

5.0 CHANGES AND ALTERATIONS

No interior changes may be made by owners that may affect the structural integrity of the unit or cause damage to adjacent units. For any questions contact the management company. No alterations or improvements to any portion of the Common Areas are to be performed by a Unit Owner without prior written approval of the Board of Trustees and written approval by abutters. Please refer to section 4.0 of this handbook for the definition of Common Area. Also, please refer to Appendix 2 for the application form for requesting changes and alterations. All such requests must be signed and submitted by the unit owner, not the contractor or other third party. The Unit Owner bears ultimate responsibility for the work being in compliance with approved specifications.

5.1 External Unit Areas

The Common Areas and Facilities may not be decorated, furnished, or altered by any Unit Owner or resident in any manner without the prior written consent of the Board of Trustees. It is not the intent of any of these rules to keep Unit Owners from displaying their heritage on special holidays as long as it is done in an appropriate manner. Certain decorations, furnishings, or alterations may not be allowed. These Rules and Regulations are given in more detail in the Master Deed.

Decorations, furnishings and alterations must not block the entrance of the unit. Nothing may be permanently attached to any portion of the building. No permanent stickers or signs may be attached to the unit doors, windows, or vinyl siding, except a security system sticker may be attached to the entry window only. See Appendix 15 for Holiday Decorations guidelines.

The American flag may always be flown in a respectful manner, with care taken as to size and position. No other flags may be displayed. (See Appendix 9.9 for method of mounting flagpole)

Unit Owners wishing to alter the external portion of their unit must have approval from the Board of Trustees before proceeding with the work. Please use the form provided in Appendix 2 and send it to the Management Company (with a copy to the Chairperson of the Board of Trustees). Include diagrams detailing the dimensions and appearance of the proposed alterations, a description of the materials to be used, the identity and qualifications of service providers.

A statement that a Trustee has inspected the property is required to identify any unapproved alterations to the unit's exterior and to confirm that any alterations to planting areas have been disclosed to the buyer. Any such items will be identified on the form in Appendix 4 which, if not rectified prior to the sale, will become the buyer's responsibility. Any unapproved alterations must be remediated within 30 days of the sale, if not previously corrected by the seller.

Please do not attempt repairs to the exterior components of the buildings.

Notify the property Management Company of needed repairs.

5.2 Landscaping Guidelines

Quail Run hires a Professional landscaper to take care of the property. When additional work must be done, Quail Run contracts professionals in the field to resolve the problem. **Unit Owners may not remove trees or bushes from the Common Area without prior written approval of the Board of Trustees.** Planting in the mulched areas adjacent to units is permissible.

Unit owners are permitted to thin out the many perennials that have become overgrown in areas around their unit. Unit Owners should replant the plants to other areas around their unit or offer them to the Landscaping Committee or to other Unit Owners for replanting.

Unit Owners wishing to enhance the appearance of Quail Run beyond current budget constraints may engage existing contracted professionals at their own expense with the approval of the Landscaping Committee and Board of Trustees. See Appendix 14 for Unit Owner Landscaping Improvements Trial Program.

Guidelines for Plantings in Front and on Side of Quail Run Units

1. All permanent beds may be enhanced with annual plants and bulbs. If perennials are planted, they must be at least two feet from the foundation and must not be allowed to grow to more than three feet high. Additionally, they should be non-intrusive and appropriate in color and form to the existing beds. Unit Owners shall maintain what they plant with appropriate watering, fertilizing, and trimming. (See Appendix 3 for list of suitable plants and shrubs.)
2. Any existing permanent plantings in front of the Units may not be removed without review by the Landscape Committee and the written approval of the Board of Trustees. Enlargement of existing beds is not permitted. All additional plantings around lampposts and in existing common beds must be well maintained by the Unit Owner who set them out.
3. Pruning of trees and shrubs by Unit Owners is generally not permitted. Those Unit Owners who have received special training by the arborist hired by the Association may do some limited pruning with the approval of the Board. Contact the Property Management Company if pruning is needed.
4. Unit Owners may replace shrubs with the written permission of the Board of Trustees. In order to insure the survival of any new shrubs they plant, Unit Owners must maintain them by watering and fertilizing for the first year, longer if necessary in the judgment of the Board of Trustees. Thereafter, the landscaper hired by Quail Run will be responsible for the care of the shrubs.
5. Freestanding plants in pots and boxes must be confined to the front entrance, patios, or decks. **Hanging planters and pots may not be attached to the vinyl**

siding or privacy fences. Screw hooks may be screwed only into the underside of the front porch overhang.

6. Any ground covers must be kept under control and well maintained so as not to interfere with lawn care.

7. Vegetables of any kind may not be grown in the front beds, but may be allowed in the rear with the approval of the Board of Trustees.

8. Artificial flowers, statuary, barrel planters, etc. are not permitted in the front of units. These items may be displayed in the rear. Bird feeders, birdhouses, and bat houses may be placed in the rear of units, at least 10 feet from the building. Bird feeders should be squirrel-proof. Birdbaths and other ornaments that can catch rainwater are not allowed, as they are breeding grounds for mosquitoes.

9. It is important that all residents monitor the sprinkler system to be sure that the appropriate areas are receiving the water and that siding and windows are not being sprayed. Please report any sprinklers not working properly to the Management Company.

Guidelines for Plantings on Decks and at the Rear of Quail Run Units

1. Flower pots and planters must be placed securely on the floor of the deck. A raised saucer under the pot or planter is advisable to allow for air circulation and to prevent the collection of water on the deck and subsequent rot.

2. Hanging pots may not be attached to the vinyl siding or the deck rail.

3. Plantings should not interfere with your neighbor's deck or patio.

4. A request to make any changes to the size and shape of the patio must be submitted in writing to the Management Company with a copy to the chairperson of the Board of Trustees, such request to include a diagram detailing the dimensions, materials to be used, and the identity and qualifications of service providers. Please refer to Appendix 2 for the form to request such changes. Anyone given permission to add any plantings or to dig outside their unit should obtain from the property manager a layout of the property's gas lines and call Dig Safe. These lines are at shallow depths and obviously should not be disturbed. The care and maintenance of changes in the patio area are the responsibility of the Unit Owner.

5. Shrubs and plants under the windows must be no more than 3 feet in height and at least 2 feet from the foundation. Caution must be taken to avoid damage to the building or the privacy fences. (See Appendix 3 for a list of suitable plants and shrubs.)

6. Plants and shrubs must not interfere with your neighbor and should not go beyond the area indicated by the privacy fence. The Board of Trustees must approve of plantings beyond this area.

7. Unit Owners remain responsible for the ongoing care of planting beds and other rear yard modifications to common areas as well as patio plantings. Those residents no longer able to care for these areas must either hire ongoing landscaping resources or have the beds restored to original condition.

Finally, you should be aware that the Association requires that any Unit Owners selling their unit either restore all planting beds to their original condition or obtain agreement from the buyer to accept and care for any plantings installed by the seller. A form for this purpose (Seller/Buyer Agreement Regarding Plantings and Alterations) is in Appendix 4 and is also available from the Management Company. This form must be executed and submitted before sellers can receive the 6D certificate needed for closure of the sale.

5.3 Patios and Patio Alteration

The patio that is standard issue with each unit is 10 feet by 10 feet with Boston Colonial BON Hill or similar bricks or pavers set in sand or stone dust, with 2 inch by 6 inch border of preserved wood, weatherproof composite (such as Trex) or the same brick around the patio to hold the edge bricks in place.

For level ground 4"x4" pressure treated lumber can be used in the ground in line with the bricks for support.

If sloping requires a raised edge, a border of 12" x 15" mortarless wall blocks may be used. The owner is responsible for the maintenance and repair of the patio. Any alteration requires written approval from the Board of Trustees before beginning work. Please use the form provided in Appendix 2 and send it to the Management Company (with a copy to the Chairperson of the Board of Trustees). Include diagrams detailing the dimensions and appearance of the proposed alterations, a description of the materials to be used, the identity and qualifications of service providers, and written documentation of the approval of the abutting Unit Owners.

5.4 Awnings

5.4.1 Patio Awnings

Only one awning is approved by the Board of Trustees for use in Quail Run. It is available from Morgan Awning Company (owner: Graham West), 10 Atlantic Avenue, Woburn, MA 01801, Tel. (781) 569-6311. Only the color (#4777 Stripe) with fringe and this vendor are approved; the Board of Trustees must approve size and shape of each installation.

Please use the form provided in Appendix 2 and send it to the Management Company (with a copy to the Chairperson of the Board of Trustees) with a diagram detailing the dimensions and appearance of the proposed installation.

5.4.2 Window Awnings

The purpose of window awnings is to shelter windows lacking any kind of roof overhang and is restricted to rear windows. The vendor is Morgan Awning Company, using same fabric (#4777 Stripe) and fringe as approved for patio awnings.

The frame is a permanent, fixed position welded (16-gauge, 1" x 1") steel frame with protective anti-corrosion white paint.

The frame and awning are attached approximately 12-13" above top of window pane and approximately 18" of vertical drop between top of window pane (including fringe). The depth must be adequate to permit the full range of window operation. The width should extend 4" on either side of the window frame.

Please use the form provided in Appendix 2 and send it to the Management Company (with a copy to the Chairperson of the Board of Trustees) with a diagram detailing the dimensions and appearance of the proposed installation. The vendor can provide computer generated overlays of the proposed installation onto actual pictures of the installation area.