

CRYSTAL SPRINGS CONDOMINIUM ASSOCIATION

Crystal Way, Bellingham, MA 02019

<http://www.cscondo.com>

RULES AND REGULATIONS

The undersigned, being a majority of the Board of Governors of Crystal Springs Condominium Associations, Inc., the organization of Unit Owners of the Crystal Springs Condominium Association created by the Master Deed recorded with the Norfolk County Registry of Deeds in Book 7503, Page 139, hereby adopt the following Rules & Regulations in accordance with Section 3 of said Master Deed.

The following set of rules and regulations are intended to develop and maintain a sense of community and safety for all of our owners, residents and our property. These are based on common sense and courtesy to help us enjoy a high quality of life at Crystal Springs.

In addition to the provisions of the applicable Federal and State Laws, local ordinance and the Crystal Springs Condominium Master Deed and By-Laws, the following Rules and Regulations shall govern the use of Crystal Springs' Common Areas, as well as the conduct of all residents.

The Beauty of a condominium lies in its ability to retain uniformity of appearance. In order to keep each owner's interest in mind, it is imperative that no unit appearance infringe on the appearance of another unit or on the condominium as a whole. What may be pleasing to one person may be offensive to another. In this regard, uniformity is the rule. Some may not agree, but condominium living does not allow a Unit Owner to change the appearance of their unit, however small that change may be.

If you are a new unit owner, please contact our management company to ensure the completion of all documents.

Anything not covered in the Master Deed, By-Laws, or these Rules and Regulations is subject to review and approval by the Board of Governors. Please submit a written request to the Management Company.

For more information, please visit our website:

- <http://www.cscondo.com>

These rules will be effective on March 13, 2014.

Crystal Springs fine schedule:

1 st offense	\$50.00
2 nd offense	\$100.00
3 rd offense	\$150.00 and reported to the Police Department

This applies to all Owners and Tenants along with their guests.

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Definitions

Common Areas

Please note that land immediately behind the unit and between privacy barriers is common property per the Master Deed, controlled by the Association. Decks must be kept neat at all times. This area also adds to the beautification to our property.

1. Common areas consist of:
 - a. All green areas including shrub beds.
 - b. Exteriors of buildings, foundations, front steps and railings.
 - c. Basically everything except from the side of wall studs, rafters and foundations.
 - d. Panes of glass, window screens and door screens are **not** common property **and are the responsibility of Unit Owner.**
2. Patio Areas are part of the property's common area and consist of the following:
 - a. The area between the lower privacy fences from the rear of the unit to the beginning of the grass.
 - b. The condominium is responsible for the upkeep of the privacy fences, however any improvements to the patio areas will be at the expense of the owner, and maintenance of such improvements will also be the responsibility of the owner. Any improvements must be in accordance to the guidelines set by the Board of Governors.

Condo fees/Dues:

1. All monthly fees are due on the 1st of each month.
2. No bill will be sent. It is the Unit Owner's obligation to meet this schedule.
3. After 30 days, a surcharge will be levied at a rate of \$35 per month.
4. After 60 days, collection procedures will commence. A Unit Owner under collection will be responsible for all legal and collection costs.
5. All Unit Owners over 30 days late in their monthly fee may have their voting rights suspended until their account is paid in full, including collection costs, fines, and other Special Assessments.

Board of Governors

To contact the Board of Governors, please use the following email address or contact the Management Company, at the address or phone number above.

- trustees@cscondo.com

Please note that requests made to the Management Company and/or the Board of Governors generally are reviewed at the next scheduled board meeting. Sometimes, prudence does dictate discussion and or immediate decisions. If you feel that your request or issue is of an urgent nature, please clearly note so in your request.

The Board of Governors generally meets on a monthly basis to discuss open issues, long term plans and goals, project status, and financial concerns. These meeting are open forums and unit owners are welcome to listen to the discussion. Please contact the Management Company to determine the location and time of the next scheduled Board Meeting. As space is limited, and since meetings held typically in private residences, the Board requests that you provide at least a one-week advance notice if you wish to attend a Board Meeting. Also, we request that if you wish to address a concern or suggestion to the Board, that a written request is filed with the Management Company at least one week prior to the meeting. This will allow sufficient time for the Board to be notified of the request.

The Board of Governors may discuss issues of a sensitive nature in a closed forum in an Executive Session. Owners are not permitted to attend this part of the Board Meeting.

1. General Common Area Usage:

1.1 Common Area Rules

1. Trash is not to be stored on decks or in front or behind the units.
2. Parking or driving on grassy areas or sidewalks is not permitted.
3. All Unit Owners are encouraged to walk on the walkways and pavement whenever possible, so as not to wear a path on the lawn area.
4. Holiday ornaments are allowed and must be taken down within 15 days of time after the holiday.
5. A pet's waste is the responsibility of the Unit Owner, and must be disposed of immediately. The Board of Governors reserves the right to issue fines against who do not clean up after their pets immediately.
6. Debris, trash, tires, tire rims, beach chairs, tools, equipment, etc should not be left in the common areas. If leisure items (toys, chairs, tools, etc.) are used during the day, they must be stored away by quiet hours. Nothing is to be stored in the common areas. Please store them inside or behind your unit between the privacy barriers where they cannot be seen.
7. Please make sure everything is off the lawn areas at night. The landscapers are here each week to take care of the lawn. Any unit found impeding the maintenance of the common area will subject to fines and/or additional labor charges to move obstructing items.
8. Planting beds located at the front of the units are available to plant flowers only. Shrubs (other than those already planted), trees or rose bushes may not be planted in this area.
9. Clotheslines are not permitted, under any circumstances.
10. Cigarette or Cigar butts must be disposed of properly and should not be thrown onto the grass or into the woods. Please use an ashtray.
11. Roller blading, riding scooters or skateboarding down the entrance hill is not permitted. Bicycles are not allowed on any of the common area lawn.
12. The rocks in the common area (near the mailboxes, across the street from the mailboxes and behind the odd numbered units) are not to be played on. If anyone is injured while playing on these rocks, it is not the responsibility of the Association.
13. Drawing on the walkways with chalk must be washed off the asphalt/cement with a bucket of water. No one is permitted to play in the road ways.
14. Pools should be located behind your own Unit and not in between two of the end Units. For safety reasons please empty the pool at the end of the day and turn them over. Any damage to the lawn area from the pools will be the Unit Owners/Tenants responsibility to repair. All pools must be returned to their patio area each night by dark.
15. Firearms, archery or other lethal weapons are not permitted for use or discharge on the common areas of the property. This includes within the privacy fences behind your unit.

1.2 Motor Vehicles

1. Repairs and maintenance other than those designated below are not permitted anywhere on the common property.
2. Permitted maintenance and repairs:
 - a. Repair of a flat tire
 - b. Normal washing, waxing and vacuuming
3. Any vehicle leaking any fluids must be removed from the property immediately. Damage caused by repairing or leaking vehicles will be the responsibility of the Unit Owner.
4. No unregistered and/or disabled vehicles may be left on the condominium property. They will be towed at the Unit Owner's expense. All vehicles must be able to move under their own power. All vehicles will have at all times a current Inspection Sticker and Plate Registration Tag. Disabled vehicles may not be parked in a parking space for longer than a 48-hour period without the written consent of the Board.
5. Snowmobiles, ATV's, dirt bikes, other motorized vehicles cannot be operated on common grounds, trails, mulch, or landscape areas. **Only registered and insured vehicles driven by licensed or permitted drivers (according to the laws set by the State of Massachusetts) are allowed on the property roadways.**
6. Vehicles with loud mufflers or exhaust problems are not permitted.
7. Only private/commercial passenger vehicles with a payload not exceeding 2000 pounds are allowed on the property. Any vehicle transporting hazardous or flammable materials will not be permitted on the property.

1.3 Parking

1. Each Unit is entitled two spaces. Please remember that it is reasonable to expect to park in front of your of your own unit. Only 2 registered private/commercial passenger vehicles per unit are allowed. Unregistered vehicles are not allowed on the property.
2. Please use care when parking your vehicles. Parking over the lines is not permitted. Spaces are not deeded and must be left available for others use, if you are not using both spaces.
3. Parking is not allowed other than in designated parking spaces. It is the Unit Owner's responsibility to instruct guests where to park.
4. Guest parking is available on a first come first serve basis in the following order:
 - a. Extra spaces located at the front of your units.
 - b. Visitor parking located to the right of Unit 42 (11 spaces)
 - c. On the right hand side of the roadway as you proceed down to the dumpsters. Please leave room for owners to pass without parking on the grass.
 - d. No visitor is to park at the islands between the units (near the light posts) or at the island located by the mailbox. Parking on the grass is not permitted.
5. No parking is allowed on grassy areas or sidewalks. Motorcycles included. Do not park so that the front of the vehicle overhangs the grassy area. It impedes mowing and hot engines may burn the grass.
6. RV's, boats, trailers, camper trailers or vehicles with advertising etc. are not allowed, except for a one time period of 24 hours to load or unload, or wash. This does not apply to delivery trucks or maintenance vehicles performing a service for Unit Owner. Any other exception must be made in writing to the board of Governors for review and approval.
7. Bicycles are not to be stored or parked in parking spaces at any time.
8. Motorcycles may be parked in parking spots, so long as the Unit Owner is within their two-space allotment. When primary vehicles are using both spaces, motorcycles may be parked in front or behind the primary vehicles, as long as this is within the lines marked.

1.4 Pets

1. A maximum of two (2) total dogs, cats or other customary household pets may be kept in any unit, provided that: (a) such pet is not kept, bred, or maintained for any commercial purposes; (b) the owner complies with all pet related Rules and regulations promulgated by the trustees from time to time with respect to the common areas; (c) only one of said pets may be kept as an "outdoor" pet. "Outdoor" pets are defined as those pets, which must be brought to the exterior of an owner's unit to perform daily functions (to urinate, defecate, and maintain exercise in a humane manner) .
 - a. Farm animals are not permitted.
 - b. Breeds: No Pit bulls, Rottweiler's, Doberman Pinchers , German Shepperd's or Chows.
 - c. Excessive barking will not be permitted.
2. All outdoor animals must be marked with identification (Unit and Phone Number) and current vaccination tags.
3. A pet's waste is the responsibility of the Unit Owner, and must be disposed immediately. The Board of Governors reserves the right to issue fines against those who do not clean up after their pets immediately.
4. Pet's are not to be tied to lampposts, front railings or anywhere in front of the Units.
5. Pet's owners are responsible for any damage to common areas caused by their pets.
 - a. Ripped up lawns.
 - b. Damage caused by pets waste, urination, etc.
6. Dogs must be inside of units no later than 9:00PM on any given night.
7. If you see a dog running loose do not contact the Board of Governors or Management Company, please contact the Bellingham Animal Control.
8. All dogs are to be leashed at all times.
9. Dogs that are leashed behind the Units are to stay between the privacy barriers. They should not be able to reach the lawn.
10. Unit Owners will be notified if a leased unit is in violation of these rules.

1.5 Noise/Parties

1. Unit Owners and Tenants must keep the noise down to an acceptable level while entertaining guests.
2. Rented or leased unit Tenants obtain permission from the Unit Owner prior to a large gathering.
3. No loud music or broadcasts will be tolerated at any time. Noise must be kept to a reasonable level in consideration of your neighbors.
4. Outside parties must be kept to the rear of one's own unit.
5. The Unit Owner is responsible for any party in his/her unit and is liable for any damage to common areas caused by a party or party attendees. Costs incurred by the Association to repair said damage will be an assessment against the unit or units involved. The Board of Governors reserves the right to fine Unit Owners who repeatedly violate party regulations.
6. Quiet hours:
 - a. Sunday evening- Friday morning 9:30 pm- 7 am (excluding night before holidays)
 - b. Friday evening- Sunday morning 11 pm- 8 amPlease bring your party inside if you fall between the quiet hours.

2. General Use

2.1 Storage

There is no storage areas located on the property. All storage must be done within your unit, either in the basement or the attic. No items or trash should be stored on balconies or in front of your unit.

2.2 Balconies, Patios, and Exterior Appearance

1. Window grates must be installed in all windows if they are damaged or missing they must all be removed to keep consistency.
2. Chalk marks drawn on pavement areas must be washed down by quiet hours every night.
3. All units must neatly hang an acceptable curtain, blind, or drape in their front and side windows. (A bedroom sheet for example is not acceptable).
4. United States Flag may be flown or displayed according to Federal Statute. Flag pole brackets must be mounted only on the door trim and brackets may not be attached to the siding. Flagpoles are not to exceed four feet in length and flags are limited to a size of three feet by five feet.
5. No signs (for sale, etc.) may be hung from a unit or placed in a window, except for reasonable (at the discretion of the Board of Governors) "welcome" signs on a designated hook provided by the Board of Governors.
6. No items of debris or trash may be left on your steps or in the common areas.
7. The rear of units (between your privacy fences) is to be keep neat and orderly. Please note section 2b and 2c of the definition of Common Areas. This is subject to the discretion of the Board of Governors.
8. Plants or bird feeders may be hung off privacy fences with plant hangers only. Garden hoses may be hung off of a bracket installed on the inside of the privacy fences. No other items shall be hung or displayed on the privacy fences. Any damage to the privacy fence cause by any of the above items is the responsibility of the Unit Owner.
9. All units must maintain a consistent exterior appearance from one unit to the next. If you notice any inconsistencies, please notify the Management Company.
10. Any issues that fall outside these guidelines must be submitted in writing to the Management Company. This will be reviewed and approved by the board of Governors.

2.3 Bulletins and Solicitation

1. Posting advertisements on mailboxes is not permitted.
2. Door to door notices are limited only to those distributed by the Board of Governors.

2.4 Trash

1. Only household trash is to be disposed of in dumpsters.
 - a. No commercial dumping.
 - b. No large items such as chairs, couches, furniture, tires or tire rims, washers, dryers, refrigerators, engine or automobile parts, motor oils, paints or any hazardous waste, gas grills, propane tanks, air conditioners, etc.
 - c. Disposal of large items, or those items that take up an unreasonable amount of room in the dumpster is the responsibility of the unit owner.
2. All trash must be tightly bagged in proper container.
 - a. No open containers with loose trash shall be thrown into the dumpster.
 - b. If you make a mess clean it up.

- c. Empty boxes must be broken down to conserve room.
- d. Please pack dumpsters efficiently.
- e. If dumpsters are full, please put your trash on top of opened dumpster, not on the ground.
- f. No storage of trash is allowed outside of a Unit.

3. Anyone found in violation of trash disposal regulations will be fined according to the severity of the incident, and will be charged the full amount required to return the area to an appropriate condition. Please be considerate of others and conserve space in the dumpsters.
4. There are no recycling containers at Crystal Springs Condominium. The Tower of Bellingham provides a Transfer Station for recycling to all town residents is located on Maple Street.

2.5 Window Air Conditioners

1. Air conditioners may be put in from May 1st through October 31st, unless otherwise dictated by the Board of Governors at the beginning or end of the Spring/Summer seasons.
2. Unit Owners must sign and abide by the Crystal Springs Condominium Association Air Conditioner Agreement if they intend to use an air Conditioner. Agreements are valid only for the season prior to the Air Conditioner's use.
3. Owner as well as Tenants must sign the agreement for rented or leased units.
4. Copies of the Agreement can be obtained from and returned to the Management Company or through our website.
5. Unit Owners are allowed one Air Conditioner per bedroom, one for the living room (end units must install these in the side window), and one for the basement (Even units only). Air Conditioners are not to be installed in bathrooms or the bay windows.
6. Air Conditioners may not exceed 10,000 BTU, and should be Silver or Tan in color.
7. As of January 1st 2014 all window mounted air conditioning units must have metal support brackets on the exterior of your home to support the air conditioner and eliminate the possibility of falling object hazards. Only support brackets that utilize hardware that does not penetrate the siding will be allowed for use. The Board of trustees reserves the right to fine any unit owner found to be not in compliance with this mandate
8. If the exterior siding, window frame, or any other portion of the unit or common area is stained, damaged or otherwise affected by the installation, use or removal of the Air Conditioner, the Unit Owner will be responsible for the full cost of returning the Unit to its original condition.
9. Installation of Central Air Conditioning Equipment is permitted so long as a request is submitted in writing to the Board of Governors with contractor's proposal for review and approval.

ALL WINDOW AIR CONDITONERS MUST BE REGISTERED WITH THE MANAGEMENT COMPANY PRIOR TO INSTALLATION.

2.6 Architectural Integrity

Any changes to appearance to the outside of the building or to the architectural integrity of the building must be first brought to the Board of Governors in writing for review and approval.

For Satellite Dish Installation, please contact the Management Company for a copy of the Satellite Dish Installation Resolution. Copies are also available on our website.

For Patio Installations, please contact the Management Company for a copy of the Patio Policy. Copies are also available on our website.

2.7 Realtors

1. Open Houses are permitted. Signs may be placed in front of your unit and at entrance of the complex on the day of the open house for a period of no more than 1/2 hour before and 1/2 hour after the scheduled event.
2. Unit Owners and their agents must park their vehicles in the visitor parking areas to accommodate the additional guests during the open house hours.
3. Please be considerate of your neighbors. Done correctly, open houses attract interest in our community and will help improve the value of the property.

2.8 Snow Removal

1. Please watch for the plows and be ready to move your car. The plowing company will plow one set of Units at a time.
2. All cars for that unit will need to be moved to the other side so plowing can be done, and then brought back so the plows can do the other side. We need full cooperation from all Unit Owners/ Tenants.
3. If you cannot move your car, please leave your keys with a neighbor or on the floor of your car. If your car is not moved, none of the parking spaces in front of said units will be plowed.
4. Snow removal of the front stairs and walkways of all Units is the responsibility of the Unit Owners. The Association will not shovel stairs or walkways.

3. ***Rental & Leasing***

1. Any Unit Owner renting or leasing his/her unit is required to furnish a current rental or lease agreement to the Treasurer of the Association. The agreement is to be furnished within one week of the Tenant moving in.
2. Any Unit Owner renting or leasing his/her unit is required to inform tenants of the Rules and Regulations of Crystal Springs Condominium Association. A Rules and Regulations booklet must be signed by the Tenant and returned to the Manager of the Crystal Springs Condominium Association with your next Condo Fee payment.
3. Any unit renting or leasing his/her unit is responsible to Crystal Springs Condominium Association for the Tenants actions and adherence to the Rules and Regulations.

ALL TENANTS MUST BE REGISTERED WITH THE MANAGEMENT COMPANY. PLEASE CONTACT THE MANAGEMENT COMPANY FOR THE APPROPRIATE REGISTRATION FORMS.

4. ***Safety & Security***

The speed limit on Crystal Springs property is 15 MPH. license plate numbers will be reported to the Bellingham Police Department. Violators will be fined the maximum amount allowed. Unit Owners are responsible for notifying their guests of the speed limit. Guests will also be held liable. Please refer to the Motor Vehicles section for more information.

5. ***Complaints, Communication and Due Process***

Communication and reasonable discussion between owners and/or the Board of Governors should resolve all violations of the Rules and Regulations. However, failure to successfully resolve the complaint would require the Board of Governors to take action against the Unit Owner who refuses to comply with the requirements of the Association.

Complaints must be made (preferably in writing) to the Management Company, and will be reviewed by the board of Governors at the next monthly meeting, unless prudence dictates otherwise. Whenever possible, your confidentiality will be respected (with respect to the offender).

6. *Fine Schedule*

Unless otherwise stated in an individual rule, fines will be assessed as a last resort, and only after violators have been given adequate opportunity to defend themselves and bring the situation to a resolve.

In addition, any violation involving common areas will require the violator to be held responsible for the full cost of restoring the common area to its original state or repairing the damage as a result of the infraction.

7. *Miscellaneous*

It is everyone's responsibility to keep our community in order. Other's actions (in violation of the rules) are not an acceptable excuse for breaking the rules. If you notice an individual violating the rules, please notify the Management Company (preferably in writing) and it will be brought to the Board's attention. Otherwise, the Board must rely on what is seen and reported. Your confidentiality will be respected whenever possible.

CRYSTAL SPRINGS CONDOMINIUM ASSOCIATION
Crystal Way, Bellingham, MA 02019

Unit Owner/Renter Registration Form

Date: _____

Unit#: _____

Owner Information

Name(s) _____

Home Phone _____ Work Phone _____

Emergency Information

Name _____ Phone Number _____

Tenant Information (if applicable)*

Name(s) _____

Home Phone _____ Work Phone _____

Emergency Information

Name _____ Phone Number _____

**** Renting or Leasing units must be approved by the Management Company prior to rental agreement.**

Occupant Vehicle Information:

Vehicle #1 _____

Year/Make _____ Model _____ Plate # _____

Vehicle#2 _____

Year/Make _____ Model _____ Plate # _____

I have received and read the Rules and Regulations pertaining to Crystal Springs Condominium. I understand them and agree to abide by them.

Signature: _____

(Owner/Tenant)

The name(s) listed above has registered with the Crystal Springs Condominium Association as having received, read and understands the Rules and Regulations.

PLEASE RETURN THIS COMPLETED FORM TO THE MANAGEMENT COMPANY.

CRYSTAL SPRINGS CONDOMINIUM ASSOCIATION

Crystal Way, Bellingham, MA 02019

<http://www.cscondo.com>

Pet Registration Form

Owner Information

Name _____

Unit Number _____

Home Phone _____

Pet Information

Pet Name _____

Age _____

Dog/Cat _____

Dog License # _____

Species _____

Breed _____

Height _____

Weight _____

Distinguishing Features:

Please attach two color photos of your pet to this registration along with a copy of its rabies vaccination and a copy of your dog's license (if applicable).

I have read the Rules and Regulations pertaining to Pets and Crystal Springs Condominium. I understand them and agree to abide by them. Outside animals must be tagged with Owner's Unit Number, Phone Number, and vaccination tags.

Signature: _____

Date: _____

CRYSTAL SPRINGS CONDOMINIUM ASSOCIATION

Crystal Way, Bellingham, MA 02019

AIR CONDITIONER AGREEMENT

Crystal Springs Condominium Association, Inc. grants permission to -

Of Unit # _____ to install one air conditioner in each of the following rooms: (Unit owner's name)

- Master Bedroom
 - Guest Bedroom
 - Living Room (end units must install in the side window)
 - Basement (even units only)
-

TERMS AND CONDITIONS

All Air Conditioners are subject to the following terms and conditions:

1. The **maximum** rating allowed is 10,000 BTU's
2. The approved colors are silver or tan.
3. Air conditioners are not to be installed in the bathrooms.
4. Supports are required, they must be only supported by the siding and not mounted to the siding. Please contact the Board of Governors for suggested models.
5. In the event the exterior siding, window frame or any other portion of the unit or common area is stained, damaged or Otherwise affected by the installation, use or removal of the air conditioner; the unit owner is responsible for the full cost of correction and such condition.
6. No installation of an air conditioner will be permitted in a unit not occupied by owner without the owners written assent to these terms are indicated.
7. The air conditioners can be installed no sooner than **May 1st** and must be removed no later than **October 31st**, unless dictated otherwise by the Board Of Governors.

No air conditioners shall be installed without a signed **Air Conditioner Agreement** on file. Permission for the installation of the air conditioners is granted only for the year in which this agreement is dated. Should there be any breach of the **Terms and Conditions** of this agreement, the unit owner agrees to remove the air conditioner upon request by the Association. In the event the Association must take action for the cure of any breach of this agreement; any and all costs or legal fees will be considered a common area expense will be assessable to the unit owner in default.

By: _____ **Unit #** _____

Date: ___/___/___ (Unit Owners Signature)

Should you have any questions or concerns, please call:

Justin Rooney, Property Manager

Salisbury Management

120 Shrewsbury St

Boylston, MA 01501

Phone (508) 869-4094 Fax (508) 869-0664

PLEASE RETURN THIS COMPLETED FORM TO THE MANAGEMENT COMPANY

