

**BURLINGTON HEIGHTS 235 CONDOMINIUM**  
**RULES AND REGULATIONS**  
**AMENDED**  
**APRIL 18, 2015**

**INTRODUCTION**

Burlington Heights 235 Condominium phase 1 building A consists of Sixteen (16) Garden Style Units. Whereas each unit is privately-owned (and should not be visualized as “apartments”), certain requirements are imposed on the residents of the complex. Some of these requirements stem from Massachusetts General Law, Chapter 183A, and others follow from the legal documents (the Master Deed and the Declaration of Trust) which govern Burlington Heights 235 Condominium. It is the duty of the Board of Trustees, as elected by the unit-owners, to enforce the legal requirements of the Trust, as well as to establish, periodically revise, and promulgate those requirements in the form of Rules and Regulations.

This compilation of the Rules & Regulations does not substitute for the official condominium documents. Whereas the Rules & Regulations must be consistent with those documents, the intent of this compilation is to provide an “easy to access” aid to all residents so as to maximize the safety, privacy and the economic and personal well-being of our condo community. The Board of Trustees is authorized by the Trust Documents to revise and amplify the Rules & Regulations as needed and the Board welcomes owner suggestions regarding this compilation. This is your condominium, your association and your community!

The Board of Trustees consists of three members, the board members are voted in for a three (3) year term and the terms are staggered. Trustees are elected at the Annual Meeting, usually held sometime at the end of October or the beginning of November each year. That meeting is an opportunity to participate and have a voice in the operation of the Association, to participate in problem solving, and to meet and socialize with other residents. The Board also meets monthly as needed (except December) to carry out Association Business. Those meetings are attended by the Management Company.

Please note that residents have the responsibility to abide by the rules and to report violations to the Board of Trustees through the Management Company. The Board has the authority to require corrective action by the violator, and, when necessary, to levy fines against the violator.

Complaints of a violation of the Rules and Regulations, or other matters relevant to Burlington Heights 235 Condominium, must be made in writing and sent to the Management Company (email is acceptable), which a copy will be forward to the Board. Such complaints must identify in some way the circumstances of the violation, for example, the vehicle make, model and license number for speeding or parking violations. In all cases, the time/date and location of the violation must be provided, together with any other relevant information, including the complainant’s identity. Such complaints are reviewed by the Board, and action is prescribed in the case of valid complaints, when such action is within the purview and authority of the Board.

## **GENERAL RULES AND REGULATIONS**

**Condo Fees:** Owners are provided with coupon books to facilitate the payment of monthly condo fees. Condo fees are due on the first of each month. There is a grace period of fifteen days and if the condo fee is not paid in full by the fifteenth day of that month, a late charge will be assessed in the amount of Twenty-Five dollars \$25.00 for each month or partial month the condo fee is late. If your condo fee becomes 60 days late, the Association may legally transmit the obligation of collection to its attorney and the owner will be responsible for all overdue condo fee and any collection fees.

**Smoke and CO2 Alarms:** Every unit must have properly installed and maintained carbon monoxide and smoke alarms in the unit in accordance with the laws of the State of Massachusetts. Details may be obtained from the Board or the Management Company. It is the unit owner's responsibility to replace the battery in these units. As a rule of thumb to replacing these batteries, the clocks are changed in the spring and fall this is a good time of year to replace the batteries.

**Complaints:** Complaints of a violation of the Rules and Regulations, or other matters relevant to Burlington Heights 235 Condominium, must be made in writing and sent to the Management Company (email is acceptable), which a copy will be forward to the Board. Such complaints must identify in some way the circumstances of the violation, for example, the vehicle make, model and license number for speeding or parking violations. In all cases, the time/date and location of the violation must be provided, together with any other relevant information, including the complainant's identity. Such complaints are reviewed by the Board, and action is prescribed in the case of valid complaints, when such action is within the purview and authority of the Board. Any and all complaints reported will be kept confidential.

### **Absentee Owners:**

- a) Unit owners are required to provide all tenants with a copy of the Rules and Regulations, the Condominium Trust, and the Master Deed.
- b) Unit Owners are required to notify the Management Company and the trustees in writing of the following information. Names of the occupants, home phone number and emergency phone number, vehicle information, year, make, model, color and license plate number.

### **Parking:**

- a) No recreational vehicles, including but not limited to boats and trailers of any kind shall be parked either in the parking garage or the parking lot.
- b) Owners of motor vehicles are responsible for the prompt cleaning of any and all oil spills either in the garage or in the parking lot. If any spills are not cleaned up by the unit owner, the trustees have the right to hire a third party to clean up any spills and the unit owner will be responsible for that cost.

- c) Owners are responsible for clearing any and all snow off their vehicle as well as moving their vehicle during snow plowing operations and otherwise at the Trustee's request.
- d) Owners must also move their vehicle when requested by the trustees for the cleaning of the garage.

**Building Security:** Compromising the security of the buildings by leaving open any building door to the outside is prohibited. It is every unit owner and tenant's responsibility to ensure that neither they nor their guests violate this rule.

**Structural Integrity of the Building:** Nothing shall be done in any unit or in, on or to the common areas and facilities which will impair the structural integrity of the buildings, nor shall anything be done in or on said areas which would structurally change the buildings without prior written permission on each occasion by the board.

**Littering:** There will be no littering in any common areas of the property. Papers, cans, bottles, cigarette butts and other trash are to be disposed of only in appropriate trash containers within the trash room. Under no circumstances are items to be dropped or left in the trash room or any other common areas of the property. Items such as TV's, computers, monitors and furniture shall not be placed in the dumpster, trash room, or common areas of the property. Unit owners and tenants are responsible for the proper disposal of these items.

**Pets:**

- a) When pets are in any of the common areas, they must be either on a leash or an approved pet travel carrier.
- b) Pets are not permitted on the patio area.

**Improvements to Common Areas and Facilities:** Improvements to and landscaping of the common areas and facilities shall be done only by the Board, or in such cases by permission of the Board must be obtained.

**Improper use of Common Areas and Facilities:** There shall be no use of the common areas and facilities which injures or scars the plantings thereon of gardens, shrubs and the like which will increase the maintenance thereof, or cause embarrassment, disturbance or annoyance to the owners in the enjoyment of the Condominium.

**Abuse of Mechanical Systems:** The Board may charge to unit owners any damage to the mechanical, electrical or other building service systems of the Condominium caused by such unit owner by misuse of those systems.

**Proper Maintenance of Units:** Each unit owner shall keep their unit in good state of preservation and cleanliness and shall not sweep or throw any dirt or other substance doors or windows thereof. The toilets, sinks and other plumbing fixtures and apparatus shall not be used for any purpose other than for which they were constructed and no sweeping, rubbish, rags, paper, ashes, or other substances shall be thrown therein. Any damage to plumbing systems of the building resulting from such misuse shall be paid for by the unit owner who causes it.

**Guests:** Owners will be held responsible for the actions of their guests or their tenant's guests. If occupancy by guests creates a nuisance to other owners, the Board shall have the right to request that the guest leave the property. The ultimate responsibility for supervision rests with the owner.

As a Reminder...

- \*\* The Board reserves the right to tow vehicles at the owner's expense when deemed necessary.
- \*\* If a request is made to move a vehicle to facilitate snow removal or other road maintenance, and the request is ignored, this will be considered an infraction resulting in a fine and the vehicle may be towed.
- \*\*\* Per the Amendment to the Master Deed as recorded with the Middlesex South Registry of Deeds, dated April 4, 2014. Smoking is prohibited everywhere on the property of the Condominium.

<b>VIOLATION</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4<sup>th</sup></b>
Not Picking up pet's Feces	Letter	\$50.00	\$100.00	\$200.00
Garbage- Trash/Boxes	letter	\$50.00	\$100.00	\$200.00
Noise	Letter	\$75.00	\$150	\$200.00
Signs / Advertisement's	\$25.00	\$50.00	\$100.00	\$200.00
Personal Items in Common Areas	Letter	\$50.00	\$100.00	\$150.00
The letter notifying owners of a violation and/or fine will include a limited time to comply, after which every day that the violation persists will be considered a new, repeat violation and fines will be applied accordingly.				