

# Fuller Pond Village Condominium Trust

## Resident Handbook Rules and Regulations & Policies

Revised January 2019

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Dear Resident,

This Handbook contains The Rules and Regulations and The Policies of Fuller Pond Village Condominium Trust. It should be retained for future reference and passed on to subsequent owners should you sell your unit.

Please note that this Handbook is provided as a matter of convenience to residents and unit owners. It does not substitute for, or supersede the Master Deed, Declaration of Trust, By-Laws and Rules and Regulations of the Condominium Trust as recorded at the Essex County South District Registry of Deeds.

Residents and unit owners are urged to read and familiarize themselves with the condominium documents in addition to this Handbook.

Thank you,  
Fuller Pond Village Condominium Trust  
Board of Trustees

## Rules and Regulations

### **Clubhouse, Fitness Center, Indoor and Outdoor Swimming Pools:**

- No unit owner may bring more than 5 non-resident guests at any one time without approval of Management.
- All guests must be accompanied by the unit owner or legal tenant at all times.
- Residents under the age of 16 must be accompanied by a unit owner, parent, or guardian present at all times during such use.
- Residents that are dependents of unit owners or legal tenants over the age of 16 may not bring more than 2 non-residents into the clubhouse without prior permission of Management or without a parent or guardian.
- Unit owners or legal tenants shall be responsible for all actions by dependents and guests at all times.
- Consumption of alcohol by minors is strictly prohibited and enforced.
- Consumption of illegal substances is strictly prohibited and enforced.
- Cigarette, cigar and pipe smoking is strictly prohibited and enforced.
- Unit owners, residents and guests must respect the right to quiet enjoyment of others.
- Those using the clubhouse are responsible for cleaning up and disposing of trash in receptacles provided.
- Pets are prohibited from the clubhouse and the pool areas.

### **Fitness Center: (Located on the lower level of the clubhouse)**

- Hours are 5:00 a.m. to 10:00 p.m. daily.
- For safety and liability reasons this facility is off limits to children under 12.

### **Indoor Swimming Pool:**

- No running and no diving in the pool area.
- Use of glass containers in or around the pool area is prohibited.
- Untrained children must wear appropriate diapers.
- Swim lines have been installed and must remain in place.
- Please abide by the posted rules at the pool.
- All those using the pool must shower first. Showers are located in the locker rooms adjacent to the Fitness Center.

### **Outdoor Swimming Pool:**

- Photo ID is required upon entering the pool area.
- All residents must sign-in upon arrival and list the number of guests accompanying them.
- No Running or diving in the pool area.
- Use of glass containers in or around the pool areas is prohibited.
- Use of electronic equipment that plays music without the use of earphones is prohibited.
- Untrained children must wear appropriate diapers.
- Do not swim alone when there is no lifeguard available.

### **Tennis Courts and Basketball Courts:**

- Open from May to November 9:00 a.m. to 10:00 p.m.
- Lights are on a timer to shut off at 10:00 p.m.
- One-hour maximum for play if someone is waiting to use the courts.
- No more than 5 non-resident guests per unit allowed on the courts at one time.
- Please take all trash with you and securely shut the door.

**Scooters/Dirt Bikes:** Motorized, gas powered, electric, unregistered, bikes or scooters are not allowed.

**Drones:** Drones are **not** permitted.

**Fire Pits:** Are **not** allowed.

**Pond:**

- No swimming, fishing, boating or skating is allowed at any time.
- Camping is not permitted anywhere.

**Bird Feeders:**

- You may hang birdfeeders on trees in back of your unit.
- No birdfeeders may be attached to the exterior wall of a unit including at the deck and patio levels.
- Birdfeeders on stand-alone pole hangers are not allowed.

**Door Knockers:**

- Door knockers of relative size are permitted.

**Mail Huts:**

- Repairs and maintenance to the exterior of the mail huts are the responsibility of FPV.
- Repairs to or replacement of locks and or keys for the mail huts is the responsibility of the unit owner.

**Plantings:** In order to maintain landscaping that is pleasing to all, and homogeneous in presentation, exterior landscaping of the units shall be the responsibility of the Association and, as such, will be implemented by persons under the direction of the Trustees.

- Trustee approval is required for any plantings in the front or the back of the units.
- Residents may have two planters on the front steps of their unit and not to interfere with exiting and entering of their unit. Planters should be in good taste in keeping with the overall harmonious appearance of the community. (No vegetables please.)
- Placement of personal items of any kind is not allowed in common areas.
- If a unit owner wishes to make improvements to the landscaping behind their unit, they must first obtain the approval of the Trustees. The maintenance of approved additions is the responsibility of the unit owner and subsequent owners.

**Parking Rules:** Our Parking policy is simple and is designed to provide for the maximum convenience to our residents and their guests.

- Each unit is designated the garage and the driveway space in front of the garage for parking their vehicles.
- No parking on the street overnight from December through March to allow for unobstructed passage of plows if needed. Unit owners may be subject to immediate towing and fines.
- No parking on the sidewalk any time.
- Off-street spaces are for visitors.
- Any vehicle, which is not a private non-commercial passenger vehicle as defined below or any vehicle with any lettering or commercial decals must be garaged. The term "private" non-commercial passenger vehicles shall include automobiles, sport utility vehicles, minivans designed for up to eight passengers and to the extent customarily used for the transportation of passengers rather than cargo, small to mid-size pick-up trucks. The fact that a vehicle

bears "commercial" license plates shall not, in and of itself, render such vehicle as a commercial vehicle.

- Driveways and off-street spaces are to be used for the parking of registered and insured vehicles.
- No boats trailer or other non-passenger type vehicles may be parked in the common areas.
- Parking in such a manner which blocks sidewalks or walkways is prohibited.
- Motorcycles and recreational vehicles must be garaged.
- If you are not going to use your vehicle for over 48 hours, it must be parked in your garage or driveway ONLY!
- Owners, tenants or visitors who have vehicles parked illegally or that seriously impairs the safety of other drivers will be subject to fines. (See Fine Schedule at the end of this document.)
- Commercial vehicles or any other vehicle with signage or lettering used by contractors or others working at FPV shall only be permitted to park on-street or in other designated areas between the normal working hours of 8 a.m. and 5 p.m. Monday through Friday and Saturday from 9 a.m. to 3 p.m. and only during such time as the contractor associated with the vehicle is actively doing work on a unit or on the common property of FPV. The only exception will be for work of an emergency nature or for contractors doing work for the association with the prior approval of the trustees.

#### **Speed Limit:**

- FPVC roads are posted with a 20 mph speed limit that must be followed to ensure safety of all residents.
- Please report to the site office any vehicle that consistently exceeds this limit. Fines will be levied. (See Fine Schedule at the end of this document.)

#### **Pets:**

- All dogs must be on a leash at all times.
- Dogs may not be tied up outside anywhere on the property for any length of time.
- Dog owners are responsible for immediate clean-up of their dog's droppings.
- Dogs that pose a physical threat to other humans or dogs or are otherwise a nuisance to the community at the Board's discretion, will not be tolerated. The owner will be notified within 10 days of such an offence to remove the dog from the property.
- Pit bulls, Doberman Pinschers and Rottweilers are not allowed on the property.
- Any damage to the property caused by an owner's pet will be assessed and the cost of repair will become the responsibility of the resident.
- All dogs must be registered with the office and proof of registration with the Town of Middleton is required.
- Infractions of the above rules shall follow the Fine Schedule listed at the end of this document.

#### **Soliciting and Notices:**

- Mail hut notice slot use is for Trustee or site administrator for condominium info.
- Door-to-door solicitation is prohibited for residents and others.
- Please see site manager for permission before using clubhouse bulletin board.

#### **Signs on the property:**

- No signs may be placed or displayed on or in the common areas or common facilities of FPVC. This includes realty signs.
- No "For Sale", "Open House" nor directional arrow signs are permitted on the property or in unit windows. Signs will be confiscated and a \$25.00 fine will need to be paid prior to the sign being returned to the owner.

- Realtors may display 2 balloons to identify an open house and remove them immediately after.
- Yard sales, garage sales, estate sales are not permitted. Fines will be levied. (See Fine Schedule at the end of this document.)

**Windows Treatments:** In order to maintain a uniform outward appearance, the following requirements are the resident's responsibility:

- All window and door grid inserts must remain in place.
- Replacement of grids may be obtained at a local Anderson window dealer.
- All window treatments viewed from the exterior of the building must be white in color.

**Exterior Decorations:** No decorations are allowed on the exterior of any unit with the exception of the following:

***Holiday Season:***

- Decorations are permitted December 1<sup>st</sup> through January 10<sup>th</sup>.
- Any reasonable type of decorations may be displayed within the confines of the front entryway.
- Decorative **non-flashing white lights** may be displayed in windows and/or entryways.
- Decorative lights on the landscape are not permitted.

***For the remainder of the calendar year:***

- Individual holiday and seasonal decorations may only be displayed **within the confines of the front entry**, preferably on the front door for a reasonable length of time.
- Any damage to the building or common area caused by the use of decorations will be repaired by the Association and the costs will be the responsibility of the unit owner.

**Trash Collection:** Trash is collected once weekly on Tuesday morning starting at 9:00 a.m.

- Place trash on the curb **only** on Tuesday morning before 9:00 a.m.
- Contain trash securely in black plastic bags or closed boxes.
- No loose trash or trash barrels allowed.
- Each unit is limited to 5 items for collection including, but not limited to, trash bags and boxes.
- Rugs, mattresses, furniture, grills, plumbing, construction materials and electronics of any kind are prohibited. Each resident is responsible to dispose of these items on their own and at their own expense.
- Recycling at the Town's transfer station is recommended and encouraged.
- **The Town of Middleton offers a free recycling program to residents at the transfer station located off of River Street. A resident sticker is required for recycling and is available at the Middleton Town Hall free of charge.**

**Restrictions on Use of the Property:** The architectural integrity of the Buildings and Units shall be preserved without modification, unless prior written consent of the Trustees has been obtained.

- No porch, sun room, platform, deck, yard enclosure, awning, screen antenna, sign, banner, or other device and no exterior change, additional structure, projection, decoration or other feature shall be erected or placed upon or attached to any unit or any part thereof.
- No addition to or change or replacement of any exterior light shall be made.
- No painting or attaching of decalcomania or other decoration shall be done on any exterior part or surface of any unit nor the interior surface of any window.

**Storage of Items in Common Areas:**

- There may not be any obstruction of the common areas and facilities of FPVC, nor anything stored in common areas and facilities except in storage areas which may be designated by the Trustees from time to time, without prior written approval of the Trustees.

- The Trustees will not approve the storage of recreational vehicles, boats of any kind, propane gas tanks, firewood, or other personal items in common areas and is thus prohibited from being stored in common areas.

**Decks and Patios:** The exclusive common area decks (and patios at those units with walk-out basements) behind each unit may be used for their intended purpose.

- Nothing may be attached to the exterior wall of the unit including the deck and patio. This includes mounting of decorative flags, banners, plaques, hanging plants, bird feeders etc.
- Patio/deck furniture, planters and barbeque grills may be placed on decks and patios.
- Storage of personal items other than deck furniture and grills is prohibited which includes unused household items, appliances, building materials, etc.

**Door Locks and Access to Your Unit:**

- Door locks cannot be changed as stated in the By-Laws.
- If, for some reason it becomes necessary to do so, arrangements can then be made to have your exterior door locks changed and re-keyed to the master key system.
- The expense for this work shall be the responsibility of the unit owner.
- It is necessary to have all front door locks keyed to the master key system so that access may be gained to all units in the event of an emergency situation.
- The Middleton Fire Department has a master key for this same reason.
- The maintenance supervisor may have a key to your home, but may not be available to let you in at all times. In that case, the owner will have to call a locksmith.
- Management will not let anyone into your home without direct authorization and written consent from the homeowner.

**Basements, Attics, and Garages:**

- Attic areas are part of the common areas. They may not be modified in any way.
- Attics may be used for storage purposes only.
- If you are refinishing your basement you must obtain the proper building permit from the Town of Middleton. Also be sure that the shut-off valves controlling the outside faucets, main water valve and irrigation valves (where present) are located in a heated space and accessible after completion of renovations.
- Repairs to the interior of garages pertaining to safety will be made by FPCV.
- Cosmetic repairs to any part of the interior of the garage is the responsibility of the unit owner.
- The unit owner owns the garage door opener in their garage. Repairs to and replacement of garage door openers are the responsibility of the unit owner.

**Contractor Rules:** Homeowners having work done in their homes must instruct their contractor(s) to abide by the following regulations. It is the homeowner's responsibility to ensure that their contractors are aware of these regulations. Should a violation of these regulations be observed by, or reported to Management or the Trustees, the homeowner shall be subject to a fine of twenty-five dollars (\$25.00) for each violation. Each day that a violation continues represents a separate fineable infraction. Any work being performed requiring a permit must go through the Management Office. The contractor must provide the office with a copy of their insurance and a detailed explanation of the work to be performed. Once this is done an approval letter will be delivered to the building inspector. Permits will only be distributed after the receipt of the written approval by the Management Office. All necessary permits must be obtained prior to the start of any work. If the work to be done includes structural changes, permission must first be obtained from the Trustees. This will require that plans and specifications, certified by a registered architect or engineer, along with a copy of a building

permit, must be submitted to the Trustees for review. Work will be ceased by the Trustees if the above condition is not met.

- Work hours are limited to Monday through Friday 8:00 a.m. to 5:00 p.m. unless prior permission has been granted by Management.
- Work on Saturday is permitted between 9:00 a.m. and 3:00 p.m. only.
- Windows and doors in unit must remain closed during construction.
- Music and voices must not disturb neighbors.
- Workers may not bring dogs to the work site.
- All work must take place within the unit when reasonable and not on lawns.
- Workers must dispose of the project refuse at the end of each day.
- No dumpsters will be allowed without permission from Management.
- No waste of any is to be dumped on FPVC property or in trash or septic system.
- Workers must park in unit owner's driveway when possible or use other available guest parking spaces for the day.
- Workers must not park on sidewalks or over the lawns.
- No contractor vehicles, trailers, etc. may be left on the property overnight.
- Workers may only use electricity and water connected to the unit they are working on.
- Any building materials for use should be stored in unit or in the garage of the unit.
- Any damage to common areas caused by the work must be repaired at the unit owner's expense to the satisfaction of Management and the Trustees.
- **Any and all other pertinent provisions of the Condominium Documents (Master Deed, By-Laws, Declaration of Trust, Rules and Regulations, Policies) must be complied with.**

## Policies of Fuller Pond Village Condominiums

**Policy on Leasing Your Unit:** According to the Master Deed, the following conditions and restrictions shall apply to the renting, leasing or tenanting of units:

- Each and every lease, license, and/or tenancy agreement must be for the entire unit and must be in writing and a copy given to the site office.
- No Unit may be tenanted, rented, let, leased or licensed for less than 1 year, nor for transitory occupation.
- Once a unit is rented in its entirety, the owner relinquishes all rights to FPVC amenities. These rights transfer to the tenant.
- The unit owner must provide the tenant information to management. This can be done by using a Unit Information Form which can be obtained at the Management Site Office.
- It is the responsibility of the unit owner to inform their tenants of the Rules and Regulations of the Association and to supply them with a copy of this Handbook.
- All tenants must complete a detailed orientation before taking occupancy of the unit. This will be held at the Management Site Office.
- Any fees, fines or damages are the responsibility of the unit owner(s).
- All work requests must come directly from the unit owner(s)

**Policy on Unit Repairs/Maintenance:** In accordance with the Master Deed, Section 3, Description of the Units; Section 4, Description of the Common Areas and Facilities; the Declaration of Trust, Article XV; and the By-Laws, Article VI, the Trustees have established for the following policy pertaining to the responsibilities of individual unit owners for the repair/maintenance of the unit:

**Exterminating:** The Association is responsible for any exterminating on the exterior of the units. The unit owner is responsible for an exterminating on the interior of the unit.

**Plumbing Repairs:** The Association is responsible for repairs to common area plumbing, that which serves more than one unit. The unit owner is responsible for repairs to any plumbing within the unit which serves the unit exclusively. This includes interior water lines, fixtures, drain lines and exterior faucets.

**Electrical Repairs:** The Association is responsible for repairs to common area electrical facilities and fixtures. The unit owner is responsible for any repairs to the electrical system with the unit which serves the unit exclusively and any portion of the electrical systems servicing the unit exclusively, but located outside the unit. This includes interior and exterior fixtures, switches, lighting, circuit breakers, wiring, cabling, appliance, doorbells, dryer vents and any other electrical devices or components which serve or are controlled by the unit. Contractors must be licensed and insured and must obtain all required permits from the Town of Middleton.

**Glass Light Globes:** The unit owner is responsible for the repair and replacement of glass globes in the front and rear of their unit. As of October 31, 2007, the exact exterior lantern we now have is no longer available.

- We have a supply of similar globes on hand for residents to purchase for \$97 each.
- These lanterns/ globes are the financial responsibility of the unit owners per our Rules and Regulations and not the responsibility of the Trust. In order to purchase a replacement globe through the Association, please contact the site office. Arrangements will be made to deliver the globe to your unit or you may pick one up at the office. The charge of \$97 is due upon receipt.



**Heating/Air Conditioning/Ventilation System Repairs:** The unit owner is responsible for the repair/maintenance of the heating, air conditioning and ventilation systems serving the unit, including all duct work, vents, controls, compressors and any other devices which serve or are controlled by the unit. **Any changes to the HVAC system exterior venting must be approved by the trustees prior to installation.**

**Fireplace/Chimneys:** The unit owner is responsible for the fireplace and chimney serving their unit. Residents are urged to have their chimney cleaned annually if the fireplace is used on a regular basis. **Any changes to the fireplace/chimney exterior venting must be approved by the trustees prior to installation.**

**Repairs or Replacements of Systems within Units:** Any plans for repairs or replacements of systems within a unit that would result in an exterior modification, i.e. the placement of exhaust of a new heating system, etc., must be submitted to the Trustees for approval prior to the work being started. Failure to abide by this policy will result in a fine and possibly necessitate a revision of the repair. The cost of that revision would be the responsibility of the unit owner.

**Other Exterior Modifications:** Requests for exterior modifications to each unit must be submitted to the Trustees for approval prior to the work being done. The request must be in writing and accompanied by all pertinent information regarding the work to be done as well as contractor information.

**Reporting a Violation:**

If you would like to report a violation of the Association's Rules and Regulations or Policies, you must do so in writing and include your name and unit address. Your information will be kept confidential. Please submit reports to the site office, 8 Meetinghouse Square. Management and the Trustees will act on each formal written violation reported.

**Sanctions for Violations:** Sanctions shall be determined by the Trustees. See fine schedule at the end of this document.

**Egregious Offenses** – If any violation or pattern of multiple violations poses a particular and/or serious threat to the safety or legal liability of all unit owners, the Board of Trustees may deny clubhouse access to a particular unit, or resident within the unit, for an indefinite time. Such a determination shall be made by the board only upon the request and recommendation of Management and after a hearing at which the unit owner(s) shall be invited to attend and participate. Such determinations shall be reviewed annually. Such sanction may be in addition to other sanctions provided for herein. The Association shall be reimbursed by the violator for any costs to repair, replace, or clean the facilities as a result of any such violations.

## Fine Schedule

Late Fine	\$50	If your condo fee is not received in full by the 15 <sup>th</sup> of the month or if you have an outstanding balance.
Legal Fees	At Cost	Any legal fees incurred by the Condominium Trust in the collection of delinquent condo fees are billed to the unit owner.
Key Card	\$25	For replacement key cards.
Clubhouse Rental	\$175 \$125	Rental fee. Security deposit for Clubhouse rental.
Realtor Signs	\$25	Each offense.
Parking fines	warning	First offense.
Parking fines	\$20	Second offense.
Parking fines	\$25	Third offense.
Rules and Regulations Infraction	\$50	First offense.
Rules and Regulations Infraction	\$100	Second offense.
Rules and Regulations Infraction	\$250	Third offense
Yard Sale, Garage Sale, Estate Sale	\$500	First offense and subsequent
Repairs to Common Areas	Cost + 20%	For repairs to any portion of the common areas damaged by the actions of a unit owner, their guests, or contractors working on their behalf.
6 –D Certificates	\$135	Certificate required for the sale of or refinancing of a unit.
Certificates of Insurance	\$0	Available at no charge when requested directly from agent: contact Management Office
Condo Questionnaire	\$75	Must be requested 5 business days in advance. Standard form issued unless bank form is provided at time of request (fax to office).
Missing Window Grates	\$25	To avoid fines unit owner must provide proof to site office that grids are on order.
Copy of Condo Documents	\$150 \$ 25	Full set Master Deed & amendment only – also available as electronic file at no charge.

**Levied fines carried over past the highest offense value are subject to continue at the highest value until the offense is rectified.**