

Longley Trace Condominiums
11 Longley Road, Shirley, MA 01464
www.longleytrace.net

Dear New Resident,

We want to welcome you to the neighborhood and hope you enjoy your home and our community. We encourage you to visit our website at **www.longleytrace.net**, where you will find the Association's By-laws, Rules and Regulations and additional information about Longley Trace Condominiums. If you have any questions or concerns, please do not hesitate to contact us via e-mail at trustees@longleytrace.net.

The Association

The current list of Association officers is as follows:

Pat Dew, President - Unit A5

Rosa Alberta, Vice-President - Unit G1

Janet Werner, Treasurer

Sandy Fitzgerald, Clerk – Unit K8

Lisa Jo Huff - Unit J10

Monthly Fees:

The Association dues are \$250 per month and payment is **expected by the 5th of the month.** *This fee covers common area snow removal, common area landscaping, septic, trash (dumpster) and master insurance policy.* Please make checks out to Longley Trace Condominium Trust. Payments may be placed in the black mailbox attached to the USPS mailboxes (*right side of mailbox center*) near the entrance or mailed to Longley Trace Condo Trust, 11 Longley Road L12, Shirley MA 01464.

Condo Insurance:

The Association is the policy holder of our master insurance policy. Residents must purchase a contents policy (H06) through their insurance company which should include full Master Policy deductible coverage. *Homeowners should contact the Board of trustees (trustees@longleytrace.net) with any potential claims.* Homeowners should not contact the master insurance company directly. Our current insurer is Travelers Insurance and a Certificate of Insurance can be found on www.longleytrace.net. **Please provide your H06 Evidence of Insurance Policy once you move in.** The Board of Trustees has the right to request Evidence of your H06 on an annual basis

Mailboxes:

Mailboxes are located at the circle on the entrance road. Any incoming or outgoing mail goes through these boxes. If you happen to receive mail for another condo, please bring it to their door or place in the outgoing mail slot. The Shirley Post Office is located at 23 Main Street, Shirley, MA 01464 and can be reached at (978) 425-0938.

Trash and Recycle:

Household trash should be bagged and brought to the larger dumpster located at the end of "the meadow"; cardboard and paper only are to be placed in the small dumpster. All other

recyclables should be placed loose/unbagged in large dumpster. Please be sure to breakdown larger items and boxes before placing them into the dumpster. Larger items such as appliances and furniture should be disposed at the owner's expense and not placed in the dumpster. The large dumpster is picked up weekly while paper/cardboard dumpster are picked up bi-weekly.

Parking:

Each unit has a two-car garage and additional parking in their driveways. There are guest parking spaces located by C building and in the quad area (near Units F, G, H, and I). Please remember that these are to be used by visitors only and not to store trailers, cars, etc. These areas must be cleared of vehicles for snow removal.

Landscaping and Snow Removal:

Residents are responsible for maintaining the appearance of their own front and back lawns, as well as snow removal on driveways and walkways. Landscaping of the "common areas" and snow removal on our roadways are provided by private companies. The Association will gladly provide you with the private companies' contact information if you wish to hire them for these services for your property.

Pets:

Domestic pets are allowed. You are responsible for keeping your pet under control and for picking up after them. Droppings are not allowed to remain anywhere on the property or along the sides of the road. Dogs are required to be leashed at all times.

Misc:

- Garbage disposals are not allowed in any unit due to our septic system.
- Per Massachusetts State Law, grills must be at **least 10 feet** from the side of a building. Grills can only be used on open first floor porches, decks or patios if there is an outdoor stairway to the ground, or the porch is at ground level.

Cable and Satellite:

Comcast Cable, Direct TV and Dish Network are all available in our area. Verizon may provide home phone and limited DSL service as well.

Police and Fire:

Dial 911 all emergencies.

Non-emergency numbers:

Police: 978-425-2642

Fire: 978-425-4334

Town Offices and Utilities:

Shirley Town Offices: 978-425-2600, 11 Keady Way, Shirley, MA 01464

Shirley Water District: 978-425-2245

Hazen Memorial Library: 978-425-2620

National Grid: 800-322-3223

Welcome to Longley Trace Condominiums!

Sincerely,

Longley Trace Association