**RULES AND REGULATIONS**

**Introduction**

The goal of the Association rules and regulations is to help preserve the inherent architectural and aesthetic harmony of The Meadows. A spirit of cooperation within our condo association will go far in creating an optimum environment which will benefit all homeowners. By following these guidelines and obtaining prior written approval for improvements when required, homeowners will be protecting their financial investment by upholding the standards everyone expects from a premier 55+ community.

These rules and regulations are the Trustees’ practical interpretation of the Association’s by-laws referenced below. They apply to all unit owners, residents and/or guests at all times. They are meant to be for the good of all and are designed to enhance and maintain the value of each and every property at The Meadows. These rules will be enforced by the Association and are subject to fines.

**Relevant Association Documents**

**Description of Common Areas** - Master Deed, section IV-D:

Except for the Units, the boundaries of which are set forth in the Master Deed, the entire premises, including, without limitation, the Land and all parts of the Buildings and improvements thereon.

**Description of Limited Common Areas** - Master Deed, section IV-E:

The driveway leading into the attached garage, the paver-walkway and stairs leading to the front door, the front entrance and front porch, the rear patio, and the rear deck and stairs.

**Master Deed VII and Declaration of Trust By-Law 15:** No Unit Owner shall make any addition, alteration or improvement to any part of the Common Area, including, without limitation, the Limited Common Area and the yard and landscaping thereof, without written consent of the Board of Trustees.

**Declaration of Trust By-Law 24:** Nothing shall be done or maintained in any Unit, Common Area or Limited Common Area which will impair the structural integrity of any part of the buildings of the condominium.

**Declaration of Trust By-Law 25:** Neither the exterior of any Unit, the Common Areas nor the Limited Common Areas shall be altered, constructed, removed, decorated or painted in any manner except with the written consent of the Board of Trustees.

**Declaration of Trust By-Law 21:** Each Unit Owner shall be responsible for the proper maintenance and replacement of and repairs to any Unit and its Limited Use Area. This includes doors, garage doors, **windows\***, electrical, plumbing, heating, air conditioning and the washing of exterior glass.

The Trustees shall have the obligation to replace the same pursuant to the provisions of the Declaration of Trust, such obligation shall be subject to the Trustees’ authority and ability to regulate and control and make rules relating to the use of such Limited Use Areas, along with the appearance, painting, decorating and utilization of said Limited Use Areas.

Each Unit Owner is aware that the residential portion of The Meadows is intended as a first-class residential community, and that failure of any Unit Owner to maintain his Unit in a neat, clean and attractive manner will derogate from the value and salability of other Units. The remedies available to the Trustees in the event of the failure of any Unit Owner to adhere to the standards required of each Unit Owner shall be strictly construed in favor of the Trustees against each Unit Owner.

**\*Amendment 3 to the Master Deed, recorded 10/29/2013:** Doors and Windows: Doors (including garage doors) and windows include, where applicable, the exterior door, the exterior surface of the door and the door frame, the window and the window frame, and as to the windows, sash and the exterior surface of the glass, provided however **the glass shall be considered part of the Common Areas and Facilities.**

**Declaration of Trust By-Law 23:** Pets

**Association Guidelines**

Unit Exteriors

* Decorations may be mounted on the exterior walls of any unit with written permission of the Trustees. The unit owner will be held responsible for the cost of replacing damaged vinyl panels and any other damaged building materials found behind the panels when the decorations are removed. (Primary concern: water damage)
* Decorations may be hung on the front door as long as the hanging apparatus does not harm the door in any way.
* No color changes may be made to the exterior surfaces of the buildings, including front and rear doors, garage doors and trim.
* The color of interior window treatments as seen from the street should be subtle, preferably off-white in nature.
* Under no circumstances shall any air conditioning apparatus, antennas, satellite dishes, weather monitoring stations or any other such items be installed on the exterior of any unit or be permitted to be hung out of a unit.
* Exterior lighting is not permitted with the exception of portable decorative, very low-light solar lanterns in the Limited Common Areas.
* For security, cameras may be installed on the exterior of a unit with written permission from the Trustees. The placement of security cameras must not infringe on the privacy of other residents.

Banners and Flags

* Flag pole holders may not be mounted on unit exteriors; however, American flags may be displayed on the grounds for one week around Memorial Day, the Fourth of July and Veterans Day.
* Banners should not be hung outside any unit.

Holiday Decorations

* Any reasonable type of decoration may be displayed within the confines of the front porch of the units.
* Wreaths may be displayed on the front doors only. Please use caution when attaching hangers to the doors.
* Decorative candles may be displayed in the windows inside the units. For the overall harmonious appearance of the community, the lights should be white and non-flashing.
* Decorative lights may not be attached to the exterior of the buildings, including decks and railings.
* Decorative lights may not be attached to any landscaping, including trees and shrubs.
* **Any and all holiday decorations must be removed by January 10.**

Plants

* Annual flowers may be displayed in flower boxes on porch and deck railings.
* Annual flowers and small shrubs may be displayed in planters of reasonable size placed on porches, decks, patios, and driveways beside garage doors. Planters may also be placed well off to the sides on front porch steps but never on rear deck stairs.
* Planters placed on front sidewalks are hazards for the mowers and, therefore, are not acceptable.
* Small planters of vegetables may be placed on rear patios, decks and under decks, but at no time should they be placed anywhere in the front Common or Limited Common Areas.
* Baskets of flowers may be hung from the covered deck and under the rear deck of any unit; however, any item that needs to be mounted into vinyl or wood needs written approval from the Trustees.
* Plants that have wilted or died should be promptly replaced or removed.
* Artificial flowers are not allowed.
* Garden hooks for hanging plants are not permitted anywhere in the Common or Limited Common Areas. This includes garden hooks meant to attach to railings.
* Any and all planters, railing flower boxes and hanging baskets must be removed from the Common and Limited Common Areas by November 1.

Garden Beds and Retention Ponds

* It is the responsibility of the Trustees to plant and maintain all garden beds and retention ponds.
* With written approval from the Trustees of a formal proposal submitted by a Unit Owner, and with said Unit Owner's understanding that the Board maintains the right to change out plants when warranted, said Unit Owner may install shrubs at his/her own expense.  All submittals shall include the genus and species of the plant along with identification of the particular garden bed to be altered and a drawing indicating proposed placement of the plant in relation to the existing plants in the bed.
* Any situation warranting the removal/replacement of shrubs within a garden bed or retention pond will be thoroughly discussed with the affected Unit Owner(s) before any action is taken.

Outdoor Accessories

* Lawn ornaments/ figurines may not be displayed anywhere on the Association’s lawns.
* Wind chimes are not permitted.
* Décor items may be hung from the covered deck and under the rear section of any unit; however, any item that needs to be mounted into vinyl or wood needs written approval from the Trustees.

Outdoor Carpets

* Outdoor carpets may be laid flat on porches, decks, and patios.
* Carpeting must be well maintained and kept free of mold, mildew and algae.

Furniture, Equipment and Storage

* Outdoor furniture may be placed in reasonable fashion on porches, decks and patios.
* Storage of items such as sports equipment, toys and play structures are not allowed in the Common or Limited Common Areas.
* A single chest specifically manufactured for outdoor storage of items may be placed on rear decks, patios, and under decks as long as items held within do not obstruct full closure of the lid.
* No items such as hammocks, drapes or clothes lines are to be hung from any part of the Common or Limited Common Areas.
* Gas grills may be stored on rear decks, patios and under the decks. Written permission from the Trustees is required for storage on any rear lawn. Grills should be well maintained and covered.
* Smokers, portable fire pits and BBQ’s are not allowed.
* Hummingbird feeders may be hung on rear decks and patios; however, any item that needs to be mounted into vinyl or wood needs written approval from the Trustees.
* Bird houses, bird baths, and bird feeders containing bird seed are not allowed in any part of the Common or Limited Common Areas.
* Portable fountains may not be placed in any part of the Common or Limited Common Areas.
* Compost containers are not permitted on any part of the Common or Limited Common Areas.

Awnings

* Retractable awnings may be installed on rear decks with written permission from the Trustees.
* Awnings should remain in the retracted position except when being actively used.

Privacy Screens/Protection Screens/Sun Shades

* Screens for privacy or protection from golf balls are allowed for rear decks and patios with written permission from the Trustees.
* Sun shades may be hung from rear decks with written permission from the Trustees. Shades should remain retracted except during outdoor activity on the deck.

Arbors and Trellises

* Arbors and trellises are not permitted on the Common or Limited Common Areas.

Pets

* Birds and fish must be maintained solely within the unit and must not exceed the numbers and kind as to interfere with the quiet enjoyment of other residents.
* Pets shall not be tied by leash, rope, etc. to the unit, housed, crated or gated within the Common or Limited Common Areas.
* Dogs and cats are allowed provided the unit owner:
  + Obtains prior written approval of the Board of Trustees
  + Complies with the procedure for registration as set forth by the Town of Topsfield
  + Limits the number to two such pets, each not to exceed 70 pounds
  + Accompanies such pets on leashes or carries them when they are outside
  + Avoids allowing pets to urinate on the lawns or shrub beds and picks up any feces deposited
  + Is responsible for repairs to damage caused by such pets
* No other types of pets are allowed at The Meadows.

Minor Outdoor Maintenance

* Unit Owners are responsible for the replacement of burned-out outdoor light bulbs.
  + Porch flood lights should be 650 lumens, equivalent to 65 watts.
  + Lightbulbs for outdoor fixtures should be soft white, 500 lumens equivalent to 60 watts. We recommend Ecosmart soft white LEDs with B11 candelabra bases, model #1002 237 487, which have a 5-year warranty and can be ordered online.
* Unit Owners are responsible for keeping their Limited Common Area porches, decks, steps, railings and patios free of mold, mildew and algae.
* The Meadows will hold an annual community Work Bee to assist one another with minor maintenance tasks such as touchup painting of trim and rusting garage door hardware.