



ROLLING GREEN
— AT TOPSFIELD —

Rolling Green Condominium

Resident Handbook and
Rolling Green Rules & Regulations

A C.P. Berry Homes community.

Rolling Green Condominium

RESIDENT INFORMATION HANDBOOK, including the Rolling Green Rules and Regulations

Welcome to Rolling Green at Topsfield, located on the picturesque North Shore in Topsfield, Massachusetts.

This information booklet contains general information pertinent to Rolling Green Condominium; it should be retained for future reference and passed on to subsequent owners, should you sell your home. Please note that this booklet is provided as a matter of convenience and is not intended as a substitute for, or to supersede, the governing documents of Rolling Green Condominium (the Master Deed, By-Laws, Rules and Regulations, Topsfield Special Permit, Topsfield Storm Water Management Permit, et al (the "Condominium Documents"). All restrictions and regulations in the Condominium Documents apply to all Unit Owners, Residents* and Guests at all times. By following the Condominium Documents, all residents can enjoy the quality of life that Rolling Green offers.

*Resident- one who physically resides (sleeps and eats meals) in a Unit for a period of at least thirty consecutive days. Massachusetts General Laws, Chapter 183-A (the condominium statute) includes a requirement that " *Each unit owner shall provide, in writing to the organization of Unit Owners, the name or names of any tenants or occupants of the unit, other than visitors for less than thirty days.*"

RIGHTS AND RESPONSIBILITIES OF HOMEOWNERS AND COMMUNITY LEADERS

Homeowners Have the Right To:

1. Expect a responsive and competent community association;
2. Expect honest, fair and respectful treatment by community leaders and managers;
3. Participate in governing the community association by attending meetings, serving on committees and standing for election;
4. Access appropriate association books and records;
5. Expect prudent expenditure of fees and other assessments;
6. Receive all documents that address rules and regulations governing the community association-if not prior to purchase and settlement by a real estate agent or attorney, then upon joining the community;
7. Live in a community where the property is maintained according to established standards;
8. Expect fair treatment regarding financial and other association obligations, including the opportunity to discuss payment plans and options with the association before foreclosure is initiated.

Homeowners Have the Responsibility To:

1. Read and comply with the governing documents of the community;
2. Provide current contact information to association leaders or managers to help ensure they receive information from the community;
3. Ensure those that reside and visit their home adhere to all rules and regulations;
4. Maintain their property according to established standards;
5. Treat association leaders honestly and with respect;
6. Vote in community elections and on other issues;
7. Pay association assessments and charges on time;
8. Contact association leaders or managers, if necessary, to discuss financial obligations and alternative payment arrangements.

Community Leaders Have the Right To:

1. Expect owners to meet their financial obligations to the community;
2. Expect residents to know and comply with the rules and regulations of the community and to stay informed by reading materials provided by the association;
3. Expect honest and respectful treatment from residents;
4. Receive support and constructive input from owners and non-owner residents;
5. Enjoy personal privacy at home and during leisure time in the community.

Community Leaders Have the Responsibility To:

1. Exercise sound business judgment and follow established management practices;
2. Understand the Association's governing documents and become educated, with respect to applicable state and local laws, and to manage the community association accordingly;
3. Make covenants, conditions and restrictions as understandable as possible, adding clarifying "lay" language or supplementary materials when drafting or revising the documents;
4. Conduct business in a transparent manner when feasible and appropriate;
5. Conduct meetings in a positive and constructive atmosphere;
6. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community;
7. Collect all monies due from owners and non-owner residents;
8. Devise appropriate and reasonable arrangements, when needed and as feasible, to facilitate the ability of individual homeowners to meet their financial obligations to the community;
9. Provide a process residents can use to appeal decisions affecting their non-routine financial responsibilities or property rights-where permitted by law and the Association's governing documents;
10. Initiate foreclosure proceedings only as a measure of last resort;
11. Provide complete and timely disclosure of personal and financial conflicts of interest related to the actions of community leaders, e.g., officers, the board and committees;
12. Conduct open, fair and well-publicized elections;
13. Encourage input from residents on issues affecting them personally and the community as a whole;
14. Allow homeowners access to appropriate community records, when requested.

BOARD OF DIRECTORS

The Board of Directors of the Association shall consist of at least three and not more than five persons. The Directors shall be elected by and from the members of the Association (after the Declarant's initial Directors resign).

Officers of the Association shall consist of a President, a Treasurer and a Clerk. Officers shall be elected by the Board of Directors of the Association.

Membership and Voting Rights

Each unit owner is a member of the Association. Each owner is entitled to a vote in the percentage of interest as defined in the Master Deed (one vote per household).

CONDOMINIUM FEES

Common Area Fees are due and payable on the first day of the month for that month (i.e. January payment is due January 1st). Common Area Fees not received by the 15th of the month shall be considered delinquent and may be subject to a late fee and (if need be) any legal fees incurred for collection.

Common Area checks are to be made payable to: Rolling Green Condominium.

MANAGEMENT COMPANY

C. P. Berry Homes
58 Railroad Avenue
South Hamilton, MA 01982
978.887.1188 office

Rolling Green Condominium Rules & Regulations

The Board of Directors ("Board") of Rolling Green Condominium Association, Inc. ("Association") enact, approve and impose the following rules and regulations. These rules are to be adhered to by all Unit Owners, their tenants, house guests and visitors. Any exceptions to or waivers of these rules must be approved in writing by the Board.

COMPLIANCE PROCEDURE

The provisions of the Condominium Documents, including the Master Deed, By-Laws, Rules and Regulations and Policies shall be enforced by the Board as follows:

First Notice the Property Manager or a member of the Board will contact the Unit Owner either in person or by telephone and advise that the violation needs to be corrected within ten (10) days.

Second Notice a written or electronic mail warning will be sent to the Unit Owner allowing five (5) days for the Unit Owner to correct the violation or to request a hearing before the Board before fines will be assessed.

Third Notice a written or electronic mail notice will be sent to the Unit Owner as notification that fines of \$25 per day, per infraction, are being assessed until the violation is corrected.

Pet Rules:

Except for fish, pets may not exceed two in number at any time. The presence of a pet is a revocable privilege.

The Board reserves the right to revoke pet privileges and/or fine Unit Owners for failure to comply with these rules and regulations. Revocation means that a pet may not be in the Unit or common areas and facilities of the Condominium:

1. All pets must be of a quiet, safe, non-aggressive and gentle disposition.
2. Pets may not be tied up outside.
3. All dogs must be leashed when outside.
4. Immediate cleanup of pet droppings is mandatory and is the sole responsibility of the pet owner/s. Pet droppings should be disposed of in trash receptacles and not in common areas.
5. Pet owners are responsible for any damage caused by a pet, including, but not limited to, the landscape or other common area.
6. Expenses for repairs needed as a result of failure to abide by these rules and regulations shall be assessed to the owner of the unit in which the offending pet resides.

7. Pet privileges for offensive pets (barking, biting, etc.) will be revoked by the Board and the Unit Owner shall permanently remove the pet from the Condominium.

Outdoor Decoration Rules: No Unit Owner shall place exterior decorations or hang items from the building, except as stated below:

Front Door Decorations: A seasonal wreath or spray may be displayed on the front door. No decorations are allowed on the side panels or other exterior areas.

Front Step Decorations:

Two planters of a neutral color shall be allowed upon the front steps.

The planters shall not exceed 30" in height.

The planters shall be removed once the plants have passed their season.

In no case is the planter or plants to obstruct entry to the unit.

During the fall, pumpkins may replace the planters.

Residents may place one other seasonal decorative item on the top stoop at the front door.

The

item must be of a reasonable size and not restrict access to, or egress from, the home.

Artificial flowers are prohibited in planters.

Holiday Decorations: During the period of December 1 thru January 20, the following applies:

Any reasonable type of decoration may be displayed on the front door.

A seasonal wreath may be displayed throughout the winter on the front door.

Decorations may not be hung on the siding or other exterior areas of the unit and garage.

Decorative electric candles with clear or white bulbs may be displayed in windows inside the unit.

Landscaping: As stated in the Condominium Documents, each unit owner has the exclusive right to use a three-foot wide planting area adjacent to their deck or patio. This use does not require Board approval provided plant materials to be used are annuals or perennials that will not exceed 36" in height. Vegetable plantings are prohibited.

Birdfeeders: Birdfeeders are not allowed.

Flags: The condominium association will appropriately display the American flag adjacent to the mail hut. No unit owner may display a flag or banner without the permission of the Board, subject to applicable law.

Exterior of Units:

Other than chairs, benches, umbrellas and tables in the rear of the Unit, no other goods, materials, fixtures, or paraphernalia are to be affixed or stored on/under decks, porches and patios, except with the approval of the Board of Directors of the Association, which approval

may be withheld in their absolute discretion.

For installation of a Storm Door- contact the Property Manager for the approved model.

Parking Rules: The following parking rules are designed to provide for the maximum convenience of all residents and their guests:

1. Unit parking spaces are in Unit's garage and in the driveway.
2. Outdoor parking spaces are to be used for the parking of duly registered private vehicles.
3. Overnight parking on the street is not permitted.
4. Overnight parking of commercial vehicles on the property is not permitted.
5. Unregistered vehicles or commercial vehicles left on the property for more than 24 hours will
be subject to towing and /or fines without prior notice.
6. Overnight guests must park in the driveway and not on the street.
7. Any vehicle parked contrary to the Condominium documents, Special Permit, Rules and Regulations or law or which impairs the safety of the community, will be subject to towing and/or fines without prior notice, at the Unit Owner and vehicle owner's expense.
8. In order for proper snow removal, vehicles must be removed from the area being cleared in a timely manner and when directed.
9. Each Unit Owner is responsible for the parking of vehicles. If a resident is planning to be absent during the snow season, all vehicles must be garaged.
10. To promote the aesthetic appeal of the community, each Unit Owner agrees to garage their vehicle(s) and is encouraged to close the garage door when not in use.
11. No part of the common areas or driveways shall be used for the parking or storing of trucks larger than a small pick-up truck, commercial vehicles, boats, campers, trailers or other items or goods, except noncommercial duly registered automobiles belonging to the unit owners and guests and noncommercial duly registered small pick-up trucks. No signage or lettering is allowed on the exterior of said small pick-up truck. No part of the outside areas shall be used for repairing or maintaining of any vehicle.
12. There shall be no tandem (one car behind the other) parking in driveways and no parking partially in a driveway and partially on the street or on the lawn.
13. Off-street parking spaces are meant for guests and are not to be monopolized by residents.

Interior Window Treatments: Interior window treatments that are visible from the street shall have a white or off-white backing; Interior window shutters shall be white or off-white in color.

Snow/Ice on Walks/Steps: The Unit Owner shall not use rock salt.

Trash Removal: Trash pickup is once a week. Each household is allowed one approved trash barrel.

Proper Use of the Community Septic System - Do's & Don'ts: The septic system is a significant part of the Rolling Green infrastructure. Any misuse of the system could cause problems such as blockages, shortening the life of the system and adding significant expenses to the Association. Each Unit Owner shall comply with the

following rules:

- No garbage disposal shall be installed. This is also prohibited by the Condominium Documents.
- No backwash is allowed from a home water softener/filtration system to enter the septic system.
- Toilets shall not be used for disposal of trash, harmful chemicals or cleaners, cigarette butts, coffee grinds, food wastes, cooking wastes, cooking grease or oil, dental floss, kitty litter, disposable diapers, sanitary napkins, tampons, paper towels, medications, fat, grease or oil, paints, varnishes, thinners, photographic solutions, disposable wipes, antibacterial wipes or any other product or liquid other than waste water.
- No bedrooms may be added to any Unit and no room may be converted to a bedroom. The Sewage System has been designed to support a finite number of Units and bedrooms.

Use: Each Unit is hereby restricted to residential use by the Unit Owner(s) thereof. Each Unit shall be occupied and used only as a single-family residence and accessory uses thereto as are allowed under the Town Zoning Bylaws.

Security & Fire Alarm Systems:

Alarm Systems – every home is equipped with a combination fire and security alarm system that is monitored by a Central Station. All alarm signals (for both fire alarms and security alarms) are transmitted to the Central Station over the telephone line within your home. It is mandatory that each Unit Owner maintain an operating telephone line within the Unit at all times so that the alarm system operates properly. If a Unit Owner has any work done that may change, alter or disrupt the telephone service within a Unit (such as having a service visit from the telephone company, the cable company or an electrician, for example) the Unit Owner should promptly notify the alarm company to insure that the alarm system is functioning properly at all times.

The Unit Owner is responsible for charges imposed by the Town against the Association if due to a false alarm and the failure by the Unit Owner to give the Topsfield Police the proper Pass Code when the Police call.

Outdoor Water Faucets: The Unit Owner shall shut off and drain the water supply to the outside faucets for each unit no later than early November, to prevent frozen/burst water pipes in preparation for the colder weather.

Dryer Vent Cleaning: Residents are to inspect and clean their dryer vents, as necessary.

Power Outages: Homes with finished lower levels, shall not use the plumbing fixtures (bar sink, utility sink, powder room sink and toilet) in the lower level during power outages. Lower level plumbing uses an electric-powered ejector pump to pump the drain water up to street-grade, where it then flows by gravity into the sewer system

USEFUL TELEPHONE NUMBERS

Topsfield Fire Department <i>Emergency</i>	911
Topsfield Police Department <i>Emergency</i>	911
Poison Control (non-emergency)	800-222-1222
National Grid- Electric Company	800-322-3223
National Grid – Gas service	800-233-5325
Comcast Customer Service	800-934-6489
Verizon Customer Service	800-922-0204
Alarmex – alarm service	978-887-2999
C.P. Berry Homes	978-887-1188