



Cottage Owner's Manual 2022

Association Office: 978-496-9501

Gatehouse: 978-392-0353

Security: 978-467-6435

We have kept our policies and rules as clear as possible – with the goal of creating a community where you can relax, have fun and enjoy your summer home.

This Cottage Owners Manual includes an OPERATIONS section, where we have outlined how things work and where to go for assistance.

Remember it is YOUR responsibility to make sure you and your family, guests and renters understand our rules.

Have a great Summer Village season!

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OPERATIONS

What you need to know

SEASONAL REGISTRATION

Summer Village requires a seasonal registration for all cottage occupants. The season runs from the Friday before Patriots Day (mid-April) through the Tuesday after Columbus Day, (mid-October) each year. **We aim to have the community open for the entire six months, but inclement weather can delay the scheduled opening date.**
The Association will not be held responsible for delayed openings.

Registration must be completed each season no later than one (1) week after your return to Summer Village and includes:

- Register each cottage occupant.
 - Register family members (including children) and friends in a number that does not exceed six (6) in total. These people will be known as "Registered Occupants."
- Register pets.
 - Provide current rabies vaccine certificate.
 - Get a numbered ID tag.
 - Pick up and sign for a copy of Rules for Pets and Service Animals. (Also available online at www.SummerVillage.org or in the Association Office.)
- Provide Registered Occupants' vehicle information (including boats, golf carts, motorcycles, mopeds and motorized scooters).
- Obtain seasonal vehicle stickers.
 - Remove the prior year(s) sticker.
 - Only the current year sticker will be considered valid.
 - Apply the sticker to the lower left hand corner of the windshield.
- Key pass cards must be registered with Management. The registration numbers are the 5 numbers on the reverse side of your card.
- Provide updated Emergency contact information for each Occupant.

The plumbers will be available during Opening Weekend to complete the opening process and turn your cottage water on. We request Owners stay at their cottage for at least 24 hours at the onset, so as to make sure no leaks develop. You have 24 hours after your arrival to report any plumbing issues. If you plan to arrive after Opening Weekend, communicate with Management so we can better plan and schedule with the plumbers.

Because antifreeze is used to protect all water related appliances over the winter, Owners must take care to completely clear the antifreeze before using the appliances. Run the washing machine and dishwasher **EMPTY** before using, and throw away the first batch of ice from the ice-maker. If your refrigerator also dispenses water, be sure to throw away the first few glasses of water.

A portion of your condominium fees pays for your basic cable service at your cottage. Our service provider is Comcast, and with this agreement, Owners are permitted to leave their basic cable package equipment at their cottage during the off-season. Any upgrades, including the internet, are the responsibility of the cottage owner.

END OF SEASON CHECKLIST

Occupancy of cottages must end no later than 5 PM, the Tuesday after Columbus Day. In preparation for closing, you **MUST DO THE FOLLOWING**

- IF YOUR REFRIGERATOR HAS A WATER-ICE DISPENSER **IN THE DOOR** you must hire an appliance company to winterize this or handle the winterizing of your water and ice dispenser yourself.
- Remove all food items.
- Remove anything liquid that will freeze (wine, liquid detergent, etc.).
- Empty ice cube trays and ice maker bins; Leave door to refrigerator ajar.
- Empty washing machine and dishwasher of all clothes, dishes and water.
- Move furniture for clear access to attic drop down stairs (if no loft).
- Keep your electric service turned on until you receive an email that informs you that winterization is complete. Unless specifically instructed otherwise, the plumbers will turn the electric breaker box, outside of each cottage, to the off position. Please leave a note on the door and notify Management if you plan to leave your heat or electric on during the off season.
- If you have installed a dead bolt or other security device, you must leave a key and/or code with the Association Office.

To properly winterize and protect your cottage, the Association suggests you:

- Remove batteries from smoke detectors, CO detectors, radios, etc..
- Disconnect gas grill from line and cover grill.
- Remove electronics to prevent freezing.
- Unplug all cords from electrical outlets.
- Remove any valuables (such as high-tech or electronics equipment and TVs. It is not the responsibility of the Association to protect personal property.
- Arrange for National Grid to turn off gas service or pay the monthly minimum fee. If you have your gas turned off you will need to make an appointment and meet National Grid at your cottage to turn the service back on. 800-732-3400
- Submit a forwarding address to the post office.

The Association will drain and winterize the tankless hot water heater, ice maker, dishwasher, clothes washer, all plumbing fixtures and the water and sewer lines. Hot water heaters and the inside water supply will be turned off. All pipes will be drained to the water shut-off valve. A small amount of biodegradable, non-toxic antifreeze will be placed in all traps and toilet tanks. All water related appliances, such as dishwashers, washing machines, ice makers, etc. will also be given the same protection.

If you have a water and ice dispenser in your refrigerator door, it is your responsibility to have this winterized.

OFF-SEASON ACCESS

- To enter Summer Village during the off-season, you must first notify the Management office for an appointment.
- If you receive permission from Management, entrance to the community is at your own risk. If you enter without permission from Management, you may be subject to a fine.
- You will be responsible for any shoveling needed to gain access to your cottage. Only paved roadways are cleared during the off-season for fire protection.
- You are not allowed to stay overnight during the off-season.
- Restrooms are available in the Management office.

GUESTS

“Guests” are those persons who are not registered as part of a household at Summer Village, and are not Renters of a cottage.

Rules regarding your Guests:

1. The gatehouse must be called prior to any Guest’s arrival to notify the gatekeeper that you authorize the visit, and to notify the gatekeeper whether or not you have a parking space at your cottage. If a Guest arrives at the gate unannounced, the gatekeeper will direct the Guest to contact the Owner to get authorization to enter. If the Guest is unable to reach the Owner, the Guest will not be allowed to enter under any circumstances. If your guest arrives while no gatekeeper is on duty you are responsible for letting your guest into the village or they can use the call box.
2. Owners shall be held responsible for the actions of their Guests. If Guests create a nuisance to other Owners, Guests or Renters, Management and Security shall have the right to require that the offensive Guests leave.
3. A temporary parking permit is required, and will be issued by the gatekeeper. The parking permit must be hung from the rear view mirror of the Guest’s vehicle, for ease of security verification, and must bear the date, and cottage address of host cottage Owner; this information should be facing outwards with 10 MPH facing driver.
4. **Guests are not allowed to bring pets onto Summer Village property.** Guests may bring certified service animals.

The **Massachusetts Service Animal** Law limits the definition of **service animal** to a **dog** that accompanies an individual with a sensory and or physical disability.

PETS AND SERVICE ANIMAL REGULATIONS

Keeping of domestic pets at Summer Village is to be considered a *privilege*, not a right. There are a few items that cottage owners need to be aware of when bringing pets on Summer Village property.

Registration. All leashed pets and service animals must be registered with the Summer Village Manager. When Summer Village opens each season, each cottage owner is provided with a pet registration form, which must be completed and returned to the Association office, along with proof of rabies vaccine and \$10 registration fee per leashed pet (Service Animals are exempt from the fee). Upon receipt of the registration and fees, the cottage owner will be provided with a registration tag, which must be secured to the pet at all times. After receiving the tag, pet details must be registered in the Summer Village Pet Directory by visiting the Pet Corner page on the Summer Village website: <http://www.summervillage.org/>.

Permitted pets. While most domestic pets are allowed within Summer Village, there are some restrictions. Pets listed on the Association’s list of Non-Approved pets will not be permitted on Summer Village property. Any questions about which pets may be allowed in Summer Village property should be referred to the Board of Trustees. No exotic animals or reptiles are allowed.

There are certain breeds of pets that some insurance companies will not insure. It is the sole responsibility of each individual homeowner to make sure they are adequately

insured through their own homeowners' policy for incidents that may arise with their pet.

Responsibility and liability for Pets rests entirely with owners. Summer Village shall not have any liability regarding pets on the Summer Village property.

Service Animals. Summer Village will abide by the ADA and Massachusetts guidelines available at:

- https://www.ada.gov/regs2010/service_animal_ga.html
- <https://www.mass.gov/service-details/about-service-and-assistance-animals>

Unregistered Pets. Owners may not bring unregistered pets on to Summer Village property. Guests of owners are not allowed to bring their pets onto Summer Village property. Renters are not allowed to bring their pets onto Summer Village property.

Pets at Owner's Cottage. Pets may not be tied or chained outdoors when Owners are not present at the cottage and may not be tied or chained outdoors overnight. Installation of a fence, including invisible fence, overhead cable, and pulley runs, are not permitted.

Pets on Summer Village Public Grounds. Pets are not allowed at any amenity except Dogpaddle Park. Leashed pets may be walked to Dogpaddle Park. Aside from accessing Dogpaddle Park, pets must be walked on roadways or in the woods and **away** from the following common areas: beach, picnic areas, pools, Lodge, Gym, Post Office, recreation areas, Pavilion, the playground and pocket parks.

Pet Walking. There are some specific items that everyone should remember when walking their pets.

Pets must be closely attended and kept on a leash. In order to ensure owner control of the pet, and for the safety of pets, Summer Village has determined that leashes must be no longer than six (6) feet in length, not extendable and not electronic.

If a fellow pet owner requests you keep your pet away from them, please respect this request for the safety of all pets and owners.

If you own a friendly pet, remember that other pets might not be the same way. Until you know the other pet well, please ask for permission from a distance before allowing close interactions.

Cleaning Up after Pets. A common, unfortunate complaint that the Board of Trustees and Summer Village Management hears too often is that owners do not clean up after their pets. Owners are responsible for the immediate removal and sanitary disposal of any excrement deposited by a pet anywhere on the property. There are pet waste

bags and receptacles at Dogpaddle Park.

Fines and processes for failure to follow the rules surrounding pets at Summer Village can be found under the Manual section titled "Rules Enforcement, Fine Structure, and Appeals."

Dogpaddle Park is a wonderful amenity, but also poses some challenges to certain pets. With the addition of the extra fencing in 2015, Dogpaddle Park is more accessible to more pets. Unfortunately, not all pets behave well with others in these types of areas. Pet interaction can often be too physical, which can lead to serious injury to both pets and humans. Heeding some helpful tips regarding Dogpaddle Park will allow everyone and every pet to use this amenity safely.

Dogpaddle Park Guidelines:

1. Owners must remain with their pet inside the Dogpaddle Park.
2. Owners should announce themselves before entering the gate and wait for a positive response - this would allow others to decide if they would like to leave before a new pet is added. Some pets will only enjoy pets they already know and are like-sized or like-minded.
3. Owners should use caution when introducing pets to each other.
4. Owners with aggressive pets should use caution at Dogpaddle Park and communicate clearly if another Summer Village owner approaches the park with a pet.
5. **Clean up after your dog.** Although pet owners are typically prepared to clean-up after their pet, there are pet waste bags and a receptacle at the entrance to Dogpaddle Park for owners' use.
6. If there are other pets in the dog park, do not use toys (including balls) without first getting permission from the other owners. Toys should be removed when you leave.
7. Dogpaddle Park is the only location within Summer Village dedicated to pets. Therefore, pets with their owners are allowed in this area. This area is not intended to be a childrens' play area.

General Notes about Pets at Summer Village. For many cottage owners, domestic pets are just as much a part of their families as people. We want Summer Village to be a happy place for all domestic pets, but we also need to be responsible for our pets and respectful of those who do not have pets or enjoy pets. Following these regulations will allow well-behaved domestic pets to enjoy Summer Village property.

PARKING, ACCESS & SECURITY

Parking

Owners, Guests and Renters of Summer Village will travel within the community on foot, bicycles, and electric golf carts, mopeds, motorized scooters and the like. Parking of a car, at the Lodge, Hildreth Gym, Pavilion, or any of the other amenities is limited to vehicles displaying either **handicap plates/tags or a Summer Village employee tag.**

Parking for these vehicles is allowed at the amenities areas.

1. The Guest parking lot behind the General Store will accommodate day and overnight visitors, on a first-come, first served basis. Guest parking should be used if both of the Owner's parking spaces are occupied.
2. The Board reserves the right to waive parking rules for holidays, special events and special circumstances.
3. All vehicles parked either at any cottage or within the Guest parking lot must display a permanent or temporary parking pass or risk being towed.
4. No temporary and/or permanent garaging may be installed.

The Gatehouse

The gatekeeper will check any and all vehicles and on-foot traffic for proper identification before allowing access to the property. Any complaints or suspicious activity should be reported to Management or Security, who will notify the appropriate authority.

Gate Access Key Pass Cards

Upon purchasing your cottage the sellers will provide their access key pass cards which operate the gate and the Hildreth Gym. All additional key pass cards (including replacement of lost cards, or cards for resale Owners not provided key pass cards by their Seller) may be purchased at the Association office for \$20.00 per card. Please report any lost key pass cards to Management immediately. Management maintains a list of the identifying numbers of all key pass cards issued.

Cottage Keys

Management maintains, in a locked key file, a master key to your cottage. In the event you change your locks to your cottage or you install storm doors with key locks, current keys to each such cottage (and if the cottage has an alarm system, the keypad code) must be provided to the Association for use in an emergency and for winterizing purposes. During an emergency, such as a broken water pipe that may cause damage, the Association may enter your cottage. The cost of any necessary repairs will be the responsibility of the Owner.

Management will not release keys to Owners, real estate agents, personal maintenance companies, etc., wishing to enter cottages. Owners should have a backup plan in case they lose or forget their cottage keys. Further, Owners who wish others to enter their cottages must make their own arrangements for entrance to their cottages. Note: *The Property Manager is not responsible for and will not provide entrance to your cottage for appraisals, furniture deliveries, or any other reason, during the on or off-season. You must arrange to personally provide access to your cottage for such appointments.*

Security

Security will be responsible for maintaining safety, peace and order throughout the village. Any complaints or suspicious activity should be reported to security.

In case of any emergency, always call 911 first, then alert the gatehouse if an ambulance, fire truck or police will be arriving on scene.

The Association and Board of Trustees has delegated to Management and Security the right to immediately remove persons from an area or amenity if there is a violation they determine to be disruptive or creates a dangerous situation. Refusal to leave an area will automatically be cause for issuance of a fine. Owners remain responsible for the actions of their children, Guests and Renters.

The hiring of security in no way is to be construed that the community is protected from unfortunate events. Owners, Guests and Renters are responsible for their own safety

and the safety of their children. Residents must take appropriate steps to protect their cottages and belongings.

COTTAGE EXTERIORS

General Rules

1. Changes to the exterior of the cottages are not permitted; this includes but is not limited to: painting the body or trim of your cottage without permission of the Board, installation of decks, window boxes, antennae, satellite dishes and the like.
2. Any shade tents erected within the 6 foot exclusive use area of any cottage, or in any common area whatsoever, must be removed by nightfall, unless waived by Management.
3. When selling or renting your cottage, one (1) Summer Village "For Sale" or "For Rent" sign *only* may be placed in a window. No exterior signs are allowed. "For Rent" and "For Sale" signs may be obtained from the Association office. NO real estate company signs, and no hand-made signs are allowed.
4. All window treatments visible from the street, must be neutral in color and kept in good condition.
5. Beach towels may be dried outside during the day if placed in a discreet location.
6. Cottage exteriors must be maintained in a neat and orderly condition. *We encourage those who own bikes (adult or children) to purchase a bike rack to be placed at the side or rear of your cottage, to be used at all times that the bikes are not in use.*
7. All storage bins must be located behind the cottage when possible; or on the side of the cottage when the rear of the cottage is inaccessible. **Storage bins may not be located in the front of the cottage, visible from the roadway, and may be subject to fine or removal.**
8. Owners may display one flag or one banner of good taste, attached to the cottage in a manner and location approved by Management. Political flags are not permitted, nor are political lawn or window signs.
9. No more than two (2) vehicles per cottage, except when specifically waived by the Board. Golf carts do not count as a 'vehicle' for these purposes.
10. Owners' motorcycles are to be parked in one of your two parking spaces. All visiting motorcycles must park in the Guest parking area.
11. Recreational vehicles, campers, ATVs, jet skis, gasoline powered boats, gasoline powered golf carts, and the like are not allowed on Summer Village property. Exception: truck campers and/or temporary trailers will be allowed at the cottage for one day for opening, and one day for closing to facilitate moving in or moving out, provided the vehicle fits safely within the cottage parking space. Please notify management before parking.
12. Neither car washing with soap and water nor repair work is allowed; rinsing with water and emergency repairs are permitted.

Storm/Screen Doors

All Owners wishing to install storm/screen doors *must* use the models, styles and color approved.

They are to be Sandstone (color) with brass hardware:

Option 1: Andersen 2000, 3000 or 4000 Series Self-Storing Door with SlideAway Insect Screen.

Option 2: Andersen 2000, 3000 or 4000 Series Fullview Door with Clear Glass. Please take into consideration the need to store glass/screen panels while not in use, and note that you will not benefit from the convenience of simply sliding up the glass panel during

times in which you will be running your cooling unit. We recommend Option 1, therefore, but do not require it.

Measurements are: 36"x80" for porch or 'front' door; 32"x80" for 'back' door.

Cottage Trim Painting

A portion of your condominium fees goes towards exterior trim painting. The Association pays for a painting vendor with the expectation that your trim will be painted every 5 years. See Management for a list of cottages expected to be painted each season.

Conservation

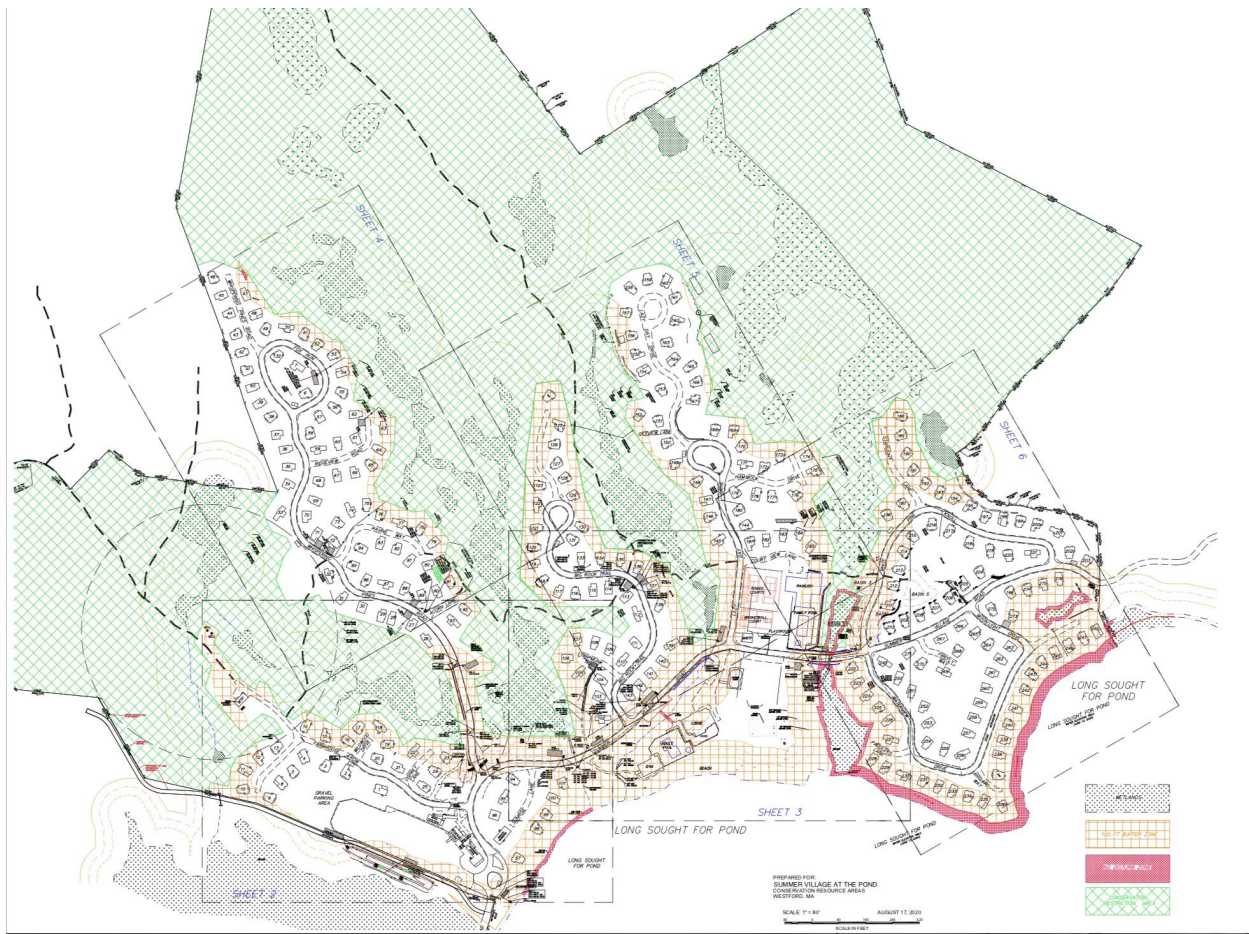
The Summer Village Association, owners and guests must comply with the Westford Conservation Commission (WCC) Order of Conditions issued 12/12/2019, and Westford Non-Zoning Wetlands Bylaws which impose restrictions to protect the wetlands, related water resources and adjoining land areas. Violation of this Order or Bylaws is punishable by a fine on owners, and can impose legal and professional fees on the SV Association.

The table below provides a summary of the Conservation related Do's and Don't which apply to Summer Village.

Conservation Area	OK to Do without WCC Approval	Don't	Don't do without prior WCC Approval
WETLAND BUFFER ZONE the area between the 100' wetland buffer boundary and the No Disturbance Area (see below)	<ul style="list-style-type: none"> ✓ Exterior cottage painting ✓ Replace windows, siding and roofs ✓ Manually replace patio and path stones ✓ Replenish approved parking spot and walkway gravel or pea stone ✓ Maintain existing landscaped areas 	<ul style="list-style-type: none"> ✗ Use fertilizers and pesticides ✗ Dump landscape waste ✗ Store toxic chemicals outside ✗ Change drainage characteristics ✗ Increase impervious area 	<ul style="list-style-type: none"> <input type="checkbox"/> Remove hazardous limbs, trees <input type="checkbox"/> Perform/install any hardscape or landscape project/features <input type="checkbox"/> Perform any cottage expansion construction
NO DISTURBANCE AREA 30' from pond on Waterview, Anglers & Paddlers or 10' from Pond on Sunrise or 10' from other wetlands	<ul style="list-style-type: none"> ✓ With SV and WCC oversight and approved methods, proactively keep out non-native invasive plant species ✓ Maintain vegetation and pervious material walkway to pond in accordance with approved plan ✓ Replace plants that die in accordance with approved Alternate Landscape Plan (ALP) 	<ul style="list-style-type: none"> ✗ All of the above ✗ Mow or maintain vegetation ✗ Rake or remove fallen leaves ✗ Add fill or excavate material to alter elevation ✗ Alter the shoreline ✗ Install a stone fire pit or other recreational features ✗ Leave boats, toys, etc out overnight 	<ul style="list-style-type: none"> <input type="checkbox"/> Address storm damage or stormwater maintenance
CONSERVATION RESTRICTION (CR) Beyond the CR Boundary	<ul style="list-style-type: none"> ✓ Hike on approved trails thru CR ✓ Maintain approved trails without increasing existing trail width 	<ul style="list-style-type: none"> ✗ All of the above 	<ul style="list-style-type: none"> <input type="checkbox"/> Build boardwalks or bridges
GENERAL	<ul style="list-style-type: none"> ✓ Participate in SV environmental education and outreach programs ✓ Learn and follow Conservation rules ✓ Participate in SV restoration projects 	<ul style="list-style-type: none"> ✗ Assume conservation compliance is at odds with an appealing and safe environment 	<ul style="list-style-type: none"> <input type="checkbox"/> When in doubt, check with the SV Conservation Advisory Committee and/or WC Staff or Commission

It is the responsibility of each owner to review the color coded SV Conservation Map (shown below) which is available in the Management Office and posted on the Owners Website (Buildings & Grounds tab, Conservation page, under WCC Order of Conditions) to determine the location of any wetland (pond, intermittent stream, marsh, etc) and related 100' Wetland Buffer Zone, No Disturbance area and designated Conservation Restriction (CR) areas in the proximity of each owners cottage and other areas within

Summer Village utilized by the owner. Each owner must understand the conservation rules summarized in the table that apply in these areas, share them with family, guests, and renters and ensure they are followed.



The Summer Village Conservation Advisory Committee (CAC) was chartered at the start of the 2020 season to assemble a small group of owner volunteers with relevant expertise to assist the Board of Trustees and Owners with conservation education, resources and compliance. The CAC will support the Architecture & Landscape Review Committee with Architecture & Landscape Modification proposals that involve any work in or near a wetland or associated 100' wetland buffer zone. In addition, the CAC may, at SV Board discretion review, approve and aggregate Alternative Landscape Plans (ALPs) as defined in the Order of Conditions, prior to submission to the Westford Conservation Commission.

Architecture & Landscape Modifications

ALL PROJECTS MAY BE SUBJECT TO WESTFORD CONSERVATION COMMISSION RESTRICTIONS AND MAY REQUIRE WCC APPROVAL. PLEASE REVIEW THE CONSERVATION SECTION ABOVE AND CONSERVATION MAPS CAREFULLY WHEN CONSIDERING A LANDSCAPE PROJECT.

Landscape (Plantings and Hardscape)

Distance from the cottage to the farthest edge of landscaping shall be 25' or half the distance to any surrounding cottage, whichever is less. This is a general guideline, since

there are no property lines between cottages. All space beyond 6 feet is shared space between the immediate surrounding cottages, *except along the shore line, where all space between cottages is deeded Exclusive Use space*. Many areas between cottages have unique layouts with regards to parking spaces, natural terrain features, etc. In these situations, the Architecture and Landscape Review Committee may require that neighbors be consulted and afforded the opportunity to review and comment.

Each area between cottages is unique and will require individualized consideration by the Architecture and Landscape Review Committee, and Board approval. Any projects that fall within the 100' Wetland Buffer Zone must have Westford Conservation Commission approval.

Plantings

Owners may plant flowers, shrubs and bushes within their own Exclusive Use Area and are required to maintain them properly for appearance. Owners must remove any diseased or dead plantings immediately. No planting may obstruct cottages entrances or access to utility boxes. All plantings other than flowers beyond the Owner's Exclusive Use Area require approval by the Board, before any work may commence. Planting of trees, whether inside or outside of your 6 foot Exclusive Use Area, requires prior approval of the Board.

Plantings, other than trees, shall not exceed 6 feet in height and shall be maintained at that height by the Owner. Due to the cost of filtering and maintaining the community's drinking water, sprinkler systems and soaker hoses are not permitted. Hand held watering is allowed.

The Summer Village Native Plants List is located on the Owners website, under the Buildings & Grounds tab, Conservation page, under Alternate Landscape Planning. Photos of native ground cover, grasses, flowers, ferns and shrubs are posted at the same website location. Owners may propose alternatives to native plants for committee and Board consideration.

Hardscape

All patios and walkways must pose no hazards to people, pets and wildlife. Materials should reflect a natural setting and color. Hardscape shall not exceed 300 square feet, may not include a built-in fire pit. Walkways should be close to the cottage and may not exceed 50" in width. Pavers may not exceed 24" x 24" and may not be used in parking areas.

Joint hardscape projects between neighboring cottages are not allowed. Permanent decks beyond the developer built decks are not allowed. Modifications to developer built decks and steps may be proposed for improved access, and access ramps and landings may be proposed. Fences are not allowed. Retaining walls may be proposed and may include seating at no more than 2' high and 2' wide. Sitting walls are not allowed. Border walls used to frame a patio or enclose a planting area are not allowed.

Landscape areas consisting of soil, plants or wood chips may be converted to hardscape (stone, gravel, pavers) only for proposed patios and walkways, or to address drainage and flooding issues.

The table below summarizes design and material requirements. Owners may propose alternative hardscape materials for committee and Board consideration.

Landscape Element	Design Requirements	Material Requirements
All elements	All designs must meet Summer Village requirements and pose no hazards to people, pets and wildlife	Materials should reflect a natural setting and color.
Parking spaces/driveway	Maintain the two developer specified parking spot locations	Crushed stone or gravel. Pavers are not allowed.
Walkways	Should be close to cottage and not exceed 50" in width	Pavers may not exceed 24"x24".
Patios	May not exceed 300 sq ft excluding any portion of any walkway that is located within the exclusive use area. Set back 2' from road.	Pavers may not exceed 24"x24".
Retaining walls	May include seating at no more than 2' high and 2' wide.	
Driveway Edging	Recommended 2' set back from road	
Mulch	Landscape areas consisting of soil, plants or wood chips may be converted to hardscape (stone, gravel, pavers) only for proposed patios and walkways, or to address drainage and flooding issues.	Wood chips (natural is preferred over colored/recycled wood chips)

Approval Process

1. Owner obtains an Architecture & Landscape Modification Application and Waiver from the Management Office or the Summer Village website, completes the forms per the instructions, and submits the request with a \$50 filing fee to cover administrative costs and fund Association landscape improvements.
2. Management will review the request for completeness, contact the owner to obtain any missing information and verify that the proposed project does not impinge on any conservation boundaries.
3. If the proposed project might impinge upon Conservation boundaries, the CAC Board Liaison and/or CAC will assist the owner to either modify the project scope to avoid conservation boundaries, or direct the owner to the WCC Request for Determination (RDA) and Notice of Intent (NOI) filing process in order to obtain WCC approval prior to proceeding.
4. The Architecture and Landscape Review Committee, appointed by the Board, reviews the request and will generally make recommendations to the Board within 14 days of receipt of a completed application from Management. Review time may extend to accommodate site visits and additional information requests.
5. The Board of Trustees will then approve, disapprove, or ask for more information about the application and provide the decision in writing to the Owner. **NO work may be performed without written Summer Village Board approval, and when required, the Westford Conservation Commission approval.** Board Approvals are valid for 90 days. If circumstances arise that will prevent project completion within 90 days of approval, the Owner must request an extension.
6. If not approved, Owner may appeal the determination within 30 days of receipt of notice. A Board of Trustees hearing will be scheduled within 15 days of the appeal request. The Boards final determination will be made within 15 days of hearing and communicated in writing to the Owner.
7. Once work commences on a project, it should be completed within 21 days. All work shall be performed at a time and manner that minimizes interference and inconvenience to other unit owners.
8. The Owner is responsible for notifying Management when work is complete to facilitate post construction review.
9. Modifications that are not Board approved, or not adequately maintained, shall be removed at owners expense. Owners may submit a modification application with fee for retroactive approval, and pay a fine to retain the modifications if approved.

Variations to These Criteria

Variations may be granted for accessibility or unusual lay of ground by the Board of Trustees. The Board of Trustees will work with the Architecture and Landscape Review Committee and issue variations accordingly. **The Owner is responsible for acquiring any necessary building permits for construction of accessible ramps.**

Projects Requiring a Building Permit

There is a common belief that any improvement undertaken within the four walls of any cottage and not affecting its exterior appearance is not a matter of concern to the Association. For many kinds of improvements (interior painting, minor carpentry, window coverings, etc.) this is true, but the Summer Village Master Deed, Section 7.8 does not allow units "to be expanded upward, downward or outward to expand the size of the said Unit to more than 800 square feet of living area. In particular, no attic space above the first floor of the Units may be used as living space or configured for use as living space."

The Section further requires that *"no application for a building permit of any kind shall be obtained from the Town of Westford without the consent of the Trustees, who shall join in the application..."* As a consequence, any significant plumbing projects or projects involving structural changes that would require a Town of Westford Building Permit must first be submitted to the Management in the form of an Architecture & Landscape Modification application, along with payment of the application fee. The Request will be considered by the Board of Trustees to determine if the Board will join in the building permit application.

The addition of a 4x6 shed, comparable to the developer shed option, no longer requires a building permit, but does require Board Approval thru the process described above.

Portable Fire Pits, and Charcoal Grills

These guidelines are for all portable fire pits at Summer Village, whether new, or in place, pursuant to guidance from our insurance agent. Please follow these steps for the installation and use of portable fire pits, chimineas and charcoal grills (collectively referred to as "fire pits") at your cottage.

1. Submit your plan to the Association Office, depicting where you have or wish to place a fire pit, and what materials you have used or plan to use for the fire pit area. **Ensure the fire pit location is outside of any conservation areas.** See Conservation Section above.
2. Obtain approval from Management **before** proceeding.
3. Rake out flammable material at the site of the fire pit area.
4. Lay a 6 to 8 feet in diameter circle of crushed stone, pavers or any similar non-flammable material. Two to 3 feet in diameter beyond the edge of the fire pit is recommended.
5. The fire pit must be at least 8 feet from the cottage.
6. Always have a hose nearby, ready for use when using the fire pit.
7. Fire pits must have a protective screen or cover over the fire.
8. When using the fire pit, an adult (18 or older) must always be present and the fire must be extinguished when you are finished.
9. No fire pit may be more than 3 feet in diameter.
10. Once your fire pit area, as well as your fire pit, are in compliance with these requirements, advise Management in writing. Management will inspect both within one week of such notice and advise the Owners and Security of acceptability.

Trash

All trash must be kept indoors. *No outdoor trash barrels are allowed at any cottage.* Normal household garbage and trash is to be disposed of in securely tied plastic garbage bags and ***placed in the on-site dumpsters*** in the back of the Guest parking lot. **Do not put your household garbage or trash in barrels placed in common areas, such as the pool areas or at the pavilion,** or on the ground outside your cottage or on the ground beside the dumpster. Residents may use the Summer Village dumpsters and trash receptacles for cottage refuse only.

Call the Association Office for disposal instructions or contact a charitable organization for disposal of large items such as furniture or appliances. Removal costs will be charged to a cottage Owner for items left outside your cottage or outside the compactor. Security and Maintenance will regularly check on trash and recycling bins, but if you notice that either is getting full, please report it to Management.

Garbage Disposals and Disposal of Debris

Warning: This community operates a wastewater treatment plant, permitted by and overseen by the Massachusetts Department of Environmental Protection. Garbage disposals are NOT permitted. Moreover, DO NOT put any of the following items down the plumbing system drains; these items may cause damage to the facility and void the warranty: paint, sheetrock dust, sand or gravel, kitty litter, diapers, baby wipes, feminine hygiene products, any litter or debris, petroleum products, bones, food waste, kitchen grease, or items other than domestic sewage.

AMENITIES

“...so much to choose from!”

OUTDOOR AMENITIES

Swimming

There is a sandy beach and two (2) outdoor pools areas. The beach and pools will be opened **after the Board of Health has inspected and issued permits for use each season.**

- ***Use of the beach and pools is at the users' own risk.***
- No pets allowed at the beach or in the pool areas.
- No glass is allowed at the beach or in the pool areas, per Board of Health.
- Beach and pool areas will be cleared during severe weather, particularly electrical storms, at the discretion of the LifeGuard on duty and/or Management.

Beach

- The beach is open all season, assuming the Board of Health Inspection and issuance of permit.
- Lifeguards are on duty beginning Memorial Day weekend, and each weekend thereafter through Labor Day weekend; the hours will be posted at the lifeguard chair.
- Children under the age of 13 must be accompanied and supervised by a parent/guardian while swimming at the beach.
- The land between the waterfront cottages, and the land between the waterfront cottages and the lake are deeded Exclusive Use Areas for the benefit of each of

the individual *waterfront cottage Owners* only, and **NOT** common area. **Access to the lake by all other Owners is at the beach, and designated fishing and boating areas, and/or designated paths only. Access to the lake is not allowed between waterfront cottages.**

- Rest rooms are available on the **exterior** of The Lodge, facing the field. **Swimmers are not to enter the lodge OR the Hildreth Gym**, for purposes of using the restrooms, under any circumstances.
- Noodles are allowed in both pools and the pond. Inner tubes, floats, rafts and floating chairs are allowed in the pond only at the discretion of the lifeguard on duty.

Adult and Family Pools

- No more than six (6) people per cottage at a pool at any one time.
- Children under the age of 13 must be accompanied and supervised by a parent/guardian while swimming at the family pool.
- If the family pool is closed down for repair or any other reason, no persons under the age of 18 will be allowed in the adult pool or pool area, but shall be expected to use the beach/pond.
- Appropriate swimwear must be worn (no street clothes, jeans, etc.).
- Infants and toddlers must wear swim diapers in the family pool.
- Noodles are allowed in both pools. Only small children and persons with special needs may use arm floats, life vests, etc. as needed, in the pools.
- Restrooms are provided at the Pavilion for the Family pool, and at the Hildreth Gym for the Adult pool.

Hot Tub

- No one under 18 is ever allowed use. This will be strictly enforced as a Board of Health issue that puts the Association permit in jeopardy. Violators will be fined by Management.
- Appropriate swimwear must be worn (no street clothes, jeans, etc.).
- *Persons with medical conditions should consult a physician before using the hot tub. Users who feel dizzy, faint or nauseous must leave the hot tub immediately.*
- *Please read the sign posted at the Hot Tub. This sign is mandated by the Massachusetts Dept. of Public Health with specific rules and health warnings.*

Outdoor Recreational Areas

Our tennis courts, shuffleboard, basketball courts, bocce ball court, horseshoe pit and putting greens are located in the area of the outdoor pavilion and beach area. These areas are to be used for their intended purposes only. No roller skates, bicycles, skate boards, or scooters are allowed on the sports courts. An appropriate charge to the cottage Owner will be incurred if any equipment is lost, damaged or broken by means other than normal usage. Owners are responsible for usage by their Guests and Renters.

Tennis and Pickleball Season Schedules can be found on the Owner's website at www.SummerVillage.org. Unless reserved in advance, use of the tennis courts is on a first come, first served basis. Each reserved use is time limited: 1½ hours for doubles, and 1 hour for singles. The courts may be used indefinitely as long as no one is waiting.

Fishing

This 105 acre spring-fed pond has a maximum depth of 30 feet, and an average depth

of 12 feet. The Massachusetts Fisheries & Wildlife generally stocks the pond in the spring and fall with rainbow, brown and/or brook trout. The pond is also known to support a diverse population of warm water species, including carp, chain pickerel, black crappie, golden shiners, largemouth and smallmouth bass, brown bullhead, bluegill, white perch, and yellow perch. Please fish only from designated areas along the shore, and do not clean fish in the lake or in common areas. The Long Sought For Pond Lake Association treats the pond as needed for Milfoil and other invasive vegetation to preserve the life of the pond. Notices are posted during treatment.

Boats

There are Association-owned kayaks, canoes and Sunfish sailboats available at the beach, for use by Owners, Guests and Renters. Association-owned boats are available for use by those at least 18 years old. No-one under the age of 18 years may use these boats unless accompanied in the boat by a person aged 18 or over. Life vests must be worn at all times when using Summer Village kayaks, canoes and Sunfish sailboats, per our Master Insurance Policy.

Guests and Renters may check out a specific Summer Village Boat and pick up a key to that Summer Village boat at the gatehouse. The Owner is responsible for their Guests' and Renters' use, care and return of all boating equipment.

The person checking out a boat must sign the log with the names of all persons going out in any Summer Village boat (and the age of minors under age 18).

The person who checked out the boat must return the key to the gatehouse after the boat and equipment have been cleaned and secured. There is a 3-hour limit on the use of Summer Village boats, which begins when the boat is signed out.

If a boat and its equipment (life preservers and paddles) are not returned and properly put away, cleaned as necessary, locked up, and the key returned to the gatehouse within the three-hour time limit, a \$100 fine will be imposed on the Owner.

There is a boathouse key on the key ring for each boat. Please lock the boathouse after you have taken the equipment you need. Please do not hand keys to someone else who wants to use a boat. The person who signed out the boat is responsible for it and must return the key to the gatehouse.

All boats must be returned by sunset and no boat may be checked out less than an hour before sunset. Sailboats are kept on their trailers. Canoes and kayaks are to be carried, not dragged, to the launching area.

Life vests are available in the boathouse and must be worn at all times by adults (strokes, heart attacks or a wind gust swinging a boom can disable a boater) and children when using kayaks, canoes and sailboats. Life vests are for use only while boating. They are not to be used at the beach as swimming aids.

Signing out any boat is construed to be an acknowledgement by such a person that he/she has at least the minimum knowledge and capability required to operate that boat safely. **DO NOT TAKE OUT A SAILBOAT UNLESS YOU KNOW HOW TO SAIL.** If any use of a Summer Village boat results in damage to that Summer Village boat, the person responsible for the damage (or in the case of a Guest or Renter, the relevant Owner) will be held liable for the cost of that damage. Lifeguards and Summer Village Management or security have authority to lock up or call boats to shore due to impending storms.

Owners are welcome to bring their own boats, so long as such personal boats are used

safely and only by persons both knowledgeable and capable. Personal boats must be registered at the Association Office and a Summer Village decal affixed to the boat. No diesel or gasoline powered watercraft is permitted. Personal boats must be stored behind or beside your cottage, or at **your assigned** boat storage area. Any owner of a boat that is found in the boat storage area without an assigned slip, or along the waterfront overnight will be fined appropriately.

Pocket Parks, Trails, and the Beach Fire Pit and Charcoal Grills

“Pocket Parks” are neighborhood gathering places, located throughout the cottage community. ***Pocket Parks are common areas, and not for the exclusive use of any one neighborhood. (The Sunrise Lane Exclusive Use Area with the fire pit is not a Pocket Park.)*** Each Pocket Park has, at a minimum, a built-in fire pit, with picnic tables and Adirondack chairs. Some also have a grassy ‘play’ area, and some are just a small gathering area for the neighbors. The Pocket Parks are also connected to the rest of the cottage community by walking trails, which connect one neighborhood to the next. The Pocket Parks, *if suitable for the same*, shall be for children’s informal play, picnicking or campfires. No pets are allowed in the Pocket Parks.

All fires must be built only in approved fire pits, and must be carefully guarded by an adult over the age of 18. *All fires must be completely extinguished prior to leaving the area. Charcoal from freestanding grills in Pocket Parks and grove areas must be doused with the hose provided before leaving the area, to eliminate the risk of injury and accidental fire. A shovel for removing old charcoal and ash buckets are also provided at each grill. **When Management is unable to determine who is responsible for leaving a fire pit or charcoal grill unattended by an adult, it then reserves the right to bar further use of the fire pit or grill. Also, at times, high fire danger may lead to fire bans. Please adhere to any restrictions or fire bans issued. A minimum \$100 fine will be issued for any violation of these requirements.***

The beach also offers a built-in fire pit and charcoal grills, which are subject to these same rules.

Beach Snack Bar and Patio

The snack bar window and designated patio area is located on the beach side of the Lodge. Snack bar and patio service hours will be posted.

INDOOR AMENITIES

The Lodge

The Lodge is the central gathering place for Summer Village Owners, their families, Guests and Renters. The Lodge includes a restaurant, bar and lounge areas, the library, screened porch and patio. ***Because the Lodge is operated by an outside vendor, and serves liquor, the following rules will apply:***

- Persons under the age of 18 years are allowed in the Lodge ***to dine only*** when accompanied by and properly supervised by a parent or guardian. All children of all ages are expected to stay seated with their parent(s) or guardian at all times while in the Lodge. Children are not permitted in the library.
- No-one under 21 is allowed in the bar or billiards area, except when the billiards area is being used as a buffet area, and then under limited conditions.
- No bare feet or swimming attire is permitted in the Lodge building.
- All cottage Owners must assume responsibility for any damage to the Lodge and facilities caused by themselves, their children, Guests or Renters.
- **The restaurant operator is responsible for maintaining certifications that are required by the ABCC as it pertains to our liquor license, and also for the care and upkeep of the Lodge. Therefore, the restaurant operator and**

any of its staff may require any person or persons to leave at any time, at their sole discretion.

The Hildreth Gym - Fitness Center

The Hildreth Gym, our fitness center, is located near the beach and is accessible *only* with your key pass card. We offer the use of free weights, nautilus machines, treadmills, and the like, as well as locker rooms.

- Access and use is limited to Owners and Guests when accompanied by Owners, and Renters. Each cottage is permitted a party of not more than six (6), including Owners/Renters, at the gym, at any one time.
- Use is at the users' own risk.
- The Association will not be responsible for any accidents or injuries using the exercise room or its equipment.
- Use of the Hildreth Gym is restricted to persons 18 and older. Those 14 to 17 may use the gym only when accompanied by a parent or guardian. Those 16 and 17 may use the gym without an adult or guardian if they have a waiver on file with the management office.
- Non-marking footwear must be worn, no bare feet.
- Free weights must be returned to their storage area when work-out is complete.
- All bags should be stored in the locker rooms.
- ***All equipment must be wiped down after each use.***
- Glass containers, food and gum are not permitted in the fitness area.
- Drinks must be in a resealable plastic container. Open beverage containers are prohibited.
- Remove all personal items from the shower and locker room after use.
- Management will not be responsible for personal items lost or stolen.
- Doors must be closed, and lights and all equipment (television, radios, fans, etc.) must be turned off when leaving.
- Please notify Management of any equipment defects or deficiencies
- A water cooler is provided in the Hildreth Gym by the Association.
- The Hildreth Gym restrooms are for the sole use of adults using the gym or the adult pool.

The Pavilion

Located near the tennis courts and adjacent to the Family Pool, the Pavilion may host a variety of entertainment throughout the summer, including DJ's, live bands, movies and potluck dinners. Please check for scheduled events on the Association Office bulletin board or the Summer Village website, www.SummerVillage.org. Although the Pavilion is *not* available for exclusive functions, please notify Management if you plan to have a special event at this location, so we can help avoid conflicts. Please note that Summer Village "noise regulations" apply after the quiet hours set forth by the Town of Westford Sunday-Thursday 10 PM - Friday & Saturday 11 PM.

The Barn – Village General Store and Café

Located near the entrance to Summer Village, just beyond the old "farmhouse", the General Store is a reconstruction of the barn that once sat on the original fieldstone foundation. It houses the Village General Store, café, and the "Pine Cone" ice cream counter. It's the perfect place to sit and relax in the café with a cup of coffee and a muffin before starting your day. It offers convenience market items such as milk and bread, as well as some specialty grocery items. This is also the place to find unique collectibles, and souvenirs for you, your family and friends.

- No bare feet allowed, and shirts must be worn at all times.

- Proper swimming attire is permitted with a cover-up.
- No pets are permitted inside the General Store.
- No dropping of bikes in front of the General Store front doors will be tolerated. Bicyclists must properly store bikes in bike racks, when available.

The Village Post Office

The mail center, called the Village Post Office, is located next to the General Store, and is one of the original Wyman's Beach cabins that sat for 70 years "right on the water," clearly visible from Route 40. We have saved this one cabin for use as the mail center for Summer Village. Each cottage has 24 hour access to the Village Post Office, using the security code [see Management for security code]. You have been issued two (2) keys to your individual postal box. Please discard unwanted "junk mail" in the recycle bin provided in the mail center, and do not litter the floor.

If you plan to have mail delivery here at Summer Village, please go to your local post office, fill out the Mail Forward form, which is good for 6 months; or go to USPS.com, and click on "household", then "your mail delivery", then "mail forwarding." This is a temporary mail forwarding system for 6 months. When the official Change of Address form pops up, fill it out, using your own street address here at Summer Village. At the end of the season, your mail delivery will automatically return to your permanent address.

If you DO NOT have your mail forwarded to Summer Village, please check your individual mailbox periodically (preferably every week) and discard "junk mail" that the mail carrier is REQUIRED to deliver to your box. SUMMER VILLAGE PERSONNEL are NOT ALLOWED to open your individual mailboxes to remove junk mail for you! Please remember, we are not an "official" post office, and will not be selling stamps, posting mail, etc.. But be advised that you may now purchase postage on-line at USPS.com.

The Village Post Office also has a bookcase for a community book/DVD swap, so please bring your old books and DVD's to share with others! **There is a shelf in the post office where you can donate goods for others that may want them. Please keep this area tidy. Summer Village staff will remove items that sit there for more than a couple weeks. These items will be donated or thrown away at the discretion of the staff.**

RENTING, SELLING, MOVING, AND REFINANCING

COTTAGE RENTALS

Policy

The Bylaws permit renting of cottages by Owners under certain conditions. However, the Association does not "manage" cottage rentals, set rental prices, collect rental fees or otherwise conduct a rental service for Owners. Each Owner does this independently.

Owners should consult their insurance agents and attorneys, and review these rules carefully, before offering cottages for rent. Misconduct or rules violations by Renters will be reported to the Owner, so that steps may be taken by the Owner to remedy the situation. If an Owner is not immediately available, the Association retains the right to intervene directly with the Renter as necessary to enforce the rules and protect the interests of the Association.

Infractions of the rental policy are subject to fines at the discretion of Summer Village Management and the Board of Trustees.

Owners must be current with all association fees to rent cottages, the Association has the right to deny rentals of cottages with outstanding fees.

Rental Rules for Owners

1. Owners may rent to six people or less for one week or more, subject to a registration and amenities fee to the Association.
2. Owners may display one Summer Village rental sign as provided and approved by the Association. Signs are available at the Association office, free of charge. No other signs are allowed.
3. Owners must be current in their condominium fee payments and **submit to Management all registration materials and pay all associated fees no less than one week prior to Renter's arrival. THIS WILL BE STRICTLY ENFORCED.** No Renter will be allowed entry without the required 7 day notice & receipt of materials and fees.
4. All Renters must check in at the gatehouse and meet with Management (sign in, review property guidelines, receive parking passes, etc.) during regular business hours.
5. Owners are obligated to inform Renters of all applicable Rules. The Gatehouse will provide "The most important rules at Summer Village" to all Renters and Summer Village Guests at check-in time.
6. Owners are responsible at all times for the conduct of their Renters and their Guests. Trustees retain the right to levy fines against the Owner and/or eject Renters and their Guests for Renter's misconduct (i.e. not respecting persons or property, or intentional violations of Association rules, as indicated in the Owner's Manual).
7. Owners off-site contact information on file with Association must be current during rental periods so they can be contacted immediately if there is a Renter issue
8. Three (3) infractions of the rental policy by an Owner and/or of the rules by their Renters may result in revocation of the Owners' right to rent for the remainder of the season, at the Trustees' sole discretion.
9. Owners must notify Renters that a responsible individual of the Renter family at least 21 years of age, must be identified to the Association at the time of registration, and must be on site during the overnight hours with any person younger than 21 years of age.

Rental Rules for Renters

1. The Association accepts no responsibility or liability to Renters with respect to Owner's representations, Renters expectations, or any direct or consequential damages incurred by Renter's with respect to renting and using an Owner's cottage.
2. Renters and their Guests are subject to all rules of the Association. Renters are responsible for the conduct of their Guests.
3. A responsible individual of the Renter family at least 21 years of age, must be identified to the Association at the time of registration, and must be on site during the overnight hours with any person(s) younger than 21 years of age.
4. Renters are not allowed more than 6 Renters/Guests at the cottage and/or on property at any one time. No more than 6 people total shall occupy a rental cottage overnight.
5. Renters must notify the gatehouse of expected Guests prior to their being admitted.
6. There must be a designated caretaker of at least 16 years of age for Renter children under 16 when parents or guardians are off-site during the day.

7. Neither Renters nor their Guests may bring or keep pets on the premises.
8. Neither Renters nor their Guests may bring motorcycles on the premises. Motorcycles can be parked in the general parking lot (behind the general store).
9. Renters must identify themselves as renters and identify the Cottage and Owner from whom they are renting whenever asked by an Association representative, including security, management, staff and trustees.

Procedures for Renting Cottages

1. For rent signs must be those approved by the Association and are limited to one. Only Summer Village "For Rent" signs may be displayed in a window. The sign may be obtained at the Management office, free of charge.
2. The owner should obtain from the Management office a "rental packet" of information, to be completed by the owner and returned, with payment of the Amenity Fees, checks payable to the Association, at least one (1) week prior to any rental period. The names and ages, resident addresses, and contact information of the Renter(s) must be included. The responsible Primary Renter, at least 21 years old, should be clearly identified.
3. The cottage owner must supply a copy of the Summer Village Rules and Regulations to the Renter, and must provide to the Management office the *signed acknowledgment of receipt* of the same from the Renter. Owners are required to review the Summer Village rules /procedures with the Renters with emphasis on the most important rules.
4. It is the responsibility of the cottage owner to provide their Renters with a key to their cottage, *and* a key pass card.
5. The Renters must stop at the gatehouse upon their arrival, check in with the gatekeeper to obtain a guest-parking pass to be hung on the rear view mirror of their vehicle. All Renters will then register at the Management office and provide their driver's license and vehicle information, and verify their names, ages and home addresses.
6. Renters' Guests must register at the gatehouse, identify the Cottage and Renter with whom they are associated, and obtain a temporary parking pass.
7. Renters and their Guests arriving at Summer Village on motorcycles are not allowed to enter the property, but may park motorcycles in the Guest Parking Area behind the General Store, after receiving a Temporary Parking Pass at the gatehouse.

SELLING, MOVING AND REFINANCING

Selling

Owners must notify Management of their intent to put their cottage up for sale, and provide the name of the Brokerage Company and Agent, if any. Only one Summer Village approved "For Sale" sign may be placed inside a cottage window. No 'hand-made' or brokerage signs are allowed; and no signs are allowed to be placed in the yard or attached to the exterior of the cottage. Signs are available at the Management Office.

During the season, the Owner/Seller must notify the gatehouse ahead of time whenever the Agent is coming on property to show the cottage, and must make sure there is an available parking space at the cottage for the Agent's vehicle.

Owners/Sellers planning to have an Open House must notify Management. Each attendee will be signed in as a Guest. Owner/Sellers must arrange for attendees to be brought to the cottage. During the off-season, the Owner/Seller must make a specific

appointment with Management whenever planning to enter Summer Village for the purpose of shoveling or other work in preparation for a showing; and must also make a specific appointment for the Agent to enter the property to show the cottage, and the cottage owner must provide the access card and cottage keys. Management will not provide access for any agent or broker.

Brokers and prospective buyers are subject to all rules and regulations of the Association. Owner/Sellers are responsible for the conduct of all brokers, agents and prospective buyers that enter the property to access the cottage. The Owner/Seller is responsible for providing the proposed purchaser(s) with a copy of the recorded Declaration of Trust, By-Laws and Master Deed of the Condominium, and a copy of the current Owner's Manual, all of which are available on the Summer Village Owners website at www.SummerVillage.org. These documents can also be requested through Management.

Once a purchase agreement is imminent or has been signed, the Owner/Seller must notify Management of the purchaser(s)' name and proposed date of sale, and confirm when the closing is final. The Owner/seller shall ensure that the electricity account is transferred to the new Owner, as well as all cottage keys, mailbox keys, key pass cards, and cottage documentation. Report any missing key pass cards to the Management Office. Replacements will have to be purchased by one party or the other. New key cards cost \$20.00.

Moving

Moving hours are 8:00 AM – 7:00 PM, Monday through Saturday. Moving in or out is not permitted on Sundays or holidays. Overnight parking for the moving trucks or self-drive trucks is limited to the overflow parking area and must be approved and arranged by the Management Office.

Notify the Office when you are vacating the cottage permanently, and provide mail forwarding and contact information. Coordinate with the gatehouse to admit movers and ensure that the Post Office has a forwarding address.

Documentation Required for Sales, Financing and Refinancing

Administrative fees for the preparation of documents required for the selling, financing or refinancing of a cottage will be charged according to a schedule adopted from time to time by the Board in conformance with the Association By-Laws.

The CONDOMINIUM ASSOCIATION The technical “nuts and bolts” of the Condominium Association

The Board of Trustees is elected by the Owners at the Annual Owners Meeting held in August of each year. The Board members are responsible for the direction and administration of the property.

The Board holds monthly meetings, open to all Owners. In season, meetings are held on property, usually in the Lodge. During the off-season, meetings are held by conference telephone call. Interested Owners can call in and keep current. All meetings include an Owner's forum, for Owners to provide feedback and ask questions.

All approved meeting minutes, agendas, budgets, and other important documents are posted to the Owner's website at www.SummerVillage.org. If you have problems with

your login or password information, please contact a website committee member or administrator. The Owner's website is your source for information about important events, meetings and activities, and also includes a message board where you can join in discussions about topics of importance to Owners, the Trustees and Management.

As set forth in the Bylaws of the Association, the Board of Trustees shall have the powers and duties to adopt rules and regulations relating to the use, upkeep or preservation of the condominium. Such powers shall include the promulgation of fines for violations of rules and regulations, which fines shall be paid to the Association.

ESTABLISHMENT AND ENFORCEMENT OF THE RULES AND REGULATIONS

1. Rules and Regulations

The rules and regulations of the Association can be found in the Master Deed, Declaration of Trust, Bylaws, recorded building and environmental permits, the annual Cottage Owner's Manual and official Summer Village signage (i.e. at the trash facility, swimming pools, etc.).

2. Notice

The rules and regulations can be found online at the Owners' website, www.SummerVillage.org. Copies shall also be available for review by contacting the Association Office during normal business hours. Owners shall receive a copy of the annual Cottage Owner's Manual or summary thereof at registration, and online at www.SummerVillage.org.

3. Amendment

The Cottage Owner's Manual, as distinguished from the Declaration of Trust, Bylaws and Master Deed, may be revised in any way by the Trustees as conditions warrant, provided that a written communication is sent out and/or posted online at www.SummerVillage.org to each cottage Owner advising of the change.

4. Rules Enforcement, Fine Structure, and Appeals

- a. **Notification of Violations:** All complaints must be in the form of writing and submitted on the owners website unless this is a safety or security issue. If a security team member is needed, please call the security cell phone.
 - i. If the offense is a violation of a rule or regulation for which a fee or fine has been established, management shall advise the party in writing of the offense and request payment. The writing shall also advise the party of the appeal process available under this policy.
 - ii. If the offense is other than one provided for above, management will seek to informally resolve the issue.
 - iii. If the party charged with the offense challenges the accusation, management shall investigate the matter. Situations involving an investigation by management may result in charges of up to \$50/hour. If the management concludes that a violation of a rule or regulation has occurred, management shall so advise the offending party in writing of the offense and request payment. The writing shall also advise the party of the appeal process available under this policy. Management shall maintain an outline or summary of the efforts to resolve the problem including the management's understanding of the outcome, and shall so notify the Board. Matters that are considered routine need not be referred to the Board.

b. **Fine Structure:** The Summer Village Board of Trustees developed the following guidelines to maintain a standardized, fair and equitable approach for rules violations. There are three graduated levels of offenses with suggested ranges for fines:

i. Minor Offense: Minor offenses are violations that do not result in nuisance or safety issues. Examples include but are not limited to: cottage property maintenance (failure to maintain weeds, toys, bikes, equipment, or trash in yards), minors in restricted areas, general parking violations or abuse of common area privileges.

- First violation will result in a warning letter.
- The second violation will be assessed a fine of \$25 to \$50.
- If the matter is not corrected, additional violations will result in a fine of \$50 to \$75 per week until the situation is rectified. Fine per occurrence, not to exceed \$75 per week.

ii. Nuisance Offense: Nuisance offenses are violations that negatively impact Owners' Guests' and Renters' enjoyment of Summer Village but do not result in a safety issue. A nuisance is generally defined as a person, thing or circumstance which causes inconvenience or annoyance. Examples include but are not limited to: failure to clean up after, or allow your pet to interfere with other Owners, Guests, Renters, pets and service animals (i.e. violation of 6 foot leash rule or Dogpaddle Park rules), excessive noise complaints, and general disregard for the Summer Village property or irresponsible actions that put our association at risk to liability/lawsuits.

- First violation will result in a written warning or a fine of \$50 to \$150 depending on the circumstances.
- The second violation in the same season will be assessed a fine of \$100 to \$250 depending on the seriousness of the issue.
- Subsequent nuisance violations in the same season will be subject to fines of \$250 to \$500.

iii. Safety Violation: Safety violations involve behavior that could result in injury or death, and will be dealt with swiftly and severely. Examples include but are not limited to: speeding, underage drivers of golf carts, underage use of Association boats without accompanying adults, underage drinking, glass at pools or beach, parking in fire lanes and unattended fires in private or community fire pits..

- First violation will result in a written warning or a fine of \$150 to \$250 depending on the seriousness of the infraction.
- Additional safety violations in the same season will be subject to fines of \$250 to \$500 depending on the seriousness of the violations, and suspension of rights related to the infraction (i.e. use of a private or community fire pit, use of Association boats, etc.).

iv. Reservation of Rights/Waiver: This guidance is intended to provide a fair and equitable structure for how the Board may use fines to change undesirable behavior and should typically be adhered to. However the Board reserves the right to waive the warning letter in management's sole judgment, and proceed directly to fines for violations. Additionally, upon Appeal, the Board reserves the right to reduce fines in special circumstances or in the event an Owner is willing to assist the Board in rectifying a trend in negative behavior. Conversely, the Board reserves the

right to levy multiple fines for separate violations occurring in a reasonably short period of time.

- c. **Appeals:** The Owner charged with the offense has the right to appeal to the Board of Trustees and request a hearing. Request for a hearing must be made in writing to the Board via management within ten (10) days of receipt of management's warning notice or assessment of fine.
- d. **Hearings:** The Board must schedule the hearing to occur within ten (10) days or at the next upcoming Board meeting, whichever is later. Hearings shall be conducted in executive session with the Board, management, and with the Owner charged being present.
- e. **Decisions:** After all evidence and testimony have been given, the Board shall vote on the matter. A majority vote shall prevail. By majority vote, the Board may uphold, amend, or rescind the notice of violation. If upheld or amended, the penalty or other corrective action shall be effective ten (10) days after notice has been given.
- f. **Further Action:** Following a hearing, there is no further recourse within the procedures of the Condominium Association.

5. **Payment of Condominium Fees and Assessments**

Common Area fees and any assessments are due and payable *quarterly* on the first day of January, April, July and October. The delinquency policy is as follows: If payment has not been received by the last day of the month in which it is due, a \$25.00 late fee will be charged. If payment is still not received by the last day of the next month, the cottage Owner shall be obligated to pay an additional penalty, and will be referred to the Association attorneys for collection purposes. Owners will then be responsible for all expenses, including reasonable attorneys' fees, incurred by the Association in collecting the same. Payments received from cottage Owners will be applied in the following order of priority:

1. Fines
2. Penalties
3. Late Fees
4. Special Assessments
5. Interest
6. Cost of Collection and Enforcement
7. Court Costs
8. Attorney Fees
9. Condominium Fees or assessments

Payments must be made payable to "Summer Village Condominium Association Trust" and mailed to the management company, unless otherwise notified by the management company, as follows:

Summer Village
C/O Great North Property Management
PO Box 65434
Phoenix, AZ 85082-5434

6. **Consent Revocable**

Any consent or approval of the Board or management given under the rules and regulations shall be revocable, with notice, at any time.

7. **Suspension of Rights of Membership**

In the event of default by any Owner in either the payment of the common charges or any other amounts owed to the Association, the Board of Trustees shall have the power

to suspend the Owner's membership rights and privileges in the Association, including the right of the Owner, their Guests, and Renters to use any of the common elements, i.e. the pools, beach, Hildreth Gym, etc.

8. General Law Chapter 183 A, the "Condominium Act"

In December 1992, the Massachusetts legislature passed Chapter 400 of the Acts of 1992 (the "Super lien") which was then signed into law by the Governor in January 1993. This legislation made significant changes to the Massachusetts Condominium Act. This law provides that lien priorities are changed such that the condominium's lien will now have priority over first mortgages of record to the extent of six months worth of condominium common area charges as well as reasonable attorneys' fees and costs.

Among the changes in this law is a requirement that Owners provide to the Condominium Association various information concerning the Owner, mortgagees, and occupants.

Owners must provide adequate, correct and current information regarding the names, addresses, telephone numbers, and account numbers, where appropriate, of Owners, occupants, visitors (including Renters) for more than 29 days, mortgagees, and lien holders.

You will be provided with a data form which must be filled out by the Owner and returned to Management to be confidentially maintained. It is the responsibility of the Owner to keep this information current. Should any of the information change at a future date, the Owner is responsible for sending an updated form to Management. Owners failing to provide adequate, correct, legible, or current information within 30 days of acquisition of title to a given cottage or within 30 days of a change shall be subject to the cost to acquire the information including a title search and attorney fees, if necessary.

Committees

We encourage Owners to get active in our community via one of the many committees used to identify and meet the community needs. These committees play a vital role in our means of communication, long range planning, financial position, and also our recreation programming. These below committees are appointed and given charge by the Board of Trustees and may be on an ad hoc basis to meet a specific need. For more information on any of the committees, to volunteer or to provide suggestions please visit the Owner's website at www.SummerVillage.org.