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Bk: 16786 Pg: 46 Page: 1 of 11
Recorded: 01/23/2004 11:16 AM

RULES AND REGULATIONS
INDIAN RIDGE CONDOMINIUM ASSOCIATION
(Effective November 2003)

Purpose

These Rules and Regulations are adopted for the benefit of all owners of Indian Ridge Condominiums. They are intended to preserve a clean, attractive environment and to assure the peaceful enjoyment of the Condominium complex. They are also intended to protect and enhance the value of all property at the Condominium.

These rules are a supplement to the Indian Ridge Master Deed and Bylaws, as stipulated by the General Laws of Massachusetts. All owners are therefore required, by law, to abide by these Rules and Regulations. The unit owner is also responsible for the actions of his family, relatives, tenants, servants, employees, agents, lessees, or licenses, and their respective visitors.

Management

The Indian Ridge Condominium Association (the "Association") is owned by all unit owners and was formed to manage and regulate the Condominium community. The Association is managed by a Board of Directors (the "Board") consisting of five (5) elected unit owners. The Board has appointed a Property Manager to provide professional guidance to the Board and daily assistance relative to owner inquiries and concerns.

Rules & Regulations

1. **CONDOMINIUM FEES.** Condominium fees are due on the first day of each month and are payable to the order of "Indian Ridge Condominium Association" or "IRCA." You may drop the payment into the gold mail slot at the Club House or you may mail it to Indian Ridge Condominium Association, 301 Apache Way, Tewksbury, MA 01876. Any condominium fee payment which has not been physically received by 5:00 pm on the 10th of each month will be considered delinquent and is subject to being fined by the Board. All such fines are strictly enforced. Payments received will be applied to the oldest charge first. Any unit owner who becomes two months in arrears in condominium fees or owes a combined amount of more than \$500 in condominium fees, fines, etc. will be subject to legal action for the full amount owed.
2. **PARKING - GENERAL.** The Master Deed of Indian Ridge provides each unit owner with two parking spaces specifically designated as the space inside the garage and the space immediately in front of the garage with the exception of four garden style buildings (i.e. units 13 through 24, 37 through 48, 235 through 246, and 247 through 258) where the second space is opposite the garage.

MARGINAL REFERENCE REQUESTED

BK 2609 PG 79

Box 138

Indian Ridge Condominium Association
Rules & Regulations
Effective November 2003

Therefore, unit owners and their tenants will be responsible to see that neither they nor their guests interfere with the rights of other unit owners and tenants with regard to their appropriate use of parking spaces. Garages are to be used for vehicle parking. No personal property storage or conversion to living space is allowed if a vehicle is displaced to the driveway. No resident may park more than three(3) vehicles on the Condominium complex unless appropriate temporary or permanent (as the case may be) storage arrangements have been approved in writing and in advance by the Board for a fourth vehicle. All vehicles must have valid motor vehicle registrations. The parking rules and regulations will be strictly enforced. Violators will be fined at the discretion of the Board. Vehicles parked in violation of these rules will be towed at the vehicle owners' expense.

3. **COMMERCIAL VEHICLES.** A commercial vehicle is a vehicle used upon the roadways in the transportation of property. A commercial vehicle includes a vehicle used to transport people for hire, such as taxi-cabs, livery cars and school busses, etc. The appearance of commercial vehicles is deemed to be inconsistent with the residential character of Indian Ridge and as such are not allowed to be kept overnight within the confines of the Condominium complex **UNLESS AT LEAST ONE OF THE FOLLOWING CONDITIONS ALWAYS EXISTS:**

- A) The commercial vehicle is parked in the unit owner's garage.
- B) The vehicle in question is a registered, class D type operable, passenger vehicle which has been modified for commercial purposes whereby said modifications are visibly minor. For purposes of this condition, "minor" means the commercial vehicle may have (i) a different license plate, (ii) accessories or attachments which are not permanently affixed and thus readily removable by hand, and/or (iii) commercial lettering whereby no one character or symbol exceeds 3 inches in height.

For example, a registered Ford 350 Series pickup truck with only a Commercial license plate is considered a minor modification and would be allowed whereas the same vehicle with attached ladder racks and/or with commercial lettering which can be seen from a distance (i.e. symbols or letters larger than 3" in height) would not be considered minor and therefore not be allowed under this condition (B). Similarly, examples of vehicle types not allowed under this condition (B) would also include a traditional yellow school bus or taxi cab, a utility repair truck, a tow truck, construction equipment, a tractor- or semi-trailer truck or similar vehicle.

- C) Appropriate temporary or permanent (as the case may be) storage arrangements have been approved in writing and in advance by the Board.

Indian Ridge Condominium Association
Rules & Regulations
Effective November 2003

4. **CAMPER, TRAILER, BOAT, ETC. STORAGE.** No recreation vehicles, snowmobiles, boats, utility trailers, boat trailers, camping trailers, etc. will be allowed within the confines of the Condominium complex unless stored in the unit owner's garage at all times or unless appropriate temporary or permanent (as the case may be) storage arrangements have been approved, in advance, by the Board. This prohibition includes the overnight storage of such vehicles and equipment.
5. **MOTOR VEHICLE MAINTENANCE.** No unmuffled or inadequately muffled vehicles will be operated within the confines of the Condominium complex. Repairs of vehicle(s), including oil changes, or any other equipment repairs are not permitted. Washing of vehicles is prohibited as the drainage system collects the run-off soap/cleaning solution, which then flows directly into our irrigation and conservation ponds.
6. **PROHIBITED PARKING AREAS.** Parking is not permitted on Apache Way at any time. All roadways are considered part of Apache Way. Parking is not permitted on any sidewalk or landscaped area. Only function parking is permitted in the clubhouse parking lot. Parking at the tennis court parking lot is limited to residents playing tennis only.
7. **PARKING FOR VISITORS.** Visitor lot spaces are reserved only for guests and residents possessing valid parking permits issued by the Board. Guests who frequent the Condominium complex extensively (i.e. for more than 15 days per month) must (i) park at the large lot adjacent to Building 19 (Units 235-246) and (ii) must provide the Property Manager with a valid motor vehicle registration. The unit owner (or tenant) hosting the guest is responsible for providing the Property Manager, in writing, with a copy of the guests automobile registration or if not available, the guests name, address and the make, model and registration number of the vehicle. Vehicles parked in violation of this rule may be towed at the vehicle owner's expense.
8. **PARKING PERMITS.** A resident is eligible for a parking permit if the resident owns more than two vehicles and provides the Property Manager with valid motor vehicle registrations for all vehicles to be parked on the Condominium complex. Registrations must be for street driven vehicles that are registered in the name of the resident(s) and include their Apache Way addresses. The Property Manager will issue Parking Permit (tags) only after all fines and fees for the unit have been paid in full. Parking Permits provide qualified residents with the special privilege of parking more than two vehicles within the confines of the Condominium complex. Failure to pay all outstanding fines and fees will result in the loss of all such pre-existing privileges. Accordingly, unexpired Parking Permits, if any, will be revoked and considered null and void. Permits must be displayed from the windshield rear view mirror while parked in the visitor lot.

Indian Ridge Condominium Association
Rules & Regulations
Effective November 2003

9. **PARKING PERMIT EXPIRATION.** The Property Manager will keep vehicle information on file. Your Parking Permit will expire immediately when your number of vehicles is reduced to less than three. All Parking Permits will expire on December 31 of each year. Each resident that is eligible for a parking permit, must provide the Property Manager with valid registrations for all vehicles in December before a new permit will be issued for the following year. Registrations that expire in December must have the next year's registration attached. New Permits **MUST** be displayed from the rear view mirror commencing January 1 and will be color coded with the valid year printed on it. Parking Permits will not be issued if the resident/owner owes outstanding fees and fines. Vehicles parked in violation of this rule may be towed at the vehicle owner's expense.
10. **PERMITTED PARKING AREAS.** Due to limited space, no permit or tagged vehicle will be parked in visitor lots associated with units 1 to 48. The issuance of one parking tag (i.e. 3 vehicles) will allow residents to park in visitor spaces between units 49 and 300.
11. **SPEED LIMIT.** Unless otherwise posted by the Board, the Speed Limit on all streets and drives within the Condominium complex shall be twenty miles per hour (20 m.p.h.).
12. **ADDITIONS TO EXTERIOR OF THE BUILDING.** Any changes affecting the exterior appearance of a building/the community shall be made only with the consent of the Board.

Transmission antennas are not permitted. Reception antennas such as a satellite dish or other structure used to receive video programming services must strictly comply with the safety, location, appearance, liability, financial and related standards as set forth in the Satellite Dish/Antenna Application Package. This package is available from the Property Manager and must be completed to the satisfaction of the Board on or before eight days following installation. To proceed otherwise will result in immediate removal and disposal of the antenna by the Association. All costs associated therewith including the cost of restoration, if any, will be the responsibility of the unit owner.

Mounted or attached items are not permitted in Common Areas, Limited Common Areas and Facilities. Common Areas and Facilities means all of the portion on the Indian Ridge Condominiums which is not located within any unit including Limited Common Areas. Limited Common Areas means that portion of the Common Area which is reserved for the use of a unit owner to the exclusion of the owners of other units (e.g. a deck or balcony).

Indian Ridge Condominium Association
Rules & Regulations
Effective November 2003

Removal of a satellite dish must be completed at the individual unit owner's expense upon the sale of the unit, unless the new owner assumes, in writing, responsibility for said dish. If a satellite dish is not removed by the seller of a unit or responsibility, in writing, is not assumed by the buyer of that unit, a 6(d) Certificate cannot be issued due to the outstanding fee which will be assessed for the expense incurred by the Indian Ridge Condominium Association for removal of said dish.

The use of automobile covers on vehicles is not permitted at Indian Ridge.

The use of air conditioner covers, other than those supplied by the air conditioner manufacturer or similar style and color cover, is not permitted at Indian Ridge.

13. **IMPROVEMENTS, USE OF COMMON AREAS & FACILITIES.** Improvements to and landscaping of the Common Areas and Facilities shall be done only by the Board, or in such cases as permission of the Board has been obtained.
14. **IMPROPER USE OF COMMON AREAS AND FACILITIES.** There shall be no use of the Common Areas and Facilities which injures or scars them or the plantings thereon, increases the maintenance thereof, or causes embarrassment, disturbance or annoyance to the owners in the enjoyment of the Condominium complex.
15. **USE OF COMMON AREAS FOR COMMERCIAL PURPOSES.** There shall be no use of the Common Areas and Facilities for commercial purposes (i.e. garage, yard, estate sales, etc.).
16. **RESIDENTIAL USE.** Units must be used for residential purposes only. No commercial activity, operation or nonresidential use may take place within the unit.
17. **STRUCTURAL INTEGRITY OF THE BUILDINGS.** 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.
18. **PROPER MAINTENANCE OF UNITS.** Each unit owner shall keep his unit in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown any dirt or other substance from the 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 sweepings, rubbish, rags, paper, ashes or other substances shall be thrown therein. Any damage to plumbing systems of the Buildings resulting from such

Indian Ridge Condominium Association
Rules & Regulations
Effective November 2003

misuse shall be paid for by the unit owner who is responsible for said damage.

19. **ABUSE OF MECHANICAL SYSTEMS.** Unit owners will be charged for any damage to the mechanical, electrical or other building service system, including sprinkler systems of the Condominium complex caused by such unit owner (or as the case may be their tenant or guests etc.) by misuse of those systems.
20. **LOCKS & KEYS.** No unit owner shall alter any lock or install a new lock on any door without informing the Property Manager. The unit owner shall provide the Board with an additional key pursuant to the Association's right of access to the unit. The Association's key(s) shall be kept in a secure location and will only be used for emergency purposes. To minimize inconvenience, owners are encouraged to stay on the master key system by utilizing the services of D&D Locksmith of Wilmington, MA.
21. **NOISE.** Residents, their tenants and guests, etc. will be expected to reduce noise levels between the hours of 10:00 p.m. and 7:00 a.m., so that their neighbors are not disturbed. For example, do not use a power tool, washing machine, dishwasher or vacuum during this period. At no time are musical instruments, radios or televisions to be so loud as to become a nuisance.
22. **LITTERING.** There will be no littering. Trash is to be disposed of in securely tied trash bags and placed outside only on the designated trash pickup day by 7:00 a.m. Townhouse residents shall place trash bags at the end of their driveways and Garden residents shall place trash bags next to their garage doors.
23. **OUTDOOR EQUIPMENT & CHILDRENS PLAYTHINGS.** Cooking equipment, firewood, lawn furniture, bicycles, children's wheeled vehicles and toys and other personal articles and equipment shall not be left outside the unit. Except for appropriate seasonal furniture, no personal articles or equipment shall be left on a deck/balcony.
24. **SIGNS.** Signs of any type are not permitted to be displayed on doors, in windows, on decks or balconies or in any other Limited Common Area. The Board has approved special For Sale signs which may be displayed at both entrances to the property and at your building on the day of your open house. These signs are available from the Property Manager.
25. **CLOTHES LINES.** No clothing, linens or similar materials shall be hung or otherwise left or placed in or on the Common Areas and Facilities. No such articles shall be exposed to public view.

Indian Ridge Condominium Association
Rules & Regulations
Effective November 2003

26. **OUTSIDE ACTIVITIES.** There shall be no organized sports activities, picnicking or fires.
27. **PONDS.** The conservation ponds at Indian Ridge provide water for the irrigation system and serve as a supplemental reservoir in the event of a fire. As conservation ponds are not chlorinated, purified or filtered, swimming in the Indian Ridge ponds is prohibited. For similar safety reasons children must not play in the sprinklers and ice-skating and fishing is not permitted.
28. **HOUSEHOLD PETS.** Not more than one dog, cat or other domestic animal may be kept in a unit. If a pet creates noise, the Board may request that the pet be removed from the Condominium complex, and the owner of the pet shall immediately comply with such request. Pets shall not be allowed to relieve themselves on walks, streets, sod or any landscaped areas. Owners must pickup after their pets. All dogs, when outdoors, must be leashed and accompanied by their owners. Pets must not be left outdoors unattended. All pets shall be registered and inoculated as required by local law. Owners will comply with the Town of Tewksbury Leash Law. Failure to comply with this rule will result in removal of the pet from Indian Ridge. Continual pet violations will result in the demand for removal of the pet from Indian Ridge.
29. **OFFENSIVE ACTIVITIES.** No owner may use or maintain his unit or the Common Areas appurtenant thereto for any purpose or in any manner which is contrary to any present or future applicable law, rule, regulation or requirement of any governmental authority; which may constitute a nuisance or be offensive, hazardous or disreputable; which could cause injury to the Condominium complex or any part thereof; or which would in any way render void or voidable to otherwise impair the coverage or increase the rate of any insurance on the Condominium complex. No owner shall make or permit any disturbing noises by himself, his family, servants, employees, agents, visitors, tenants, lessees, or licenses or their respective guests, nor do, or permit anything to be done by such persons which will interfere with the rights, comfort or convenience of other unit owners.
30. **GUESTS.** Owners will be held responsible for the actions of their guests. If occupancy by guests creates a nuisance to other owners, the Board shall have the right to request that the guest leave. Responsibility for such supervision shall rest with any owner who is the host of such guests.
31. **RENTALS.** Unit owners must notify the Board, in writing, prior to renting their unit. Owners/landlords are responsible for their tenants' actions and activities. Tenant names, telephone numbers, auto registrations and pet breed (if applicable) must be provided to the Board by owners/landlords.

Indian Ridge Condominium Association
Rules & Regulations
Effective November 2003

Unit owners who lease their unit must notify the Board, in writing, of their intended residential address and telephone number(s) prior to leasing their unit. This information is required to be furnished under Massachusetts' statute.

32. **PLANTING POLICY.** The guidelines for flower plantings by homeowners are:
- A) Residents may have potted plants on their decks/patios.
 - B) Townhouse residents may have one or two potted plants on the landscaped stones at the back entrance and/or one or two potted plants on the landing of the front entrance. These pots should be the traditional type, made of clay or plastic, no larger than eighteen inches in diameter. The usual, low growing, summer annual plants such as geraniums, petunias, etc. are recommended. All such potted plants should be removed from the front and/or back entrances by November first of each year.
 - C) Vegetable and fruit plants are appropriate only on decks or patios provided they are in keeping with the overall appearance of Indian Ridge.
 - D) Hanging plants are not allowed, but residents may have planters on deck or patio rails provided these are not nailed or screwed into the rails.
 - E) Garden decorations or ornaments may be used only on decks and patios and must be of the freestanding type.
 - F) No resident may plant anything in the ground.
 - G) Artificial plants are not permitted.

Residents of garden style homes must be considerate of their neighbors below when watering plants. Plants should be brought indoors or placed on a mat or dish when being watered.

33. **EXTERIOR HOLIDAY DECORATIONS.** Exterior holiday decorations of any type are not allowed at Indian Ridge, the only exception being the display of seasonal December holiday decorations. Said decorations may not be displayed with the use of any surface-scarring fastener (nails, tacks, screws, etc.). String or twist ties are permissible. Residents may not display decorations on shrubs, bushes or trees. Residents may display lights around the interior side of sliders, which provide an exterior display of color. All decorations must be removed no later than two weeks following the holiday they are celebrating.
34. **SNOW REMOVAL PROCEDURES.** The following guidelines are in effect during snow removal season. Please follow these simple rules to ensure a safe and effective procedure for snow removal. These are necessary procedures, which everyone should follow to ensure a quick and efficient snow removal program.
- A) Use your garage.
 - B) Move parked vehicles as soon as possible to allow for complete snow removal.

Indian Ridge Condominium Association
Rules & Regulations
Effective November 2003

- C) Park all second vehicles in the auxiliary lot adjacent to 235-256 Apache Way and the Clubhouse parking area (when no functions are taking place). Upon completion of snow removal from your area, move your vehicle back from these areas.
- D) Prepare for some minimal nuisance snow shoveling on your part in front of garage doors, walkout doors, etc.
- E) Watch for snow back up against the slider. Decks are limited common area. Remove snow from decks to relieve unnecessary weight and water penetration into your home. Structural damage will occur if water seeps in through your slider's runners.
- F) Avoid discussions with snow removal contractor so as to prevent any delays or cost increases.

FOR YOUR INFORMATION:

- 1. First emphasis will be on opening Apache Way and the main perimeters to allow people to go to work.
 - 2. Garden Owners:
If your vehicle is not parked in your garage or your second vehicle is not moved, you will be responsible for "shoveling" your vehicle out, not to mention the inconvenience you will cause everyone in your building. Plowing is very difficult if all vehicles are not moved from these areas.
 - 3. Townhouse Owners:
If the snow removal crew is not able to plow your driveway due to a vehicle being parked there – they will not return to plow later in the day. This will then become your responsibility. Driveways are addressed upon conclusion of snowfall.
 - 4. Non-essential walks will be done as time permits, possibly the next day. One courtyard walk down will be cleared for emergency purposes only.
 - 5. Townhouse residents are advised not to use their front (courtyard) entrances during the late fall and winter months. These courtyard stairs and walks are cleared for emergency access and evacuation purposes only. Rear entrances are maintained for day-to-day access.
 - 6. All garden buildings will have ice melt or sand in both the front and rear entrances. Residents should use the ice melt or sand as directed to keep the walks clear of ice. Excessive use will damage the concrete.
35. COMPLAINTS. Rule violations are to be reported to the Board or Property Manager in writing and signed by the complainant. The complaint should include a description of the problem as well as verifiable details such as make, model, license plate, time and/or date of violation. If the Board is convinced that the complaint is justified, it will take whatever action it deems necessary. The identity of the complainant will be kept confidential by the Board or Property Manager even during an Appeals Process.

Indian Ridge Condominium Association
Rules & Regulations
Effective November 2003

36. **APPEALS PROCESS.** Any owner receiving a rules violation notice or fine, who believes no violation occurred, must submit a written explanation to the Board or Property Manager not later than 60 days from the date of the notice or fine. The owner will be given an opportunity for a Board review and no enforcement fee will be imposed until after the review.
37. **AMENDMENTS.** The Board may revise these Rules and Regulations in any way at any time as conditions warrant, provided that a written communication is sent to each owner advising him of the change.
38. **DELEGATION OF POWERS.** The Board shall have the authority and duty to enforce these Rules and Regulations, but, in their discretion, may delegate such enforcement authority and duties under these Rules and Regulations to whomever they deem desirable.

Indian Ridge Condominium Association
Rules & Regulations
Effective November 2003

Reviewed and approved by:
Board of Directors of the Indian Ridge Condominium Association

Brenda Allen 12-2-03
Date

Robert Stanley 12/10/03
Date

Maria Galise 12-3-03
Date

Fran Straub 12-3-03
Date

Marilyn Phelan 12.10.03
Date

COMMONWEALTH OF MASSACHUSETTS

Middlesex, SS DEC 10 2003

Then personally appeared the above-named Brenda Allen, Maria Galise, Marilyn Phelan, Robert Stanley and Fran Straub as are duly authorized Board of Directors of the Indian Ridge Condominium Association and acknowledged the foregoing instrument to be their free act and deed, before me,

James Toscano
Notary Public
My Commission Expires: 12-27-07
-JAMES TOSCANO

END OF DOCUMENT

Richard P. Howe Jr

MASSACHUSETTS
NOTARY PUBLIC
12-27-07