

CHAPMAN PLACE CONDOMINIUM RULES AND REGULATIONS

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First impressions are what attracted you to Chapman Place, these Rules and Regulations are put in place to keep those impressions alive. Because this is community living, please keep this in mind as you abide by them and keep our complex an enjoyable place to live. It is very important to maintain that delicate balance between allowing personal items outside and keeping our complex consistent throughout to continue to attract buyers to Chapman Place and protect our property values.

1 PURPOSE OF UNITS

Each unit is to be used solely for residential purposes. No unit shall be used for commercial activities of any nature.

Under no circumstances shall any unit owner, tenant or their guests bring into or store in any unit or storage area any combustible, explosive (such as gunpowder), flammable material, chemical or substance except such lighting and cleaning fluids customarily used for residential use. Under no circumstance may a unit owner, tenant or their guests do or permit anything to be done within the condominium community which would be in violation of any regulation of the local fire department, fire law, ordinance, or rule or regulation pertaining to same, which now exists or is hereafter promulgated by any public authority or by the Board of Fire Underwriters, or which will increase or tend to increase the risk of fire or the rate of fire insurance. Refer to section 5.2 for requirements regarding propane tanks.

2 NUMBER OF PERSONS IN EACH UNIT

Each unit is intended to be used solely as a single family residence.

3 CONDOMINIUM FEES

Condominium fees are due and payable on the first (1st) of each month. If condominium fees are not received in the office of the Managing Agent by the fifteenth (15th) of the month when due, a late fee, determined by the Board of Trustees, will be applied. Any and all outstanding balances due will result in an automatic lien on the unit in default. Refer to the Collection Resolution for greater detail available through the Managing Agent.

4 EXCLUSIVE USE COMMON AREAS AND EXCLUSIVE USE AREA RULES AND REGULATIONS

4.1 COMMON AREA DEFINITION

Common Areas of the complex are those areas jointly owned and maintained by all unit owners, including, but not limited to the following areas: buildings, paved, clubhouse, recreational, landscaped, exclusive use and any common areas defined in Master Deed.

4.2 COMMON AREA USAGE

There shall be no obstruction of the Common Areas, nor shall any personal property be stored in the Common Areas without the express written consent of the Board of Trustees. No personal property or objects shall be left unattended in any Common Area at any time so as to cause harm to any person or damage to equipment. No use is permitted which constitutes a fire hazard, or which results in the cancellation of insurance or is a violation of any kind. Any damage caused to the Common Areas, whether intentional or unintentional will be repaired by the Chapman Place Condominium Trust at the unit owner's expense.

4.3 EXCLUSIVE USE COMMON AREA DEFINITION

Portions of the Common Areas are designated as Exclusive Use Areas, which are for unit owner/ lease tenant or invited guests of such. They shall be adjacent to each unit and be in accordance with Condominium Documents and the Rules and Regulations.

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- The rear decks/patios, including area under decks.
- The walkways, stoops and steps in front of owner's unit.
- The mulched area adjacent to patio/under decks, including air conditioner and pad on which it rests.
- The driveway in front of garage.
- Any flue, pipe, duct, or wire which services only that unit.

4.4 RECREATIONAL USAGE (BICYCLES, COOKOUTS, CHILD POOLS, LAWN CHAIRS, ETC.)

Bicycles, Rollerblades, Tricycles, Big Wheels, Scooters, - Children under 8 require adult supervision. The aforementioned equipment is not permitted on the grassy Common Areas. Please note, as per state law children are required to wear helmets for these activities. It is recommended that adults also wear helmets.

Cookouts - Guests for cookouts are permitted on the grassy Common Areas within reasonable proximity of the owner's unit. Please be courteous of your neighbor: refer to section 4.8 regarding offensive activity.

Child pools, Lawn chairs - Child pools and lawn chairs are permitted on the grassy Common Area directly adjacent to the owner's unit. These items must be removed after each use.

Hockey, Ball Playing, Snow sledding, Skateboards, Cross-country skiing, etc. - These are not permitted. Basketball is permitted at basketball net near clubhouse.

Chalk drawing are permitted in exclusive use areas only.

Personal items, Toys, Baby carriages, playpens, etc. - Must be removed each night from the walkways and driveways. They should not be stored outside on any part of the Common Areas other than the Exclusive Use Common Area to the rear of the unit.

Unit owners are financially responsible for damage to the Common Areas from any of the above activities and are responsible for the actions of their children and guests.

4.5 TENNIS COURTS

The tennis courts are for common use of all residents and their guests. Use of the tennis courts is for playing tennis only and is on a first come, first served basis. Total time of court use should not exceed one (1) hour if other residents are waiting for use of the tennis court.

4.6 BASKETBALL NET

A basketball net is set up outside the tennis courts. Basketball games are not permitted inside the tennis courts.

4.7 CANVASSING, PEDDLING, AND SOLICITING

There shall be no canvassing, peddling or soliciting on the condominium property without the express written consent of the Board of Trustees or Managing Agent.

Resident children may "advertise" Girl Scout Cookies, popcorn and other community fundraisers in the newsletter by contacting the Managing Agent.

4.8 OFFENSIVE ACTIVITY AND LOITERING

No person shall engage or permit any loud or offensive activity anywhere on the condominium premises. Any person causing such nuisance or any damage shall be responsible for the elimination of same and for the costs of the repair of such damage. The volume of any radio or other apparatus shall be lowered after 10:00 p.m. (11:00 p.m. on Fridays and Saturdays) and before 8:00 a.m., and shall at all times be kept at a sound level to avoid annoying or disturbing other unit owners or occupants. Each unit owner shall be responsible for the actions of his or her family, guests, agents, lessees, employees and others using the premises by through or under him or her.

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Loitering is not permitted on Chapman Place property.

The management personnel in the event of any violation of these regulations may summarily eject any person from the use of any amenities (pool, tennis court, etc.); such person thereupon may be barred from using such amenities for a reasonable period of time.

4.9 DECORATIONS, EXTERNAL SIGNS AND ARTICLE DISPLAY

Unit owners may temporarily display seasonal holiday decorations. Decorations shall be displayed no more than two (2) weeks prior to a specific holiday and removed no later than one (1) week after the holiday. The only exception is the major holiday season in December during which the decorations may be hung from Thanksgiving and must be removed no later than the second weekend in January. The decorations should not be distracting to neighbors or other residents, and the lights should be shut off by 11:00 p.m. All attachments required to display decorations shall be removed with the decoration. If damage occurs from attachments, the unit owner is responsible for repairs to the satisfaction of the Board of Trustees.

No clothes, sheets, laundry, clotheslines, refuse, decorative banners, wind socks, outside window covering, screen houses, tents, awnings or any other kinds of articles shall be hung out of a unit or otherwise placed on any part of the Common Areas. No other items shall be displayed in front of the units, such as statues, figures or cutouts.

Lawn ornaments such as pink flamingos, wheelbarrows, whiskey barrels, etc. are not permitted.

No items shall be hung or placed in the common areas without exception.

For Sale, For Rent and other similar signage are not permitted, except as outlined in section 4.10. No signal, illumination, notice or other lettering shall be exhibited, painted, attached, affixed, installed or exposed in any window or on any part of the outside of the unit or building without the express written consent of the Board of Trustees.

4.10 "OPEN HOUSE" ALLOWANCES

A one day "open house" shall be permitted under the following circumstances only:

- During the hours of 10 a.m. to 4 p.m.
- A self-supporting sign, such as sandwich style, is only permitted in front of the unit when it's being shown. Ensure any signage does not inflict any damage (holes, etc.) to the landscaped areas.

4.11 EXTERNAL LIGHTING

The light fixture in the driveway is common property, which is maintained by the Chapman Place Condominium Trust. It is the unit owner's responsibility to inform the Managing Agent when your driveway light does not function properly.

The unit owner maintains the light fixture above the main and rear entrances of each unit. Replacement of bulbs in these fixtures is the responsibility of the unit owner.

4.12 SECURITY SYSTEM ALARMS

Any external components of a security alarm system for a unit will require written permission of the Board of Trustees.

4.13 MAILBOXES

Unit owners have exclusive access to their designated mailbox. Tampering with other mailboxes is a federal offense, punishable by federal laws. **Vehicles blocking mailboxes are subject to towing.**

4.14 ANTENNA AND SATELLITE DISH RESTRICTIONS

A satellite dish or antenna may be installed on your exclusive use common area, however the rules do not

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permit installation of satellite dishes or antennas on common areas over which the unit owner does not have exclusive use. Therefore, installations on roofs, Yards, etc. are strictly prohibited.

For further information refer to the Antenna/Satellite Dish Resolution available from the Managing Agent.

4.15 PLANTS AND SHRUBS

Unit owners/leased tenants are responsible for watering and routine maintenance of community plants and shrubs in exclusive use areas. If you are unable to care for these plantings, please contact Managing Agent.

Nothing shall be altered, constructed in, or removed from the Common Areas including exclusive use areas without written approval of the Board of Trustees except the following:

- Planting of small purely decorative plants in the mulched area in back and along the front walkway of owner's unit only. **Planting is not permitted on the lawns.** Flowers must be tasteful and in the same height range as the already existing plants and shrubs. No sunflowers, etc.
- You may plant vegetables in movable pots and keep them on your patio area only. There is absolutely **no vegetable planting in the ground.**

Written approval from the Board of Trustees is required for anything else, including:

- Planting of additional trees, bushes, or shrubs.

The unit owner shall request permission in writing to the Board of Trustees stating the nature, size and location of the desired plantings. Only upon approval can the planting be done.

All owner plantings are solely the responsibility of the unit owner. The Chapman Place Condominium Trust assumes no responsibility for watering, fertilizing, or removing plants added by unit owner. The responsibility for future maintenance, on sale of a unit, must be conveyed to the new owner.

4.16 UNIT MODIFICATION

No resident shall take any action or permit any action to be taken that will impair the structural soundness, integrity, or safety of any structure in the building or elsewhere in the condominium. Permission for structural changes to a unit must be approved by the Board of Trustees.

4.17 REPAIR PERSONNEL

All maintenance and repair personnel are required to be properly insured, while performing any task on the premises. The unit owner shall be responsible for ensuring that only properly insured personnel perform any work in their units. Proof of required minimum levels of insurance shall be submitted to the Managing Agent.

4.18 AIR CONDITIONING, WINDOW FANS

The installation of air conditioners, window fans or any other similar appliance in the windows and/or doorways of a unit is permitted, only if it is installed without protrusion through said structure. The existence of a protrusion is determined by whether the window screen can be installed correctly without modifications. In addition, the Board of Trustees has sole discretion in determining whether a protrusion exists and/or if the window screens are correctly installed. Each unit has exclusive access to an air conditioner pad for use with central air conditioning,

4.19 ELECTRICAL EQUIPMENT USAGE

All radio, television, or other electrical equipment of any kind or nature installed or used in each unit shall fully comply with all rules, regulations, requirements, or recommendations of the Board of Fire

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Underwriters and the public authorities having jurisdiction. The unit owner alone shall be liable for any damage or injury caused by any radio, television, or other electrical equipment in such unit to any other unit or the Common Areas.

4.20 UNIT MAINTENANCE, WINDOWS AND DOORS

Each unit owner shall be obligated to maintain and keep in good order his or her own unit in accordance with the provisions of this Trust.

All unit owners are responsible for the care and replacement of the unit's windows, doors, sliders, garage door, small rectangular window adjacent to the door, and screens. Repair shall be completed within 15 days.

Unit owners shall not sweep or throw, or permit to be swept or thrown there from, from the doors or windows, any dirt or other substance. No rugs or mops shall be shaken or hung from or on any of the windows or doors.

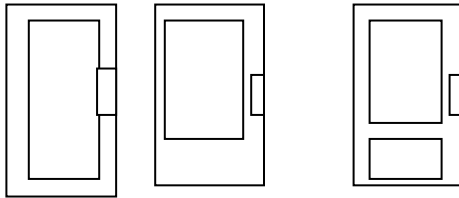
All windows must have draperies, horizontal blinds, or vertical blinds. (See section 4.21 for garage window rules)

4.21 GARAGE WINDOW COVERINGS

Garage door windows, if covered, may only be covered with a dark plastic film which will create the appearance of no window covering while affording privacy. Contact the Managing Agent with any questions.

4.22 SCREEN/STORM DOORS

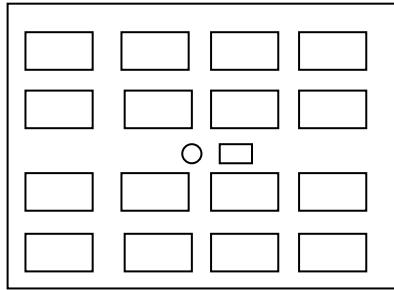
Unit owners may install screen/storm door provided they conform to the following styles - and are white in color. Unit owners are responsible for installation, care, and maintenance of these doors. Contact the Managing Agent with any questions.



Other styles may be approved with written permission from the Board of Trustees.

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4.23 GARAGE DOOR REPLACEMENT



Garage door replacement must conform to the following panel style with windows.

Contact the Managing Agent with any questions.

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4.24 YARD SALES

Yard sales are not permitted in Chapman Place due to the limited access parking and fire codes. There are occasional "flea markets" held at the clubhouse, if you are interested contact the Managing Agent with any questions.

5 DECK/PATIO USAGE AND REGULATIONS

5.1 GENERAL USAGE

Decks to which unit owners have exclusive use are for recreational purposes. No structural changes to the deck or rails are permitted without written consent of the Board of Trustees and a City of Leominster Building Permit.

No firewood, clotheslines or clothes racks, laundry, television antennas, or other non patio apparatus shall be placed on the decks/patios.

5.2 OUTDOOR COOKING/BARBECUES

All outdoor cooking/barbecue equipment must be UL approved and meet local and state Fire Department regulations. **Propane tanks must be stored outside.**

5.3 WINTER STORAGE OF LAWN FURNITURE AND PLANTERS

For the winter months large metal lawn furniture may be stored on deck/patio but smaller plastic furniture should be stored indoors. Large, heavy flower boxes, whiskey barrel planters, etc. may remain outdoors after removal of dead plant life.

5.4 PLANTS AND FLOWERS

Plants, flowers and vegetable plants in proper containers may be displayed on decks/patios.

5.5 BIRD FEEDERS

Bird feeders shall be permitted as long as they are not attached to the building in any way. Bird feeders should be attached to a pole in mulched area adjacent to deck/patio area. or the privacy fence. The unit owner is responsible for cleanliness around the feeder.

5.6 WIND CHIMES

Please be courteous to your neighbor and use good judgment as to the number and volume.

6 VEHICLE RULES AND REGULATIONS

6.1 PERMITTED VEHICLES

Only non-commercial automobiles, vans, sports utility vehicles, motorcycles, and pickup trucks which fit in a single parking space, are permitted in the parking areas of Chapman Place.

Unregistered and/or uninspected vehicles (cars, motorcycles, snowmobiles, go-carts, etc.) are not permitted on Common Area Condominium property.

6.2 VEHICLE RESTRICTIONS

Vehicles over 3/4 ton are not permitted. Signage, ladders, pipe racks and toolboxes that are not level with the bed of the truck are also not permitted.

6.3 DISTINCTIONS

Resident: Owner/Tenant and their family living at Chapman Place.

Visitor: A visitor staying 3 days or less.

Guest: A visitor staying more than 3 days.

Unit owners are responsible for their tenants, guests and visitors.

6.4 PARKING AREA DEFINITIONS

Visitor Parking:	Across from Bldg. 24 & 25	Between Bldgs 6 & 7
	Across from Bldg. 19	Next to Bldg. 14
	Across from Bldg. 22	Clubhouse

6.5 VISITOR PARKING

Visitor parking is permitted in the visitor parking areas, in the unit driveway, and at the Clubhouse.

Visitor tags are required. The visitor tag must be clearly visible in the front windshield (preferably on the rear view mirror) with the unit # on the tag. The Managing Agent issues two (2) tags per unit.

6.6 GUEST PARKING

If the vehicle(s) of a guest cannot be accommodated within unit owner's garage or driveway, then their vehicle(s) may be parked at any visitor parking location. A written request to the managing agent is required. The Managing Agent will provide a special "Tag", for the length of time required but no more than two months. If the extended guest requires parking for longer than two months, a written request must be resubmitted to Managing Agent. Non-compliance to this rule could result into daily fines.

Note : There is a \$2 charge for the guest pass tag.

6.7 EXCLUSIVE USE PARKING

Each unit at Chapman Place is granted exclusive use of the garage and driveway for parking,

Unit residents, their guests and visitors are permitted to park in the unit's driveway leading to their garage, provided such parking does not interfere with access to or from any other driveway or extend into the roadway.

6.8 RESIDENT PARKING STICKERS

The Managing Agent will issue to resident vehicles a parking sticker after such vehicle has been properly

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registered with them.

It is the responsibility of all owners and tenants to register their vehicles and adhere to all parking rules and regulations.

6.9 USE OF VISITOR PARKING AREAS BY RESIDENTS

Residents are permitted to park in Visitor Parking Areas under the following circumstances:

- Weekdays from 6 a.m. - 7 p.m., no weekends or holidays.
- Weekdays from 7 p.m. - 6 a.m., and on weekends and holidays residents may park their vehicle so their visitor, not guest (see section 6.3), may park in their driveway.
A "Visitor Tag" is **ABSOLUTELY** required in a resident's vehicle, when accommodating their visitor in driveway.

6.10 SERVICE VEHICLE PARKING

Delivery trucks, utility workers, and commercial vehicles providing temporary services to a unit owner may park in the roadway, but only between the hours of 8 a.m. and 6 p.m., except in the event of an emergency. Vehicles responding to an emergency may park on the premises only for the time required to correct the situation. **Parking is not permitted within 15 feet of any corner, hydrant, or mailbox.**

Service vehicles shall not restrict any access to roadways or driveways. Unit owner/Resident is responsible for proper parking of these vehicles.

6.11 OTHER PARKING

Parking in the roadways is a direct violation of the City of Leominster building and fire codes. Therefore, parking on the roadways is prohibited except where posted and within marked spaces.

Any vehicle parked in a marked parking space shall not exceed the length of the marked parking space.

Damage to parking areas caused by poorly maintained vehicles (for example, oil leaks), and/or by illegal parking or improper driving will be repaired at the unit owners expense.

No vehicles are permitted on any grassy areas.

6.12 NO PARKING ZONES

No vehicle is permitted to park in designated Fire Zones, in front of fire hydrants, in front of mailboxes, on the lawn, or in such a manner as to block any entrance, exit, roadway or driveway. **Access for emergency vehicles must remain clear at all times. Any vehicle parked in front of a fire hydrant will be towed without warning.**

Parking on the roadway is not permitted, except as permitted in sections 6.4, 6.5, 6.6 and 6.9. Violators are subject to warnings, fines, repair costs, and/or towing.

6.13 SPEED LIMIT

The speed limit at Chapman Place is 10 m.p.h.

6.14 "FOR SALE" SIGNS

Vehicle "For Sale" signs must be displayed from inside the vehicle. Only store purchased signs (10 X 14 inches or less) are permitted.

6.15 VEHICLE WASHING

Vehicle washing is permitted only in the unit owner's driveway. Cleaning materials, buckets, and hoses shall be removed and stored after use. Residents must use their own water and not the landscaping water faucets.

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6.16 MAINTENANCE AND REPAIR

Vehicle maintenance and repair, except for emergencies, shall be performed in the garage or off Chapman Place property. After the repair is completed all Common Areas must be left clean and hazardous waste must be disposed of properly. **Any damage to the Common Areas will be the unit owner's financial responsibility.**

6.17 SNOWSTORM PARKING POLICY

Snowstorm parking policy shall be in effect from November 1 through April 15.

During a snowstorm, parking is only permitted in residents' garage and driveway or at the clubhouse.

During a snowstorm, no parking is permitted in Visitor/Guest parking areas, except the Clubhouse. **Any offending vehicle to snowstorm parking rules and regulations will be towed and the offending unit owner will be subject to fines.**

After the storm, residents may temporarily move their vehicles to the Clubhouse or visitor parking areas while their driveway is being cleared. **Vehicles are not permitted to park in the roadways at any time.**

6.18 PARKING VIOLATIONS

Violation of parking rules and regulations shall be against the unit owner responsible for the offending vehicle. The first violation will result in a sticker on the vehicle and/or a written warning. Subsequent violations will result in fines and/or towing.

Violators are subject to fines, towing, and/or any repair costs for damages to the lawns and/or the sprinkler system.

Any of the following vehicles shall be subject to immediate towing:

- obstructing a fire hydrant
- obstructing a mailbox
- obstructing snow removal
- unregistered vehicles
- parked on the lawn
- obstructing roadways and driveways
- parked illegally

7 PET RULES AND REGULATIONS

7.1 GENERAL RULES

Unit owners shall be responsible for the actions of their pets in the Chapman Place Condominium complex and shall hold the Board of Trustees and the Chapman Place Condominium Trust harmless against loss or liability for their pets' actions.

7.2 TYPES OF PETS PERMITTED

No animals except customary house pets shall be kept in the unit, provided that such pets do not create a nuisance and are kept in accordance with any and all State and Local laws, by-laws and ordinances. Customary house pets shall be defined as cats, birds, gerbils, hamsters, fish, etc. Dogs are not permitted. Dangerous or poisonous animals such as snakes, tarantulas, scorpions, etc. are not permitted.

7.3 PET RESTRAINT

All approved pets must be on a leash or carried in the Common Areas or Exclusive Use Common Areas. No pet shall be left or tied in these Common Areas unattended. If a pet is unleashed on the Common Areas of Chapman Place, the unit owner will be subject to a fine determined by the Board of Trustees. The first offense will be a warning; subsequent offenses will be fined.

7.4 CLEAN-UP AFTER PETS

No pets should relieve themselves on any landscaped area. Pet owners shall be responsible for the immediate removal of pet excrement and cat prey from all Common Areas and facilities.

7.5 COMMERCIAL BREEDING

No unit owner shall be permitted to commercially breed animals in owner's unit or anywhere else on the premises.

7.6 NUISANCE PETS AND THEIR REMOVAL

A pet shall be removed from Chapman Place property within ten (10) days after any of the following:

- Three (3) violations for being unleashed outdoors within a one-year period.
- Three (3) destruction of property (screens, landscaping, etc.) within a lifetime.
- One (1) attack upon a person.

8 TRASH DISPOSAL RULES AND REGULATIONS

8.1 GENERAL RULES AND TIME-FRAME

Trash shall be placed outside at the end of unit driveway no earlier than 1 hour prior to dusk the evening prior to trash pickup and brought in by 8 p.m. after pickup. Call the Managing Agent for the current trash pickup day. The trash should be bagged separately within the Waste Management trash barrel. The trash barrel shall remain in the garage except when put out for removal. Any unit without a garage shall use their designated area only.

9 SWIMMING POOL

The following rules and regulations are for the safety and well being of everyone. They will be strictly enforced and all swimmers, both children and adults, will be expected to cooperate. The lifeguard has the authority to enforce all the rules and the Board of Trustees will back his/her discretion. Any violation will result in the loss of pool privileges, a fine, or both.

9.1 POOL HOURS

Pool hours are 10:00 a.m. to 8:00 p.m. daily in season. The pool is closed in the event of rain. Swimming will not be permitted when the pool is being cleaned or treated or during an electrical storm. The bathrooms at the poolside will be open but the Clubhouse will not be available to swimmers. There are presently no "adult only" swimming hours.

9.2 GENERAL RULES

All residents and their guests must sign in daily and present their pool pass which will be provided by the lifeguard. Guests are limited to 4 per unit. A Resident must accompany all guests- NO EXCEPTIONS. An adult must accompany children under 14 at all times. Guardians must be 18 years of age or older.

No person shall wear an unclean bathing suit in the pool.

No person shall bring or throw into the pool any object that may in any way carry contamination or endanger the safety of swimmers.

9.3 SWIMMING POOL RESTRICTIONS

NO DIVING in the pool is permitted.

NO RUNNING in the pool area.

NO GLASS containers of any kind are permitted in the pool area.

NO PETS are permitted in the pool area at any time.

The use of body oils or lotions by swimmers is not permitted. Swimmers are required to take a cleansing shower before entering the pool.

Spitting, vulgarity, and other offensive behavior will not be tolerated in the pool area.

No alcoholic beverages are permitted within the pool area. Any intoxicated person will not be permitted to enter or remain in the pool area.

No one with an infectious or communicable disease is permitted to enter the pool. This includes open cuts, sores or bandages of any kind.

10 CLUBHOUSE

10.1 GENERAL INFORMATION

In order to reserve the Clubhouse, a reservation form must be completed, signed, and returned to the Managing Agent along with other applicable documentation. The Clubhouse will be reserved on a first come, first serve basis, based on receipt of a completed reservation form and deposit. Residents will be responsible for returning all furniture to its proper place and leaving the Clubhouse clean and free of trash and food.

Use of the Clubhouse is restricted to Chapman Place unit owners and their guests for social purposes.

The pool is a separate facility and is not available for reservation. All functions are to be confined to the main function rooms only.

Due to fire code regulations, the maximum number of people permitted to attend a Clubhouse function is one hundred (100).

A unit owner must be up-to-date with their condo fees in order to reserve the Clubhouse.

Users may set up for their reserved function one-hour before their scheduled time.

10.2 REGULATIONS AND REQUIREMENTS

The person(s) reserving the Clubhouse must be in attendance during the entire function, including supervision of clean up.

A deposit is required for weekday and weekend use, which reserves the date at the Clubhouse. Reservations will be contingent on the timing of cleaning arrangements. Before confirmation for Clubhouse is provided, these arrangements must be known in order to guarantee readiness for next user. Within 24 hours after a function the Clubhouse committee will inspect the premises. If fully and adequately cleaned, the deposit will be refunded immediately. The Clubhouse committee expects ALL users to do their own kitchen cleaning and trash removal. If there is any damage or unusual wear and tear, it will be the sole responsibility of the Unit Owner and an additional assessment will be made.

All evening functions must be over no later than 12:00 a.m. midnight. Access to the pool area is prohibited while attending a Clubhouse function.

The resident must be at the Clubhouse to receive all deliveries and must remain in the Clubhouse until all catering chores are completed.

Any item used to decorate the Clubhouse must not deface the property or paint. Do not use tacks or nails - it is suggested that you use drafting tape to hang decorations.

All decorations, food, trash, etc. must be removed immediately from the premises.

The resident is responsible for securing the building.

To be considerate of your neighbors, **THE NOISE LEVEL MUST BE LOWERED AT 10:00** p.m.

Reservation will be confirmed only upon receipt of a deposit (checks are acceptable) within 72 hours

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of your request. Failure to receive the deposit may cause your reservation to be canceled.

PLEASE BE ADVISED THAT THE CLUBHOUSE COMMITTEE WILL INSPECT THE PREMISES AFTER ALL RESIDENT FUNCTIONS. IF THE CLUBHOUSE IS NOT PROPERLY CLEANED OR IF DAMAGE IS FOUND, THE RESIDENT WHO RESERVED THE CLUBHOUSE WILL BE RESPONSIBLE FOR ALL COSTS INCURRED TO CORRECT THE SITUATION, INCLUDING BUT NOT LIMITED TO REASONABLE LEGAL FEES SHOULD IT BE NECESSARY TO HAVE A SPECIAL ASSESSMENT FOR DAMAGE TO THE CLUBHOUSE. FURTHER ACCESS OR RESERVATION WILL NOT BE PERMITTED UNTIL THE CHARGES HAVE BEEN PAID.

Use of the Clubhouse and any other common facilities for any private function shall be at the sole risk and responsibility of those persons utilizing such facilities. The Chapman Place Condominium Trust and its Agents and representatives shall not be held responsible for any and all liability in connection with any injury, damage, loss, cost or expense of any kind suffered or incurred while such facilities are being used or in connection with such use.

10.3 KEY PROCEDURE

All reservations for the Clubhouse will be accompanied by a check to be held by the Managing Agent for a key and cleaning deposit, plus a separate check for the rental fee. The deposit assures the unit owner that the Clubhouse will be reserved for them. Refer to Clubhouse Rental Procedure from Managing Agent.

Upon receipt of the check, a key for the Clubhouse will be mailed to the unit owner or they may arrange to pick up the key at the office of the Managing Agent.

The same unit owner cannot reserve the Clubhouse more than twice a month unless no other unit owner has requested use of the Clubhouse.

10.4 WINTER USE

If the heat is needed and it is turned up, it must be turned back to 55 degrees when you leave the Clubhouse.

11 LEASING OF UNITS

11.1 LEASING RESOLUTION REQUIREMENT

A signed Leasing Resolution shall be provided to the Board of Trustees through their Managing Agent.

All leases must be in writing and must be for not less than the entire unit.

Leases must not be for transient or hotel purposes.

Leases are specifically made subject to the provisions of the Master Deed, the Condominium Trust and by-laws and all rules and regulations issued thereunder and must provide that any failure to comply with the terms of such documents shall be default thereunder.

Lessor and Lessee must execute a written agreement and deliver a copy to the Trustees of the Condominium Trust under which they specifically agree to observe and be bound by the condominium documents and rules & regulations. (Lessor/Lessee Declaration will be provided by the Managing Agent).

Should violations of the foregoing regulations continue after written notification, the Board of Trustees. in accordance with Article V. Section 5.11 of the by-laws may assess a fine per violation (determined by the Board of Trustees) for each day a violation continues after notification, until such time as the violation is corrected.

12 VIOLATIONS AND FINES

12.1 REPORTING VIOLATIONS

Any resident may report a violation of the Chapman Place Rules and Regulations, Master Deed Trust or By-laws. The reporter shall supply their name and phone number, and give a description of the incident or no action can be taken by the Board of Trustees or their Agents. Enforcement of rules and regulations shall be the responsibility of the Board of Trustees or their Agents.

12.2 FINES FOR VIOLATIONS

The Board of Trustees may impose reasonable fines upon a unit owner for violations of the By-laws and Rules and Regulations of the Chapman Place Condominium Trust or the provisions of the Master Deed of the Condominium. The Board of Trustees, or their Agents, through legal actions by law or equity may enforce fines

12.3 VIOLATION AND NOTIFICATION

First Notification: Any reported incident by the Board of Trustees, the Managing Agent, or any resident shall result in either a verbal warning and/or a letter from the Managing Agent. The Managing Agent on behalf of the Board of Trustees, or by the Board of Trustees, states the rule(s) being violated.

Second Notification: On the second report of the violation, a letter notifying the violator that a potential fine shall occur if the violation is not corrected immediately and a copy of the letter shall be distributed to the Board of Trustees. The violator (unit owner) shall be given five (5) days from the date the letter is sent to correct the violation(s) before a fine is initiated.

Third Notification: The Board of Trustees shall assess a fine per day for failure to comply. Failure by the unit owner to comply with the corrective actions, especially for violations which influence the maintenance or repair of Chapman Place Condominiums, shall result in the Board of Trustees taking the appropriate corrective action and assessing the unit owner for the cost of services and fines.

Please Note: All vehicle violation(s) considered requiring immediate attention may require fining upon the 1st infraction.

Fine Resolution

The violation of any Rules and Regulations adopted by the Board, or the breach of any of the By-Laws or the breach of any provision of the Declaration of Trust or the Master Deed or of the offending Unit Owners Deed, shall give the Board the right, in addition to any other rights set forth in said Documents, to enjoin, abate, or remedy by the appropriate legal proceedings either at law or in equity (or both) any said breach. The Board shall have the additional power to levy fines against Unit Owners for such violations. Each fine unless otherwise provided in these Rules and Regulations, shall be in the amount of twenty and 00/100 Dollars (\$20.00) with each day that a violation continues considered a separate violation. Collection of fines may be enforced against the Unit Owner or Unit Owners involved as if the fines were common area charges owned by the particular Unit Owner or Unit Owners. In the case of persistent violations by a Unit owner, the Trustees shall have the power to require such Unit Owner to post a bond or other security, as they deem appropriate to provide for adherence to the Condominium Documents, as they may be amended. In any action hereunder, the Unit Owner shall be responsible for all costs associated with any enforcement action

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including but not limited to reasonable attorney's fees. The term "Unit Owner" shall for purpose of this Rule and Regulation, include lessees, tenants, occupants, guest, etc. A Unit Owner and/or lessee, etc shall be jointly and severally liable for any violation of this provision.

Failure to pay condominium fees shall, in addition to all remedies under the Master Deed, Declaration of Trust and the Rules and regulations, be a violation of the Rules and Regulations which subject the Unit Owner to a fine of twenty and 00/100 Dollars (\$20.00) for each violation. This fine shall be in addition to any and all charges, which are assessed by the Board of Trustees pursuant to the Condominium Documents including interest, attorney's fees and any other costs of collections. Notwithstanding any designation on checks and/or other instruments and/or correspondence, any funds received will be applied first to past due interest fines, attorney's fees and special assessments.

The unit owner and all mortgagee(s) in addition to the above, shall comply with all notice provisions pursuant to Chapter 400 of the Acts of 1992. The failure to comply shall result in the fines set forth hereunder. The Board shall additionally have the right to secure said information and assess the applicable party the costs of the same.

All remedies hereunder shall be cumulative.

12.4 APPEAL PROCEDURE

A request for review of any fine must be received in writing by the Board of Trustees or Managing Agents within 14 days of the date the notice was mailed to the unit owner or resident. The Board of Trustees shall hear all requests for appeal of fines in closed session at the next available Board of Trustees meeting.

Board decisions will be mailed to the unit owner or resident within 7-10 business days of review.

13 DELIVERY OF RULES AND REGULATIONS TO UNIT OWNER

U.S. Mail shall affect delivery of such policy to all unit owners. Further, it is the responsibility of the unit owner to provide the Rules and Regulations to all tenants with acknowledgment of receipt by tenant in writing and returned to the Managing Agent.
Refer to Lessee/Lessor Declaration.

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The Board of Trustees do hereby adopt all the above rules and regulations which shall supersede all previous rules and regulations as set forth in the Chapman Place Condominium Trust, such declaration of Trust dated 7/23/86 and filed at the North Worcester County Registry District of the Land Court in book 1486 P. 546 and amended on 10/22/87 in Book 1612 p. 70.

IN WITNESS WHEREOF, the undersigned have executed this document the 3 day of March, 1998.

Thomas D. Haven 3-3-98
Trustee, Thomas D. Haven Date

M.B. Courtright 3-3-98
Trustee, v/t ArNA 34.41f, g, h Date

Wanda Byron 3-3-98
Trustee, Wanda Byron

Patrick F. Delaney 3 -98
Patrick F. Delaney

Trustee,

COMMONWEALTH OF MASSACHUSETTS

Worcester, SS

March 10, 1998

Then personally appeared the above named Thomas Haven, Mary Beth Courtright, Wanda Byron, and Patrick F. Delaney and acknowledged the foregoing instrument to be his/her free act and deed, before me.

Notary Public

ATTEST. NO. WORC REGIS IRV OF DE EDS my commission expires:
JOHNS. Mc.LAUGHLIN, REGISTER December 29, 2000

CHAPMAN PLACE CONDOMINIUM RULES AND REGULATIONS

Modification History Log

Revision	Board Approval Date	Modified Date	Registry of Deeds	Description of Change
8AUG2018	June 12, 2018	8/9/18	No	Added the following to section 4.9 “No items shall be hung or placed in the common areas without exception.” Also moved from 4.15 and added “whiskey barrels” - Lawn ornaments such as pink flamingos, wheelbarrows, whiskey barrels, etc. are not permitted.
A21OCT2016	8/9/16	10/21/16	no	Rule 6.2 – removed the word Commercial Rule 6.4 – <ul style="list-style-type: none"> • removed “Guest, additional visitor, and overflow resident parking is permitted only at the clubhouse.” • added “clubhouse” and “across from bldg. 22”
A11MAR2014	n/a	3/11/14	no	Rules & Regulations document was converted to a soft copy so the Board of Trustees would be able to make modifications to R&R’s.
A11MAR2014	2/11/14	3/11/14	No	Guest Pass Rule change section 6.6
A31MAR2014	3/11/14	3/31/14	No	Section 12.14 changed 5 business days to 7-10 business days.
A5MAY2014	n/a	5/5/14	No	Administrative change - moved modification history log to the end of the document.
A28MAY2014	N/A	5/28/14	No	Swapped dates on Modification history, put board approval date 1 st and then modification date.