

4.0 USE OF COMMON AREAS AND FACILITIES

4.1 Definition of Common Areas

A. Land: Subject to any restrictions and easements, all property and improvements erected thereon deeded with the Condominium are deemed Common Areas. It is the responsibility of the Association to maintain all roadways, walks, stairs, drives, landscaping, exterior rails, fencing, etc., comprising the site improvements. Areas of maintenance include, but are not limited to: landscape maintenance; pool and tennis court maintenance; snow removal; periodic painting; general site lighting; and conservation land management. Unit Owners shall not undertake to add to, remove from, modify, or repair any feature of Common Areas (except as explicitly allowed by the Rules and Regulations) without the written permission of the Board of Trustees. The Management Company should be promptly notified of the need for work on Common Areas. Use of the conservation land shall comply with city and state restrictions.

B. Buildings: The Association is responsible for the exterior maintenance of substantially all exterior components of these buildings except as specified below. Unit owners are responsible for the maintenance, repair, and replacement of unit windows. Please see Appendix 8 for more information. House numbers have been attached to the front of all units. No other house numbers are to be attached to the front, rear, or sides of the unit. The exterior of all units is sided with vinyl; similarly the privacy fences between the units are constructed of vinyl material. **Nothing may be attached to the unit exterior or the fences with such devices as screws or nails that penetrate the vinyl surface.** Lightweight decorations may be affixed with hook-and-loop fasteners (such as Velcro) or removable adhesive hooks (such as 3M Command hooks). These non-penetrating hangers are not appropriate in locations that are exposed to direct sun or to rain. Any damage to vinyl surfaces resulting from attaching anything to vinyl surfaces will be repaired by the Trust and charged to the offending Unit Owner.

C. Patios, Fences, and Decks: Areas of maintenance on these buildings include, but are not limited to exterior vinyl siding, trim, and roofs. On-grade patios, fences and as well as decks and privacy fences are Common Areas to which the adjacent unit has exclusive use; however, the fences are maintained by the Association, **whereas the patios and decks are the Owners' responsibility.** However, beginning in 2006, the Trust will seal the floor and paint the railings of each deck on a three-year cycle. **Note:** painting every three years is not adequate to protect deck railings; the Trustees advise that Unit Owners seal the deck flooring and paint the railings yearly in the off-years to prevent rot and avoid repairs, which are Unit Owners' responsibility. The Trust will not seal decks when they have not been maintained by the owner. (See Appendix 6 for paint specifications.) Owners are also responsible for keeping their decks or patios in a good state of preservation and cleanliness.

D. Mechanical and Electrical Services: The Association is responsible for maintenance of all components of the mechanical and electrical distribution systems providing service up to the limits of individual units. These systems include water and

electrical distribution systems, irrigation systems, and sanitary and storm sewers. The Condominium Trust may charge to a Unit Owner the cost to repair any damage to the mechanical, electrical or other building service systems or any damage to the Common Areas and Facilities caused by such Unit Owner, the Unit Owner's family, guests, tenants, employees, or contractors. The reasonable cost to repair such damage shall constitute a lien upon such unit and the Unit Owner shall be personally liable therefore. Electrical fixtures and components dedicated to a single unit, such as external light fixtures and master power shut-off switches are also the responsibility of each unit owner.

Our Condominium documents give owners the responsibility for external electrical fixtures dedicated to their unit. This would include external lighting fixtures and master power switches. However, based on past precedent, the Trust will continue to be responsible for all of the components of garage door systems, including electrical.

4.2 General

There shall be no obstruction of the Common Areas or Facilities nor shall anything be stored in the Common Areas or Facilities without the prior written consent of the Trustees, except as expressly provided in this Handbook. In the event that such approval is granted, storage shall be at the sole risk of the person storing the materials.

Nothing shall be hung from the windows, decks or placed upon the window sills, nor may any rugs or mops be shaken or hung on any windows, doors, or decks. No clothes, sheets, blankets, laundry or any other kind of articles shall be hung out of a unit or exposed on the Common Areas or Facilities of the Condominium. No accumulation of rubbish, debris or unsightly materials will be permitted in the Common Areas.

Other than actively used chairs, benches and tables of such number and type as are commonly used for residential purposes, no other goods, materials, fixtures or paraphernalia, are to be affixed, placed or stored on patios, or underneath decks except with the written approval of the Trustees.

See Appendix 15 for Holiday Decorations guidelines.

4.3 Snow Procedures

The snow removal contractor hired by the Trust is responsible for the clearing of all main roadways, parking areas, driveways and walkways and applying sand as necessary throughout the season. The contractor will attempt to vary the starting point for plowing of the driveways and sidewalks, but this practice is not always possible. Please do not ask the plow operators to interrupt the process to clear your driveway or walk. If there is an emergency, which requires your unit to be cleared, please contact the Management Company, and a message will be dispatched to the contractor. Special attention is paid to sanding problem areas such as the hills on the main road and the road to Michael's Green, Kendall's Mill and to Vine Brook Way.

Your assistance is appreciated during this process. When you hear the equipment on the property please make sure your vehicle is in the garage or moved to a cleared area. Our contractor will clear visitor spaces as early as possible for this purpose. Please clear any snow from your vehicle **before moving** to a plowed area. You may also plan ahead and leave your vehicle at the pool parking lot if that option is more convenient.

4.4 Barbecue Grills

The City of Woburn does not permit propane gas grills, charcoal-fueled barbecues, or any cooking device that uses a flammable starter fluid to be used on a wooden deck. Charcoal grills are prohibited. On the ground level, grills must be used at least ten feet from any wooden structure. Electric grills, such as those commonly used as indoor appliances, may be used on decks. Grills with propane tanks attached, and unattached tanks, empty or with contents, may not be stored indoors, in garages or in carports. Please use caution and common sense.

4.5 Firewood Storage

Firewood may be stored outside the unit. It must be placed at least 10 inches from the building, garage walls, or carport walls, should be stacked neatly, should not be placed directly on the ground or block entry to the unit. No firewood can be stored in the garage.

4.6 Solicitation

No person, including Unit Owners, shall enter the complex for the purpose of vending, peddling, or soliciting from residents. If you are approached, inform the person that soliciting is not allowed on the property and that the police will be notified if they do not desist. Do call police if necessary.

4.7 Trash and Hazardous Waste Removal

Each Cluster has areas for trash disposal. Residents are responsible for securing their trash in plastic bags and depositing the bags in the collection bins located in the trash sheds in their Cluster, or in the case of Vine Brook Way in unit owner individual bins. Trash must not be left outside the collection bins.

- The 2012 City of Woburn Curbside Recycling Information sheet is useful for quick reference.
- Nothing can be left outside the bins unless special arrangements for pickup have been made, in which case the Management Company must be notified by e-mail to maintenance@quailruncondo.org in advance, and the item must **not** be left in common areas until the day of pickup. If scheduled pickup does not occur, the item must be removed that evening and rescheduled.
- Trash is picked up once per week on Mondays (except legal holidays).
- Corrugated cardboard boxes must be flattened, cut to a maximum of 2' X 4', tied, and placed into the bins.
- All large items must be disassembled so that they can reasonably be placed

within the appropriate bins.

- Unit Owners are responsible for the disposal of large objects. The City of Woburn charges \$15 - \$30 for the removal of large appliances (such as washers, dryers, dishwashers, stoves, refrigerators, air conditioners, TV's, computer monitors). Please contact Waste Management at (781) 933-2113 to arrange for pick-up of these items and others such as hot water heaters, carpet, flooring, construction materials, cabinets, furniture, mattresses, etc.), following guidelines stated above. The Unit Owner is responsible for any costs associated the pick-up of these objects.
- Recyclables (paper, cardboard, bottles, cans, plastics) are picked up every other week on the regular trash day. Please sort recyclables and deposit them into their appropriate bins.
- No hazardous waste materials may be placed in or around the collection bins. Hazardous waste includes, but is not limited to, paint, household cleaners, propane tanks, flammable products, etc. A separate pick-up of these items must be arranged by the Unit Owner.
- Christmas trees may be left outside the bins for pickup, per the Holiday Decoration Guidelines. There will be a pickup on Monday, the 6th of January 2014.

4.8 Pets

No animals (dogs, cats, birds or other pets) shall be kept in or about the Units or the Common Areas without the written consent of the Board of Trustees, and consent so given may be revoked at any time. Pets shall be licensed and inoculated as required by law. Pets shall be leashed or carried at all times in the Common Areas, including conservation wooded areas. Pets are not allowed in the pool area at any time.

Pet owners shall clean up after their pets. Excrement shall not be allowed to remain in any Common Area, including, but not limited to, sidewalks, garages and lawn areas. No animals of any size, which in the Trustees' judgment create unreasonable interference with use and enjoyment of units and Common Areas, shall be kept in any Unit or brought to Common Areas. Violators of these rules will be fined. If violations continue, actions will be taken up to and including required removal of the pet from the community. To obtain Trustee approval for a pet, please complete the form found at Appendix 17.

4.9 Garage Doors

As originally constructed, there were a number of units at Johnson's Grant, Saw Mill Brook Way, Kendall's Mill and Michael's Green with car ports. The Trustees have encouraged owners to install garage doors at owner's expense and a number of residents have done so. Appendix 13 provides further guidance. Once installed, garage doors are maintained by the Trust for normal wear except in instances involving vehicle damage or other expenses such as lost lock release keys for units with car port garage doors.

Car ports at Michaels Green were installed without lock release assemblies, however, and owners there are encouraged to contact The Dartmouth Group to add these mechanisms at owner's expense, essential for garage access, in the event of power outage.

4.10 Garage Sales

Garage sales are not permitted at Quail Run. The Trustees encourage Unit Owners to donate salable goods to an appropriate charity.

4.11 Outside Faucets

Owners with outside faucets are expected to keep them in good working order for use in landscaping and power washing. Many of our earlier units lack outside spigots, but unit owners are encouraged to have a plumber install them. Prior Trustee approval is needed, since it will penetrate the building envelope.

All outside faucets must have interior shut-offs and frost free design. The lines should be drained each fall by turning off the inside valve before closing the outside faucet. This way, the water flow clears the pipe so that there is no residual water to freeze and damage the mechanism.

Faucets installed within a garage should have inside shut-offs and be drained each fall in the same manner as above.