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Version: 2022-1

## **RULES AND REGULATIONS READING WOODS CONDOMINIUMS**

These Rules and Regulations are adopted for the benefit

of owners of Units at Reading Woods Condominiums (the "Condominium"). They are also intended to protect and enhance the value of all property at the Condominium. They are not designed to unduly interfere with, restrict, or burden the use of property.

All residents and guests are expected to abide by these rules which are meant to supplement the provisions of the Master Deed and Condominium's Declaration of Trust for the Condominium. These Rules and Regulations were written and approved by the Board of Trustees and can be changed by the current Board at any time as warranted by a majority vote of the Reading Woods Condominiums board of Trustees.

**GENERAL:** Nothing shall be done or kept in any Unit, Limited Common Area or Common Area which will increase the rate of insurance of the Condominium. No Unit Owner shall permit anything to be done or kept which will result in the cancellation of insurance on the Condominium, or which would be in violation of any law. No waste shall be committed in the Limited Common Areas or Common Areas. No use shall be made of the Common Elements other than the uses permitted in the Master Deed, the Declaration of Trust or by the Trustees.

Unit Owners, Tenants, members of their families, their employees, guests, and their pets shall not use or permit the use of the premises in any manner which would be illegal or disturbing or a nuisance to other Unit Owners, or in such a way as to be injurious to the reputation of the Condominium.

Owners who would like to rent out their units must first apply for and receive permission to do so from the Board of Trustees. If approved, owners must provide the management company with a copy of the lease between owner and tenant. All rental agreements must be no shorter than one year's duration. Shorter term lease and rent agreements are not allowed.

The Common Areas shall not be obstructed, littered, defaced, or misused in any manner. No postings of any information are allowed on any common area building surfaces. Notices and information that need to be distributed must be approved and distributed by the property management company.

Every Unit Owner shall be liable for any and all damage to the Common Elements and the property of the Condominium, which shall be caused by said Unit Owner or such other person for whose conduct the Unit Owner is legally responsible.

***Damage due to fire, smoke, water, or breakage inside your home must be reported by the unit owner to the Property Manager as soon as possible.***

***It is strongly recommended that all unit owners have at least one fire extinguisher of their own in their home. There are fire extinguishers in each common hallway in all buildings except for the Townhouses.***

### **1. BALCONIES:**

The only allowed items on Balconies are:

- Table and Chairs
- Plants may be placed on a table or the floor of the balcony. Potted plants cannot exceed the height of the railing and may not drape over or protrude through railing spaces.
- A seasonal artificial wreath, no more than 18", may be attached to the utility door. Wreaths with religious, promotional, or political messages are not permitted. No additional items are permitted on utility doors or any surface or ceiling of the balcony.
- No items may be attached to the railings or any other surface of the balcony.
- Only white approved storm doors may be installed in front of balcony entrance doors. Please contact the Management office for information regarding approved doors.
- Electric Grills - No grilling is allowed on Balconies

Massachusetts Comprehensive Fire Safety Code and the Reading Fire Department do not regulate the use and or storage of electric grills on balconies. However, the use of grills must be a minimum of 10 feet from any wall and thus at Reading Woods no grilling is permitted, including electric grilling.

Any item(s) not listed is a violation of the Rules and Regulations and thus is subject to a fine.

Violators will be given a warning by Management and two weeks to correct the violation(s). Violation(s) not corrected within the two weeks, will be fined \$50 a week until all rules and regulations denoted above are complied with.

**2. ADDITIONS TO EXTERIOR OF THE BUILDING:** Changes or fixtures affecting the appearance of the exterior of any building, such as, without limitation, skylights, chimneys, decorations, awnings, signs, sun shades, air conditioning equipment, antennas, fans, vents, screens and enclosures, flags, statues, urns, animal facsimiles, fences, landscaping, patios, vegetable or flower gardens, or the like shall be made only with the written consent of the Trustees of the Condominium Trust (the "Trustees"). This includes all and any Holiday decorations.

No part of the common areas and facilities of the Condominium including balconies, patios and exterior railings shall be decorated or furnished by a Unit Owner or Tenant in any manner, nor shall the exterior of any surfaces of the windows, walls or doors opening out of a Unit be painted or otherwise decorated in any manner, except with the prior written approval of the Trustees and in accordance with the provisions of the condominium documents.

Each Unit Owner shall keep his or her Unit in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors, or windows, patio, or balcony thereof, any dirt or other substance.

**3. NOISE:** Owners, guests and lessees will be expected to reduce noise levels between 10:00 p.m. and 8:00 a.m. so that neighbors are not disturbed. At no time are musical instruments, radios, or television to be so loud as to become a nuisance.

4. **OUTDOOR EQUIPMENT AND CHILDREN'S PLAYTHINGS:** Lawn furniture, bicycles, children's wheeled vehicles and toys, recreational/athletic equipment of any type, sporting goods and other personal articles and equipment shall not be left or stored outside the Unit, except for appropriate seasonal use furniture, which when used outside, shall be maintained and located on a patio or deck only and in such fashion as to meet safety and aesthetic standards as established by the Trustees from time to time.

5. **OUTDOOR GRILL:** Gas and charcoal grills are allowed in the driveways of Townhouses only as long as they are not used inside the garage, under any roof overhangs or within 10 feet of the building.

6. **APPEARANCE:** All window treatments shall be white as seen from the exterior of the building (i.e., curtains with a white liner or blinds that are white on the exterior side). No clothes, sheets, blankets, laundry, rugs, towels of any kind or other articles shall be hung out of a Unit or on a patio, terrace, railings, or balcony or exposed on any part of the Common Elements. The Common Elements and Limited Common Elements shall be kept free and clear of rubbish, debris, and other unsightly materials. No rugs or mops shall be shaken or hung from or on any of the windows or doors, nor shall a Unit Owner sweep, throw, shovel or permit to be swept or thrown therefrom any dirt, snow, liquids, or other substance.

7. **FLAMMABLES STORAGE:** No Unit Owner or occupant or any of their agents, lessees, or visitors shall at any time bring into or keep in his or her Unit or the Common Areas any flammable, combustible or explosive fluid, material, chemical, or substance, except such cleaning fluids as are customary and approved for residential use may be kept in Units. Items kept in the Condominium shall not be in violation of any regulation of the local Fire Department or fire law, ordinance, rule or regulation pertaining to the same, which now exists or is hereafter promulgated by any public authority.

8. **IMPROVEMENTS TO COMMON AREAS AND FACILITIES:** Improvements to and landscaping of the Common Areas and Facilities shall be done only by order of the Trustees and by agents of the trustees, or in such cases as written permission of the Trustees has been obtained. Planting of fruits or vegetables is absolutely prohibited in or on any Common, or Limited Common Areas.

9. **IMPROPER USE OF COMMON AREAS AND FACILITIES:** There shall be no use of the Limited Common Areas or Common Areas and Facilities which injures or scars them or the plantings thereon, increases the maintenance thereof, or causes embarrassment, disturbance, or annoyance to the owners in the enjoyment of the Condominium. There shall be no obstruction of the common areas and facilities without the proper consent of the Trustees except as expressly permitted in the Master Deed, in the Declaration of Trust or in these Rules and Regulations.

No unauthorized person, including Unit Owners, shall be permitted on the roof of the condominium buildings.

There shall be no organized sports activities, or picnicking or fires, except in those areas, if any, which are approved for such use in writing by the Trustees. Under no circumstances may a fire of any kind be lighted or maintained, and under no circumstances may a person do or permit anything within the Condominium which would be in violation of any regulation of the local Fire Department or fire law, ordinance, rule or regulation pertaining to the same, which now exists or is hereafter promulgated by any public authority.

10. **HOUSEHOLD PETS:** Effective November 15, 2017 and subject to the grandfathering provision in Paragraph 11(k) below, up to two non-roaming cats and one dog (with a weight limit not-to-exceed forty (40) pounds) may be kept by any Unit Owner in a Unit, but no such pets shall be permitted in any part of the Condominium (other than within the Unit of the owner thereof) unless carried or on a leash. Fish aquariums may be maintained subject to the prior written approval of the Trustees (for weight considerations). No reptiles, ferrets, guinea pigs, potbelly pigs, rodents, wild animals nor other species of pet may be kept in a Unit. Upon petition by any Unit Owner, the Trustees shall have the right to approve or disapprove the keeping of any pet other than those species types listed herein. Only Unit Owners may petition the Trustees for variance of this restriction. There shall be no breeding of any animals in any Unit. Any pet causing or creating a nuisance or unreasonable disturbance, or noise shall be permanently removed from the Property upon three (3) days written notice from the Trustees after a hearing and vote by the Trustees. All dogs, cats, and other pets must be leashed and under control when outside a Unit and shall not be permitted to run loose. Unit Owners shall be responsible for picking up and disposing of their pet's waste and for any damage caused by their pets to the Common Areas. No cages or "runs" shall be constructed or placed on the Common Areas.

#### **Pet Registration**

Any Unit Owner or occupant desiring to bring a dog or cat into the community must register the pet with management by filling out a Pet Registration Form. Such registration shall include a copy of this regulation signed by the Unit Owner or occupant and the property manager or Trustee. A copy of the registration shall be placed in the minutes of the Trustees meeting following the signing. Registration shall be required on or before January 15th of each year for current pets in residence and prior to occupancy for all new dogs. There shall be an Annual Registration Fee of \$175.00 per dog payable at the time of registration. Failure to register a dog shall result in a fine of fifty dollars (\$50.00) for each month the dog is not registered

#### **Dog Registration**

All dogs shall be registered with the management office annually, shall be properly licensed by the Town or Reading and shall have rabies and distemper vaccinations annually, proof of which shall be provided to management.

No dog shall be allowed in or on the Common Areas or Limited Common Areas unless it is on a leash held by the Unit Owner, occupant, or other responsible individual.

No pet shall be tied to any Common Area or Limited Common Area at any time.

Defecation or urination by any pet on any Common Area or Limited Common Area shall be immediately properly disposed of and cleaned up by the Unit/pet Owner.

No pet shall be allowed to defecate or urinate within 30 feet of any building.

Pets shall not be allowed in the clubhouse building or exercise room.

The cleaning and repair of any damage caused by a pet, including but not limited to staining or destruction of grass and shrubs, shall be the responsibility of the Owner of the Unit in which the pet lives. The Trustees are authorized, in their sole discretion, to clean and repair to their satisfaction any such damage not cleaned and

repaired by the responsible Unit Owner, and the Owner of the Unit in which the pet lives shall be assessed the cost of such repair.

Any repeated disturbance caused by a pet shall be cause for the pet's removal from the premises, by vote of the Trustees.

Upon receipt of a complaint from a unit owner or the property manager a hearing with the Trustees will be scheduled with the dog owner and unit owner in attendance where the Trustees will hear from the owner and decide on what action should be taken.

Each Unit Owner shall hold the Trustees and each of the other Unit Owners and their respective agents and employees harmless against loss, liability, damage, or expense for any actions of his or her pet(s) within the Condominium.

### **Grandfathered Dog Unit Owners**

Notwithstanding the first Paragraph above, and in accordance with Rule and Regulation 32 below, those Unit Owners with two (2) dogs in residence at the Reading Woods Condominium on November 1, 2017, shall be defined as "Grandfathered Dog Unit Owners." Such Grandfathered Dog Unit Owners shall be exempt from the one dog limitation contained in the first Paragraph and may instead maintain no more than two (2) dogs in their Unit. Grandfathered Dog Unit Owners may replace a dog which was in residence on November 1, 2017, and subsequently deceased, with a second dog, subject to the forty (40) pound weight limit.

### **11. GARAGE STORAGE:**

**GARAGE STORAGE** An owner with deeded access to a garage space is permitted to have storage cabinets.

- Cabinets must be resin or plastic.
- In addition to the approved storage cabinets, each owner may have a standard shopping cart and mobility aide (walker/wheelchair) within the confines of their deeded parking space.· Item(s) may be placed behind storage units providing they are not visible, must be waterproof and not subject to rust or corrosion.
- No Item that would attract insects, mice or other pests can be stored in the garage.
- There shall be no additional storage units, bulk items, or other personal items in any part of the common or limited common areas.
- Bicycles should be stored in the bicycle stands in the garages. If there is no bicycle space available, a bicycle may be placed in front of storage units.

Violators will be given a warning by Management and two weeks to correct the violation(s). Violation(s) not corrected within the two weeks, will be fined \$50 a week until all rules and regulations denoted above are complied with.

### **12. DRIVEWAYS AND PARKING AREAS:**

**OUTSIDE PARKING AREAS**· Apart from changing a flat tire or cleaning an automobile, no automotive repair, washing a vehicle with water from a hose, or maintenance on a vehicle is permitted within the confines of Reading Woods.

- Use of the parking spaces for purposes other than parking is prohibited.
- No parking is permitted beyond designated parking spaces within the Reading Woods complex.
- All vehicles must properly fit within the designated parking space and must not overhang the sidewalk or obstruct any walking space.

- All vehicles within the confines of the condominium complex must be in operable condition and possess current license plates, insurance coverage, and inspection sticker as required by Mass DMV.
- Any vehicle not in compliance with the above shall be removed without notice and at the expense of the owner. In the event a vehicle is towed, all costs associated with the removal of a vehicle shall be paid by the owner of the vehicle. The management company shall not be held responsible for any damage to the vehicle. The Reading Police Department possesses the right to enforce the parking restrictions and ticket violators. In the town documents Augustus Court and Abigail Way are called driveways, not streets. Violators will be given a warning by Management and two weeks to correct the violation. If not corrected within the two weeks, then \$50 will be charged the owner for every week until the owner meets all requirements and follows all rules and regulations denoted above.

13. **VEHICLES:** Residents leaving their vehicle in an outside or in a garage parking space for more than two weeks are asked to notify the Property Manager (781-205-6223) of their absence with an emergency contact number for an individual who will have access to the vehicle.

- All residents are required to register each of their vehicles with the Property Manager.
- Only cars and light trucks are permitted to park overnight in the common parking areas.
- No recreational vehicles, campers, boats, motor units, ATVs, or commercial vehicles are allowed to park overnight.

Violators will be given a one-week notice to remove the vehicle.

The Board of Trustees may, at its sole discretion, grant an exception to a resident who can substantiate a commercial vehicle is necessary for the resident's livelihood. No variance shall be granted for a vehicle exceeding 6 tons, contains any signage, or carries equipment on the outside of the vehicle.

Any commercial vehicle granted permission to park overnight must utilize spaces away from the buildings.

Violators will be given a warning by Management and two weeks to correct the violation. If not corrected within the two weeks, then \$50 will be charged the owner for every week until the owner meets all requirements and follows all rules and regulations denoted above.

14. **SNOW REMOVAL:** During snow removal times, residents shall cooperate with the snow-removal contractor by moving their vehicles when requested to do so. Vehicles may, from time to time, be ordered removed from parking areas and/or driveways to permit snow plowing. Owners of such vehicles shall promptly comply and remove their car from the parking area until the snow plowing is complete. The Trustees are authorized to impose a per occurrence fine for failure to do so. During the winter snow season please notify the property manager of any time period of a week or more when you will be away so that outside parking locations can be discussed for plowing purposes.

15. **SIGNS:** Unit Owners may not display any signs including "For Sale" or "For Rent" signs in windows of or otherwise on the exterior of their Units nor may the Owners of Units place window display or advertising in windows of such Units or on the Common Areas

16. **ABUSE OF MECHANICAL SYSTEMS:** The Trustees may charge to a Unit Owner any damage to the mechanical, electrical, or other building service system of the Condominium caused by such Unit Owner by misuse of those systems.

17. **CAMPER, TRAILER, BOAT, ETC., STORAGE:** No commercial vehicles, trucks or similar heavy-duty vehicles, snowmobiles, motorcycles, boats, utility trailers, boat trailers and camping trailers will be allowed within common or limited common areas of the Condominium unless appropriate, temporary, or permanent storage arrangements have been approved in writing by the Trustees or property manager. This prohibition includes the

overnight storage of such vehicles and equipment. When such permission is granted, the vehicle shall not be used as living quarters.

**18. OFFENSIVE ACTIVITIES:** No Unit Owner may use or maintain his or her Unit or the Common Areas appurtenant thereto for any purpose or in any manner which is contrary to any applicable law, rule, regulation or requirement of any governmental authority, or for any purpose which would constitute a nuisance or be offensive.

No Unit Owner shall engage in or permit offensive activities or any noises by himself, his family, agents, visitors, lessees, nor do himself or permit anything to be done by such persons either willfully or negligently that:

maybe or become an annoyance or nuisance to the other Unit Owners or occupants.

will interfere with the rights, comforts, or conveniences of other Unit Owners or occupants.

may or does cause damage to any other Unit or to the common areas and facilities; or

results in the removal of any article or thing of value from any other Unit Owner's Unit or from the Common Areas and Facilities of the Condominium.

Any Unit Owner making or permitting such nuisance, interference, damage, or removal shall be responsible for the elimination of such damage or replacement of the item removed. The Trustees may charge to such Unit Owner these costs.

**19. MOVING:** Moving Companies or other furniture movers, including Unit Owner and/or Unit occupants shall neither move into Units or out of Units before 8:00 a.m. or after 8:00 p.m. Please contact the property manager to place elevator padding prior to moves. (781-205-6223)

**20. LITTERING:** There shall be no littering. Paper, cans, bottles, cigarette butts, and other trash is to be deposited only in trash containers and under no circumstances are such items to be dropped or left on the Common Areas.

**21. TRASH DISPOSAL:** All garbage, trash, cans, and bottles must be bagged or wrapped. No trash shall be placed in Common or Limited Common areas except to the extent a refuse and/or recyclable holding area is established and identified. Only small, clean recyclable materials are to be deposited in the recycle bins. All cartons must be flattened prior to placing in recycle bins. All trash and garbage for the Garden and Pines units (four story buildings) shall be placed in the trash chutes located on each floor of the Garden and Pines units. Trash receptacles shall be provided to each of the Townhouse Units and will be collected from their driveways once per week on the day designated by the Trustees (currently Thursday AM). Those trash receptacles shall be stored inside the garages of the Townhouse Units on days trash is not to be collected. It shall be the Unit Owner or occupant's responsibility to properly dispose of any non-recyclable items too large to be disposed of by either of the methods described here.

*Removal of large items as well as mechanical and electric items can be scheduled by homeowners with JRM Trash by calling them directly to make arrangements at; 978-536-2500.*

**22. CHRISTMAS TREE REGULATIONS (FOR REAL CHRISTMAS TREES):**

a. The Trustees of the Reading Woods Condominium hereby adopt these Rules and Regulations regarding the use and disposal of non-artificial (real) Christmas trees. The Trustees reserve the right to revisit, modify and/or ban real Christmas trees for future holiday seasons if the Trustees determine such action is in the interest of the Association. In addition, the Trustees hereby affirm to all Unit Owners that all costs associated with disposal and cleanup shall be paid by those residents who choose to purchase and install a real Christmas tree.

b. Any Unit Owner or lessee who wishes to purchase a non-artificial (real) Christmas Tree for display in their Unit must first provide written notice to the Property Manager in advance of purchasing such a tree, by completing a "Christmas Tree Disposal Form," together with paying a disposal fee of \$25.00.

c. The Christmas Tree Disposal Form, and disposal bag, will be available at the clubhouse from Thanksgiving Day through Christmas Eve. This fee will cover the expense of a tree disposal bag, as well as costs associated with tree removal and cleaning of common areas. The bags must be used to dispose of all trees on the dates established by the Property Manager in order to minimize tree bristles and debris in common areas. The dates for delivery of all trees to the designated disposal location will be determined and announced in the beginning of January. Each Unit Owner and/or lessee is solely responsible for removing the tree in their unit using the disposable bag provided, as well as ensuring the tree is placed in the designated area at time and dates communicated directly by email notification to those who have filled out a disposal form and paid the necessary fee.

d. Failure to complete a "Christmas Tree Disposal Form" or to otherwise comply with these Rules and Regulations will result in a \$100.00 fine to be assessed immediately after the scheduled pick-up dates or otherwise as deemed appropriate in the Trustees' discretion. Any Unit Owner or lessee disposing of a tree before or after the dates set out in this rule will also be subject to an additional fine of \$50.00.

e. All Unit Owners and lessees shall be mindful of the fire risk presented with installation of real Christmas trees shall maintain proper maintenance of such trees and any lighting on these trees. All Unit Owners with a real Christmas tree in their Units shall maintain homeowners' insurance including a minimum of \$200,000.00 personal liability protection for bodily injury and property damage in full force and effect. Unit Owners with a real Christmas tree shall have on file with the Management Office a certificate of insurance evidencing their homeowner's insurance.

f. Unit Owners with a real Christmas tree should be aware that any increase in the premium to Master Policies attributable to losses resulting from such trees may be allocated by the Trust to such Unit Owner.

**23. STRUCTURAL INTEGRITY OF THE BUILDINGS:** Nothing shall be done in any Common Areas or Facilities which will impair the structural integrity or fire rating of any building or building component, nor shall anything be done in or on said areas which would structurally change any building, without the prior written permission on each occasion by the Trustees.



24. **DAMAGE:** Any damage to any Building, Common Area or Limited Common Area caused by a Unit Owner or occupant, his family, guests, agents, servants, employees, lessees, or tenants shall be the responsibility of the Unit Owner.

25. **SAFETY:** Each unit owner assumes responsibility for their family, guests, and lessees' safety while on the premise. Please adhere to the maximum speed limit of 25 mph on Jacob Way, Augustus Court and Abigail Way.

26. **PLUMBING, HEATING AND CLOTHES DRYERS:** Each Unit Owner shall keep his or her Unit in a good state of preservation and cleanliness. Plumbing fixtures and apparatus shall not be used for any purpose other than for which they were constructed. Dryer vents shall be cleaned annually by the Association and paid out of the general operating budget. It is also recommended that all Hot water heaters and HVAC units be inspected and serviced (at least) annually by each owner prior to November first. Each exterior mechanical closet has a section of electric baseboard heat to insure against freezing in extreme cold conditions. These should be checked during extreme cold conditions (below 20 degrees) to make sure that they are providing an above freezing temperature in the mechanical closet. Water leaks, failure to heat and/or circulate water, mold and excessive noise can affect your unit and the rest of the building. Any damage to the Common Areas as a result of failure to follow these guidelines shall be paid for by the Unit Owner responsible for such damage.

27. **KEY, LOCKS AND ENTRY:** The Trustees and Management company do not have copies of keys to each unit. In an emergency situation where the police or fire department must gain entry to your unit, they may need to force entry. The unit owner shall not alter the appearance of any lock on any door leading to his or her unit without the written consent of the Trustees or the property manager to ensure conformance with the common hardware used in each building. In the event the Trustees or emergency personnel must make a forced entry, the Unit Owner shall be responsible for any damages caused by the entry.

The Trustees/agents of the Trustees or the Managing Agent, and any contractor or workman authorized by the Trustees or the Managing Agent, may enter any unit at any reasonable hour of the day of emergency where water leaks or physical damage to property is occurring or has occurred, the owner will allow emergency access by the Trustees or the management company to minimize potential damage to the building the purpose of inspecting such unit for the presence of any vermin, insects or other pests, and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin insect or other pest, provided that such right will be exercised in such a manner as will not unreasonably interfere with the residential use of the Units.

28. **GUEST:** Owners will be held responsible for the actions of their guests. If any guest creates a nuisance to other Owners, the Trustees shall have the right to request that the guest leave. Responsibility for such supervision shall rest with any Owner who is the host of such guest.

29. **AMENITIES:** Only residents of the Condominium and their guests may use the condominium amenities. Such amenities include amenities appurtenant to the Units in the Condominium, gazebos, and walking paths. Amenities shall be regulated by the Trustees.

30. **EXERCISE ROOM:** The exercise room is located in the Clubhouse and is open during the hours of 5:00 am – 10:00 pm daily. Entry is through the right exterior door of the clubhouse by using a key FOB that can be

obtained at the property manager's office. To use the exercise room, you must be a resident of Reading Woods 18 years of age or older. No pets or guests are allowed, and appropriate exercise apparel and footwear is required. No personal training is allowed regardless of whether funds are being exchanged. Posted signs in the exercise room of rules or restrictions are meant to ensure everyone's safety and must be adhered to.

**31. CLUBHOUSE:** The Clubhouse at Reading Woods is for the sole use of owners and residents of the Association. It is meant for the quiet use and enjoyment of residents only. The following are not allowed in the Clubhouse or Exercise room: Private functions, parties, nonresident gatherings, smoking, alcohol, pets, and children under the age of 16 not accompanied by an adult resident. During the regular clubhouse hours of 5:00 am- 10:00 pm (enter by using the Clubhouse fob) the gathering room will be available to individuals and small groups of residents for social gatherings and for small (8 or fewer) meetings. During any such gatherings the room will not be closed to other residents for their quiet use and enjoyment. There is a Social Committee who will schedule larger events for owners from time to time. Any food or drinks brought into the Clubhouse must be completely cleaned up with trash placed in the appropriate trash receptacles. Management will not be responsible for any cleanup or replacing any moved furniture to original places. Gathering room, kitchen and lavatories must be left clean and neat by users before leaving the Clubhouse. Please shut off all lights on the way out if no one else is in the clubhouse.

- a. The clubhouse (including Exercise Room) at Reading Woods Condominiums is for the sole use of owners and residents of the complex. It is meant for the quiet use and enjoyment of residents only.
- b. No private functions/parties are allowed.
- c. No smoking is allowed in any part of the clubhouse.
- d. No pets are allowed in the clubhouse with the exception of approved personal guide or care companion dogs.
- e. No alcohol is allowed without specific approval from the Board of Trustees.
- f. Children under the age of 16 years must be accompanied by an adult (over 21 years) owner/resident.
- g. During regular clubhouse hours between 5:00 am and 10:00 pm the gathering room will be available to individuals and small groups of residents for gatherings and meetings such as book clubs, bridge clubs and similar groups. Access is available by using the rear door FOB reader and the exercise room FOB.
- h. During any group gatherings, the room shall not be closed to other residents.
- i. Any food brought in must be completely cleaned up and trash removed immediately after the gathering.
- j. Users are responsible to clean up, place furniture back to its original location and shut off lights when leaving.

**32. VENDING, PEDDLING OR SOLICITATION:** No person, including any Unit Owner, shall enter, or go through the Condominium for the purpose of canvassing the residents, or for the purpose of vending, peddling or

soliciting orders for any merchandise, book, periodical, or circular of any kind or nature whatsoever; or for the purpose of soliciting donations or contributions or for distributing any handbill, pamphlet, circular, tract, book notice or advertising matter; provided, however, that such canvassing, vending, peddling, soliciting or distribution may be made with the written consent of the Trustees.

33. **SMOKING:** No smoking of any items is permitted in any of the interior common areas such as lobbies, hallways, garages, etc. Smoking is also not permitted outside, within 20 feet of any building in our community.

34. **AMENDMENT:** These Rules and Regulations may be revised in any way at any time by a majority vote of the Trustees as conditions warrant, provided that a written communication is sent to each Owner advising her or him of the change.

35. **DELEGATION OF POWERS:** The Trustees shall have the authority and duty to enforce these Rules and Regulations, but, in their discretion, may delegate such enforcement authority and duties under these Rules and Regulations to whomever they deem desirable.

36. **ENFORCEMENT OF RULES AND REGULATIONS AND COMPLAINTS:** The Trustees are authorized, in their sole discretion, to impose monetary fines or penalties for violation of these Rules and Regulations. Further, the Trustees have the right to relax or withhold enforcement of any rule or regulation for any or all residents, or which, under the circumstances, would be unfair or impractical to enforce.

Upon written receipt, by the Trustees or by the property manager, of a signed written complaint from a unit owner alleging violation of any of the Rules and Regulations or other provisions of the Master Deed and Condominium Trust for the Condominium, the property manager shall send written notice to the violator. If the violation is not corrected or eliminated within a period of three (3) days from the date of receipt of such notice, another notice will be sent levying a fine in accordance with current fee schedule upon the violator; such fine is to be considered as an additional common charge to the account of the violator and shall be treated as such regarding late penalties and a lien upon the property as elsewhere provided for the Declaration of Trust. If after imposition of a fine the violation is not corrected or eliminated, the Trustees may assess additional fines of up to \$50 each week after serving written notice as provided for above. If the violation results in loss or damage to property classified as common area, the Trustees shall itself or direct the property manager to have said loss or damage repaired or replaced and the actual cost of said repair or replacement shall be assessed to the violator as additional common charge.

Note: The above, as it pertains to fines as applied to noise violation allegations:

Alleged noise violations will be handled by management accordingly. An initial letter to the alleged violator will be sent by the management company. If the alleged violator disagrees with the violation, management will mediate with both parties to resolve. Should the accused unit owner not attend the mediation meeting, the fine schedule will be applied. Should there be any additional noise complaints during the following 30 days of the initial mediation, the fine schedule will be implemented.

In the event the condominium institutes legal action for the collection of any fines or the enforcement of common charge lien, then the unit owner shall be responsible for payment of reasonable attorney’s fees of the condominium, plus interest and costs of suit.

All violations will be documented and followed up by the management company.

37. **RIGHT TO A HEARING:** Any resident, owner, guest, or occupant aggrieved by any fine or penalty imposed by the Trustees will be granted a hearing, provided that said party aggrieved requests a hearing in writing within five (5) days of receipt of notice of imposition of the fine or penalty. Said hearing shall be held at the next scheduled monthly Trustee meeting in executive session. The party aggrieved, the Unit Owner and/or his/her representative, if different than the aggrieved party, and the complainant are required to attend the hearing.

**Rules and Regulations above were approved by the Board of Trustees of Reading Woods Condominiums in April of 2018 and will be amended and revised as necessary by a vote of the Trustees as per the Master Deed and Declaration of Trust.**

**Peabody Properties Property Management will handle administration, clarification, appeals and enforcement of the Rules and Regulations at 781-205-6223.**

<b>Version</b>	<b>Date approved</b>	<b>Paragraphs changed</b>	<b>Distributed by email date</b>
2018-1	3/29/2018	Many changes approved by the Rules and Regulations Committee	
2018-2	3/30/2018	Added to section #1, paragraphs 7 & 8	
2018-3	4/19/2018	Board of Trustees voted to approve all changes	4/27/2018
2019-1	5/01/2019	11. Garage storage revised	5/22/2019
<b>2021-1</b>	<b>10/28/2021</b>	36. Enforcement of Rules and Regulations and Complaints	<b>10/29/21</b>
<b>2022-1</b>			