

## Paul Revere Village - Rules and Regulations

### Use of Units

Each condo within Paul Revere Village is to be utilized as a single-family residence only in accordance with the Millbury Zoning by-laws. Home offices are permitted but are restricted from public access. Commercial, daycare, religious, altruistic and education trade or business being conducted from the condo is not permitted. No nuisance can be created either willfully or negligently within the condominium or its property. Quiet hours are from 11:00 p.m. to 7:00 a.m.

### Maintenance of the Units

Each homeowner is responsible for keeping the unit's fireplace chimney clean. All firewood must be insect free and is to be stored inside the garage. Each homeowner is responsible for shutting off and draining water from the pipe to the outside faucet. Otherwise, the pipe may freeze and burst. If the pipe freezes and bursts, you, the homeowner, are responsible for the repairs, NOT the Association. If you do not know how to do this, please contact a Board member. Each unit owner or resident is responsible for his own safety and that of his family and guests while in and about the common areas.

### Use of Common Grounds

Per Article 8 of the Master Deed, an owner shall not make any change or modification of the townhouse exterior or interior change that would affect or modify the structural/ supportive characteristics or integrity of the building. If an owner wishes to make any change or modification, he/she must put the request in writing and submit it to the Board for approval before any changes are made. No changes can be made without Board approval. Exterior reception antennas and satellite dishes (except as provided in the antenna & satellite rule which follows), window planters, clotheslines and installation of fences and other structures are prohibited. The following items are permitted:

- a) Thermometers and name plates
- b) Decorative flags
- c) Garden hose holders attached to studs or the wood surrounding the garage door
- d) Window air conditioners

Common areas must remain free of items such as toys, pools, bicycles, play equipment, etc. after dusk and when lawns are being mowed.

### Pools

Children's pools are not allowed on the decks. There must be adult supervision around pools at all times. Also, pools must be emptied each night and stored either under the deck or in the garage. UNDER NO CIRCUMSTANCES should a filled pool be left out overnight.

### Decks

Decks will be maintained by the Association and will be re-stained for their protection as the Board determines. Any repairs required due to negligence will be billed directly to the homeowner. No items are to be stored under your deck. Pools, children's toys

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and all other items which might be there temporarily during the warm weather must be stored inside the unit of garage during the cold weather months.

### Paved Surfaces

Any damage to driveways or any tarred areas due to negligence, such as oil spillage or objects marring the surface of the macadam is a homeowner problem and is their responsibility to repair.

### Hunting & Shooting

Hunting and target shooting is not allowed on any part of the property including the woods.

### Leasing of Units

Paragraph 9 of the Master Deed requires all leases and rental agreements to be 1) in writing, 2) for a minimum of 30 days, 3) with a copy of the lease or rental agreement provided promptly to the Association. The Association has the right to evict any tenant who fails to comply with the Association's Master Deed or By-Laws.

Refer to Pets, Item 1, for restrictions on pets in rental units.

### Parking

Parking (cars or trucks) is allowed only in driveways, multi-car lots, and marked areas on the streets. Marked areas are the right side of Bunker Hill Road, between the mailboxes and Meetinghouse Lane. Furthermore, parking in the marked areas on Bunker Hill Road is prohibited from December 1 to April 1 during the hours of 1:00 a.m. to 6:00 a.m. Parking in the marked areas on Bunker Hill Road is prohibited during and after a snow storm in order to facilitate snow removal. Call the Millbury Police (508-865-3521) if there is an on-street parking problem.

Parking of any vehicle (car, truck, boat, etc.) on (totally or partially) grassy common areas is prohibited.

Vehicles without current license plates and inspection stickers or which are inoperable are prohibited from the premises, except such may be kept in a homeowner's garage.

Any vehicle such as these described or that are in violation of the governing documents of the Association may be removed at the owner's expense by the Association. Recreational vehicles such as motor homes, boats, ATV's, etc. can be parked in the designated parking lot in front of 55-58 Lexington. Since parking space is at a premium, DO NOT park recreational vehicles in the remaining multi-car lots.

These are for automobiles only. Recreational vehicles longer than 20 feet are prohibited within Paul Revere Village by our Master Deed.

Any commercial vehicle that is temporarily on-site to provide services to a resident or to the Association shall not be deemed to be "parked."

### Mailboxes

You are prohibited from putting any numbers or names or defacing in any way the outside of your mailbox. You may put your name on the inside if you wish.

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### Pets

- 1) There is a limit of two dogs OR two cats or any combination thereof (i.e. one dog and one cat) per unit. Small animals such as birds, hamsters, gerbils, guinea pigs, etc. are limited to three in addition to the above. Rental units are not allowed to have pets. Rental units that currently have pets as of October 2010 are exempt. When current tenants leave and new tenants occupy the rental unit, they will not be allowed to have pets. Owners are directly responsible for ensure renters follow rules about pets. Owners who lease units to renters who bring pets onto the premises, with or without the owner's knowledge, will be fined \$25 per day until pet(s) have been removed from premise.
- 2) Animal owners shall immediately clean up and properly dispose of all animal feces. This includes the areas around the units and common areas.
- 3) Pets are to be kept off landscaped/mulched areas at all times. Pets are to be kept off newly seeded/repared areas of ground until such area has been fully established with strong growth of grass.
- 4) No housing/cages for pets are allowed on any part of the grounds, including on or under the decks. Animal runs/lines are not allowed.
- 5) Dogs must be properly licensed by the Town of Millbury. Dogs and cats must have had all required immunizations. If the Town of Millbury requires cats be licensed in the future, PRVA also will require cats be properly licensed.
- 6) When pets are outdoors, either within the property boundaries of your unit or in the common areas, they must be under the complete control of the owner and on a leash which is designed for the minimum weight of your animal.
- 7) Owners are responsible for their pets at all times. A fine of \$25 per day will be incurred by the owner for violation of any rule, written or unwritten.
- 8) Pets may not be tied up outside unless the owner is physically outside with the animal. For example, a pet may only be tied up at the rear of the building if the owner is physically present outside at the rear of the building with the animal. If the owner needs to go inside for any reason, they must bring the pet inside with them. Furthermore, if the owner is outside in front of the unit, the pet must either be inside or tied up outside in the front of the unit with the owner physically present.
- 9) If a pet causes any physical damage to the grounds, landscaping, or exterior of the buildings, including decks, downspouts, or any other component, the Association will bill the unit owner for the cost necessary to make repairs. Should any of the above rules be broken, please advise a member of the Board; however, it is your responsibility to contact Millbury's Animal Control Officer via the Millbury Police at (508-865-3521) for any problems concerning animals.

### Condominium Rules Concerning Dogs

Effective October 2, 2002 , the Board of Directors of PRVA will start strictly enforcing the Dog Ownership Rules and Regulations at Paul Revere Village . The Board has

adopted the policies contained in this notice as a result of ongoing complaints that the Board of Directors has received about the following:

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- Dog feces on the grounds (Landscapers will not cut the lawn in areas that contain dog feces).
- Dogs left outside unattended, barking excessively.
- Damage to the grounds caused by dogs left unattended.
- Damage to the outside of the units caused by dogs.

#### No Exceptions Policy Concerning Dogs

1. The dog owner must be physically present at all times when a dog is tied up outside.
2. Dog owners must immediately pick up after their dog when it defecates.
3. The owner must pay the Association for any damage that is done to the grounds or to a unit caused by the owner's dog.

#### Enforcement Concerning Dogs

1. Offenders will be sent a written warning letter via certified and regular mail.
2. Offenders will be fined \$25.00 per day if their offense continues 24 hours after they receive a written warning. Those who do not pay their fine within 30 days from its imposition will not be issued a clear 6D certificate and will be subject to legal action.
3. Owners with damage to the unit or to the grounds caused by their dog will be charged an assessment against their unit. Owners with unpaid assessments cannot obtain a clear 6D certificate, which is needed to sell or refinance a unit. Legal action to recover the assessment will also be taken against the unit owner.
4. Names of all fined rule violators will be published in the Paul Revere Newsletter after the time to appeal the fine(s) has passed or if the offender loses the appeal.

#### Time for Appeal Concerning Dogs

1. The alleged offender has five (5) business days from receiving notice of the fine to request an appeal to the Association's Board of Governors.
2. The appeal must be requested in writing and delivered to the Association's President or Clerk via certified mail.

#### Appeal Process Concerning Dogs

1. The Board must conduct all hearings within one month from receiving proper requests for appeal.
2. The offender's fine is stayed pending the outcome of the appeal.
3. A majority of the Board members constitutes a quorum for deciding appeals.
4. The accuser, if a Board member, may not sit on the appeal.
5. The entire appeal hearing shall not be longer than 30 minutes in length.
6. The accuser and offender shall each have five (5) minutes at the hearing to present their statement concerning the charged infraction of the rules.
7. The Board shall uphold the infraction and fine if it finds by simple majority that it is more likely than not that the alleged offender committed the offense. The

above policy ensures that responsible dog owners are not penalized because of the actions of a few inconsiderate dog owners. The Board of Governors has the right to

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review the progress of the compliance with these rules in the future, at which time further modification of these procedures may be considered.

### Fireplaces & Chimneys

Wood, coal, and pellet stoves are not allowed unless you meet current specifications. Specifications may be obtained through the Board of Governors. You may use your fireplace only as it was originally build and intended. Each homeowner is responsible for keeping the unit's fireplace chimney clean. Burning of trash is prohibited. Dry, insect free wood may be stored in your garage. No wood is allowed under the decks or on common area grounds.

Starting in 2001, you must have your fireplace and chimney inspected by a licensed chimney sweep at least once every two years and submit a certificate of inspection to the Board. If you have a failed inspection, the Association requires you to fix the problem and then submit the proof of repair. Inspections must take place in odd numbered years between April 1st and September 30th. Certificates are due October 1st. Failure to abide will result in a fine of \$200 per year. If you use your fireplace, the Board strongly suggests inspection and cleaning once a year by a licensed chimney sweep.

### Skateboards

Skateboarding is allowed within the complex as long as it is done in a safe manner including but not limited to the following restrictions:

1. No skateboarding is allowed on Bunker Hill Road due to the amount and speed of traffic.
2. Skateboarding will be allowed from April 1 to October 1 no later than 8:00 p.m. and from October 2 until March 31 no later than 5:00 p.m.
3. There will be absolutely NO skateboarding after dark.
4. Ramps or any other similar jumping devices are strictly prohibited.
5. Anyone found to be in violation of the above rules, will be subject to the usual fines as with any other restrictions.

### Basketball Hoops

Basketball hoops are not permitted at Paul Revere Village.

### Window Coverings

Residents are prohibited from installing coverings over their garage door windows.

### Reception Antennas & Satellite Dishes

Reception antennas and satellite dishes may only be installed after receiving written permission from the Board of Governors. Reception antennas and satellite dishes are not to be attached to any building or to the roof of any building. Furthermore, residents

shall not permit their reception antennas or satellite dishes to fall into disrepair or to become a safety hazard.

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### Fines

Infractions against the Master Deed, By-Laws, or Rules & Regulations shall be handled as follows:

- 1) A certified letter of warning will be mailed to the homeowner.
- 2) If corrective action is not taken within the specified time frame, a \$25 fine per infraction per day will be assessed against the unit. A unit owner may request a hearing before the Board if they request a hearing in writing.
- 3) Failure to pay the fine will result in referral of the matter to the Association's attorney. Unit owners will be responsible for any and all attorney fees incurred by the Association relating to collection of fines.