for a period of **thirty (30) days**, or more, shall be subject to periodic inspection to protect the safety of surrounding Units and common areas.*

## **23. KEYS**

*The Trustees or their designated agent shall retain a passkey to each Unit. No Unit Owner shall alter any lock or install a new lock or a bell, buzzer, knocker or security alarm on any Unit door without the written consent of the Trustees. In the event such consent is given, the Unit Owner shall provide the Trustees or their designated agent with an additional key or lock combination, as the case may be, pursuant to their right of access to such Unit.*

## **24. NUMBER OF OCCUPANTS**

*The number of occupants in any Unit shall meet all applicable requirements of the Massachusetts State Sanitary Code and all applicable requirements that may be set forth by the Town of Natick, Massachusetts.*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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## **25. CLEANLINESS**

*Each Unit Owner shall keep his Unit (and any exclusive appurtenant common area) in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom or from the doors, patios, balconies or windows thereof, any dirt or other substance.*

## **26. ACCESS TO ROOFS AND ATTICS**

*No unauthorized person, including a Unit Owner, shall be permitted on the roof of or in the attic areas of the Condominium Buildings. For inspections and/or repairs to HVAC units, contractors must make an appointment with the Natick Green Office in advance.*

## **27. SAFETY**

*Each Unit Owner assumes responsibility for his own safety and that of his family, guests and lessees. No strangers or uninvited visitors may be allowed access into the Buildings. Unit Owners shall be responsible for completely closing behind them all doors providing ingress to and egress from the residential units and common areas of the Condominium Buildings and shall at no time place articles in doorways or otherwise impede the complete closing of such doors behind them for security purposes. All fire doors must be kept closed for fire safety prevention. No personal articles may be stored in the hallways of the building to prevent any interference with exiting the building during emergencies.*

## **28. PLUMBING**

- (a) Residents must not use any chemical solutions such as Liquid Plumber or Drano or any other chemical solution to clear stopped up drains, which could result in severe damage. Any Unit Owner who uses such is responsible for any replacement and/or repair costs.*
- (b) All washing machines shall be equipped with **reinforced** supply hoses. **Rubber supply hoses are banned from the Property.** Rubber supply hoses encountered during the Natick Green Annual Unit Inspection will be replaced with reinforced supply hoses. All costs associated with such supply hose replacement shall be at the sole expense of the Unit Owner.*
- (c) All Water Heaters shall be provided with:
  - c.i. A functional manual shutoff valve in the cold-water supply line; and either:**

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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- c.ii. **PREFERRED:** *A non-electric shutoff valve (“WAGS Valve”), designed to automatically shut off the cold-water supply to the water heater when leaking. This shutoff valve will sit in a drip pan under the hot water heater and is connected in the cold-water supply line; or,*
- c.iii. **ONLY by SPECIFIC APPROVAL BY DIRECTOR OF MAINTENANCE:** *A battery-operated shutoff valve (FloodSTOP valve, or equivalent), located in the cold-water supply line to the water heater, that will shut off the cold water to the water heater when moisture is detected by a sensor located in a drip pan under the hot water heater. Such battery-operated shutoff valve shall provide an audible alarm under either A) low-battery condition or, B) upon assuming a SHUTOFF Condition due to moisture being detected in the water heater drip pan.*

*It is the responsibility of the Unit Owner to maintain all batteries in such battery-operated shutoff valve in a good and functional condition at all times. Repair of any and all damages (including per Unit Water Damage Deductibles related to Natick Green provided Insurance) resulting from failure to maintain such batteries shall be at the expense of such Unit Owner.*

*In any event, said batteries WILL BE REPLACED at the sole expense of the Unit Owner, as part of the Natick Green Annual Unit Inspection carried out by the Natick Green Condominium Director of Maintenance.*

- (d) *Low flow toilets (1.6 gallons per flush, or less) are required to be installed in each Unit and Unit Owners are responsible to meet the water restriction requirements that are specified by the Massachusetts Plumbing Code.*
- (e) *Each toilet and sink must be equipped with functional shutoff valves.*
- (f) *Residents who leave their Unit unattended for any length of time during the winter months must leave their thermostat set at a **minimum temperature of 60 degrees Fahrenheit** to prevent pipes from freezing. Any Unit Owner who does not do so, or whose tenant, or occupant does not do so, is responsible for any and all damages associated with each such incident and all costs of repair.*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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## **29. FIRE ALARMS**

*The fire alarms are **not directly connected** to the Natick Fire Department; therefore, it is necessary to call the fire department to report a fire alarm. **The emergency telephone number for the Natick Fire Department is 911.** Leave the building if the alarm sounds. Do not assume that it is a false alarm. The smoke detectors in the units are hard wired as opposed to battery operated. Therefore, if the smoke detector sounds falsely do not pull it down from the ceiling in order to shut it off. If due to smokey cooking, fan the area and open your windows and slider to the outside and not the hallway doors as that may cause the building alarm to sound. Yearly testing of the alarm systems, including interior unit heat detectors and smoke detectors will be performed.*

## **30. OUTDOOR COOKING DEVICES (NOTE: VIOLATION of this regulation shall be subject to a \$100 FINE per Diem).**

*No gas, charcoal or other flammable/combustible grill, hibachi, or other like device may be used on the patios or decks appurtenant to the units nor may they be used or maintained within any unit or storage area.*

*A common area grill site is located **across from 11 Silver Hill** for use by Natick Green residents. Two charcoal/wood grills, two picnic tables, and trash and hot ash containers are available at the grill site. Residents are responsible for cleaning the site after each use.*

## **31. DRYER VENT**

*Any Unit Owner wanting to install a dryer vent in their Unit to vent to the exterior of the building will need to complete and submit the **Dryer Vent Policy Form**, in writing, **prior to the work commencing**. This document can be obtained from the Natick Green Office.*

*All dryer vents must be cleaned at a maximum interval of 24 months.*

## **32. EXTENSIVE VACANCY OF UNITS**

*Any Unit that may be continuously unoccupied or vacant for a period of **thirty (30) days**, or longer, shall be subject to periodic inspection by the Natick Green Director of Maintenance.*

*At the discretion of the Trustees, repairs to such Unit may be undertaken to protect the use and enjoyment of the Condominium by other Unit Owners and residents. Costs of repairs and maintenance undertaken to such Unit,*



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*hereunder, shall be the sole expense of such Unit Owner.*

*Entry and inspection of such Unit shall be at the direction of the Trustees pursuant to the Natick Green Condominium Declaration of Trust, Section:*

*...POWERS OF THE TRUSTEES*

*...the Trustees may...(xiv)...manage, maintain, repair, restore and improve the common areas and facilities or the Units, when they deem necessary;...*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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## **APPEAL OF FINES**

*All fines assessed for violations of these Natick Green Condominium Rules and Regulations shall be assessed to the Unit Owner of the subject Unit (the “Subject Unit Owner”). The Subject Unit Owner is liable for any fines levied due to the action(s) of said Unit Owner or the occupants of said Unit including guests and lessees.*

*A Unit Owner who wishes, may **Appeal** levied fines to the Board of Trustees whose decision shall be final and binding on such Unit Owner.*

***Such Appeal shall be in writing**, stating the fine(s) being appealed and the basis for such request, delivered to the Natick Green Office at least ten (10) days prior to the Board of Trustees meeting at which the appealing Unit Owner may personally appear before the Board.*

*The appealing Unit Owner will be given time on the Agenda of the Board Meeting with an **initial presentation time limit of ten (10) minutes**. Additional time may be granted in the sole discretion of the Board of Trustees.*

*The Board of Trustees shall take the matters presented under advisement and will issue a decision, or a request for additional information, within thirty (30) days.*

*The decision of the Board of Trustees shall be final and binding upon the appealing Unit Owner.*

# RULES AND REGULATIONS OF THE NATICK GREEN CONDOMINIUM

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## ***RULE VIOLATIONS AND FINES***

*A violation of any of the above Rules and Regulations by a Unit Owner, or his tenant or occupant, shall result in the right of the Trustees to assess to such Unit Owner a FINE, as listed below, when such Unit Owner is in violation of that Rule or Regulation as follows:*

### **TABLE OF FINES**

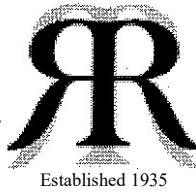
RULE #1 RESIDENTIAL USE ONLY	BUSINESS USE OF UNIT	\$50 FINE PER DIEM
RULE #3 INSURANCE		\$100 FINE PER DIEM
RULE #4 NUISANCE REGULATIONS	SMOKING - COMMON AREA	\$50 FINE PER VIOLATION
RULE #6 FLAMMABLES		\$100 FINE PER DIEM
RULE #9 OUTSIDE CONTRACTOR REPAIRS	CERTIFICATE OF INSURANCE	\$300 FINE PER VIOLATION
RULE #14 (f) PARKING	VISITOR PARKING	\$50 FINE PER DIEM
RULE #15 (b) TRASH	DUMPING	\$250 FINE 1 <sup>ST</sup> VIOLATION
RULE #15 (b) TRASH	DUMPING	\$500 FINE 2 <sup>ND</sup> * VIOLATION * = SECOND OR SUBSEQUENT
RULE #15 (d) TRASH	UNACCEPTABLE WASTE	\$100 FINE PER VIOLATION
RULE #20 RENTAL OF UNITS	RENTALS	\$50 FINE PER DIEM
RULE #20 RENTAL OF UNITS	DOCUMENTS	\$25 FINE PER DIEM
RULE #30 OUTDOOR COOKING DEVICES		\$100 FINE PER DIEM
RULE #19 LATE FEES	FEES & CHARGES	\$40 FINE PER MONTH
ALL OTHER RULES		\$25 FINE PER DIEM

*The Unit Owner shall also be responsible for the cost of repair for any damage caused by said violation.*

*Until paid, the FINE shall constitute a lien against the Unit of such Unit Owner pursuant to the provisions hereof and **Section 6 of MGL c. 183(a)**.*

*Should the FINE become more than 60 days past due, Natick Green Condominium Trust reserves the right to withhold both common area privileges and leasing and interior maintenance services to Unit Owners and/or their tenants until the past due balance is paid in full.*

*These rules and regulations are subject to the discretion of the Natick Green Board of Trustees. The Natick Green Board of Trustees will handle any exception to the Rules on an individual basis.*



## RODMAN INSURANCE AGENCY, INC.

145 Rosemary Street, Bldg. A, Needham, MA 02494 • Tel:(781)247-7800 • Fax:(781)444-0090 • www.rodmanins.com

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March, 2011

TO: Unit Owners, Natick Green Condominium

FROM: Jeff Grosser, Rodman Insurance Agency

RE: MASTER INSURANCE POLICY CHANGE

Please be advised that, as of March 16, 2011, your association's master insurance policy is written with Greater New York Mutual Insurance Company through Rodman Insurance Agency.

You are reminded that the master policy provides property coverage for all permanently installed fixtures, improvements and betterments within your unit against covered causes of loss, whether those items are originals or replacements. That coverage, however, is subject to the following deductibles:

ALL COVERED CAUSES OF LOSS - \$10,000 PER OCCURRENCE; EXCEPT

ALL WATER DAMAGE CLAnvfS - \$10,000 PER UNIT

In addition, the master policy now includes \$25,000,000 Earthquake coverage subject to a (\$1,125,000) deductible.

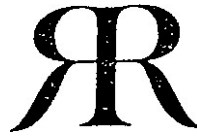
~~It is the Board's policy that losses~~ (or-portions -thereof) ~~not exceeding the association's deductibles~~ shall be the responsibility of the unit owner(s) involved in the loss.

As a result, it is imperative that you check with your own agent to make sure that your Unit-Owners Policy(HO-6) provides adequate coverage to meet these deductible obligations. It is suggested that your coverage include \$20,000 under "Coverage A - Dwelling" to respond not only to the association's deductibles but to losses that might be excluded under the master policy. Your policy should also include the "Unit Owners Special Coverage A" endorsement (Form HO-1732) and Earthquake coverage. PLEASE CONFIRM WITH YOUR AGENT THAT YOUR POLICY WILL RESPOND TO **THE** ASSOCIATION'S DEDUCTIBLES.

The master policy DOES NOT provide coverage for your personal effects (i.e. clothing, furniture). You should discuss all of your specific coverage needs with your personal agent as this information is intended only as a general guide.

If you have any questions, please call me directly or have your agent call me at 781-247-7888. If your mortgagee requires a Certificate of Insurance, please contact Sarah Hale at 781-247-7809. You can also obtain a certificate by visiting our website at [www.rodmanins.com](http://www.rodmanins.com) and clicking on "Condo Certificates" to create your own.

Thank you.



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### PERSONAL INSURANCE FOR CONDOMINIUM UNIT-OWNERS

Personal property and personal liability insurance for individual unit owners IS NOT covered by the insurance maintained by the condominium association. Unit owners must provide for this insurance under the Condominium Unit-Owner's Policy (Form HO-6) detailed herein.

#### BASIC PACKAGE (HO-6)

1. PERSONAL PROPERTY insurance provides coverage for the owner's personal effects including, but not limited to, furniture, clothing, decorative items and other personal property of the unit owners. Permanently installed appliances such as dishwashers and ranges are covered under the association's master policy. Additionally, the master policy will cover one "layer" of a finished floor (i.e. hardwood flooring OR wall-to-wall carpet), but not both. Coverage

for valuable items such as jewelry, furs, cameras, silverware and fine arts should be added to the Unit-Owner's policy by endorsement.

2. DWELLING COVERAGE - The amount of coverage carried for building elements, improvements and betterments is a function of the coverage afforded under the master policy. This coverage should be coordinated with the master policy in that it is this coverage section of the Unit-Owner's Policy that will respond to the unit owner's obligation towards the association's property deductible (Refer to Unit-Owner's letter enclosed). This coverage section should also include the "Unit Owner Special Coverage" endorsement for broader coverage.

3. ADDITIONAL EXPENSES are those increased living expenses incurred while the premises are being repaired - 110% of an insured loss and the unit is uninhabitable.

4. PERSONAL LIABILITY - The association's policy DOES NOT afford liability coverage within the individual units. The HO-6 policy includes Personal Liability coverage. Minimum limits of \$500,000 are recommended, but higher limits and Personal Umbrella policies should be strongly considered for greater protection.

#### GENERAL COMMENTS

1. Make sure that your Unit-Owner's Policy provides coverage for your Personal Property on a Replacement Cost basis.

2. Add Loss Assessment Coverage to your policy to cover your share of a special assessment in the event of an insurable loss that may not be fully covered.

3. With regards -to Personal Liability, please note that certain exposures are NOT COVERED and should be discussed with your personal agent, including home offices, recreational vehicles, and certain boats.

NOTE: THIS IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL COVERAGES, BUT A GENERAL GUIDE. PLEASE SPEAK WITH YOUR OWN AGENT TO DISCUSS YOUR SPECIFIC COVERAGE NEEDS.