

DEER HEDGE RUN CONDOMINIUM ASSOCIATION

RESIDENT HANDBOOK

REVISED March 2017



This handbook may not include additional rules that have been approved by the Board that are not yet stated in the handbook. These rules are either documented by letters to the community, newsletters or letters sent to individuals about general or specific problems. Such rules are in full effect even if they may not be completely stated in the handbook at this time and even if the letters and/or newsletters represent changes to the handbook not yet printed. The version of this handbook published on our internet site is the latest official version and supersedes any other version.

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FORWARD

This Resident Handbook has been prepared by the Deer Hedge Run Condominium Trust Board of Trustees for the benefit of all owners and residents of the Deer Hedge Run Condominium. It contains important phone numbers, general information about Deer Hedge Run Condominium, Rules and Regulations, Policies and Procedures etc. Additional important information is also contained in Deer Hedge Run Condominium Trust Documents, which each owner should have received upon acquisition of his/her unit. Additional copies of the Trust Documents are available for a fee at the office of the Association. Throughout this Handbook, the Deer Hedge Run Condominium Association may be referred to as "DHR."

In the event that you sell your unit, a copy of the Resident Handbook and the Condominium Documents should be provided to the new owner. If you decide to lease your unit, you must provide your tenant with a copy of this handbook; you must provide the Board of Trustees with a copy of the lease; and the lease must contain clauses that cause the lessor to acknowledge receiving this Handbook, recognize that he/she has the use of two parking spaces, and that he/she agrees to follow all Rules and Regulations set forth by the Board, the condominium documents and Massachusetts General Law Chapter 183A (addendum to lease available for this purpose). No lease may be for less than a 6-month period.

Massachusetts General Law Chapter 183A is the current state law governing condominium associations. Throughout this Handbook reference to applicable law means reference to Massachusetts General Law Chapter 183A, as it may be amended, and any other relevant Massachusetts or federal law governing condominium associations.

MESSAGE FROM THE BOARD

The Deer Hedge Condominium Trust is an Association managed by a three-member Board of Trustees. Trustees take an active role in the operation of the property. Trustees are elected volunteers. The Association selects vendors to carry out the maintenance and operation of the property and perform related services.

The Deer Hedge Run Condominium, ("DHR", or the "Condominium") in Maynard, Massachusetts, has been created with the objective of providing **peaceful, congenial, and dignified residential living**. In order to accomplish this objective, the Trustees, responsible for the administration, operation, and maintenance of the Condominium pursuant to the Condominium Documents and applicable law, have adopted the Rules and Regulations set forth in this Handbook.

In order for the Unit Owners to better understand the Rules and Regulations, the defined terms used in the Master Deed of the Condominium and the Condominium Trust are used herein with the same meanings as used in said documents, except that, whenever these rules and regulations impose a duty or obligation upon a Unit Owner or a rule which a Unit Owner is to observe, obey, and comply with, the term "Unit Owner" is defined in the Master Deed, and it should be noted that unit owners are fully responsible for the actions of any party that he/she allows on the property including tenants, family members, guests, etc. DHR is private, posted property, and all visitors must be invited onto the property by a unit owner.

These Rules and Regulations should not only satisfy the great majority of all the residents of DHR, but should enhance the experience of everyone living at DHR.

The Trustees believe the rules and regulations can be summarized simply – **anything a resident or guest does that disturbs another resident's peace, tranquility or use of property or that causes damage or extra expense to the common property is to be avoided.**

IMPORTANT TOWN EMERGENCY PHONE NUMBERS

Maynard Police Department: Emergencies 911
 Other Calls 978-897-1011

Maynard Fire Department: Emergencies 911
 Other Calls 978-897-1014

Ambulance: 911

Deer Hedge Run Office
25 Deer Path

Maynard, MA 01754

Phone: 978-897-8800

FAX: 978-897-3607

Email: office@deerhedge.run.net

Hours: Office hours are posted on the door to the office and at the Post Office
(Please note that Clubhouse hours are different than Office hours.)

Web Site: www.DeerHedgeRun.net

In the event of a common area **non-life threatening emergency**, please call the office. If the office is closed, DHR maintains an emergency response service, and the phone number for emergency response is provided on the voicemail message of the office. Please note that the emergency service is provided for emergency use only. The Association is charged for each of these calls. Non-emergency use of the emergency use phone number will result in a charge to the unit owner account.

No phone calls or communications should be addressed directly to vendors. The Board is responsible for the operation of the property. Thus, issues related to services or other DHR issues should be directed to Association's office. Please do not contact Trustees at their homes unless there is an emergency.

In evaluating vendor service levels, please keep in mind all our vendors operate under contract, and that actual contract terms and conditions and budget constraints may differ from your expectations or assumptions.

INTRODUCTION

Deer Hedge Run Condominium consists of 155 condominium units on Route 62 (Powdermill Road) in Maynard, Massachusetts.

The Board of Trustees is responsible for enforcing obligations of Unit Owners and has the power to levy fines against Unit Owners for violations of Rules and Regulations established by the Trustees to govern the conduct of Unit Owners. No fine may be levied in excess of \$10.00 for any one violation, but each day a violation continues or each instance of a violation is considered a separate violation. (Please note that fees, as distinguished from fines, may exceed \$10.00.) Collection of fines may be enforced against the Unit Owner or Unit Owners involved as if the fines were common charges owed by the particular Unit Owner or Unit Owners. In the case of persistent violation of the Rules and Regulations by a Unit Owner, the Trustees shall have the power to require such Unit Owner to post a bond to secure adherence to the rules and regulations.

Public Trustee meetings are generally scheduled on the fourth Thursday of the month at 8:00 P.M. in the Clubhouse. The meeting schedule, and any changes to meeting times, is posted at the Post Office. Unit owners only are welcome to attend the meeting.

SECTION 1 - GENERAL INFORMATION

Condo Fee Payments

Condo fees are due and payable on the first day of each month. The Association strongly encourages Unit Owners to enroll in automated electronic debit (ACH) of monthly condo fees. Enrollment forms are available on the DHR web site.

There is a 9-calendar-day grace period after which a \$25.00 late fee is charged to the unit owner account. This grace period is intended to cover postal delays and any other problems that might be encountered while your payment is in transit.

Please be aware that if you employ an online bill payment service, your bank or the third party providing this service does not deposit a check to the Association's bank on the same day that funds are withdrawn from your account. Please plan to allow for the processing and mailing time to ensure that payments are received by DHR by the due date. DHR offers a free ACH service that will automatically withdraw your condo fee payment from your bank account on the first business day of each month. The Association strongly encourages Unit Owners to enroll in automated electronic debit of monthly condo fees. Enrollment forms are on the DHR web site.

Election of Trustees

The Association's first Board of Trustees was elected at a transition meeting in November 1992. The terms of the first Trustees were 1, 2, and 3 years, respectively, determined by lot to establish a staggered term of officers. Subsequently elected Trustees serve terms of 3 years. Elections take place at the Annual Meeting of Unit Owners in June of each year.

Trash Collection/Recycling

The Town of Maynard provides trash removal and recycling services to Deer Hedge Run. The town charges fees for trash removal, and current fee information may be obtained by calling the Town Clerk at (978) 897-1000. As of February 1, 2006, each 32-gallon container (not to exceed 75 pounds) of trash requires a \$2.00 sticker (green), and each Individual bag (not to exceed 15 gallons) requires a \$1.00 sticker (pink). Stickers can be purchased at local stores or the Town Hall at 195 Main Street, Maynard, MA 01754. DHR's trash is picked up on Tuesday (or Wednesday on a week in which there is a holiday on Monday or Tuesday). Trash must be put out the morning of pick up, not earlier. Leaving rubbish outside overnight promotes scavengers. When taking out trash, please place barrels or bags in your parking space. It would be appreciated if residents used covered barrels, but if you do use a trash bag, it should be sprayed with an ammonia-based cleaner to deter crows and other scavengers.

Since August 1993, the Town of Maynard has been recycling solid waste items. Bins were supplied to homeowners for recyclable materials. If unit owners do not have a Town-supplied bin, a plastic basket can be substituted. Recyclable materials are picked up once every 2 weeks on the same day as the regular trash collection. All papers and cardboard must be tied or secured in 2' x 2' sections (around the size of a large paper bag).

In order to avoid over-filled or insecurely packaged trash or recyclables from being blown in the wind and sullyng the property, please do not over-fill containers, please use containers with secure lids, and please ensure that un-bagged materials are securely tied for pickup.

The Town of Maynard Recycling Information Brochure provides detailed information on what can and cannot be recycled, information on the Drop-Off Center, and the Collection Calendar. If you do not have the brochure, please contact the Clerk of the Town of Maynard at (978) 897-1000 to request a copy.

Subject to future change by the Town of Maynard, Christmas trees may be disposed of at the Maynard Boys and Girls Club during the month of January at 212 Great Road, Maynard.

For further information on any trash disposal questions, including disposal of oversized items or white goods, please contact the Maynard Department of Public Works at 978-897-1002 or on the web at <http://web.maynard.ma.us>.

Maintenance Service Requests

Deer Hedge Run Condominium Trust is responsible for the repair and upkeep of the common areas of Deer Hedge Run. To ask for service for a common area problem you can submit a request by calling the office or by sending a letter or by e-mailing the office at Office@deerhedgerun.net

Once a service request is received by the office, the property supervisor or other DHR staff will investigate and, if necessary, create a work order for issuance to a vendor.

Note that for cost efficiency some work orders will be grouped together so a contractor can make a single visit to the property rather than several visits.

In some cases, the office must seek Board approval prior to performing the work, or schedule the work for some time in the future if funds are not available in the budget for the particular type of work requested. In any case, the office will notify the party requesting service of the status of the service request within 1-2 business days. If a unit owner is of the opinion that a request for service is not being handled promptly, he/she may choose to inform the Trustees, preferably by calling the office to schedule a meeting the night of the next monthly condo meeting. The current status of all work orders is reviewed at each monthly Trustee meeting.

